

Due by March 31, 2013


**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 2012.

**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, 2013, to the appropriate address indicated on the last page of this form.

SECTION I. Municipal Information			
Name of Municipality Village of Suamico		Facility ID No. (FIN) 31096	
Mailing Address 12781 Velp Ave	City Suamico	State WI	ZIP Code 54313
County(s) in which Municipality is located Brown	Municipality Type: (select one) <input type="radio"/> County <input type="radio"/> City <input checked="" type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify)		

SECTION II. Municipal Contact Information			
Name of Municipal Contact Person Mike Konyn		Title CET III	
Mailing Address 12781 Velp Ave	City Suamico	State WI	ZIP Code 54313
Email michael@suamico.org	Phone Number (include area code) (920) 434-8410	Fax Number (include area code) (920) 434-4820	

SECTION III. Certification	
<p><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></p>	
Authorized Representative Printed Name Randy Loberger	Authorized Representative Title Director of Public Works
Signature of Authorized Representative 	Date 3/14/13
Email randy@suamico.org	Phone Number (include area code) (920) 434-8410
	Fax Number (include area code) (920) 434-4820

SECTION IV. General Information	
<p>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.</p> <p>This annual report will be presented to the Village Board at the March meeting and be open for public comment. The document will also be posted on the Village website for public viewing.</p>	
<p>b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.</p> <p>Municipal officials and appropriate staff have been involved with the storm water discharge permit and its requirements through the development and adoption of local municipal storm water ordinances as well as during budget preparations and the adoption of a storm water utility user fee.</p>	

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

- 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:

Village of Suamico Storm Water Management Plan, January 2008 (currently submitted to WDNR for review, comment & approval)

- 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:

As an active member of NEWSOC, the Village of Suamico is partnering in area wide public education and outreach.

- e. Does the municipality have an Internet website?  Yes  No

If yes, provide web address:

<http://www.suamico.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:

Same as above, ordinances are available under Municipal Code, Chapter 10. Public education materials are under Public Works.

**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.

• Public Education and Outreach

- Provided information about the constructed rain garden at the Village Hall.
- Maintaining a leaf & grass clipping drop off site for Village residents.
- Continue to educate developers and contractors on proper erosion control BMP's through the implementation of our Storm Water ordinance.
- Providing access to our Storm Water ordinance through our Village website.
- Concrete suppliers truck cleaning notice.
- Phosphorous free lawn educational signs and handouts made available @ Village hall and Municipal Services Center.
- Educational articles placed in our quarterly newsletter.
- Public education materials were placed on our website.
- Volunteered staff time to events such as the Green Bay Home & Garden Show.

• Public Involvement and Participation

- The Village has created an "Adopt-a-Pond" program for residents who want to take care of individual ponds. At this time, there are two residents who have "adopted" a pond.

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

• Illicit Discharge Detection and Elimination

- Continue to enforce our illicit discharge ordinance which includes detection, elimination and response procedures.
- Our Ordinance was adopted and implemented 6/02/08.
- Outfall screening continued per the 5 year plan in 2012.

• Construction Site Pollutant Control

- Our ordinance was adopted and implemented 6/02/08.
- All projects including home construction must obtain permits and are inspected regularly and after major rain events. Contractors are required to do an erosion control plan for all construction sites greater than 4000 sq.ft. of land disturbance, 100 cubic yards of excavation, filling or a combination of the 2, or which has 50' or greater of land disturbance along a road, driveway, swale, ditch or waters of the state.

• Post-Construction Storm Water Management

- Our ordinance was adopted and implemented 6/02/08.
- All Village storm water ponds, infiltration basins and infiltration structures are inspected annually and any problems encountered are addressed at that time.
- Staff completed a sediment check of all ponds in 2009.

• Pollution Prevention

- The Village has a Shoreland Wetland ordinance that was adopted in 2006 that regulates the cutting of trees & shrubs in the area within 35' of the ordinary high water mark.

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 SLAMM Version 9.3 Reduction (%) 45.9

If no, include a description of any actions the municipality has undertaken during 2012 to help achieve the 20% standard.

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:

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 2012. If available, attach any additional information on the maintenance program.

The Village has continued to use a "Vac" truck for cleaning inlet/mh sumps. Street sweeping will be continue to be utilized as an effective BMP. Village staff completed a sediment check on all ponds in 2009 and based on the results of these surveys, the Village will complete future checks 3 years prior to when the anticipated maximum sediment storage level of each pond will be reached or in 8 year intervals for those pond sediment chambers that are nearly empty. The Village has one pond that has reached the capacity of it's forebay sediment chamber. This pond's forebay is expected to be cleaned in 2013.

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.

No updates in 2012

**SECTION VI. Fiscal Analysis**

a. Provide a fiscal analysis that includes the annual expenditures for 2012, and the budget for 2012 and 2013. A table to document fiscal information is provided on page 7.

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

- Storm water utility    General fund    Other General fund was used in 2012, Stormwater user fee funds in 2013

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 Village continued to allocate funds out of the general tax levy to pay for our storm water management program in 2012. However, with the recent creation of a storm water user fee, the Village will be using the funds generated by these fees in 2013 and beyond. The Construction and Post-construction Site Pollutant Control budgets may seem to be inadequate, but a considerable amount of the engineering and field work hours are billed to individual projects instead of these particular budget items. Also, the permit fees include monies for plan review and erosion/pollutant control. As indicated by the difference in the budget vs expenditure for Post Construction Storm Water Management in 2011, the Village will need to shift funds when necessary to meet the requirements of the MS4 permit. As noted on the fiscal analysis table, STMWTR Maintenance has been separated from the STMWTR Quality section for clarity.

**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:

Previously submitted and available at: <http://www.suamico.org/> Click on Municipal Code, Chapter 10

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:

Previously submitted and available at: <http://www.suamico.org/> Click on Municipal Code, Chapter 10

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:

Previously submitted and available at: <http://www.suamico.org/> Click on Municipal Code, Chapter 10

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:

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

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.

a. Construction Site Pollutant Control - There were 4 commercial permits and 40 1-2 family dwelling permits issued in 2012. Inspections consisted of ensuring BMP's were in place prior to construction activities, and maintained in acceptable working order until final stabilization occurred, usually 3-4 inspections per permit. Per conditions of the permit, the applicant is responsible for inspections weekly and after rain events of 0.5 " or more. There were no citations issued for residential or commercial construction BMP problems.

b. Post Construction Storm Water Management - 41 detention ponds and 9 infiltration basins/devices were inspected in 2012. Inspections were completed following the inspection & maintenance log templates provided on the WDNR website. An inspection report summary was completed and any areas of concern will be addressed.

c. Illicit Discharge Detection & Elimination - 20 outfalls were inspected in 2012 per the 5 year plan. 1 of those inspected had flow. The flowing outfall did not have any physical indicators to warrant testing. Upon further investigation, staff found that the flow was the result of a residential pond's overflow. This pond has been flowing nearly all year long for several years. As a side note: The majority of the Village's outfalls are in a high water table and as such convey the discharges of many sump pumps which run most of the year. Many of these storm systems also convey ground water alongside of the pipes in addition to ground water infiltration inside the pipes.

**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:  
Duck Creek and the waters of Green Bay.
- 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:  
Continued enforcement of our Storm Water Ordinance.

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

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.  
Unknown

**SECTION IX. Proposed Program Changes**

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2013 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

For 2013 storm water funds will be generated by the recently established user fee and allocated by the utility instead of the general fund.

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

Program Element	Annual Expenditure		Budget		Source of Funds
	2012	2013	2012	2013	
Public Education and Outreach	1,319.25	2,000	2,500	2,000	(2012 - Tax Levy/General Fund) (2013 - Utility User Fees)
Public Involvement and Participation	1,628.25	2,000	2,000	2,000	(2012 - Tax Levy/General Fund) (2013 - Utility User Fees)
Illicit Discharge Detection and Elimination	2,195.75	3,000	3,000	3,000	(2012 - Tax Levy/General Fund) (2013 - Utility User Fees)
Construction Site Pollutant Control	2,256.55	2,000	2,000	3,000	(2012 - Tax Levy/General Fund) (2013 - Utility User Fees), Permit Fees Commercial - \$350 for 1 acre + \$75 for each additional acre. Residential - \$150 per permit.
Post-Construction Storm Water Management	8,764.54	10,000	10,000	10,000	(2012 - Tax Levy/General Fund) (2013 - Utility User Fees) Permit Fees Commercial - \$350 for 1 acre + \$75 for each additional acre. Residential - \$150 per permit.
Pollution Prevention	1,319.25	2,000	2,000	2,000	(2012 - Tax Levy/General Fund) (2013 - Utility User Fees)
Storm Water Quality Management (including pollutant-loading analysis)	10,927.01	20,000	20,000	15,000	(2012 - Tax Levy/General Fund) (2013 - Utility User Fees)
Storm Sewer System Map	0	0	0	0	
Other: STMWTR Fees, Dues, Maint., Misc	58,029.9	37,167	95,450	95,450	(2012 - Tax Levy/General Fund) (2013 - Utility User Fees)

Eng Tech 2012 Hours										
MS4	User Fee Creation	Post-Const	Const.	Pollution Prevention	Public Education	IDDE	STMMWTR Quality	Public Involvement	STMMWTR Maint	
Hours	84	87.5	13			12	129.5		199	
Mileage	175	116				20	297		655	
	\$2,712.50	\$6,374.29	\$937.30	\$0.00	\$0.00	\$876.50	\$9,504.76	\$0.00	\$14,717.98	
	\$387.50									
	34	68	7	0		0	1		3	
	\$3,502.00	\$7,004.00	\$721.00	\$0.00	\$0.00	\$0.00	\$103.00	\$309.00		
	\$500.29									
TOTAL HOURS		Engineer	Consultant							
Subtotal	\$20,061.83	\$4,635.00								
Mileage	\$343.52									
TOTAL	\$20,405.35	\$4,635.00	\$0.00							
2012		Post-Const	Const.	Pollution Prevention	Public Education	IDDE	STMMWTR Quality	Public Involvement	STMMWTR MAINT	
Eng Tech wages	\$17,692.85	\$6,374.29	\$937.30	\$0.00	\$0.00	\$876.50	\$9,504.76	\$0.00		
Engineers wages	\$1,133.00	\$721.00		\$0.00	\$0.00	\$0.00	\$103.00	\$309.00		
MS4 Costs	\$6,214.50	\$887.79	\$887.79	\$887.79	\$887.79	\$887.79	\$887.79	\$887.79		
Culvert Inventory Auditor	\$14,717.98	\$90.81	\$90.81	\$90.81	\$90.81	\$90.81	\$90.81	\$90.81	\$14,717.98	
Misc	\$328.12	\$46.87	\$46.87	\$46.87	\$46.87	\$46.87	\$46.87	\$46.87		
Adopt-a-Pond	\$350.00	\$350.00								
Supplies/Services	\$1,727.31								\$1,727.31	
DPW wages	\$12,612.62								\$12,612.62	
Permits & Fees	\$2,056.50	\$293.79	\$293.79	\$293.79	\$293.79	\$293.79	\$293.79	\$293.79		
Postage	\$1,196.34									
User Fee Creation	\$13,060.40									
Salaries	\$9,851.42									
Other Wages	\$4,863.83									
Sub-Totals	\$8,764.54	\$8,764.54	\$2,256.55	\$1,319.25	\$1,319.25	\$2,195.75	\$10,927.01	\$1,628.25	\$29,057.91	
Total	\$86,440.51									
NOTES:										
MS4 costs are hours from annual reports & other permit compliance. They are spread over all categories										
\$14,717.95 for culvert inventory was charged to PW by mistake.										