

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.

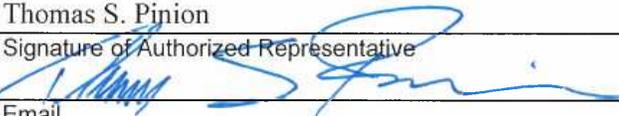
Instructions: Complete each section of the form. If additional space is needed, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2017, to the appropriate address indicated on the last page of this form.

Part I. Municipal Information			
Name of Municipality City of Baraboo		Facility ID No. (FIN) 34120	
Mailing Address 135 4th Street	City Baraboo	State WI	ZIP Code 53913
County(s) in which Municipality is located Sauk	Municipality Type: (select one) <input type="radio"/> County <input checked="" type="radio"/> City <input type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify)		

Part II. Municipal Contact Information			
Name of Municipal Contact Person Thomas S. Pinion		Title Director of Public Works/City Engineer	
Mailing Address (if different from above)	City	State WI	ZIP Code
Email tpinion@cityofbaraboo.com	Phone Number (include area code) (608) 355-2730	Fax Number (include area code) (608) 355-2719	
Has the contact person changed in the last year? <input type="radio"/> Yes <input 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 Thomas S. Pinion	Authorized Representative Title Director of Public Works/City Engineer		
Signature of Authorized Representative 	Date 6-15-17		
Email tpinion@cityofbaraboo.com	Phone Number (include area code) (608) 355-2730	Fax Number (include area code) (608) 355-2719	

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.

A copy of the report is available for viewing in the City Clerk's Office and on the City's website.

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 requirements of the permit have been a topic of discussion at various Public Safety Committee, Finance Committee, and City Council meetings as the operation of the storm water utility has a significant impact on the annual budget. The requirements have also been the subject for articles in City's bi-annual newsletter and interviews on the local radio station.

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:

http://www.cityofbaraboo.com/index.asp?Type=B_BASIC&SEC={2B8D9C12-0DAA-4D9A-B180-E7395F44C6FD}&DE={AF53C821-37DA-476C-879D-F401F3C01AEB}

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)	Semi-annual newsletter articles and radio program interviews have targeted pollution prevention. In addition, the local government access channel periodically broadcasts relevant information. The City of Baraboo is a member of the North Central Wisconsin Stormwater Coalition and a report of that group's activities is attached.
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)	The City of Baraboo is a member of the North Central Wisconsin Stormwater Coalition and supports the Coalition's collective efforts. Input has been solicited through various media outlets.
Measurable Goal(s)	
Result(s) Achieved	
Describe any planned changes to program.	

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

Description of Program(s)	Outfalls are inspected annually to document the condition and the presence of any potential illicit discharge. Catch basins are also inspected in conjunction with annual Outfall inspections are conducted annually. Each outfall is checked for the presence of any evidence of an illicit discharge. We maintain a video library of all of the storm sewers and review the corresponding reports to identify possible cross-connections.
Measurable Goal(s)	
Result(s) Achieved	

Part V. Evaluation of Permit Conditions (continued)

Describe any planned changes to program.	
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4. Construction Site Pollutant Control (Section 2.4 of General Permit)

Description of Program(s)	The City has been granted regulatory authority for commercial site erosion control. Activity is limited but erosion control is a high priority for inspections.
Measurable Goal(s)	
Result(s) Achieved	
Describe any planned changes to program.	

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

Description of Program(s)	The City's storm water management ordinance mirrors the DNR model ordinance and has been enforced on new developments. As part of the final inspection at the conclusion of a building construction project, the Building Inspector reviews the on-site storm water management features and compares them to the approved plan. Any apparent deficiencies are reported to the City Engineer.
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 City's fleet includes two trailer-mounted leaf vacuums and two Elgin Pelican mechanical street sweepers and a Johnston vacuum sweeper. The City has increased the frequency of both leaf collection and street sweeping. In addition, a Storm Water Pollution Prevention Program (SWPPP) was developed for the City's Briar Street yard.
Measurable Goal(s)	
Result(s) Achieved	
Describe any planned changes to program.	Employee training in accordance with the SWPPP will be implemented in 2017.

• 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. The City's BMPs include dry basins, infiltration basins, and grass swales. The City's maintenance program consist of semi-annual inspections of each BMP. Trash and debris is removed, erosion is repaired, and accumulated sediment is removed as needed. The detention pond in Pierce Park was re-graded in 2016 in conjunction with the

addition of a new ball diamond to provide additional capacity. The detention pond on South Blvd near Summit Credit Union was cleaned out in the fall of 2016.

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

The City maintains a fleet of three street sweepers - two Elgin Pelican mechanical sweepers and one Johnston vacuum sweeper. Streets are swept regularly and catch basins are inspected annually and if cleaning is necessary, the Johnston vacuum sweeper, which is equipped with a catch basin vacuum hose attachment, is utilized.

• 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.

Thomas S. Pinion, Director of Public Works/City Engineer

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

Brine, Sand, Pre-Wetting, De-Icing Salt

Report the amount of product used by month over the last winter season (approx. November 2015 through April 2016).

Salt: Nov '15 (103 T); Dec '15 (201 T); Jan '16 (591 T); Feb '16 (124 T); Mar '16 (251 T)

Report the snow disposal locations, if applicable.

As conditions warrant, snow is windrowed in downtown Baraboo and it is blown into dump trucks and hauled to a large parking lot on the east end of the Circus World Museum.

Describe anti-icing, equipment calibration, and salt reduction strategies.

When conditions warrant, we will spray a brine solution on the hills, curves, and major intersections the day before a predicted snow storm. The Public Works Department Mechanic goes through every piece of snow removal equipment during the fall of each year to make sure it is operational and calibrated. In an effort to reduce salt usage, we have two trucks equipped with pre-wetting equipment and we are using a sand-salt mix on local and low volume roadways.

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 City maintains a fleet of three street sweepers - two Elgin Pelican mechanical street sweepers and one Johnston vacuum sweeper, and two self-contained trailer mounted vacuum leaf collectors. Streets are swept regularly and the leaf collectors are used to collect leaves that are raked onto the tree banks each fall and winter.

• 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.

407 Briar Street: Thomas S. Pinion, Director of Public Works/City Engineering, (608) 355-2730.

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

Part V. Evaluation of Permit Conditions (continued)

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

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.
See attached SWPPP.

Provide information on facility inspections. Identify and address potential sources of storm water contamination.
See attached SWPPP.

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

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

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 P8 Version 3.4 Reduction (%) 20.5

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.

No changes during reporting year.

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 Attached Budget Worksheet.

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

Storm water utility General fund Other _____

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 Storm Water Utility will generate an estimated \$655,000 in total revenue for 2017. Approximately \$191,000 of that amount will be utilized for debt retirement and the remaining \$464,000 will be used for operation and maintenance of the system. Over the past 10 years, the City has spent more than \$3.5 million making improvements; it is projected that another \$4 million to \$5 million will be required to attain the 40% reduction requirement. The current storm water fee is approximately \$50 per year per ERU. To generate the necessary additional funds, a substantial increase to that rate would be necessary, which given the current economic conditions, is politically unpopular.

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:

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:

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:

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.

Please refer to respective summaries in preceding Part V.

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:
Baraboo River

- 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:

Increased frequency of street sweeping and leaf collection.

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.
None

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.
None

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.

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				
Public Involvement and Participation				
Illicit Discharge Detection and Elimination				
Construction Site Pollutant Control				
Post-Construction Storm Water Management				
Pollution Prevention				
Storm Water Quality Management (including pollutant-loading analysis)				
Storm Sewer System Map				
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

**NORTH CENTRAL WI STORMWATER COALITION
OUTREACH AND EDUCATION PLAN ACTIVITIES COMPILATION**
June 11, 2017

DATE	ACTIVITY	DESCRIPTION	EDUCATION & OUTREACH PLAN GOAL	AUDIENCE
01/19/16	Letter of Support	Assembly Bill 600 - Letter of Support	Public outreach and education	Elected Officials
02/02/16	Letter of Support	Senate Bill 567 - Letter of Support	Public outreach and education	Elected Officials
02/08/16	School Rain Garden Development Grant Application	The North Central Stormwater Coalition made available to local schools and technical colleges up to 3 mini-grants of \$1,000 each in 2016 or 2017 toward the preparation and planting of a school rain garden.	Public outreach and education	Central WI Area Youth
02/17/16	Letter of Support	Senate Bill 459 - Letter of Support	Public outreach and education	Elected Officials
02/18/16	Rubber Duck Informercial	Marcus Cedar Creek Theater, Rothschild and Baraboo - 8 weeks Campus Theater, Stevens Point, WI Rapids and Marshfield - 8 weeks Rogers Cinema, WI Rapids and Marshfield - 8 weeks Cosmo Theater, Merrill - May - September: 288 view times per week Assembly Bill 735 - Letter of Support	Public outreach and education	Wausau Metro Area / Central WI Residents
02/19/16	Letter of Support	Assembly Bill 735 - Letter of Support	Public outreach and education	Elected Officials
03/07/16	Stormwater video training	The City of Wausau Street Department requested Coalition stormwater videos for staff training	Public outreach and education	City of Wausau Street Department staff
04/15/16	Wisconsin River Cleanup Sponsor	\$500 Platinum Sponsor	Public outreach and education	Central WI Area Youth
05/12/16	DNR Comment Letter	Comments to DNR on the Peterwell/Castle Rock Reservoir, Big Eau Pleine Reservoir, and the Wisconsin River SWAT modeling.	Technical review of modeling	DNR
05/13/16	Wisconsin River Cleanup Presentation	Interactive educational presentation to participants	Public outreach and education	Approx. 250 Central WI area youth
05/20/16	City of Schofield catch basin stenciling	Small presentation and stenciling of 86 catch basins in the City of Schofield.	Public outreach and education	30 Girl Scouts and 10 parents
09/23/16	City of Baraboo catch basin stenciling	The Jack Young Middle School Science club stenciled approx. 100 catch basins in the City of Baraboo	Public outreach and education	Jack Young Middle School Science Club

City of Baraboo

Stormwater Utility

Month: 8/31/2012

'08Bonds
'10Bonds

	2009 Actual	2010 Actual	2011 Actual 3% inc	2012 Actual 2% inc	2013 Actual	2014 Actual	2015 Actual	2016 Budget	Current Year Actual August	Estimated Total	2017 Base	2017 Total	2017 From Projects
00630.000 Utility Debt Issuance costs	311,621	306,116	239,169	230,839	285,791	201,706	266,425	203,403	158,486	617,079	191,039	191,039	
Sewer Long Term Debt Payments													
Dept: 00.00000 Sewer Equip Replacement	0	0	0	25,000	255,000	29,000	29,000	29,000	0	29,000	29,000	29,000	
10128.001 Equipment Replacement Fund	0	0	0	25,000	255,000	29,000	29,000	29,000	0	29,000	29,000	29,000	
Sewer Equip Replacement Contribution													
Dept: 36.81000 Sewer Street Cleaning	32,955	41,617	44,557	54,857	49,332	67,722	65,599	66,054	22,130	51,173	66,478	66,478	
00120.000 Wages	1,083	777	440	170	183	768	383	879	1,097	1,200	888	888	
00122.000 Overtime	2,582	3,226	3,059	4,037	3,559	4,884	4,665	4,661	1,625	3,772	4,575	4,575	
00130.000 Social Security	4,017	5,257	4,254	4,021	3,951	5,750	5,409	5,355	1,858	4,190	5,524	5,524	
00131.000 Retirement	9,941	14,417	15,794	16,014	13,678	21,005	21,684	22,746	6,809	10,213	22,084	22,084	
00132.000 Health Insurance	57	50	47	29	25	36	27	27	8	12	27	27	
00133.000 Life Insurance	91	100	129	0	0	0	0	157	0	0	0	0	
00134.000 Income Continuation	234	234	398	0	0	0	0	0	0	0	0	0	
00226.000 Stormwater	0	8,173	983	1,962	5,060	621	2,683	4,200	1,845		4,500	4,500	
00250.000 Repair & Maint Serv-Equipment	0	0	0	0	0	0	0	0	0	0	0	0	
00270.000 Special Services	450	0	0	243	0	450	0	500	0	0	0	0	
00320.000 Publications, Training	9,274	2,419	5,106	7,367	4,427	7,692	10,463	10,000	2,670	10,000	10,000	10,000	
00340.000 Operating Expense	0	0	662	2901	1897	0	105	4000	550		3,000	3,000	
00341.000 Tires	3,944	3,119	5,616	14,731	11,018	12,425	10,141	11,000	3,931	10,000	10,000	10,000	
00348.000 Gas, Diesel, Oil, Grease	3,754	4,030	5,073	9,170	9,251	9,147	12,552	12,300	12,109	13,500	13,500	13,500	
00350.000 Repair & Maint Materials	0	0	0	0	0	0	0	0	0	0	0	0	
00530.000 Rents and Leases	68,382	83,419	86,119	115,258	102,624	130,500	133,711	141,879	54,632	90,560	140,576	140,576	
Sewer Street Cleaning													
Dept: 36.83100 Sewer Mains Maintenance	16,182	34,101	42,022	31,469	17,163	29,486	38,958	30,950	26,204	36,200	38,207	38,207	
00120.000 Wages													
Engineering 312 hrs													
PW Clean 300 hours													
PW Repair 1212 hours													
00122.000 Overtime	1,621	554	661	169	646	849	332	1,055	237	494	1,065	1,065	

City of Baraboo

Stormwater Utility

Month: 8/31/2012	2009 Actual	2010 Actual	2011 Actual 3% inc	2012 Actual 2% inc	2013 Actual	2014 Actual	2015 Actual	2016 Budget	Current Year		2017 Base	2017 Total	2017 From Projects	
									Actual August	Estimated Total				
00133.000 Life Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0
00134.000 Income Continuation	0	0	0	0	0	65	527	1,945	527	1,018	2,019	2,019	0	0
Storm Detention Basins														
Dept: 36.84000 Sewer Billing and Collection														
00120.000 Wages	12,117	12,421	12,770	12,642	14,118	13,686	13,733	13,712	8,915	13,906	13,796	13,796	0	0
Wendy														
00122.000 Overtime	0	0	303	0	0	0	0	0	0	0	0	0	0	0
00128.000 Merit	0	0	0	0	0	269	0	0	0	0	0	0	0	0
00129.000 Longevity	100	107	113	120	127	133	140	147	147	147	153	153	0	0
00130.000 Social Security	933	934	960	899	963	990	981	1,011	632	981	975	975	0	0
00131.000 Retirement	1,443	1,518	1,374	926	1,086	1,173	1,135	1,109	725	1,144	1,144	1,144	0	0
00132.000 Health Insurance	0	0	433	4,958	4,777	5,379	5,527	5,830	3,750	5,625	5,398	5,398	0	0
00133.000 Life Insurance	4	4	4	4	4	6	8	8	5	8	8	8	0	0
00134.000 Income Continuation	30	31	31	3	0	0	0	31	0	0	0	0	0	0
00136.000 Cafeteria Plan	0	0	0	19	33	19	19	0	14	21	0	0	0	0
00250.000 Repair & Maint Serv-Equipment	2,557	2,900	2,611	2,680	2,766	2,075	2,529	2,830	2,010	2,750	2,750	2,750	0	0
Software Support, Copier Lease														
00270.000 Special Services	8,854	9,208	9,576	9,738	10,009	10,618	11,243	9,685	10,585	11,500	11,500	11,500	0	0
City Treasurer														
00310.000 Office Supplies	1,219	446	1,282	1,244	993	600	1,070	1,025	466	1,100	1,100	1,100	0	0
Bills, Past Dues, Envelopes, Supplies														
00320.000 Publications, Training, Dues	0	0	2,087	0	0	0	65	140	0	0	0	0	0	0
00343.000 Postage	2,685	2,993	4,349	4,437	4,428	4,601	4,828	4,920	2,755	5,000	5,000	5,000	0	0
00530.000 Rents and Leases	7,514	7,357	8,196	8,464	7,585	8,123	7,740	10,460	8,182	8,500	8,500	8,500	0	0
CSC Lease & Exp 12.5%														
Sewer Billing and Collection	37,456	37,919	44,089	46,134	46,889	47,672	49,018	50,908	38,186	21,832	50,324	50,324	0	0
Dept: 36.85000 Sewer Administration/ Engineering														
00110.000 Salaries	6,469	11,589	20,363	22,512	21,795	23,857	27,077	22,640	15,976	25,141	22,776	22,776	0	0
Bob/Tom														
00120.000 Wages	3,814	6,868	7,651	2,020	4,864	2,984	4,941	17,626	1,717	4,998	17,939	17,939	0	0
Jeff, Lori, A/P, Brenda														
00122.000 Overtime	0	0	298	0	19	30	0	0	0	30	0	0	0	0
00129.000 Longevity	0	0	0	0	12	16	20	20	0	16	23	23	0	0
00130.000 Social Security	720	1,326	1,959	1,694	1,894	1,939	2,266	2,990	1,285	2,164	2,962	2,962	0	0
00131.000 Retirement	1,145	2,223	2,845	1,684	2,074	2,210	1,623	3,222	1,415	2,453	3,341	3,341	0	0
00132.000 Health Insurance	2,102	4,374	6,007	4,810	5,388	5,060	6,286	6,515	3,651	5,764	6,000	6,000	0	0

Stormwater Pollution Prevention Plan Briar Street Yard

Prepared for:
City of Baraboo

Prepared by:
MSA Professional Services

March 2017

Introduction

This document has been prepared as required for (partial) satisfaction of the City of Baraboo's WPDES permit issues by the Wisconsin Department of Natural Resources under permit WI-S050075-2. This report specifically addresses the requirements of section 2.6.7 of this permit document and has been developed in an outline format that follows that of section 2.6.7 of the City's permit.

2.6.7.1 Location and contact information

The City of Baraboo operates material storage site at 407 Briar Street, Baraboo, WI 53913.

Tom Pinion, P.E., the Director of Public Works/City Engineer, is responsible for the facility. His contact information is below:

Thomas S. Pinion, PE
Director of Public Works/City Engineer
135 Fourth Street
Baraboo, WI 53913
Office: 608-355-2730
Cell: 608-393-9945
tpinion@cityofbaraboo.com

2.6.7.2 Facility Map

See attached map for details pertaining to major onsite activities, drainage patterns, receiving waters, and connections to the City's Municipal Separate Storm Sewer System.

On-Site Activities. The Briar Street Yard serves many purposes for the City. There are two covered buildings on site. The larger of the two, located immediately west of Briar Street, houses the City's road salt and sand reserve as well as asphalt cold patch. This building also contains various special equipment including an antique fire truck, police special vehicles, and police evidence storage. The smaller building on site serves as cold storage and includes small equipment items. There is a third building on site consisting of several repurposed large shipping container that are used by the fire department for a live fire training prop. Except when City staff are on site, the buildings remain closed and locked.

Other than gasoline and engine fluids contained within vehicles stored at the site, there are no potentially hazardous liquids stored on site.

In addition to the three buildings, the site serves as a large open-air stockpile facility for such things as compost, wood chips, sand, broken concrete, and rubblized concrete and asphalt.

Except for paved driveway areas immediately surrounding the two covered buildings, the site is maintained as a drivable grave/earthen surface.

The City offers grass, leaves, and brush drop-off at this site. This is open storage and drop off is available year round, though not often utilized during the winter.

Drainage Patterns and Receiving Waters. There are three principal watersheds that the site drains to; the northwest 1/3 of the site (approximate) drains northwest to a storm sewer located along Depot and Lynn Streets; the southwest portion of the site drains west toward the rail yard where runoff flows south, then east around the southern tip of the storage site through a constructed open channel drainage way; the eastern portion of the site sheet flows down a steep embankment to the east. All watersheds eventually discharge to the Baraboo River.

2.6.7.3 Good housekeeping activities and best management practices

Sand and roadsalt stockpiles are contained within the covered building located in the northwest corner of the site with access off Briar Street. Sand and salt are stored in separate concrete bunkers within the building. Sand and salt are loaded and offloaded from trucks using a bobcat; and spilled material is shoveled or swept up by operators using hand equipment.

Asphalt cold patch is stored within its own bunker within the northwest storage building and is handled in ways identical to those described for road salt and sand.

The City maintains all stockpiles in conical piles that are reshaped when sufficient materials are removed so as to minimize the footprint of each pile.

Drainage from the site is maintained in a principally east-to-west direction with runoff flowing across the gravel/earthen driving surface, then across Briar Street and into the grassed area surrounding the railroad tracks. This drainage pattern serves to minimize the transport of sediment from the site to surrounding receiving waters. Sediment and other contaminants within the small area draining north to storm sewer along Briar street are controlled through the City's street sweeping program as well as through use of hand equipment to control small spills of sand, salt, or cold patch.

2.6.7.4 Recommendations

MSA Professional Services conducted a visual inspection of the Briar Street site on February 28, 2017. The following recommendations are based on the findings of that inspection.

- It is recommended that the City place silt sock, or other sediment transport barriers around the perimeter of stockpiles where there is limited activity.
- During the course of MSA's site inspection, it was noticed that a portion of the site near the central CABC stockpile was draining in a concentrated manner to the east and down the steep slope. The City should immediately place a stone weeper or other level spreader device along this concentrated drainage way. As future earthmoving activities are accomplished on the site, this area should be regraded to flow to the west along the more gradual incline of the rest of the site.

Additionally, the entire east border of the site, along the steep slope, should be seeded to restore good vegetation cover for this area.

- Because the bulk of the site surface drains either directly or via grassed swale to the adjacent marshland, it is recommended the City conduct an initial inspection of the site's perimeter to identify areas of concentrated stormwater runoff that are causing erosion or scour. Minor eroded areas should be top soiled, seeded, and matted, and larger areas should be fitted with a stone weeper to capture sediment and reduce flow velocities. If a larger concentrated flow area is discovered, a more formal BMP can be considered at that location.
- Additionally, the health of vegetation around the site perimeter should continue to be assessed and improved if necessary. If possible, a minimum 20-foot wide buffer of healthy vegetation should be maintained around the site's perimeter (and wider where space allows). Vehicle traffic and storage of materials should not be allowed within the buffer. Mowing of the buffer area should be undertaken two or three times per year with a cutting height of no less than 6-inches. Where a grassed buffer is not feasible, the City might consider adding a silt fence.
- The City should begin regular inspections to address potential contamination (i.e. erosion of stockpiles materials). Records of all inspections, observations, and compliance records, as applicable, should be kept by the City of Baraboo Public Works facility for a minimum of five years. A blank inspection report is included with this document.
- While it is noted that there is no hazardous liquid storage on site, all City employees who may work with hazardous materials (spillable items) should continue to receive periodic and regular training on the following topics as outlined in Section 2.6.7.6 of WPDES Permit WI-S050075-2:
 - Spill prevention practices
 - Where to locate and how to interpret OSHA Safety Data Sheets (SDS) and pictograms
 - Spill response plan
 - Emergency response procedures including equipment and emergency services contact information

Dates of training, attendees, and topics covered should be documented and kept on file.

2.6.7.5 Information on inspections to identify and address potential contamination

Public works staff should regularly inspect any area where material storage is exposed to stormwater and assess how well stormwater BMPs are operating. Formal and documented inspections should be done seasonally, while informal inspections should be done by public works staff any time they are on site. Corrective actions undertaken

at any time to address site erosion or potential spills must be documented at the time the activity occurs.

It is further recommended that additional inspections be performed as appropriate after major events; for example, greater than 1 inch of precipitation in 24 hours, or an incident that causes contaminant (erosion) release.

2.6.7.6 Employee training

There is not currently any training unique to the facility; however, all Public Works staff (that currently includes 19 full time employees, 15 Public Works and 4 Parks, and 3 seasonal Parks employees) are trained upon hire in the OSHA Competent Person training and are required to complete an annual refresher.

2.6.7.7 Spills prevention and response procedures

The following are steps and procedures to follow by City staff to prevent spills and respond to chemical or hazardous substance spills.

It is noted that there are currently no hazardous liquids stored on site. However, in the event that hazardous materials are stored on the site for any length of time in the future, the following guidelines are presented here.

Spill Prevention. All hazardous substances, including chemical wastes, are to be managed in a way that prevents release. The following general requirements are to be followed:

- Container Management:
 - All hazardous substance containers must be labeled pursuant to OSHA hazardous communication guidelines and OSHA Safety Data Sheets (SDS) must be immediately available for review.
 - All hazardous substance containers must be in good condition and compatible with the materials stored within.
 - All hazardous substance containers must be accessible and spacing between containers must provide sufficient access to perform periodic inspections and respond to releases.
 - Empty hazardous substance containers (drums) must have all markers and labels removed and the container marked with the word 'empty'.
 - Any spills on the exterior of the container must be cleaned immediately.
 - Flammable materials stored or dispensed from drums or totes must be grounded to prevent static spark.
 - Waste drums should not be overfilled. Four inches (4") of headspace must remain to allow for expansion.

- Good Housekeeping:
 - All hazardous substances must be stored inside buildings or under cover.

- Store hazardous substances not used daily in cabinets, or in designated areas.
 - All chemicals that are transferred from larger to smaller containers must be transferred by use of a funnel or spigot.
 - All hazardous substance containers should be closed while not in use.
 - Use drip pans or other collection devices to contain drips or leaks from dispensing containers or equipment.
 - Implement preventative maintenance activities to reduce the potential for release from equipment.
 - Immediately clean up and properly manage all small spills or leaks.
 - Periodically inspect equipment and hazardous substance storage areas to ensure leaks or spills are not occurring.
 - Use signage to identify hazardous substance storage or waste collection areas.
 - Keep all work areas and hazardous substance storage areas clean and in good general condition.
- Secondary containment:
 - Store all bulk chemicals (>55 gallons) within appropriate secondary containment, or any sized chemical if there is a potential for release to the environment.
 - Secondary containment should be checked periodically, and any spills identified in secondary containment must be immediately cleaned up and removed.
- Marking/labeling:
 - Ensure all hazardous substances, including chemical wastes, are properly marked and labeled in accordance with all federal, state and local regulations.
 - Ensure that hazardous substances transferred to small containers are marked with the chemicals name (example- "Isopropyl Alcohol") and hazard (example- "Flammable").

Hazardous Substance Inventory

An inventory must be maintained for all stored hazardous substances <55 gallons, and/or list of locations where non-bulk hazardous substances are stored (i.e. flammable lockers - shop floor). Materials manufactured, stored, used and/or generated as a chemical waste in quantities ≥ 55 gallons should also be inventoried. Inventories should be maintained similar to the example shown below.

Spill Response Equipment

Spill response equipment must be maintained and located in areas where spills are likely to occur. Spill kits should provide adequate response capabilities to manage any anticipated spill or release. The following general requirements are to be followed which include:

- Stock spill clean-up kits that are compatible with the hazardous substances stored on site.

- Locate spill kits in areas where spills are likely to occur (loading docks, chemical storage areas, locations where hazardous substance are being transferred).
- Spill kits should be sized to manage an anticipated release (spill equal to the largest container).
- Emergency response equipment should be inspected periodically to ensure that the spill kit is complete.

Spill Response Plan. In the event of a hazardous substance spill or release, immediately review and follow applicable OSHA SDS guidelines. If doing so does not violate those guidelines, take the following measures to keep the spill from entering sewer or storm drains, spreading off-site, or affecting human health. In all cases caution and common sense must be maintained with the primary goal being to prevent and/or limit personal injury.

Stop, contain, and clean up the chemical spill if:

- The spilled chemical and its hazardous properties have been identified.
- The spill is small and easily contained.
- Responder is aware of the chemicals' hazardous properties.

If a spill or release cannot be controlled or injuries have occurred due to the release, the following procedures should be implemented:

- Call for help or alert others of the release.
- Evacuate immediate area, and provide care to the injured- Call 911.
- If potential fire or explosion hazards exist, initiate evacuation procedures- Call 911.
- Respond defensively to any uncontrolled spills:
 - Use appropriate personal protective equipment when responding to any spill.
 - Attempt to shut off the source of the release (if safe to do so).
 - Eliminate sources of ignition (if safe to do so).
 - Protect drains by use of adsorbent, booms or drain covers (if safe to do so).
- Notify onsite emergency contact(s).
- Notify other trained staff and assist with the spill response and cleanup activities.
 - Coordinate response activities with local emergency personnel (fire department).
- Be prepared to provide information to fire department, EMT, hospital or physician.
- Notify appropriate agency if a release has entered the environment. Refer to Notification and Reporting section for reporting thresholds.

Evacuation Procedures

In the event of a hazardous substance release that has the potential for fire, explosion or other human health hazards the following procedures will be implemented:

- Facility staff will be notified of evacuation by one or more of the following method(s):
 - Verbal, Portable Radio, Alarm, Other
- Notification to emergency services will be performed- Call 911.
- Facility staff will follow predetermined evacuation routes and assemble at designated areas. Evacuation maps must be displayed throughout the facility and/or exits clearly labeled.

- Individuals responsible for coordinating evacuations must confirm if the business has been completely evacuated.
- Facility staff will be made familiar with evacuation procedures during new employee orientation, and annual trainings thereafter.
- Designated emergency response contacts will coordinate all activities with outside emergency personnel.

**CITY OF BARABOO
BRIAR STEET YARD
SITE INSPECTION CHECKLIST**

Seasonal (quarterly) site inspections are performed to evaluate the effectiveness of controlling erosion and transport of sediment or storm water contamination and to identify any control measures that can be feasibly implemented.

1. Inspect site drainage conditions. Things to look for include the following:
 - Inspect the entire site perimeter
 - Inspect the site for possible erosion problems
 - Evaluate if drainage off the property has changed. Are there any signs of concentrated runoff?
 - Inspect stock pile areas for slumps or erosion and restore/reshape as needed.
 - Install or replace perimeter erosion control around material stock piles

Notes:

2. Check for any potential pollution sources. These sources may include the following:
 - Inspect the outdoor material storage areas. Is there any indication of oils or greases in the areas?
 - If there is any standing water at the time of inspection with sheens, sludge, foam, etc?
 - Are there signs of erosion or sediment transport into inlets or off site from storage areas?
 - Is there any litter or debris not associated with normal operations?
 - Inspect all areas of the property for signs of spills (oil, resins, etc.) or other contaminants.

Notes:

3. Inspect principal drainageways (storm sewer along Briar, open channel drainageway along southwest perimeter of site). Things to look for include the following:
 - Check sediment buildup and schedule for cleaning if necessary (sump no more than 40% full).
 - Check for floating oils and greases. Suction off floating material if necessary.

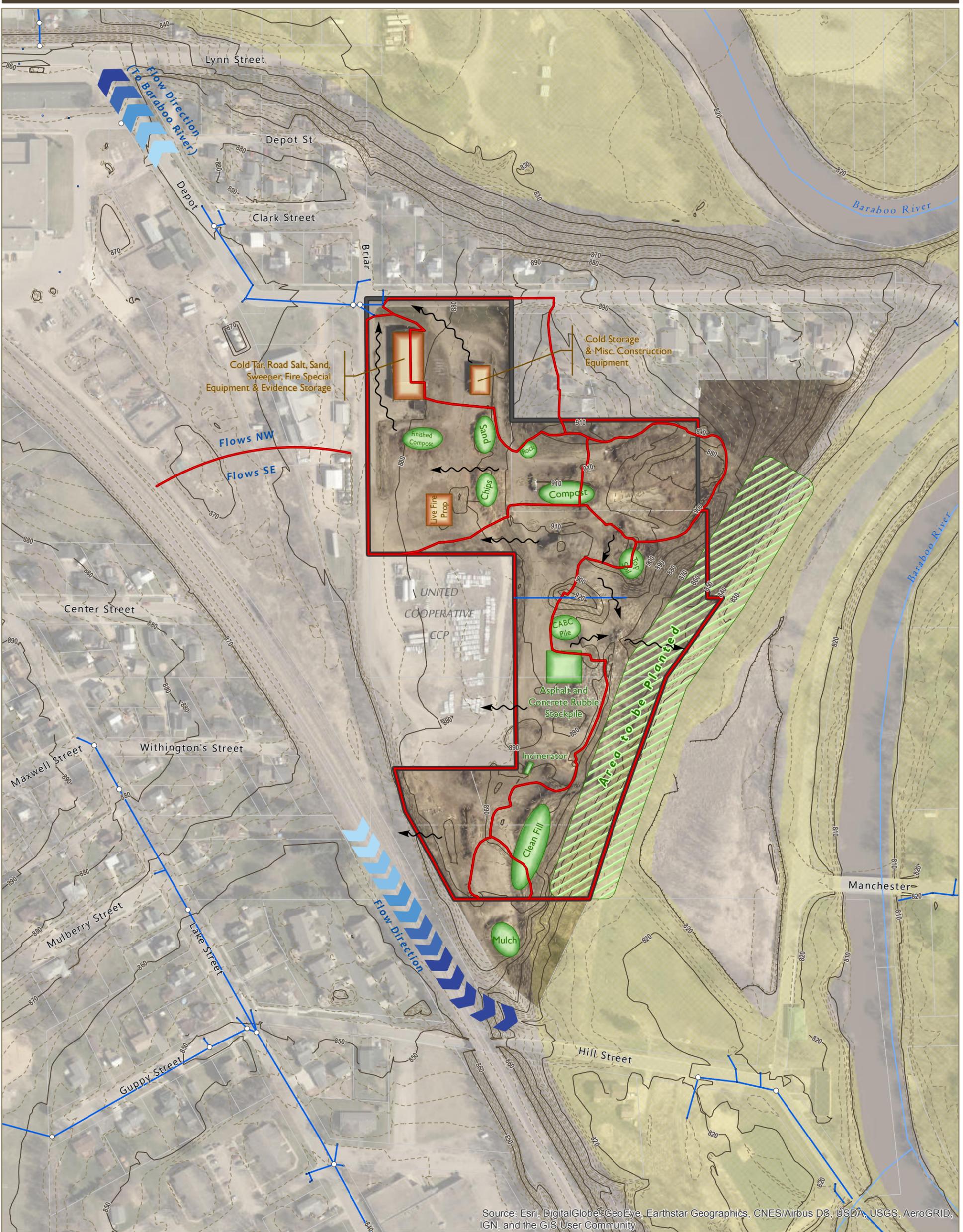
Notes:

4. Other observations – Take note of anything else at the Property that may be of significance to the Storm Water Pollution Prevention Plan.

Notes:

Signed: _____ Printed Name: _____

Title: _____ Date: _____



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

BRIAR STREET YARD DRAINAGE MAP

CITY OF BARABOO
SAUK COUNTY, WISCONSIN

-  Property Limits
-  Storm Gravity Mains
-  Site Flow Direction
-  Watersheds_MSA
-  Storm Manholes
-  Flowline
-  City Parcels
-  Storm Inlets
-  Wetland Indicator Soil

DATA SOURCES:
BASE DATA PROVIDED BY SAUK COUNTY.
STORM SYSTEM PROVIDED BY THE CITY.
FLOWLINE PROVIDED BY THE USGS (NHD).
AERIAL IMAGERY PROVIDED BY ESRI.

