

Due by March 31, 2017

**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 2016.

**Instructions:** Complete each section of the form. If additional space is needed, 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, 2017, to the appropriate address indicated on the last page of this form.

**Part I. Municipal Information**

Name of Municipality Village of Twin Lakes		Facility ID No. (FIN) 396006391	
Mailing Address 108 E Main St	City Twin Lakes	State WI	ZIP Code 53181
County(s) in which Municipality is located Kenosha	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)		

**Part II. Municipal Contact Information**

Name of Municipal Contact Person Jennifer Frederick		Title Village Administrator	
Mailing Address (if different from above)	City	State	ZIP Code
Email frederick@twinlakeswi.net	Phone Number (include area code) (262) 877-2858	Fax Number (include area code) (262) 877-4019	
Has the contact person changed in the last year? <input type="radio"/> Yes <input checked="" type="radio"/> No			

**Part III. Certification**

*I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 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.*

Authorized Representative Printed Name Jennifer Frederick	Authorized Representative Title Village Administrator	
Signature of Authorized Representative	Date	
Email frederick@twinlakeswi.net	Phone Number (include area code) (262) 877-2858	Fax Number (include area code) (262) 877-4019

**Part IV. General Information**

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

The Village actively maintains its website, which includes a Stormwater Management page. The Village offers several electronic articles on stormwater pollution prevention applicable to the General Public, Riparian Land Owners, Business Owners and the Land Development Industry. Links to other stormwater related websites are also included.

The 2016 Annual report will be posted on the website once it has been approved.

b. Describe how the municipality has kept elected and municipal officials and appropriate staff (such as operators, department heads, and those that interact with the public) informed of the municipal storm water discharge permit and its requirements.

The Village staff and Engineering Consultant coordinate on a consistent basis with elected officials, which keeps them aware of their permit requirements. The Engineer updates the Board at Village Board meetings regarding the status of the permit.

c. Has the municipality prepared or updated its own municipal-wide storm water management plan during the reporting year?

Yes  No

If yes, provide the title and date of storm water management plan and list any updates:

If yes, has the information been submitted to the Department?

Yes  No

d. During the reporting year, 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 as provided under section 2.10 of the general permit?

Yes  No

If yes, describe these cooperative efforts:

If yes, has the information been submitted to the Department?

Yes  No

e. 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:

[www.villageoftwinlakes.net/residents/stormwater-info/](http://www.villageoftwinlakes.net/residents/stormwater-info/)

**Part V. Evaluation of Permit Conditions (Section 2 of General Permit)**

**Minimum Control Measures:** For each of the permit conditions listed below, provide an evaluation of program compliance with the general permit.

1. Public Education and Outreach (Section 2.1 of General Permit)

Description of Program(s)	In addition to the Village's WPDES Annual Report, the Village has several links available on the Stormwater page of the Village website with related information. The links are applicable to the general public and business owners.
Measurable Goal(s)	
Result(s) Achieved	
Describe any planned changes to program.	

2. Public Involvement and Participation (Section 2.2 of General Permit)

Description of Program(s)	Waste collection events are published on the Village website and Facebook page. The Village advertises its Public Works phone number for citizens to report Illicit Discharges and other pollution concerns.
Measurable Goal(s)	
Result(s) Achieved	
Describe any planned changes to program.	Waste collection events will also be posted at the Yard Waste Recycling Facility in 2017.

3. Illicit Discharge Detection and Elimination (Section 2.3 of General Permit)

Description of Program(s)	The Village currently enforces an Illicit Discharge and Illegal Connection Ordinance. The Village also has Illicit Discharge Detection and Elimination Procedures. The Village continues to do occasional dry weather screenings.
Measurable Goal(s)	
Result(s) Achieved	
Describe any planned changes to program.	

4. Construction Site Pollutant Control (Section 2.4 of General Permit)

Description of Program(s)	The Village has an approved Erosion Control ordinance. The Village continues to inspect and enforce erosion control measures for all land disturbing activities. The Village Engineer and Building Inspector handle inspections. The Lake District Storm Water
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**Part V. Evaluation of Permit Conditions (continued)**

	Management and Non-Point Pollution Mitigation Committee also monitors construction sites and provide recommendations to the Building Inspector.
Measurable Goal(s)	
Result(s) Achieved	
Describe any planned changes to program.	We plan to have the Village Engineer involved more closely on new construction projects.

5. Post-Construction Storm Water Management (Section 2.5 of General Permit)

Description of Program(s)	The Village has an approved Stormwater Control Ordinance. The Village continues to enforce the ordinance for all land disturbing activities.
Measurable Goal(s)	
Result(s) Achieved	
Describe any planned changes to program.	

6. Pollution Prevention (Section 2.6 of General Permit)

Description of Program(s)	The Village has an approved Pollution Prevention Plan. The plan includes routine maintenance operations for Village facilities and publicly owned properties. The Village will continue to follow the procedures outlined in the plan. Waste from street sweeping and catch basin cleaning is sent to a landfill. Runoff from street sweeping is directed to the sanitary sewer system. Catch basin sponges were installed to catch oils and greases.
Measurable Goal(s)	Annual replacement of catch basin sponges to maximize effectiveness
Result(s) Achieved	
Describe any planned changes to program.	We will be weighing sponge material to begin collecting data on FOGs captured by the sponges. We are working with the Village Engineer to identify points of pollution and BMPs to address them.

• Storm Water Management Facilities (Section 2.6.1 of General Permit)

List any new municipality owned or operated structural storm water management facilities (ponds, biofilters, etc.) added in the last year.  
 None.

• Routine Inspection and Maintenance (Section 2.6.2 – 2.6.4 of General Permit)

Does the municipality have an inspection and maintenance program for installed structural storm water management facilities?  
 Yes  No

Describe the inspection and maintenance program and any activities that have occurred for structural storm water management facilities in 2016. If available, attach any additional information on the inspection and maintenance program.  
 Inspection and cleaning of the Esch Road stormwater treatment facility screens are performed annually.

Describe the street sweeping and catch basin cleaning efforts, and the disposal of waste.

Seasonal maintenance of stormceptors, catch basins, etc. Street sweeping performed weekly during the spring, summer and fall.

• Winter Road Management Activities (Section 2.6.5 of General Permit)

Provide the name, title, and phone number of the individual(s) with overall responsibility for winter roadway maintenance.  
Bill Kaskin, Maintenance Foreman, 262-877-2599 is responsible.

Describe the types of products used for winter road management (e.g. deicing, pre-wetting, salting, etc.).  
The Village used salting for winter road management for the 2015-2016 season.

Report the amount of product used by month over the last winter season (approx. November 2015 through April 2016).  
No monthly info available, but entire 2015-2016 winter season used \_\_\_\_\_ tons of salt.

Report the snow disposal locations, if applicable.  
No snow is hauled away.

Describe anti-icing, equipment calibration, and salt reduction strategies.  
Equipment inspections and calibrations are performed throughout the season to ensure equipment is functioning properly. The equipment is checked throughout the season as well.

Describe any other additional data or information used to evaluate the winter road management activities.

• Leaf Management (Section 2.6.6 of General Permit)

Describe the management of leaves and grass clippings.

The Village has a yard waste collection site for residents to drop off leaves and grass clippings. It is composted by Public Works personnel.

• Municipal Pollution Prevention (Section 2.6.7 of General Permit)

Provide the location (street address) of each facility (municipal yards and/or maintenance facilities) and contact information (name, title, and phone number) for the individual(s) with overall responsibility for each facility.

The Village does not own or operate a structural storm water management facility.

Map(s) included?  Yes  No - Include a map of each facility, drawn to scale and include the following features:

- Location of major activities and storage areas
- Identification of drainage patterns, potential sources of storm contamination and discharge points.
- Identification of nearby receiving waters or wetlands
- Identification of connections to the permittees's MS4

Describe the housekeeping activities and best management practices installed at municipal yards and/or maintenance facilities to reduce or eliminate storm water contamination.

Street sweeping of the parking lot is performed periodically.

Discuss recommendations for improvements to current storm water management practices at the facility(s) and provide a timeline for installation and/or implementation of these recommendations.

Will continue to minimize onsite oil storage and will monitor salt storage.

Provide information on facility inspections. Identify and address potential sources of storm water contamination.  
Staff conducts annual review of the Public Works facility. All drainage is over land from the site.

**Part V. Evaluation of Permit Conditions (continued)**

Describe the municipal facility(s) employee training on storm water pollution prevention (frequency, duration, objectives, percentage of employees trained this year, etc.).

Describe the spill prevention and response procedures in place at the municipal facility(s).

7. Storm Water Quality Management (Section 2.7 of General Permit)

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 9.2 Reduction (%) 42

If no, include a description of any actions the municipality has undertaken during 2016 to help achieve the 20% standard.

8. Storm Sewer System Map (Section 2.8 of General Permit)

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.

None.

**Part VI. Fiscal Analysis**

a. Provide a fiscal analysis that includes the annual expenditures for 2016, and the budget for 2016 and 2017. A table to document fiscal information is provided on page 8.

See table.

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

Storm water utility  General fund  Other Lake Protection & Rehabilitation District

c. Is adequate revenue generated to implement the storm water management program and meet permit requirements?

Yes  No

Please provide a brief summary of the municipality's 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 the storm water management program.

The Village works with the Twin Lakes Protection & Rehabilitation District, which is a related governing body, to raise the funds for capital improvements related to stormwater quality and quantity discharge. In addition to a small amount on the General Tax Levy of the Village, the Lake District levied \$5,000 in 2016 for these projects.

**Part VII. Inspections and Enforcement Actions**

**Note:** If an ordinance listed below has been submitted to the Department previously 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. Has the municipality amended its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit during the reporting year?  Yes  No

If yes, attach copy or provide web link to ordinance:

<http://0368c4d.netsolhost.com/wp-content/uploads/2012/11/TITLE-14-Chapters-14.04-14.32.pdf>

- b. Has the municipality amended its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit during the reporting year?  Yes  No

If yes, attach copy or provide web link to ordinance:

<http://0368c4d.netsolhost.com/wp-content/uploads/2012/11/TITLE-14.pdf>

- c. Has the municipality amended its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit during the reporting year?  Yes  No

If yes, attach copy or provide web link to ordinance:

<http://www.villageoftwinlakes.net/wp-content/uploads/2013/09/TITLE-8-HEALTH-and-SAFETY.pdf>

- d. 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.) during the reporting year?  Yes  No

If yes, attach copy or provide web link to ordinance:

- 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 summary of the inspection and enforcement actions during the reporting period is included as Attachment 1.

### Part 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:
  
  
- 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:

- c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.  
No new water quality improvements were installed in 2016.

- 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.

The Village is not aware of any water quality degradation in the receiving waters to which the MS4 discharges during the reporting period.

- e. Does any part of the MS4 discharge to an approved Total Maximum Daily Load (TMDL) area (Section 1.5.4 of the general permit)?  Yes  No

If yes, fill out below. If no, disregard.

Required reporting for TMDLs approved prior to the effective date of the permit for 2016:

Name of TMDL: \_\_\_\_\_ Date TMDL approved? \_\_\_\_\_

Map(s) included?  Yes  No - Submit a storm sewer system map (may be the same map submitted under section V.6. of this form), which includes the TMDL reachshed boundaries and associated acreage within the municipality, and the MS4 drainage boundaries and associated acreage within the municipality.

**Part IX. Proposed Program Changes**

Describe any proposed changes to the storm water management program being considered for 2017 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The Lake District storm water management and non-point pollution mitigation committee has hired the Village Engineer to run an analysis of non-point pollution sites and provide a recommendation on BMPs to use to reduce run off. This work will be done in 2017 and into 2018.

**Part X. Other**

Any other municipal storm water program information for inclusion in the Annual Report regarding their storm water program may be added here or attached.

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

Program Element	Annual Expenditure 2016	Budget		Source of Funds
		2016	2017	
Public Education and Outreach	\$400	\$400	\$400	General Fund
Public Involvement and Participation	\$200	\$200	\$200	General Fund
Illicit Discharge Detection and Elimination	\$100	\$500	\$500	General Fund
Construction Site Pollutant Control				This is handled by our Building Inspector as part of his duties and is not budgeted separately. The Village Engineer may also get involved on occasion.
Post-Construction Storm Water Management	\$500	\$500	\$500	General Fund
Pollution Prevention	\$9,750	\$10,350	\$10,350	\$2,400 General Fund; \$4,200 Fees/Grants (street sweeping); \$3,750 Fees/Grants (catch basin cleaning)
Storm Water Quality Management (including pollutant-loading analysis)	\$3,400	\$2,500	\$2,500	\$100,000 Lake District levy; \$2,500 General Fund levy
Storm Sewer System Map		\$500	\$500	General Fund
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

