

Due by March 31, 2014

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2013.

**Instructions:** Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2014, to the appropriate address indicated on the last page of this form.

SECTION I. Municipal Information			
Name of Municipality		Facility ID No. (FIN)	
City of Neenah		31112	
Mailing Address	City	State	ZIP Code
211 Walnut Street	Neenah	WI	54956
County(s) in which Municipality is located	Municipality Type: (select one)		
Winnebago	<input type="radio"/> County <input checked="" type="radio"/> City <input type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify)		

SECTION II. Municipal Contact Information			
Name of Municipal Contact Person		Title	
Heath Kummerow		Engineer	
Mailing Address	City	State	ZIP Code
211 Walnut Street	Neenah	WI	54956
Email	Phone Number (include area code)	Fax Number (include area code)	
hkummerow@ci.neenah.wi.us	(920) 886-6245	(920) 886-6250	

SECTION III. Certification		
<i>I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-1 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.</i>		
Authorized Representative Printed Name	Authorized Representative Title	
Gerry Kaiser	Director of Public Works	
Signature of Authorized Representative	Date	
Email	Phone Number (include area code)	Fax Number (include area code)
gkaiser@ci.neenah.wi.us	(920) 886-6180	(920) 886-6250

**SECTION IV. General Information**

a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report.

The City Council and general public will be provided with an opportunity to review and comment on the Annual Report at the April 2, 2014 City Council meeting. The agenda will be legally posted in three locations prior to the public meeting. The Annual Report will be posted on the City's website and made available in hard copy at City Hall. The general public will be encouraged to review and comment on the Annual Report.

The Annual Report will also be presented to new Council members after elections when the stormwater management plan is presented with project proposals. The presentation will take place during a published meeting open to the public.

**SECTION IV. General Information** (continued)

b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.

Staff reviews guidance documents prepared by DNR, and state regulations related to stormwater. City staff attended the 2013 Fox-Wolf Watershed Alliance (FWWA) Stormwater Conference which discussed current and proposed future requirements. The City has held numerous meetings during 2013 to discuss MS4 Permit requirements, updates and implementation of the City's Stormwater Management Plan. The requirements of the permit are reviewed at the yearly budget meetings when discussing proposed and future projects. The City is also a member of the Northeast Wisconsin Stormwater Consortium (NEWSC) and the City routinely attends NEWSC meetings and conferences which discuss permit requirements and host a DNR representative to discuss stormwater issues including the general permit requirements.

c. Has the municipality prepared its own municipal-wide storm water management plan?  Yes  No

If yes, title and date of storm water management plan:

City of Neenah Stormwater Management Plan (December 20, 2004 and April 11, 2008)

The City is currently updating the management plan using the current model and requirements. McMahon Associates just submitted "CITY-WIDE STORMWATER QUALITY MANAGEMENT PLAN" December 16, 2013 which is being reviewed.

d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions of the general permit as provided under Section 2.10 of the general permit?  Yes  No

If yes, describe these cooperative efforts:

The City is a member of the Northeast Wisconsin Stormwater Consortium (NEWSC). NEWSC is a coalition of cities, towns, villages, and consultants that develop education materials that the City can use for public education. Please refer to the 2013 NEWSC Annual Permit Report on file with the DNR for a list of NEWSC activities.

e. Does the municipality have an internet website?  Yes  No

If yes, provide web address:

The City of Neenah website is [www.ci.neenah.wi.us](http://www.ci.neenah.wi.us).

The NEWSC website is [www.newwaterwisconsin.org](http://www.newwaterwisconsin.org) and [www.newsc.org](http://www.newsc.org).

If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program?  Yes  No

If yes, provide web address:

<http://library.municode.com/index.aspx?clientId=13865&stateId=49&stateName=Wisconsin>

Navigate to Chapter 17 - Utilities / Article IV. Stormwater Management Services

**SECTION V. Permit Conditions**

a. Minimum Control Measures: For each of the permit conditions listed below, provide a description of the status of implementation of program elements, the status of meeting measurable goals, and compliance with permit schedule in section 3 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

**SECTION V. Permit Conditions** (continued)

- Public Education and Outreach

The City again held it's "Renew the Slough" event on May 11, 2013. The event is advertised and 120 mailings were sent out to riparian owners to generate participation. The event had 45 participants who received the DNR publication "Protecting Your Waterfront Investment - 10 Simple Shoreland Stewardship Practices". (the publication was also included with the mailings and distributed to citizens visiting City Hall.)

The City has a "Sustainable Neenah" committee which meets regularly consisting of City employees and residents. Sustainability issues and projects including water conservation and improvements were discussed. Residents are encouraged to join and participate in discussions and projects through the web site and wall hangers. Neenah staff also have a sustainability group which meet quarterly.

The City has a "Sustainable Neenah" section on their website which promotes sustainable practices relating to a number stormwater best management practices and education. This section promotes items such as rain barrels, rain gardens and yard care with internet links and links to books at the Neenah public library for preschoolers to teens and adults which promote environmental health including our waters. The Sustainable Neenah group also presented a booth at 3 Neenah Farmers Markets in 2013 to educate the public on environmental issues.

A display table with stormwater educational material is located in the foyer of City Hall and Public Works & Utilities Department. The City mails its quarterly newsletter to 11,600 homeowners and businesses. The newsletter contained information about parking restrictions for street sweeping, leaf collection, clean up after dogs, avoid blowing grass clippings into the street, not putting leaves for pickup into the gutter and cleaning the catch basin in front their house.

The City maintained its membership with NEWSC during 2013. NEWSC continues to develop educational materials, mass media materials and personal appearanc

- Public Involvement and Participation

As part of the City's annual "Renew the Slough" clean up, residents were asked to volunteer to help clean up trash and debris from the Neenah Slough on May 11, 2013. 45 citizens participated in the event.

The City discussed stormwater issues during approximately 39 public meetings during 2013. The public was provided an opportunity to become involved and participate during the public meetings. Various stormwater topics were discussed including but not limited to the MS4 Annual Report, future storm sewer and BMP construction, the Stormwater Utility and rates, and environmental sustainability.

Neenah's Sustainability Committee encourages residents to become members and/or volunteers to develop policies and participate in projects which protect our environment including stormwater improvement projects and practices and water conservation.

The City is a member of the Northeast Wisconsin Stormwater Consortium (NEWSC).

**SECTION V. Permit Conditions** (continued)

- Illicit Discharge Detection and Elimination

The City continued its field screening program of outfalls in 2013. 42 outfalls were field screened in 2013. Of the outfalls screened, samples were taken and tested from 4 outfalls which had some flow. None of the samples exceeded limits for contaminants tested. All 42 outfalls were characterized as "unlikely", none were characterized as "potential", none were characterized as "suspect", and none were characterized as "obvious" to have an illicit discharge. Ten of the outfalls required some degree of structural repair.

6.5 miles of sanitary sewer and storm sewer were routinely inspected during 2013 which included televising sewers and flooding storm sewers.

120 storm sewer, drainage area and on-site investigations were performed during 2013. 3 spills and releases of hazardous substance were reported or investigated during 2013. 13 spills were reported by the fire department as minor spills not requiring notification. One NR 706 spill notification was issued to the DNR and no illicit discharge notifications were issued to adjacent municipalities during 2013. One "Warning Notice" was issued, no "Notices of Violation" were issued, and one enforcement action was taken during 2013.

Investigations of reported incidents included two gas spills and one white substance in the Fox River. One gas spill was at a gas station which was resolved by the fire department using oil dry. The other gas spill involved a resident releasing 5 gallons of gas from a boat on their property. The gas infiltrated into the ground and the neighbor reported gas residual in the sump pit. DNR was notified for cleanup. Also reported in 2013 was a white substance in the Fox River by an employee at Alta Resources. Initial site visit could not see plume. Follow up with Neenah Paper concluded that they had issue with a force main from KC X-mill to Neenah Paper. Sewerage was diverted to Neenah collection system, a contractor contacted to repair, and DNR notified by KC X-mill.

- Construction Site Pollutant Control

A total of 43 erosion control permits were issued (38 new homes, 0 multi-family, 1 commercial or retail and 4 industrial). 2 erosion control plans were reviewed and permits were issued for construction sites with less than 1 acre of land disturbance during 2013. 2 erosion control plans were reviewed and permits were issued for construction sites with 1 to 5 acres of land disturbance. No erosion control plans were reviewed or permits issued for construction sites with 5 acres or more of land disturbance during 2013.

Approximately 129 site inspections were performed at 45 construction sites during 2013. During these inspections, 3 verbal "Warning Notices" were issued, 0 written "Notices of Violation" were issued, and 0 enforcement actions were taken. A "Permit Certificate" was posted at 3 construction sites during 2013. The "Permit Certificate" educated the public about construction site erosion control and provided a phone number for the public to ask questions and/or provide tips. The public submitted 1 erosion control tips / complaints to the City during 2013. One problem was remedied as a result of information submitted by the public. Educational materials were distributed during 2013 including ordinances, Stormwater Reference Guides, Technical Standards, plan review letters, inspection reports, etc. Meetings and pre-construction conferences were held to educate the permit applicant, designer and/or contractor about the City's Construction Site Erosion Control program.

The City obtained public input and modified its Construction Site Erosion Control Ordinance on September 3, 2008. The ordinance is currently under review for required changes. The City obtained public input and modified fees for its Construction Site Erosion Control program on September 3, 2008.

**SECTION V. Permit Conditions (continued)**

• Post-Construction Storm Water Management

The City obtained public input and modified fees for its Post-Construction Stormwater Management program on September 3, 2008.

Stormwater management plans were reviewed and permits were issued for no post-construction sites with less than 20,000 square feet of disturbed impervious surfaces during 2013. Stormwater management plans were reviewed and permits were issued for 4 post-construction sites with 20,000 to 200,000 square feet of disturbed impervious surfaces. Stormwater management plans were reviewed and permits were issued for no post-construction site with 200,000 square feet or more of disturbed impervious surfaces during 2013.

Commerce Court pond expansion was approved, property and easement acquisition began, and plans were finalized. The installation of storm sewer and pond expansion is planned for 2014.

Preliminary site analysis performed and consultant hired for Winneconne Avenue South Pond.

The City currently owns and operates 22 wet detention ponds, 4 biofilter sites and 3 proprietary manholes. 78 sites contained post-construction stormwater management facilities during 2013 (public and private). Approximately 132 municipal site inspections were performed by City staff or their agents at 29 publicly-owned stormwater management sites during 2013.

The public submitted 3 post-construction stormwater management tips / complaints to the City during 2013. Problems reported were mainly due to algae in the wet detention ponds.

Ordinances, Stormwater Reference Guides, Technical Standards, plan review letters, inspections reports, etc. were distributed in 2013 to consultants, developers, and contractors. In addition, meetings were held to educate the permit applicant, designer, contractor and/or facility owner about the City's Post-Construction Stormwater Management program.

• Pollution Prevention

Mechanical street sweeping was performed every 4 weeks within residential areas and every week within commercial, industrial and institutional areas. 239 curb-miles of street were swept during 2013 at these sweeping frequencies. 520 tons of street sweeping waste were properly disposed of at the Badger Highways Quarry and/or Winnebago County Landfill during 2013.

3,570 catch basin sumps were cleaned at least once during 2013 and the catch basin cleaning waste was properly disposed of at the Badger Highways Quarry and/or Winnebago County Landfill. 3,151 tons of road salt and 43440 gallons of brine solution were applied to 262 lane-miles of street during 2013.

The City had 6 curb-side pickup days for yard waste collection and 6 curb-side pickup days for leaf collection in the spring during 2013. The City also collected leaves in the fall with truck mounted leaf pickers. In addition, approximately 265 drop-off days were provided for leaves and yard waste at the Tullar Road Garage drop off center. Approximately 1,053 tons of leaves and 781 tons of yard waste were collected and disposed of during 2013.

The City has 1 property with more than 5 acres of turf grass where lawn fertilizers are applied (Memorial Park). The City developed and implemented a Nutrient Management Plan for these properties during 2010.

Curb-side recycling collection and curb-side garbage collection were performed once every week, and curb-side white goods / bulky household item collection was performed 6 times during 2013.

Educational materials about source water protection and/or water conservation were distributed during 2013 (see Education & Outreach).

b. **Storm Water Quality Management:** Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard?  Yes  No

If yes, provide the following: Model used WinSLAM Version 10 Reduction (%) 14

If no, include a description of any actions the municipality has undertaken during 2013 to help achieve the 20% standard.

**SECTION V. Permit Conditions** (continued)

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal?  Yes  No

If yes, describe:

The City has few flood control facilities but has done an initial review of private flood control facilities to evaluate the feasibility of retrofitting.

c. Best Management Practices Maintenance: Does the municipality have a maintenance program for installed storm water best management practices?  Yes  No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2013. If available, attach any additional information on the maintenance program.

Maintenance to existing ponds include inspecting depth and sediment depth, erosion around pipe outfalls and steep side slopes, weed and algae control, prairie planting, aquatic plant planting, goose control and muskrat control.

McMahon Associates was contracted for prairie plant maintenance, invasive species control and general maintenance inspections. Wisconsin Lake and Pond Resources was contracted for algae control and aquatic plant management.

Catch basin maintenance includes a minimum of an annual inspection and cleaning; proprietary devices include a minimum of a semi-annual inspection and cleaning.

d. Storm Sewer System Map: Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.

Minor updates were made to the map, no major changes were performed.

**SECTION VI. Fiscal Analysis**

a. Provide a fiscal analysis that includes the annual expenditures for 2013, and the budget for 2013 and 2014. A table to document fiscal information is provided on page 8.

b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?

Storm water utility  General fund  Other \_\_\_\_\_

c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements?  Yes  No

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

The City created a stormwater utility to assist with MS4 Permit compliance. The equivalent runoff unit (ERU) for an average single family residential property was equivalent to 3,138 square feet of impervious area. Charges imposed for a two family residential property were 1/2 ERU for each dwelling unit. The charges imposed for residential-multifamily units and non-residential properties were the rate for one ERU, multiplied by the numerical factor obtained by dividing the total impervious area by the square footage of one ERU. The stormwater utility charge was increased from \$70 per ERU to \$84 per ERU during 2010. Current ERU fee will be reviewed with implementation of stormwater management plan.

**SECTION VII. Inspections and Enforcement Actions**

**Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.**

a. As of the date of this annual report, has the municipality adopted a construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit?  Yes  No If yes, attach copy or provide web link to ordinance:

<http://www.ci.neenah.wi.us/services/municipal-code.html>

b. As of the date of this annual report, has the municipality adopted a post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit?  Yes  No If yes, attach copy or provide web link to ordinance:

<http://www.ci.neenah.wi.us/services/municipal-code.html>

c. As of the date of this annual report, has the municipality adopted an illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit?  Yes  No If yes, attach copy or provide web link to ordinance:

<http://www.ci.neenah.wi.us/services/municipal-code.html>

**SECTION VII. Inspections and Enforcement Actions** (continued)

d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)?  Yes  No If yes, attach copy or provide web link to ordinance:

The following ordinances are available on the City website: <http://www.ci.neenah.wi.us/services/municipal-code.htm>

e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

Inspections and enforcement actions are summarized in Section V of this Annual Report.

**SECTION VIII. Water Quality Concerns**

a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/SurfaceWater/orwerw.html>)  Yes  No If yes, list:

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/water/impairedsearch.aspx?status=303d>)  Yes  No If yes, complete the following:

• Impaired waterbody to which the MS4 discharges:

The City discharges to the Neenah Slough, Fox River and Lake Winnebago.

• Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:

The City has implemented numerous BMPs including detention ponds, biofilters, leaf collection, street sweeping, catch basin cleaning; and promoted private BMPs through ordinances

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

No water quality improvements were observed by the City.

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

No water quality degradation was observed by the City.

**SECTION IX. Proposed Program Changes**

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2014 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

Note to SECTION V. b. The recent pollutant-loading analysis performed reported a 14% removal rate, however no private BMPs were included in the removal totals because maintenance agreements were not provided. The City is currently pursuing maintenance agreements that have not been received for private BMPs so they may be included in the modeling. The City also plans to complete the Commerce Court Pond expansion in 2015. With the completion of these tasks the City anticipates that it will meet the 20% suspended solids removal goal.

The City also plans to update stormwater ordinances once all regulation changes are finalized. It is anticipated that the ordinance updates will be completed shortly thereafter.

**Fiscal Analysis Table.** Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure 2013	Budget		Source of Funds
		2013	2014	
Public Education and Outreach	2,537	2,504	1,767	Storm Water Utility, 2014 Operating Budget, Page 302, 1% of Storm Sewer Operations
Public Involvement and Participation	2,537	2,504	1,767	Storm Water Utility, 2014 Operating Budget, Page 302, 1% of Storm Sewer Operations
Illicit Discharge Detection and Elimination	23,475	28,542	23,069	Storm Water Utility, 2014 Operating Budget, Page 302, TV/ Sewer Inspection; 5% PW Support/Overhead
Construction Site Pollutant Control	22,398	22,398	23,118	User Fees, Storm Water Utility, 2014 Operating Budget, Page 302, 60% of Erosion Control
Post-Construction Storm Water Management	14,932	14,932	15,412	User Fees, Storm Water Utility, 2014 Operating Budget, Page 302, 40% of Erosion Control
Pollution Prevention	535,920	523,780	519,400	Storm Water Utility, 2014 Operating Budget, Page 302, Leaf Collection, Snow Hauling, Street Cleaning
Storm Water Quality Management (including pollutant-loading analysis)	349,493	438,992	326,622	Storm Water Utility, 2014 Operating Budget, Page 302, Detention Ponds and 96% of Storm Sewer Operations
Storm Sewer System Map	5,073	5,009	3,534	Storm Water Utility, 2014 Operating Budget, Page 302, 2% of Storm Sewer Operations
Other:				

NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program	Buffalo	Monroe	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.	Chippewa	Pepin	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401	Clark	Pierce	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522	Crawford	Portage	Phone: (715) 359-4522
Florence	Rusk		Dunn	St. Croix	
Forest	Sawyer		Eau Claire	Trempealeau	
Iron	Taylor		Jackson	Vernon	
	Vilas		Juneau	Wood	
	Washburn		La Crosse		

NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	Attn: Storm Water Program	Dane	LaFayette	Attn: Storm Water Program
Door	Oconto	2984 Shawano Ave.	Dodge	Richland	3911 Fish Hatchery Rd.
Fond du Lac	Outagamie	Green Bay, WI 54313	Grant	Rock	Fitchburg, WI 53711
Green Lake	Shawano	Phone: (920) 662-5100	Green	Sauk	Phone: (608) 275-3266
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				

SOUTHEAST REGION COUNTIES		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	Attn: Storm Water Program
Ozaukee	Washington	141 NW Barstow Street,
Racine	Waukesha	Room 180
		Waukesha, WI 53188
		(262) 574-2100