



**Town of Greenville, Outagamie County, WI  
NOTICE OF THE SANITARY DISTRICT #2 MEETING**

**DATE:** Monday, March 11, 2019  
**TIME:** Immediately Following Sanitary District #1  
**LOCATION:** Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

**OPENING:**

- 1. Call to Order/Roll Call**

**PRESENTATIONS & PUBLIC FORUM:**

- 2. Public Hearings: NONE**

- 3. Presentations: NONE**

- 4. Public Comment Forum:**

*Members of the public are welcome to address the Sanitary District/Storm Water Utility. Individuals wishing to speak on an item (whether on the agenda or not) must sign in prior to the start of the meeting and may speak during the Public Comment Forum segment of the meeting. **This segment is placed early in the agenda so the public may make their comments prior to any discussion or action by the Sanitary District/Storm Water Utility.** Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes. Once the public input segment ends there will be no additional discussion from the audience. The Board may suspend this rule if deemed necessary.*

***Note regarding non-agenda Town related matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given.***

**SANITARY DISTRICT #2 BUSINESS AGENDA:**

*Notice is hereby given that the Greenville Town Board may take action on any item listed within this agenda.*

- 5. Consent Agenda:**

*(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)*

- a. Approval of Regular Sanitary District #2 Meeting Minutes, February 11, 2019
- b. Approval of March 2019 Sanitary District #2 Vouchers.
- c. Routine Reports.
  - i. Stormwater Superintendent
- d. 2018 Annual Report under MS4 General Permit

- 6. Unfinished Business for Discussion & Possible Action: NONE**

- 7. New Business for Discussion & Possible Action:**

- a. Drainage & Mini-Storm Sewer Policy.

**CLOSING:**

**8. Adjournment**

Wendy Helgeson, Town Clerk  
Posted: March 7, 2019



**Town of Greenville, Outagamie County, WI  
SANITARY DISTRICT #2 MEETING MINUTES**

**DATE:** Monday, February 11, 2019  
**TIME:** Immediately Following Sanitary District #1  
**LOCATION:** Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

**OPENING:**

**1. Call to Order/Roll Call**

The meeting was called to order at 6:55 p.m.

**PRESENT:** Jack Anderson, Dean Culbertson, Andy Peters, Mike Woods

**EXCUSED:** Mark Strobel

**PRESENTATIONS & PUBLIC FORUM:**

**2. Public Hearings: NONE**

**3. Presentations: NONE**

**4. Public Comment Forum:**

*Members of the public are welcome to address the Sanitary District/Storm Water Utility. Individuals wishing to speak on an item (whether on the agenda or not) must sign in prior to the start of the meeting and may speak during the Public Comment Forum segment of the meeting. **This segment is placed early in the agenda so the public may make their comments prior to any discussion or action by the Sanitary District/Storm Water Utility.** Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes. Once the public input segment ends there will be no additional discussion from the audience. The Board may suspend this rule if deemed necessary.*

***Note regarding non-agenda Town related matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given.***

Motion by Jack Anderson, second by Andy Peters to close the public comment forum.

Motion carried 4-0.

**SANITARY DISTRICT #2 BUSINESS AGENDA:**

*Notice is hereby given that the Greenville Town Board may take action on any item listed within this agenda.*

**5. Consent Agenda:**

*(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)*

- a. Approval of Regular Sanitary District #2 Meeting Minutes, January 14, 2019
- b. Approval of February 2019 Sanitary District #2 Vouchers.
- c. Routine Reports.

- i. Stormwater Superintendent

Motion by Mike Woods, second by Jack Anderson to approve the consent agenda.

Motion carried 4-0.

**6. Unfinished Business for Discussion & Possible Action: NONE**

**7. New Business for Discussion & Possible Action:**

- a. Season Fields Subdivision Mini-Storm Concepts Design.  
Discussion was held regarding flooding in the ditches within the Season Fields Subdivision and the viability of a mini-storm system. Mark Herried, W7218 Fox Hollow Lane and Dustin Dontje, N1345 Summer View Drive provided comments regarding the justification of the project and the concerns with safety and damage caused by the water. Additional discussion was held as to the number of potential subdivisions/ditches in Town that are experiencing similar issues. The Town Board is in consensus with investigating the concept and the development of a policy.

**CLOSING:**

**8. Adjournment**

Motion by Jack Anderson, second by Mike Woods to adjourn. Motion carried 5-0.  
Meeting adjourned at 7:19 p.m.

Wendy Helgeson, Town Clerk  
Approved:

TOWN OF GREENVILLE

Payment Approval Report - Stormwater unpaid invoices  
Report dates: 2/12/2019-3/11/2019Page: 1  
Mar 07, 2019 11:30AM

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>Bassett Mechanical</b>				
155	Bassett Mechanical	6034827C	maintenance contract	164.20
Total Bassett Mechanical:				164.20
<b>BMO Harris Bank N.A. - Payments</b>				
5203	BMO Harris Bank N.A. - Payment	TOWN STMT J	acct# 5112 7700 0002 3400	115.09
Total BMO Harris Bank N.A. - Payments:				115.09
<b>Cash</b>				
4065	Cash	PETTY CASH	reimb petty cash box	20.00
Total Cash:				20.00
<b>Cenex Fleetcard</b>				
229	Cenex Fleetcard	171853CL	acct# 3766763	161.12
Total Cenex Fleetcard:				161.12
<b>CliftonLarsonAllen LLP</b>				
5906	CliftonLarsonAllen LLP	2024101	audit 2018	394.80
Total CliftonLarsonAllen LLP:				394.80
<b>Community Insurance</b>				
254	Community Insurance	AUDIT ADJUS	policy # CWCT45011-18	776.60
Total Community Insurance:				776.60
<b>Complete Office</b>				
204	Complete Office	50623	office supplies	2.34
Total Complete Office:				2.34
<b>Marco</b>				
687	Marco	INV6106374	copy machine contract CN162353-01	19.42
Total Marco:				19.42
<b>Menards</b>				
643	Menards	96777	cleaning supplies	2.49
Total Menards:				2.49
<b>Minnesota Life Insurance Co</b>				
663	Minnesota Life Insurance Co	APRIL 2019	policy # 002832L	7.39
663	Minnesota Life Insurance Co	MARCH 2019	policy # 002832L	7.39
Total Minnesota Life Insurance Co:				14.78
<b>Office Technology Group</b>				
5238	Office Technology Group	223293	IT Service Contract	149.60
Total Office Technology Group:				149.60

Vendor	Vendor Name	Invoice Number	Description	Net Invoice Amount
Proclean Janitorial Services, 764	Proclean Janitorial Services,	STATEMENT F	Cleaning for Feb2019	185.46
Total Proclean Janitorial Services,:				185.46
<b>Time Warner Cable</b>				
1021	Time Warner Cable	708075801022	10404-708075801	47.86
1021	Time Warner Cable	708130301022	10404-708130301	6.05
1021	Time Warner Cable	715640501021	10404-715640501	7.18
Total Time Warner Cable:				61.09
<b>V&amp;C Realty LLC</b>				
5895	V&C Realty LLC	SW19-256	refund stormwater p#110352399	627.25
Total V&C Realty LLC:				627.25
<b>Verizon Wireless</b>				
1108	Verizon Wireless	9823320790	acct#685970983-00001	12.56-
1108	Verizon Wireless	9823320791	acct#685970983-00002	19.15
Total Verizon Wireless:				6.59
<b>WE Energies</b>				
1135	WE Energies	3871142632 F	grp bill# 3871-142-632	206.80
1135	WE Energies	5254287230 F	strmwtr grp bill# 5254-287-230	71.21
Total WE Energies:				278.01
<b>YMCA of the Fox Cities</b>				
1205	YMCA of the Fox Cities	CM10138	corp program memberships	19.00
Total YMCA of the Fox Cities:				19.00
Grand Totals:				2,997.84

**MEETING:** Town Board  
**DATE:** March 11, 2019

**AGENDA ITEM #:** SD2 - 5ci  
**ACTION TYPE:** Discussion Only



*"Town of Greenville"*

## AGENDA MEMORANDUM

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**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Chris Pagels, Stormwater Superintendent  
**Date:** March 11, 2019  
**RE:** Stormwater Superintendent Report

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**ACTION TYPE:** All items discussion only.

**BACKGROUND & SUMMARY:** This report lists the items that were worked on or completed during the month of October:

1. MS4 Report as agenda Item.
2. Town of Greenville Roadway Ditch/Mini-Storm Policy in ROW as agenda item
3. Lift Station #1 spill. There was a small leak detected on a control valve within the force main. A small release to waters of the state was reported immediately to DNR. A full comprehensive report is almost complete and will be submitted to DNR spills coordinator for reporting purposes. DNR commented on swift, prompt action taken to correct leak and no action will be taken against the Town for aging infrastructure.
4. Greenville elementary Basin. Waiting for boring report, but have some preliminary soils data and leaking/bank slumping that is occurring. Working with site engineer on appropriate fix.
5. Migrating files to electronic format to conform to Town policy standards. Compiling and locating old files from multiple locations across Town offices/buildings. This will be an on-going process. I have pallets of information mixed with other departments to eventually go through.
6. Submitted Spring Road Dredging to DNR under local Road program. This action does not have any permit fees. Once permit obtained, it will then apply for a County Conditional Use Permit. No new information to report.
7. Submitted inquiry for Sunnyvale Road just east of Fairwinds. Significant bank undercutting on the road fore-slope (almost under pavement) is occurring as the stream meanders. The plan is to install large rip-rap to stabilize the area. Stream is considered non-navigable, but protocol is to first send inquiry if DNR has any issues. No information to report.
8. Dredging permit application for Everglade phase 2 and 3 will likely have already been submitted. Waiting for DNR confirmation.
9. Working on final completion of Community Park Dredging application. Decision was made to dredge entire extent as recent inspections revealed significant cattail blockages is occurring. Permit submittal mid-march. DNR wants to look at site with me. I have a new DNR contact person for all work outside Town Road right of ways.

10. Discussing with DNR rep about Town submittal to apply for a future planning grant for upcoming TMDL implementation on the Rat River and Bear Creek Watersheds. This pre-application discussion is required before applying. I'll be putting together a proposal for review by the end of March meeting.
11. Putting together RFP for Town Owned Stormwater Ponds, Managed Natural Landscapes and Stream Spraying. Will be going out end of March to solicit vendor for coming year.
12. Met with Cedar Corp to look at three designs and choose the best option after evaluating cost benefit and likely permitting with DNR. Work is currently at 60% engineering.
13. Met with Cedar Corp to look at a preliminary design for Pro-build. Basin to be expanded to the north to accommodate additional flood flows. Railroad ROW discussed. This project has additional wetland impacts and is less than 60% engineered.
14. Final Report and Final Paymet request with all attachments to DNR for review. We should receive our matching grant in the amount of \$150,000 in approximately 4-6 weeks.

#### **Action Items:**

1. **Pebble Ridge Retention Pond:** This project will be a part of a larger plan to fix Pebble Ridge Pond Flooding issue, comply with water quality requirements and to correct flooding near Zebra Tech off of Levi Drive which occurred in early September. An on-site meeting will take place in early October to discuss all options and begin preliminary concepts for corrective action. All grant opportunities will be explored for part or in whole. **Updated (Nov)** discussed with Cedar Corp of the many issues and opportunities to meet objectives. Had some preliminary discussions with the Outagamie County Drainage Board on their future policy implementation regarding fees. This project is temporarily postponed until a Drainage District flood study is completed by Outagamie County consultant OMNNI. This study may or may not have an impact on the proposed Town's project. (Mar) No new info for February.
2. **TMDL for Lake Winnebago, Upriver Pool Lakes and Fox/Wolf Rivers:** (Mar) No new information. The implementation is discussed as starting in late summer of 2019. I'm hoping to have some development examples for current curb and gutter subdivisions in the Rat River/Bear Creek watersheds for the Board to look at.
3. **STH 15 Dry Basin:** See #12 above for information.
4. **Retention Ponds East of CTY CB:** Part of the Design Drive TIFF project. Still in design process. (Nov) See Community Development Director for additional information regarding potential development opportunities. **(Mar) reviewed preliminary engineering and provided comments. Waiting for SWMP for final review.**
5. **DNR Permitting projects:** See STH 76 drainage mentioned in this document.
6. **Community Park Drainage (Mar)** Submitting in late March to dredge stream in 2019.
7. **Rain Gardens on Fairwinds Drive: (Mar) Updated:** Final Report and Final Payment request for grant obligations submitted to DNR to be reimbursed \$150,00 in approximately 4-6 weeks.
8. **Rain Gardens Public Works Site: (Mar) Updated:** See directly above.
9. **Lions Park Drainage Correction (western boundary):** To be completed by Town Park staff. **Updated (Nov)** I will be marking off stone water velocity check dams to reduce erosion within the ditch. This area is from the newer storage barn south to the pond. To the north of the storage barn the conditions are like a bog from all the fall rains. We fully



- expect the northern portion of the project will have to wait until spring along with all the turf damage from the Craft Fair event.
10. **Sports Complex Drainage Correction:** DOT has questions and would like Park Master Plan with the amount of storm water coming to STH 96 roadside ditch. **Update: Rettler presented another concept plan for review.**
  11. **Season Fields Subdivision mini storm:** (Mar) **Update:** All topo work for entire project area complete. Planning Locate for all Utilities complete. See agenda item
  12. **Country Meadows Pond & Pro-Build Dry Basin (pond west of Post Office on Everglade, dry basin just east of Pro-Build buildings):** **Updated (Mar)** See number 13 above for more information.
  13. **Greenville Elementary School detention Basin Repair:** Discussed with Hortonville School District of problem. Engineer is determining if liner, berm reconstruction or some other fix is necessary for repair of water leaking through north berm during storm events. Site work to lead to a corrective action and implementation plan and stamped by an engineer. The berm in question acts much similar to a dam or levee that has a lot of stress placed upon it when full. The issue arises when the small leaks can lead to larger leaks that ultimately result in a catastrophic failure or breach during a large storm event when the basin is full. This scenario can lead to potential private and Town infrastructure damage such as homes flooding and road washouts. **Updated (Jan) Have preliminary soils data. Waiting for full report.**
  14. **Heavenly Drive Drainage issue:** This area received flooding and the Board approved reconstructing a berm/swale modification to prevent water from outside the subdivision from getting into basement window wells and around the foundations of homes. **Updated (Dec) Attempted to start project. A combination of water/soil moisture and very cold temps prevented starting the project. This will get moved to spring of 2019.**
  15. **W6564 Quality Drive (Qcomp):** (Dec) It appears drainage modifications were performed at N982 Craftsman Drive sometime in the past that does not allow drainage water to make it to the Town owned Pebble Ridge Stormwater Pond. The Town will meet with property owners to re-establish drainage as storm water backups are occurring in the Town Road Right of Way during storm events that also back up and into a parking lot. It appears that a culvert still exists on the south entrance to N982 Craftsman Drive, though it's buried. The town will pothole/hydraulic dredge in spring to find the culvert inverts. We energies will have to be contacted. They just installed new gas facilities that most likely would be negatively impacted if drainage was restored. (Mar) As soon as conditions allow, we plan to hydrovac soil out to find buried culvert inverts to provide to the utility company for review.

Upcoming Town led Stormwater Utility work during March. Due to the severity of this winter and snow plowing operations, limited easement work has been performed or anticipates to be worked on through spring melt. Staff will be watching closely the transition from cold and snow to a melting or possible flood conditions. Specific actions will be taken to mitigate risk as temps warm. **Flood risk is moderate to high for certain areas of Town not accustomed to flooding due to ice buildup in swales, ditches and storm sewer inlets.**

1. Permitting (DNR)
2. RFP for pond, natural managed landscapes, spraying(chemical control) of vegetation
3. Training (Fox Wolf Watershed Conference) March 5-6<sup>th</sup>.

**STAFF RECOMMENDATION:** N/A

**POLICY/PLAN REFERENCE(S):** Town of Greenville Municipal Code: Chapter 37-8B(4) Responsibilities to the Town Board.

**FISCAL IMPACT:** N/A

**Attachments:** N/A

## Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

### Reporting Information

**Submittal Type:** Annual Report

**Project Name:** Town of Greenville

**County:** Outagamie

**Municipality:** Greenville, Town

**Facility Number:** 31103

**Reporting Year:** 2018

### Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

#### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following items as appropriate using the attachments tab above
  - a. Construction Site Pollution Control Annual Report Summary
  - b. Illicit Discharge Detection and Elimination Annual Report Summary
  - c. Leaf and Yard Waste Management
  - d. Municipal Cooperation Attachment
  - e. Municipal Facility Inspections
  - f. Pollution Prevention Annual Report Summary
  - g. Post-Construction Storm Water Management Annual Report Summary
  - h. Public Education and Outreach Annual Report Summary
  - i. Public Involvement and Participation Annual Report Summary
  - j. Storm Water Consortium/Group Report
  - k. Storm Sewer System Map Annual Report Attachment
  - l. Storm Water Quality Management Annual Report Attachment
  - m. TMDL Attachment
  - n. Winter Road Maintenance
  - o. Other Annual Report Attachment
- Sign and Submit form

**Municipal Contact Information- Complete**

**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 (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. 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.].

**Note:** Compliance items must be submitted using the Attachments tab.

**Municipality Information**

**Name of Municipality** Greenville, Town

**Facility ID # or (FIN):** 31103

**Updated Information:** ☐ Check to update mailing address information

**Mailing Address:** P O Box 60

**Mailing Address 2:**

**City:** Greenville

**State:** Wisconsin

**Zip Code:** 54942 xxxxx or xxxxx-xxxx

**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

**First Name:** Chris

**Last Name:** Pagels

☐ Select to **update** current contact information

**Title:** Stormwater Superintendent

**Mailing Address:** PO Box 60

**Mailing Address 2:**

**City:** Greenville

**State:** WI

**Zip Code:** 54942 xxxxx or xxxxx-xxxx

**Phone Number:** 920-841-2244 Ext: xxx-xxx-xxxx

**Email:** CPagels@townofgreenville.com

**Additional Contacts Information (Optional)**

- ☐ I&E Program  
☐ IDDE Program

**Individual with responsibility for:  
(Check all that apply)**

- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

**First Name:**

**Last Name:**

**Title:**

**Mailing Address:**

**Mailing Address 2:**

**City:**

**State:**

**Zip Code:**

xxxxx or xxxxx-xxxx

**Phone Number:**

Ext:

xxx-xxx-xxxx

**Email:**

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

☐ Yes ☒ No

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

**Missing Information**

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (09/17)

## Minimum Control Measures- Section 1 : Complete

### 1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

<b>Topic:</b> Detection and elimination of illicit discharges			
<b>Mechanism</b>	<b>Quantity</b> (optional)	<b>Est. People Reached</b> (optional)	<b>Regional Effort?</b> (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Website</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Direct one-on-one communication</u>	<u>10 - 19</u>	<u>20 - 49</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

☐ Agricultural ☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups  
☒ Business ☒ Developers ☒ Industries ☒ Restaurants ☐ Other:

<b>Topic:</b> Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
<b>Mechanism</b>	<b>Quantity</b> (optional)	<b>Est. People Reached</b> (optional)	<b>Regional Effort?</b> (optional)
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

☒ Agricultural ☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups  
☒ Business ☒ Developers ☒ Industries ☒ Restaurants ☐ Other:

<b>Topic:</b> Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides			
<b>Mechanism</b>	<b>Quantity</b> (optional)	<b>Est. People Reached</b> (optional)	<b>Regional Effort?</b> (optional)
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Direct one-on-one communication</u>	<u>1 - 9</u>	<u>20 - 49</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

☒ Agricultural ☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups  
☒ Business ☐ Developers ☐ Industries ☐ Restaurants ☐ Other:

<b>Topic:</b> Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Social media posts</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Direct one-on-one communication</u>	<u>20 - 49</u>	<u>50 - 99</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

☒ Agricultural ☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups  
☒ Business ☒ Developers ☐ Industries ☐ Restaurants ☐ Other:

<b>Topic:</b> Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>1 - 9</u>	<u>50 - 99</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Active distribution of print media (mailings, newsletters)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Government event (public hearing, council meeting, etc.)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Direct one-on-one communication</u>	<u>20 - 49</u>	<u>50 - 99</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Social media posts</u>	<u>1 - 9</u>	<u>100 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

☒ Agricultural ☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups  
☒ Business ☒ Developers ☒ Industries ☐ Restaurants ☐ Other:

<b>Topic:</b> Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)

Direct one-on-one communication

10 - 19

20 - 49

☐ Yes ☒ No

Select all applicable audiences targeted for this topic.

☐ Agricultural ☒ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☐ School Groups  
☒ Business ☒ Developers ☒ Industries ☒ Restaurants ☐ Other:

**Topic:** Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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Direct one-on-one communication

1 - 9

1 - 9

☐ Yes ☒ No

Select all applicable audiences targeted for this topic.

☐ Agricultural ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups  
☒ Business ☐ Developers ☒ Industries ☐ Restaurants ☐ Other:

**Topic:** Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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Direct one-on-one communication

1 - 9

20 - 49

☐ Yes ☒ No

Select all applicable audiences targeted for this topic.

☒ Agricultural ☐ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☒ School Groups  
☐ Business ☒ Developers ☐ Industries ☐ Restaurants ☐ Other:

**Topic:** Other (describe):

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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Select...

Select...

Select...

☐ Yes ☐ No

Select all applicable audiences targeted for this topic.

☐ Agricultural ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups  
☐ Business ☐ Developers ☐ Industries ☐ Restaurants ☐ Other:

**b.** Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

A podcast of our Rain Garden Retrofit was developed by NEWSC and posted on their website. NEWSC also performed education at Greenville Elementary.



## Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

### Minimum Control Measures - Section 2 : Complete

#### 2. Public Involvement and Participation

a. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

##### Elected Officials

A monthly report is developed for local elected officials to be kept informed of all MS4 permit requirements.

##### Municipal Officials

A monthly report is developed for local municipal officials to be kept informed of all MS4 permit requirements.

##### Appropriate Staff ( such as operators, Department heads, and those that interact with public)

Weekly report to department head is developed. A weekly staff meeting is held to discuss all issues and concerns.

b. Complete the following information on Public Involvement Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

Topic: Storm Water Management Plan and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	1 - 9	100 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

☐ Agricultural ☐ Contractors ☒ General Public ☒ Public Employees ☒ Residential ☐ School Groups  
☐ Business ☒ Developers ☒ Industries ☐ Restaurants ☐ Other:

Topic: Storm water related ordinance and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
None	Select...	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- ☐ Agricultural ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups  
☐ Business ☐ Developers ☐ Industries ☐ Restaurants ☐ Other:

Topic: MS4 Annual Report			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- ☐ Agricultural ☐ Contractors ☒ General Public ☐ Public Employees ☐ Residential ☐ School Groups  
☐ Business ☐ Developers ☐ Industries ☐ Restaurants ☐ Other:

Topic: Volunteer Opportunities			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>None</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- ☐ Agricultural ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups  
☐ Business ☐ Developers ☐ Industries ☐ Restaurants ☐ Other:

Select all applicable participants targeted for this topic .

- ☐ Agricultural ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups  
☐ Business ☐ Developers ☐ Industries ☐ Restaurants ☐ Other:

c. Brief Public Involvement and Participation program information for inclusion in the Annual Report.  
If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Starting in 2019. Town of Greenville has representation on a committee chair in NEWSC.

### Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

**Minimum Control Measures - Section 3 : Complete**

### 3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have?  ☒ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?  ☒ Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges?  ☐ Unsure
- d. How many illicit discharge complaints did the municipality receive?  ☐ Unsure
- e. From the complaint received, how many were confirmed illicit discharges?  ☐ Unsure
- f. How many of the identified Illicit discharges did the municipality eliminate in the reporting year?  ☐ Unsure
- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure
- |   |                                |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning                    | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Notice of Violation               | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation           | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> No Enforcement Action Taken       | <input type="text" value="0"/> |
- Additional Information:
- h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

See attachment

### Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

### Minimum Control Measures - Section 4 : Complete

#### 4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year?  ☐ Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year?  ☐ Unsure
- c. Do the above numbers include sites <1 acre? ☒ Yes ☐ No ☐ Unsure
- d. How many erosion control inspections did the municipality  ☐ Unsure

complete in the reporting year?

- e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

<input checked="" type="checkbox"/> Verbal Warning	250
<input checked="" type="checkbox"/> Written Warning (including email)	350
<input checked="" type="checkbox"/> Notice of Violation	350
<input type="checkbox"/> Civil Penalty/ Citation	0
<input checked="" type="checkbox"/> Stop Work Order	12
<input type="checkbox"/> Forfeiture of Deposit	0
<input type="checkbox"/> No Authority	0
<input type="checkbox"/> Other - Describe below	0

- f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report . If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

See Attachment

## Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

## Minimum Control Measures - Section 5 : Complete

### 5. Post-Construction Storm Water Management

- a. How many new construction sites with new structural storm water management practices\* have received local approvals ? ☐ Unsure

\*Structural practices, techniques or devices employed to avoid or minimize soil, sediment or pollutants carried in runoff to waters of the state (such as ponds, swales, infiltration basins, permeable pavement, catch basin sumps, etc.)

- b. How many privately owned storm water facility inspections were completed in the reporting year ? ☐ Unsure

- c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

<input checked="" type="checkbox"/> Verbal Warning	0
<input checked="" type="checkbox"/> Written Warning (including email)	

<input checked="" type="checkbox"/> Notice of Violation	3
<input checked="" type="checkbox"/> Civil Penalty/ Citation	3
<input checked="" type="checkbox"/> Forfeiture of Deposit	0
<input checked="" type="checkbox"/> Complete Maintenance	0
<input checked="" type="checkbox"/> Bill Responsible Party	2
<input checked="" type="checkbox"/> No Authority	0
<input type="checkbox"/> Other - Describe below	0

- d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Still waiting and incorporating as-builds into our GIS system from 2018

## Missing Information

Do not close your work until you **SAVE**.

**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/17)

## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water facilities ? 31 ☐ Unsure
- b. How many new municipally owned storm water facilities were installed in the reporting year ? 23 ☐ Unsure
- c. How many municipally owned storm water devices were inspected in the reporting year? 31 ☐ Unsure
- d. What elements are looked at during inspections (200 character limit)?

Water Quality, vegetation management, structure integrity, trash, function of device and depth of sediment in ponds or rain gardens.

- e. How many of these facilities required maintenance? 2 ☐ Unsure

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- f. How many inspections of municipal properties been conducted in the reporting year? 3 ☐ Unsure

g. Have amendments to the SWPPPs been made? ☒ Yes ☐ No ☐ Unsure

h. If yes, describe what changes have been made (200 character limit):

Rain Garden Retrofits installed at Municipal Garage Site for water quality treatment.

Collection Services - *Street Sweeping / Cleaning Program* ☐ Not Applicable

i. Did the municipality conduct street sweeping/cleaning during the reporting year?

☒ Yes ☐ No ☐ Unsure

j. If known, how many tons of material was removed?

30 ☐ Unsure

k. Does the municipality have a low hazard exemption for this material?

☐ Yes ☒ No

l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?

☐ Yes

☐ No - Explain Performed 4 sweepings. No MS4 credit received.

☒ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

m. Did the municipality conduct catch basin sump cleaning during the reporting year?

☒ Yes ☐ No ☐ Unsure

n. How many catch basin sumps were cleaned in the reporting year?

15 ☐ Unsure

o. If known, how many tons of material was collected?

☐ ☒ Unsure

p. Does the municipality have a low hazard exemption for this material?

☐ Yes ☒ No

q. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

☐ Yes

☐ No - Explain Performed for Waterlefe Subdivision (Wetlands)

☒ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

r. Does the municipality conduct curbside leaf collection?

☐ Yes ☒ No ☐ Unsure

s. Does the municipality notify homeowners about pickup?

☐ Yes ☒ No ☐ Unsure

t. Where are the residents directed to store the leaves for collection?

☐ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure

☐ Other - Describe Mulch on-site or bring to Town Yard Site

u. What is the frequency of collection?

- v. Is collection followed by street sweeping/cleaning? ☐ Yes ☒ No ☐ Unsure

Winter Road Management ☐ Not Applicable

\*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control?  ☒ Unsure

- x. Provide amount of de-icing products used by month last winter season?  
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	<input type="text" value="0"/>	<input type="text" value="18"/>	<input type="text" value="117"/>	<input type="text" value="70"/>	<input type="text" value="118"/>	<input type="text" value="29"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<input type="text" value="0"/>	<input type="text" value="3441"/>	<input type="text" value="662"/>	<input type="text" value="1331"/>	<input type="text" value="982"/>	<input type="text" value="449"/>

- y. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure
- z. Have municipal personnel attended salt reduction strategy training in the reporting year? ☐ Yes ☐ No ☒ Unsure

If yes, describe what training was provided (200 character limit):

Staff conducted in-house training to calibrate equipment

When:  How many attended:

#### Internal (Staff) Education & Communication

- aa. Has training or education on SWPPPs for municipal facilities been held for municipal or other personnel? ☒ Yes ☐ No ☐ Unsure
- If yes, describe what training was provided (200 character limit):

NEWSC Storm Water Pollution Prevention video Storm Warnings

When:  How many attended:

- ab. Brief Pollution Prevention program information for inclusion in the Annual Report. If your response 200 character limit, attach supplemental information on the attachments page.

Will be constructing a overhead lean to over our Oil and antifreeze collection facility in 2019

#### Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

**Minimum Control Measures - Section 7 : Complete****7. Storm Sewer System Map**

- a. Did the municipality update their storm sewer map this year? ☒ Yes ☐ No  
☐ Unsure

If yes, check the areas the map items that got updated or changed:

- ☒ Storm water treatment facilities  
☒ Storm pipes  
☒ Vegetated swales  
☒ Outfalls  
☐ Other - Describe below

- b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.



## Missing Information

Do not close your work until you SAVE.

Form 3400-224 (09/17)

### Final Evaluation - Complete

#### Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	--------------------------	-------------------------	-----------------

**Element:** Public Education and Outreach

2200	2200	2300	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Public Involvement and Participation

6800	6800	6900	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Illicit Discharge Detection and Elimination

1000	2700	1700	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Construction Site Pollutant Control

17000	17000	18000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Post-Construction Storm Water Management

23000	23000	23000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Pollution Prevention

14000	14000	14000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Storm Water Quality Management

7000	7000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

**Element:** Storm Sewer System Map

15000	15000	15000	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Other (describe)**

			Select...

Please provide a justification for a "0" entered in the Fiscal Analysis

**Water Quality**

**a:** Were there any known water quality improvements in the receiving waters to which the municipality’s storm sewer system directly discharges to?  
☐ Yes ☐ No ☒ Unsure      If Yes, explain below:

**b :** Were there any known water quality degradation in the receiving waters to which the municipality’s storm sewer system directly discharges to?  
☐ Yes ☒ No ☐ Unsure      If Yes, explain below:

**c:** Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?  
☐ Yes ☒ No ☐ Unsure

**d:** Has the municipality evaluated their storm water practices to reduce the pollutants of concern?  
☒ Yes ☐ No ☐ Unsure

**Additional Information**

Based on the municipality’s storm water program evaluation, describe any proposed changes to the municipality’s storm water program. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

No major changes proposed.

Do not close your work until you SAVE.

Form 3400-224 (09/17)

### Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☒ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE**.

## Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

**\*Required Item**

**Note:** To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

### Municipal Facility SWPPP

 File Attachment

[MunicipalFacilitySWPPP.docx](#)

### Storm Sewer System Map

 File Attachment

[StormSewerMap.docx](#)

### Attach Documents

#### AR\_CSPCFIN

 File Attachment

[ConstructionSitePollutantControlAttachment.docx](#)

#### AR\_IDDEFIN

 File Attachment

[IllicitDischargeAttachment.docx](#)

(To remove additional items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

### Missing Information

**Draft and Share PDF Report with Municipality's Governing Body.**

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)



## Sign and Submit Your Application

### Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

**NOTE:** For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

### Terms and Conditions

**Certification:** I hereby certify that I am an authorized representative of the municipality covered under Greenville, Town MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal 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.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority ( Form 3400-220 ) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Authorized Signature.

☐ I accept the above  
terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

## Draft

# Town of Greenville Roadway Ditch Drainage Mini-Storm and Right of Way Policy

The following Policy is established to provide landowners and Town staff or designee's guidance on maintenance, use and alterations to roadway ditches used for drainage and general maintenance of Town owned road right of way (ROW) or easements.

1. **Purpose:** It is the purpose of this policy to:
  - a) Clarify the system of handling roadway ditch, drainage and ROW issues;
  - b) Maintain or improve the quality of life of landowners by improving drainage aesthetics and reducing health or safety issues;
  - c) To provide consistency in Town policy over time which anticipates staff, engineering and elected official turnover;
  - d) To reduce individual discretion in dealing with drainage and ROW issues to ensure equal treatment in decision making;
  - e) To encourage use of Town resources and time in areas of greatest need;
  - f) Protect Town investment in roadways and ROW'
  - g) Provide public confidence in management of issues and use of taxpayer-funded resolutions.
2. **Purpose of Roadway Ditches:** Town roadway ditches and ROW perform five primary functions:
  - a) Serve to drain the road base and sub-grad of water.
  - b) Serve to drain surrounding land uses of water.
  - c) Carry collected water to a sufficient outfall.
  - d) Treat and reduce water quantity and quality impacts through vegetation and soil infiltration.

e) Assist in winter snow clearing by providing snow storage below the elevation of the road surface.

3. **Landowner requirements for Ditch and ROW Maintenance:** The Town of Greenville owns all the Town roadway ditches and ROW areas. Landowners adjacent to roadway ditches and ROW are responsible for general maintenance. General maintenance includes mowing, weed removal, brush removal, improvements with no changes to existing grades, culvert replacement with no changes to existing grades and generally keeping the area free and clear of debris. Any weeds or debris within ditches or ROW shall not exceed a height of 8 inches as outlined per Town grass/weed policy. Any culvert cleaning or maintenance under driveways is the responsibility of the landowner.

Sump pump locations and discharges: The following rules shall be followed by landowners with regard to sump pump drains.

- a) No sump pump shall be allowed to discharge onto public roadways, sidewalks or trails.
- b) No sump pump water shall be allowed to drain onto a neighboring property or parcel without an easement.
- c) Sump pump water can be allowed to drain into roadway ditches or drainage easements.

Roof Drains and Downspouts: The following rules shall be followed by landowners with regard to roof drains and downspouts. These rules are provided to encourage proper stormwater management and proper flood control within all drainage facilities.

- a) No water shall be allowed to drain directly onto public roadways, sidewalks or trails
- b) No water shall be allowed to drain onto a neighboring property or parcel without an easement.
- c) No water shall be hard piped directly to discharge to roadway ditch, drainage easement or other Town infrastructure.
- d) Water shall first disburse over or under a lawn or vegetated area before reaching a ditch or drainage easement.



Landowner Maintenance Exemptions: The following are exceptions to this policy.

- a) Land directly adjacent to the roadway ditch and ROW is actively in agricultural use.
- b) Depth of slope of ditch makes maintenance particularly moving hazardous or dangerous.

4. **Town requirements for Ditch and ROW Maintenance:** The Town of Greenville shall be responsible for general maintenance of Town roadway ditches and ROW areas where land directly adjacent is not occupied by a residential, commercial or industrial structure. Other maintenance or improvements will only be completed by the Town if criteria within section 5 are met. Any remaining areas of the Town which are not maintained by the Town or are exempt from landowner maintenance shall be left in their natural state and monitored for maintenance.

Mowing: Mowing of roadway ditches and ROW will be completed at the discretion of the Town.

Culvert Cleaning: At the Town's discretion, cleaning or clearing of culverts may be completed as needed to remove blockages and improve stormwater flow. This cleaning shall primarily only be completed on culverts located under Town roads or other easements. Other areas may be looked at on a case by case basis on impacts to Town infrastructure.

Ditch Filling: Due to the effect of recent water quality changes at the state and federal level, no new tile, concrete liners or stone will be allowed to be installed in Town owned ditches or right of way unless a Post Construction Stormwater Management Facility has been constructed specifically for that purpose. The exception to this policy would be a ditch that is specifically identified in the Town's Stormwater Management Plan or database as not able to provide treatment due to the extent of permanent standing water.

Mini Storm Sewers: Are a low flow small diameter pipe system built to specifically handle all nuisance sump pump flows from an existing or newly developed area with vegetated Town ROW ditches. The following statements apply in all areas under consideration for a mini-storm sewer system.

- a) Area under consideration for a mini-storm must have a drainage study performed to determine projects outcome to be successful to alleviate drainage concern. This study must be approved by the Town of Greenville Town Board.
  - b) Residents in the affected study or project zone must be notified and a meeting must be held with all parties to discuss proposed project. All sump pumps within project zone must connect to constructed mini-storm system.
  - c) Sump pump only discharges allowed in system. All rainwater downspout water to be discharged on the ground surface as called out in Section 3.
  - d) All benefitted properties within project zone will be subject to section 5.
  - e) This section will not apply in areas that have a 5-year CIP (Capital Improvement Plan) or highly likely to become urbanized with curb and gutter in regards to future roadway projects.
  - f) An adequate discharge point must be developed or identified so as not to materially cause injury to another parcel or property owner.
  - g) All piped infrastructure outside the Town owned ROW (Right of Way) is the responsibility of the property owner.
5. **Town Funded Drainage Projects:** The Town of Greenville will only fund in part or whole those roadway ditch drainage and ROW issues which meet the following criteria.
- a) Immediate threat to public health and safety or considered an emergency.
  - b) Threat to public health and safety which could, if left unresolved, lead to an emergency.

- c) Issue which is recognized as not benefiting just the immediate adjacent residents but the community as a whole.
- d) Issue is considered a serious detriment to quality of life in the Town and will affect current and future landowners for years to come if not resolved.
- e) Issue which is recognized as having a water quality benefit in a cost benefit analysis to the Town's MS4 permit compliance.
- f) Issue which a landowner was required to resolve and has taken no action within the allocated timeframe. Town resolution will initially be funded by the Town and then reimbursed by the landowner.
- g) Issue is recognized as having a direct benefit to immediate landowners and is a project which should be coordinated by the Town and then reimbursed by those landowners directly benefitting through special assessment or voluntary reimbursement.

**6. Improvements completed without Town Approval:** Any changes or alterations to Town road ditches or ROW completed by landowners not approved by the Town or expressly allowed as detailed in this policy may be removed at landowner expense. This may include obstructions such as retaining walls, ditch liners, pipe underdrains and other similar features placed in the Town ROW.

The Town may issue a written notice requiring removal within 30 days of the receipt of the notice or sooner if improvements are detrimentally affecting other landowners. If not removed within 30 days or sooner as indicated, the Town reserves the right to remove any and all improvements and return the area to its original condition. All costs for completing this work may be directly billed back to the landowner and placed on the property tax bill as a special assessment if not paid in full within 6 months. Landowners that are directly contributing to a drainage issue shall be the priority for enforcement. Neighboring landowners that may also be in violation of this policy, but are not direct contributors to the issue may not be required to make changes.