

State of Wisconsin  
Department of Natural Resources  
dnr.wi.gov

## Due by March 31, 2009

This form is for the purpose of annual reporting on activities undertaken pursuant to the Municipal Separate Storm Sewer System (MS4) General Permit No. WI-S050075-1. An owner or operator of a municipal separate storm sewer system covered by the general permit under Chapter NR 216, Wis. Adm. Code, is required to submit an annual report to the Department of Natural Resources by March 31 of each year to report on activities for the previous calendar year. A municipality that received its initial permit coverage in 2006 needs only to report on activities undertaken in calendar year 2008. A municipality that received its initial permit coverage in 2007 needs to report on activities undertaken in both calendar years 2007 and 2008.

Use of this specific form is optional. The Department of Natural Resources has created this form for the user's convenience and believes that the information requested on this form meets the reporting requirements for an owner or operator of a municipal separate storm sewer system covered by the general permit.

**Instructions:** Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to-date to comply with the general permit. Complete and submit the annual report by March 31, 2009, to the appropriate address indicated on the last page of this form.

<b>SECTION I. Municipal Information</b>			
Name of Municipality Town of Buchanan		Facility ID No. (FIN) 31099	
Mailing Address N178 County Road N	City Appleton	State WI	Postal Code 54915
County(s) in which Municipality is located Outagamie	Type of Municipality: (check one) <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Village <input checked="" type="checkbox"/> Town <input type="checkbox"/> Other (specify)		
<b>SECTION II. Municipal Contact Information</b>			
Name of Municipal Contact Person Angela Gorall		Title Administrator/Clerk	
Mailing Address N178 County Road N	City Appleton	State WI	Postal Code 54915
E-mail Address administrator@townofbuchanan.org	Telephone No. (including area code) (920) 734-8599	Fax No. (including area code) (920) 734-9733	
<b>SECTION III. Certification</b>			
<i>I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-1 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.</i>			
Authorized Representative Printed Name Angela Gorall		Authorized Representative Title Administrator/Clerk	
Authorized Representative Signature		Date Signed 3/25/2009	
E-mail Address administrator@townofbuchanan.org	Telephone No. (including area code) (920) 734-8599	Fax No. (including area code) (920) 734-9733	

**SECTION IV. General Information**

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

The Annual Report for the Town of Buchanan's MS4 Stormwater Permit was presented during the March 17, 2009 Town Board meeting. During the meeting, the Town Board and general public were both provided an opportunity to review and comment on the Annual Report. The meeting agenda was posted as required by State Statute and placed on the Town's website.

After the Town Board meeting, the Annual Report was posted on the Town's website and made available in hard copy format at the Town Hall. The general public will be encouraged to review and comment on the Annual Report over the next 12 months. Comments received from the general public will be documented and considered as part of the next Annual Report.

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

Town staff has had numerous meeting in which permit requirements, program development and implementation have been discussed. Meetings attended include Northeast Wisconsin Stormwater Consortium and Garners Creek Storm Water Utility meetings as well as several staff meetings with stormwater consultants/engineers and Outagamie County staff.

Elected officials have discussed permit requirements, program development and implementation throughout the year as necessary. One meeting was specifically held in June to discuss stormwater related ordinance and working with Outagamie County on development and implementation. The Town Board reviewed and adopted an Illicit Discharge Ordinance in 2008 and approved an agreement with an engineering firm for design of the Speedway Heights Pond. The Town Board also continues to work closely and meet as necessary with the Garners Creek Storm Water Utility on development of several ponds within the Town. A Town Board member also attended a stormwater conference in 2008 and provided a summary to the Town Board.

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

If yes, title and date of storm water management plan:  
Storm Water Management Plan for the Town of Buchanan, June 2008

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

If yes, describe these cooperative efforts:  
The Town continues to be a member of the Northeast Wisconsin Stormwater Consortium (NEWSC). The Town relays on NEWSC for development of public education materials and a mass-media marketing campaign. The Town relays on the Darboy Joint Sanitary District for routine plumbing inspections (illicit discharge program). The Town relays on the Garners Creek Storm Water Utility for a portion of the required 40% TSS reduction.

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

If yes, provide web address:  
The Town website is [www.townofbuchanan.org](http://www.townofbuchanan.org). The NEWSC website is [www.newsc.org](http://www.newsc.org).

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

If yes, provide web address:  
[www.townofbuchanan.org](http://www.townofbuchanan.org)

## SECTION V. Permit Conditions

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

- Public Education and Outreach

Please refer to Chapter 3 and Appendix C of the Town of Buchanan Stormwater Management Plan, June 2008. The Town has maintained its membership with the Northeast Wisconsin Stormwater Consortium (NEWSC) which assists the Town in meeting public education and outreach goals. The Town updated its website in 2008 to include a section devoted to stormwater issues. The Town keeps at least one information pamphlet in a kiosk located at the Town Hall devoted to the stormwater program. The Town continues to evaluate the best methods for educating residents and is planning to use Town newsletters in the future.

- Public Involvement and Participation

Please refer to Chapter 4 and Appendix D of the Town of Buchanan Stormwater Management Plan, June 2008. The Town has maintained its membership with NEWSC which assists the Town in meeting public involvement and participation goals. A public meeting was held when the Town Board discussed and approved an illicit discharge ordinance in 2008. Partnerships continue to be developed and stakeholder meetings held as needed to discuss specific development projects and proper stormwater management. The Town created a system in 2008 for residents to report to the Town any drainage, erosion control and stormwater concerns. This new database allows the Town to track complaints and ensure they are followed-up. In 2008 a total of 39 issues were tracked. The Town is evaluating establishing a non scientific citizen stream monitoring program with the Garners Creek Storm Water Utility, Kimberly High School, Town of Harrison and Village of Combined Locks.

- Illicit Discharge Detection and Elimination

Please refer to Chapter 5 and Appendix E of the Town of Buchanan Stormwater Management Plan, June 2008. An illicit discharge ordinance was adopted by the Town on March 18, 2008. Since adoption, one report of a potential discharge was investigated based on a report from a neighboring municipality. No information was submitted to the Town from the public. Funding for an initial field screening was allocated in 2008 for completion in 2009.

- Construction Site Pollutant Control

Please refer to Chapter 6 and Appendix F of the Town of Buchanan Stormwater Management Plan, June 2008. The Town continues to work with Outagamie County on adopting an updated erosion control ordinance, several joint meetings were held in 2008. The Town has established a dedicated funding source which is based on inspection and application fees. There were approximately three incidents that were reported from the public regarding inadequate erosion control which were resolved by the Town. Erosion control inspection reports are available through the Town's website for all properties that are currently being inspected.

- Post-Construction Storm Water Management

Please refer to Chapter 7 and Appendix G of the Town of Buchanan Stormwater Management Plan, June 2008. The Town continues to work with Outagamie County on adopting an updated post construction stormwater management ordinance. Through the Town levy a dedicated funding source has been established which includes significant funding for a pond project in 2009/2010 and a future pond project to be completed by 2013. A maintenance agreement/covenant process is currently being reviewed by the Town for implementation in 2009. Information is available on the Town's website to educate developers on the stormwater approval process and the Town continues to be a member of the Garner's Creek Storm Water Utility which works closely with existing landowners and developers.

- Pollution Prevention

Please refer to Chapter 8 and Appendix H of the Town of Buchanan Stormwater Management Plan, June 2008. Street sweeping was completed in the Town on several primary roads and one subdivision which has curb and gutter through contracting with the Outagamie County Highway Department. The Town continues to offer residents a curb-site yard waste pick-up and disposal service and is currently reviewing other options for yard waste management.

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

If yes, provide the following: Model used SLAMM Version 9.2.1 Reduction (%) 14.6% as of June 2008

Has the municipality completed a pollutant-loading analysis to assess compliance with the 40% TSS reduction developed urban area performance standard?  Yes  No

If yes, provide the following: Model used SLAMM Version 9.2.1 Reduction (%) 14.6% as of June 2008

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

Please refer to the Town's Stormwater Management Plan, June 2008.

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

No changes or updates to report. Storm sewer system map was last updated in June 2008.

**SECTION VI. Fiscal Analysis**

a. Municipalities that received initial permit coverage in 2006: Provide a fiscal analysis that includes the annual expenditures for 2008, and the budget for 2008 and 2009. Municipalities that received initial permit coverage in 2007: Provide a fiscal analysis that includes the annual expenditures for 2007 and 2008; and the budget for 2007, 2008, and 2009. A table to document fiscal information is provided on page 6 (Municipalities that received initial permit coverage in 2006 do not need to complete expenditure and budget information for 2007.).

b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?  
 Storm water utility    General fund    Other \_\_\_\_\_

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

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

Please note that the fiscal analysis provided is only approximate. The Town's accounting system is not currently setup to track fiscal information using the format provided.

The Town is a member of the Garners Creek Storm Water Utility. The Utility district overlays a portion of the Town. The Utility charges an annual storm water utility fee of \$96 per Equivalent Runoff Unit (ERU). The type of development dictates the number of ERU's charged. The Utility is administered by the Garners Creek Storm Water Utility Commission which is comprised of municipal representatives from the Town of Buchanan, Village of Combined Locks and Town of Harrison.

Developers are charged fees or directly billed for several services when their development requires stormwater management reviews or inspections from the Town as required under the Town's stormwater management program. Other general administration, annual reviews, general permit monitoring and non-developer related stormwater projects are being funded from the Town's tax levy and general fund. Through long term planning the Town anticipates having adequate funding to continue to meet permit requirements, but due to other high priority public safety projects grant funds may be necessary to implement major projects.

**SECTION VII. Inspections and Enforcement Actions**

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

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

Town is currently working with Outagamie County to jointly adopt an ordinance.

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

Town is currently working with Outagamie County to jointly adopt an ordinance.

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

Web link: [www.townofbuchanan.org](http://www.townofbuchanan.org)

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

Web link: [www.townofbuchanan.org](http://www.townofbuchanan.org).

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.

Town completed 60 erosion control inspections in 2008 through its consulting engineer and building inspector.

Town investigated one report of an illicit discharge. No enforcement action necessary. There were no other applicable inspection or enforcement actions taken for 2008.

**SECTION VIII. Water Quality Concerns**

a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/org/water/wm/wqs/orwerw/>)  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/org/water/wm/wqs/303d/303d.html>)  Yes  No If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:

Fox River, Kankapot Creek, Garners Creek and Plum Creek

- 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:

Refer to Chapter 9, Stormwater Quality Management, for information on complying with 1.5.2 of the MS4 permit. A list of actions to be taken by the Town are listed on page 9-7, most of which have been previously noted in this report as on-going efforts.

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

No water quality improvements were observed by the Town.

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

No water quality degradation was observed by the Town.

**SECTION IX. Department of Commerce Authority**

Does the municipality currently have authority from the Wisconsin Department of Commerce to regulate erosion control at public buildings and places of employment?  Yes  No

If no, has the municipality requested such authority from the Department of Commerce pursuant to s. 101.1205(4), Wis. Stats., within 18 months after the municipality's permit coverage start date?  Yes  No If no, explain:

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

Program Element	Annual Expenditure		2007*	Budget		Source of Funds
	2007*	2008		2008	2009	
Public Education and Outreach		\$1,500		\$1,500	\$1,000	General Fund
Public Involvement and Participation		\$1,000		\$1,000	\$500	General Fund
Illicit Discharge Detection and Elimination		\$2,500		\$2,500	\$18,000	General Fund
Construction Site Pollutant Control		\$1,500		\$1,500	\$1,500	General Fund
Post-Construction Storm Water Management		\$2,000		\$2,000	\$2,000	General Fund
Pollution Prevention		\$2,500		\$2,500	\$2,000	General Fund
Storm Water Quality Management		\$8,000		\$160,000	\$178,100	Capital Improvement Fund, Promissory Notes (Funds not used in 2008 carried forward to 2009)
Storm Sewer System Map		\$1,000		\$1,000	\$500	General Fund
Other						

\* Municipalities that received initial permit coverage in 2006 do not need to complete expenditure and budget columns for 2007

<b>NORTHERN REGION COUNTIES</b>			<b>WEST CENTRAL REGION COUNTIES</b>		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	1401 Tower Ave.	Buffalo	Monroe	5301 Rib Mountain Rd.
Bayfield	Oneida	Superior, WI 54880	Clark	Portage	Wausau, WI 54401
Burnett	Polk	Phone: (715) 392-7988	Crawford	Trempealeau	Phone: (715) 359-4522
Douglas	Price		Jackson	Vernon	
Florence	Rusk		Juneau	Wood	
Forest	Sawyer		La Crosse		
Iron	Taylor				
	Vilas				
	Washburn				
			Chippewa	Pepin	DNR Service Center
			Dunn	Pierce	890 Spruce St.
			Eau Claire	St. Croix	Baldwin, WI 54002
					Phone: (715) 684-2914

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

<b>SOUTHEAST REGION COUNTIES</b>					
Kenosha	Sheboygan	DNR Service Center			
Milwaukee	Walworth	141 NW Barstow Street,			
Ozaukee	Washington	Room 180			
Racine	Waukesha	Waukesha, WI 53188			
		Phone: (262) 884-2300			