



## OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department Committee, Agency, Corporation, Quasi-Municipal Corporation or Sub-unit thereof.

Notice is hereby given that the CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the:

**CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE OF THE CITY OF WAUSAU**

Date/Time:

**Thursday, April 8, 2021 at 5:15 p.m.**

Location:

**City Hall (407 Grant Street, Wausau WI 54403) - COUNCIL CHAMBERS**

Members:

Lisa Rasmussen (C), Lou Larson, Tom Neal, Debra Ryan, Jim Wadinski

### AGENDA ITEMS FOR CONSIDERATION

1. CONSENT AGENDA (Any item can be removed from the Consent Agenda at the request of a Committee member.)
  - A. Approval of minutes of the March 11, 2021 meeting.
  - B. Action on Stormwater Maintenance Agreement for Eye Walk LLC at 1204 West Bridge Street.
  - C. Action on Preliminary Resolution to vacate and discontinue the alley lying west of 827 Turner Street between North 8th Street, North 9th Street, and Augusta Avenue.
2. Discussion and possible action on a temporary ordinance allowing Parklets within city street parking spaces, including design and construction requirements/standards.
3. Discussion and possible action on installation of a third driveway at 517-521 Fulton Street.
4. Discussion and possible action on proposed 2022 Street Construction Projects.
5. Discussion and possible action on Amendment #1 to the contract with Kapur & Associates regarding the Business Campus Bicycle and Pedestrian Trail Project.
6. Update on the 2020 MS4 Annual Report and Illicit Discharge Detection and Elimination Program Guidance.
7. Future Agenda Items.

Adjournment

LISA RASMUSSEN - Committee Chair

Due to the COVID-19 pandemic, this meeting is being held in person and via teleconference. Members of the media and the public may attend in person, subject to the social distancing rules of maintaining at least 6 feet apart from other individuals, or by calling 1-408-418-9388. The Access Code is 187 998 7530 and the password is 040821. Individuals appearing in person will either be seated in the Council Chambers or an overflow room, subject to the social distancing rules. Space available will be on a first come, first served basis. All public participants' phones will be muted during the meeting. Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <http://tinyurl.com/WAAMedia>, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/wausaucitycouncil>. Any person wishing to offer public comment who does not appear in person to do so, may e-mail [lori.wunsch@ci.wausau.wi.us](mailto:lori.wunsch@ci.wausau.wi.us) with "CISM public comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 03/31/21 @ 1:30 p.m. Questions regarding this agenda may be directed to the Engineering Department at (715) 261-6740.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6590 or [ADAServices@ci.wausau.wi.us](mailto:ADAServices@ci.wausau.wi.us) to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

Distribution List: City Website, Media, Committee Members, Mayor, Council Members, Assessor, Attorney, City Clerk, Community Development, Engineering, Finance, Inspections, Park Dept., Planning, Public Works, County Planning, Police Department, Wausau School District, Becher Hoppe Associates, AECOM, REI, Judy Bayba, Scholfield Group, Clark Dietz, Inc., Brown and Caldwell.

## CAPITAL IMPROVEMENTS AND STREET MAINTENANCE COMMITTEE

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Date of Meeting: March 11, 2021, at 5:15 p.m. in the Council Chambers of City Hall.

Members Present: Lisa Rasmussen, James Wadinski; *By WebEx*: Tom Neal, Debra Ryan, Lou Larson (Larson joined at 5:20 pm)

Also Present: Eric Lindman, Allen Wesolowski, TJ Niksich, Tara Alfonso, Lori Wunsch; *By WebEx*: Brad Lenz, Cord Buckner

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and received by the *Wausau Daily Herald* in the proper manner.

Noting the presence of a quorum, at approximately 5:15 p.m. Chair Rasmussen called the meeting to order.

### **Approve minutes of the February 11, 2021 meeting**

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Neal moved to approve the minutes of the February 11<sup>th</sup> meeting. Wadinski seconded and the motion carried unanimously 4-0.

### **Discussion and possible action on lease with Lamar Advertising for billboard signs at Bridge Street and 3<sup>rd</sup> Street**

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Rasmussen was here when this lease was extended for five years. In 2015 the staff recommendation was to not renew the lease based on planning and zoning concerns. There was some consternation with businesses owners who were advertising on the billboards. At that time there was no firm development plans for the area and the lease was extended for five years. Since then projects are happening in the area.

Lenz stated information in the packet summarized the history. The issue is if we want to sign a new lease for the billboards as the previous lease has expired. Staff feels it is short sighted to enter into a new lease for the small amount of money we would be getting. Taking a longer term view, we could more than offset the payment if the area is redeveloped. There is some concern the billboards may be slowing down or inhibiting redevelopment potential. Last time we waited to see what the development would be before deciding not to renew the lease. It seems this approach may not be working because it is hard for a developer to know the billboards are potentially removable and what that timeline is.

At this time, Larson entered the meeting.

The signs may not be appropriate for this area, which is a small scale residential and commercial area. One billboard is next to a house and would not be allowed by today's standards. Regarding the impact to businesses, Lenz would agree if they were advertising all local businesses or nonprofit. We cannot control the content of the signs. It could display images that we do not necessarily want in that location as it is visible from a grade school. There are other billboards in the city, with some owned by the same company. This gives other options in the city to advertise. It seems we should do what is in the long term interest of the city. We honored the agreement we had in the past, but Lenz feels it is time to move on. Rasmussen added that all parties were aware of the five-year window as it was an extension that was somewhat unexpected.

Dave Curtin, real estate manager for Lamar Advertising, said the facts in the packet remain the same as 2015 when the lease was renewed. The sign has been there for 25 years. New billboards are not allowed under the current ordinance. The packet says the billboards are not built on a human scale; billboards in general are made to be seen by vehicles. The packet touched on downward lighting. The lights on this sign are upward but there is the ability to change them to downward facing LED. Lamar is in the process of going to LED's nationwide. They could have downward facing LED lights on the sign in 30 days. As far as future development of the area, he is not aware of any in the works. The lease has a 60 day out for the city. If the property is developed or sold, the city can get out of the lease within 60 days.

If the 60 day provision is exercised, Rasmussen asked how long it would take to remove the signs. Curtin said they agreed on 60 days as it is a reasonable timeframe for them to remove the signs. In 2015 the lease was approved with collection of \$8,000 revenue for the city. Lamar is now offering \$9,000, which is \$45,000 over 5 years. The past 20 years Lamar has paid \$100,000 for these signs. This is a money maker for a smaller piece of land and they are looking to increase the payment to the city. He provided a list of local businesses that currently use the signs to advertise or have in the past. Local businesses have been hit hard with COVID and he thinks the signs are valuable to their customers and local businesses. He provided a picture of a billboard the city is using with Lamar and he thanked the city for using them. This shows someone sees the value in using billboards for advertising.

Ryan noted there are two signs, one facing east-west and one facing north-south. She questioned if this was regarding both signs. Curtin confirmed it is regarding both. She asked if the lease offered \$9,000 per billboard. Curtin stated it is \$9,000 annually for both billboards. Ryan can see a lot of that block being prime for redevelopment. She feels it is right for development but also feels having the 60 day notice could meet the needs of developers.

Wadinski asked if there are terms for the 60 days' notice or if it can be for any reason. Curtin said there are two main reasons; the city sells the lot or they develop it. Wadinski questioned if anyone is looking at the site for development. Lenz explained the whole area has been looked at for redevelopment. There was a housing developer proposing multi-family units, there has been ownership changes in the area, and the bakery is for sale. The last time the thought was to keep getting revenue while we try to redevelop it, but there is also a thought the signs are hindering development. A developer sees the billboards and immediately thinks that area is out of the picture. If the signs were not there, it is one obstacle out of the way. A development would more than offset what the city is getting for the billboards. The two signs are two sided, so the city is not getting much out of it.

Rasmussen asked how much income Lamar receives from the signs. Curtin indicated they receive \$27,000 per year.

Neal thinks the time has come to say goodbye to the signs and that Lenz's comments bear heeding. We could always tell an interested developer the signs can be removed, but what about a developer that does not show interest because of the signs. We can remove that obstacle. Larson echoed Neal's comments and feels it is time to move forward.

Larson moved to enter into a lease with Lamar to continue to allow the two signs to exist. Seconded by Wadinski.

Wadinski feels developers know anything is possible and would just ask about the signs. He is all for development and redevelopment. He will vote to approve because developers are smart enough to ask the right questions. This will also allow the city to get income.

There being a motion and a second, motion to enter into a lease with Lamar to continue to allow the two signs to exist failed 2-3 with Neal, Larson and Rasmussen the dissenting votes.

### **Discussion and possible action on Sanitary Sewer Easement with Emmerich & Associates at 2105 Grand Avenue**

Rasmussen noted the former Ponderosa site is finally being developed and an easement is needed for sanitary sewer.

Wadinski moved to approve the Sanitary Sewer Easement with Emmerich & Associates at 2105 Grand Avenue. Seconded by Neal and the motion carried unanimously 5-0.

### **Discussion and possible action on a preliminary resolution for the installation of sidewalk on the east side of 12<sup>th</sup> Avenue from Randolph Street to Merrill Avenue**

Rasmussen noted this is regarding the block that runs alongside the Urban West apartment complex. A petition was received from residents in the area who want to complete the loop of sidewalk around the block. The majority of residents from the Village Cooperative walk. Urban West has added more traffic and people to the area, and a second building is planned for the future. Residents are looking for quality pedestrian accommodations.

Neal moved to approve the preliminary resolution for the installation of sidewalk on the east side of 12<sup>th</sup> Avenue from Randolph Street to Merrill Avenue. Seconded by Larson.

Wesolowski noted that in the past there have been discussions when sidewalk was installed on only one side of a street. For new sidewalk, the city pays 50% with abutting property owners paying the other half. There has been discussions in the past where sidewalk was installed on one side and both sides pay for 25%. However, it is hard to get people to understand the benefit of that. On 24<sup>th</sup> Avenue, the most recent project where sidewalk was installed on one side, the abutting property owners paid 50%. Wesolowski recommends assessing 50% to the east side of 12<sup>th</sup> Avenue.

Rasmussen has spoken with residents in the area who would appreciate the east side property owner paying for 50%. Much of the traffic that has increased in the area is the result of filling the buildings. When the property was acquired from the city, there was a meeting between the residents at Village Cooperative and representative from Swiderski. It was clear that the residents wanted sidewalk. She feels Swiderski has been aware from the early planning stages that there was going to be a need to close the loop of sidewalk.

Neal asked if property owners from the west side signed the petition. Rasmussen said almost all of the petitioners have the address of 1508 Merrill Avenue, which is the Village Cooperative.

When public hearing notices are sent, staff was directed to include notice that 50% would be charged to property owners on the east side of the street.

There being a motion and a second, motion to approve the preliminary resolution for the installation of sidewalk on the east side of 12<sup>th</sup> Avenue from Randolph Street to Merrill Avenue carried unanimously 5-0.

### **Discussion and possible action on acquiring a portion of 1608 Merrill Avenue for proposed installation of sidewalk on 12<sup>th</sup> Avenue**

Rasmussen explained to make the appropriate ramps we might need to get a little piece of the corner of 1608 Merrill Avenue. Wesolowski added that Swiderski owns the property. Staff is looking for the committee to give authority to go through the appraisal process and statutory requirements to purchase the property. The existing right-of-way would not fit an ADA ramp.

Neal said it would be alright to start the process of a possible acquisition but would like to make sure there will be a sidewalk. Rasmussen said the purchase can be approved and have staff hold off on closing until we know the sidewalk is coming.

Wadinski moved to approve the purchase of a portion of 1608 Merrill Avenue, once we know the sidewalk will be installed. Seconded by Neal and the motion carried unanimously 5-0.

### **Discussion of utility line installation and options for municipal direction of overhead vs underground installation methods**

TDS has been installing fiber optic all over town and last year calls were fielded about repairs to yards, digging, etc. Former Alder Dave Oberbeck was the recipient of guy wires installed beyond the right-of-way into his yard, which is not aesthetically pleasing. We try to bury lines underground when we can as it is safer from storm and

vehicular damage and aesthetically better. Rasmussen wanted staff to talk about what level of control we have over things and if there is a better way.

Wesolowski said TDS will be in town again this summer. They plan on being done with the project by winter this year. When digging in the right-of-way, a contractor or utility has to get an excavation permit, which alerts us to where they will be in the right-of-way. We do not have control to tell utilities to go overhead or underground. WPS makes their determination based upon what they feel can serve their customers the best. If they go underground, such as was done along Thomas Street, the city would have to pay for it.

Rasmussen noted when road projects are done, the area is evaluated. We look at proper lighting, mature trees, size of the right-of-way, and make modifications. It would make sense for us to look at the possibility of undergrounding utilities. Overhead lines require tree cutting and are subject to storm and vehicle damage. She knows it would ramp up the cost but there are all kinds of things that ramp up costs.

Lindman stated we can work with utilities to bury lines but we cannot mandate that they do. Their user rate is determined by the PSC. A lot of burying would be additional cost and they would have to do a rate case, just as the water utility. They would have to justify to the PSC why they are doing it. But there is nothing saying we cannot at least talk to them. Rasmussen said we only rebuild a few roads each year. If WPS charges the cost back to us, it is not necessarily affecting their individual users. We should look at this where it is cost prohibitive; where there are topographical challenges it would be different.

Dave Oberbeck, 110 South 36<sup>th</sup> Avenue, said you can drive around and see more guy wires going into people's property. He found new guy wires in his front yard, 12'6" into the property. When on private property, WPS has to negotiate an easement. WPS has been increasing the height of their poles to accommodate TDS. TDS is a for-profit business that sells services and should adjust their rates to accommodate. They are burying lines in some neighborhoods and not others. This is about cost but it is also about value of property. He spoke with WPS and they will be removing the lines from his property. He is all for improving infrastructure but there are new methods with composite poles that do not require guy wires. They can pay for that but are choosing not to. TDS has the opportunity to go underground but has chosen to link into poles. He feels they should plan appropriately and not destroy neighborhoods. The city is aware they are replacing poles, but are they aware they are taking a line out 24' from the pole. He questioned if they were being upfront when getting permits.

Rasmussen feels we need to be mindful and possibly put conditions on the permit. A lengthy discussion followed on undergrounding utilities and WPS's procedures. Staff will speak further with WPS and possibly require more information for excavation permits. It was also suggested to include information in the city newsletter and ask WPS to do a better job of watching their subs.

### **Future Agenda Items**

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Ryan noted a neighbor will be circulating a petition to vacate a portion of the alley bounded by 7<sup>th</sup> Avenue, 8<sup>th</sup> Avenue, Elm Street and Callon Street. Once the petition is received, this item will be placed on the agenda to begin the public hearing process.

### **Adjourn**

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Wadinski moved to adjourn the meeting. Larson seconded and the motion carried unanimously 5-0. Meeting adjourned at approximately 6:25 p.m.

| AGENDA ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action on Stormwater Maintenance Agreement for Eye Walk LLC at 1204 West Bridge Street                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| BACKGROUND                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>Eyewalk, LLC is proposing to build an eye care center located at 1204 W. Bridge Street. The proposed development will consist of the building, parking lot, landscaping and stormwater facilities. The parking lot, building and associated facilities will total approximately 2.6 acres.</p> <p>To ensure properly functioning post-stormwater facilities year after year, the City requires the owner to sign a maintenance agreement, making the owner inspect and maintain the facilities on a biennial basis. The attached maintenance agreement is attached for your review.</p> |
| FISCAL IMPACT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| STAFF RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Staff recommends approval of the stormwater maintenance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Staff contact: TJ Niksich 715-261-6748                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**AGREEMENT**

Document No.

Document Title

**AGREEMENT FOR THE MANAGEMENT AND  
MAINTENANCE OF A STORMWATER FACILITY**

THIS AGREEMENT made this 26<sup>th</sup> day of February, 2021, by and between the City of Wausau, a municipal corporation of the State of Wisconsin, hereinafter referred to as "CITY", and

Eyewalk, LLC

a corporation organized under the laws of the State of Wisconsin, hereinafter referred to as "OWNER";

**WITNESSETH:**

WHEREAS, CITY has an interest in and an obligation for the development, management, and maintenance of stormwater facilities within the corporate limits of the City of Wausau, which interest and obligation is evidenced in CITY's stormwater management ordinance and in this agreement which is being entered into pursuant to that ordinance; and

WHEREAS, OWNER wishes to construct certain buildings on land in the City of Wausau, and as an inducement for CITY to grant to OWNER a permit to construct these improvements, OWNER wishes to enter into this agreement for the management and maintenance of a stormwater facility; and

Recording Area

Name and Return Address

City of Wausau Engineering Dept.  
407 Grant Street  
Wausau, WI 54403

PIN:

WHEREAS, the specific provision of the Wausau Municipal Code which provides for stormwater management is Chapter 15.56 of the Wausau Municipal Code, which code provides for the routine and extraordinary post construction maintenance of a stormwater management facility, and such a facility is being herein installed for the use and benefit of the development of OWNER's property, and this agreement will specifically provide for the management and maintenance of that stormwater facility.

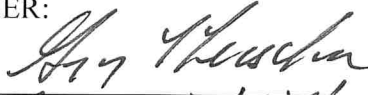
NOW, THEREFORE, the parties hereto agree as follows:

1. That attached hereto, and incorporated herein by reference, is "Exhibit A," a map upon which there is located certain improvements and storm water facilities, which are the subject of this agreement.
2. OWNER specifically agrees to maintain the storm water facilities in accordance with the schedules and procedures set forth in "Exhibit B" attached hereto and incorporated herein by reference.
3. OWNER specifically grants CITY access to, from and across the property encompassed in "Exhibit A" in order to evaluate and inspect the pond and, in addition to the detention pond, any other stormwater facilities, which evaluation and inspection will, from time to time, be necessary in order to ascertain that the practices concerning management and maintenance are being followed pursuant to CITY's stormwater management ordinances; CITY shall maintain, as a public record, the results of all site inspections, and shall recommend any corrective actions required to bring the stormwater management practices into proper operating condition.
4. Upon notification to OWNER that maintenance deficiencies exist on property, any corrective actions shall be undertaken by OWNER within a time frame as set forth by CITY, which time frame will be reasonable; should OWNER not satisfactorily complete any directives of CITY, as identified in any inspection report or directive, within the time frame provided by CITY, then the parties agree that CITY shall complete any corrective actions and the cost of those actions, including any administrative charges, shall be paid in full by OWNER or, in lieu thereof, shall be placed as a special assessment on the tax rolls of all of the property described on "Exhibit A" pursuant to Wisconsin Statutes.



5. This agreement is being entered into pursuant to the provisions of Chapter 15.56 of the city ordinances of the City of Wausau, and the parties agree that OWNER will be bound by these provisions or any future amendments to these provisions or any separate provisions relating to stormwater management.
6. These covenants, agreements, and obligations provided for in this agreement shall travel with the land and be binding upon OWNER, its successors and assigns in perpetuity.

OWNER:

By:   
Gregory L Leischer

By: \_\_\_\_\_

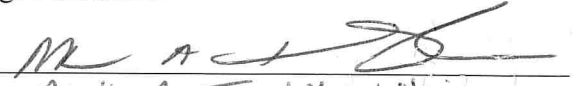
CITY OF WAUSAU:

By: \_\_\_\_\_  
Katie Rosenberg, Mayor

By: \_\_\_\_\_  
Leslie Kremer, Clerk

STATE OF WISCONSIN )  
 ) ss.  
COUNTY OF MARATHON)

Personally came before me this 26<sup>th</sup> day of February, 2021, the above-named Gregory L. Leischer and n/a of STEWART LLC, to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

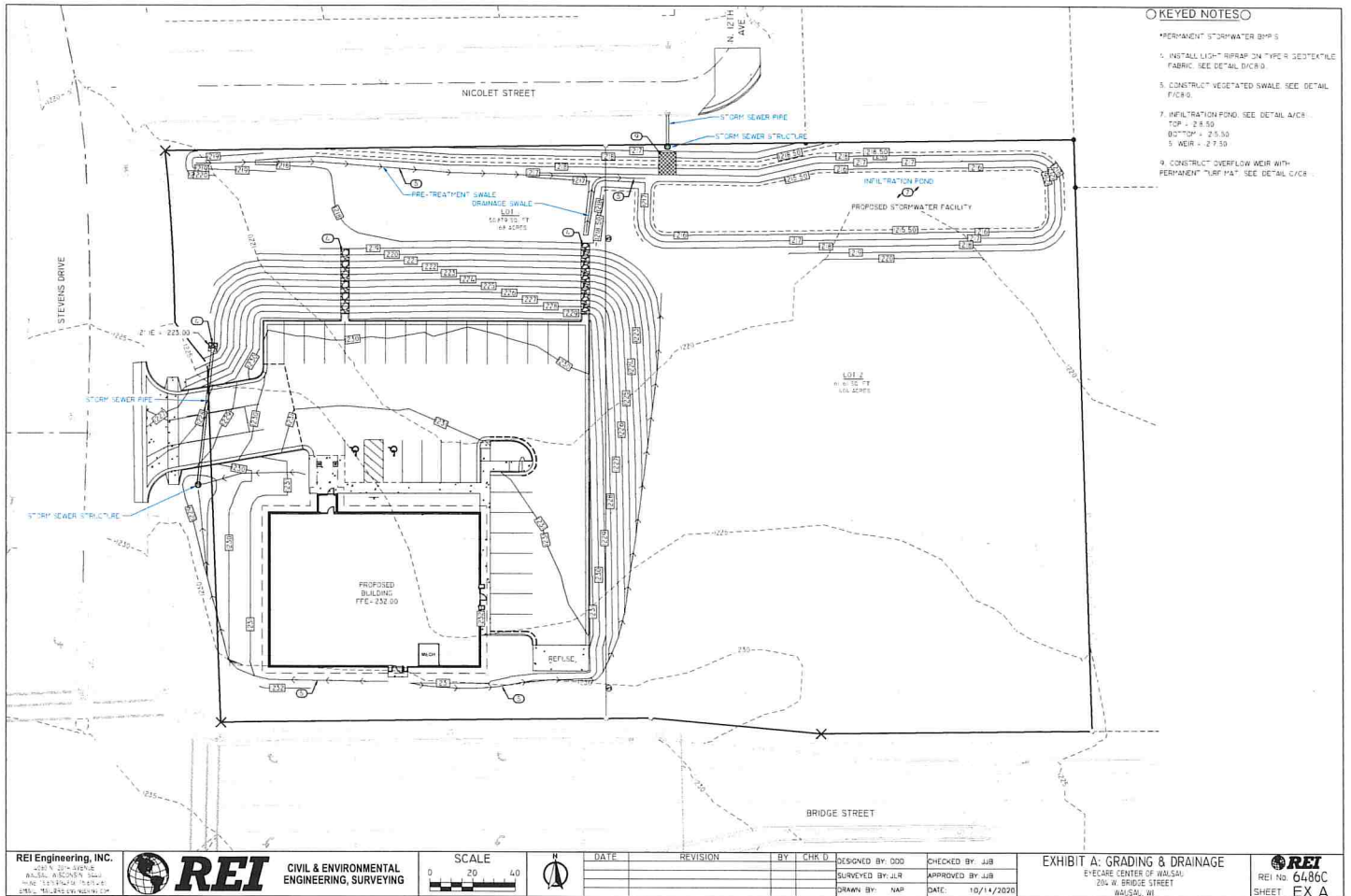
  
MARK A TUSKOWSKI  
Notary Public, Wisconsin  
My commission: 4/22/2021

STATE OF WISCONSIN )  
 ) ss.  
COUNTY OF MARATHON)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above-named Katie Rosenberg, Mayor, and Leslie Kremer, Clerk of the City of Wausau, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, Wisconsin  
My commission: \_\_\_\_\_





## **EXHIBIT A**

See Grading & Drainage Exhibit

## **EXHIBIT B**

### **STORM WATER FACILITIES MANAGEMENT MAINTENANCE SCHEDULE & PROCEDURES FOR EYECARE CENTER OF WAUSAU 1204 W. Bridge Street City of Wausau, Marathon County, WI**

#### **PROPERTY LEGAL DESCRIPTION:**

Part of Lot 1 of Certified Survey Map number 11506, recorded in Volume 48 of Certified Survey Maps on page 188 as document number 1216347 in the Marathon County Register of Deeds office, being part of the Northeast 1/4 of the Northeast 1/4 of Section 27, and part of the Northwest 1/4 of the Northwest 1/4 of Section 26, Township 29 North, Range 7 East, City of Wausau, Marathon County, Wisconsin.

#### **RESPONSIBLE PARTY:**

The Owner, Eyecare Center of Wausau, their successors, and assigns, shall inspect and maintain the following structural and/or non-structural measures.

#### **MAINTENANCE SCHEDULE AND PROCEDURES:**

Maintenance inspections by the Owner shall take place at a minimum of twice per year, following Owner's acceptance of the Project from the Site Contractor. Owner shall maintain a written inspection and maintenance log.

Maintenance and inspection shall be performed within the vegetated swales, infiltration pond on-site storm sewer and riprap.

1. DEBRIS: Removal of trash, debris, and noxious weeds should be done on a regular basis to maintain aesthetics and functionality of the vegetated swales, infiltration pond, and on-site storm sewer and riprap.
2. RIPRAP: Inspect riprap and replace as may be needed to maintain integrity and a clean appearance of riprap.
3. MOWING: Mow the greenspace areas to promote aesthetics and control weed growth.
4. VEGETATED SWALES: Maintain free-drainage within the pre-treatment and drainage swales on the site.
5. INFILTRATION POND: Following rainfall events, verify the ability for the infiltration pond to drain. If standing surface water is regularly present within the facility following 72 hours of dry weather, the bottom soils may need to be loosened or replaced to restore the infiltration rate. Re-seeding of the native

seeding may be needed following restoration. The infiltration pond should be inspected for any erosion and repaired as needed.

6. STORM SEWER: Remove accumulated sediment and/or debris from the sump portion of the storm structures at a minimum of once per year.
7. SNOW PLOWING: Do not plow snow into the infiltration pond as this will cause premature failure of the devices.

| AGENDA ITEM                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Action on Preliminary Resolution to vacate and discontinue the alley lying west of 827 Turner Street between North 8 <sup>th</sup> Street, North 9 <sup>th</sup> Street and Augusta Avenue |
| BACKGROUND                                                                                                                                                                                 |
| The City received a petition to vacate a majority of the alley described above, see attached map.                                                                                          |
| FISCAL IMPACT                                                                                                                                                                              |
| None                                                                                                                                                                                       |
| STAFF RECOMMENDATION                                                                                                                                                                       |
| Staff recommends approving the preliminary resolution to set a public hearing for the vacation of the alley.                                                                               |
| Staff contact: Allen Wesolowski 715-261-6762                                                                                                                                               |

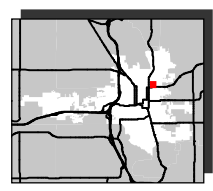


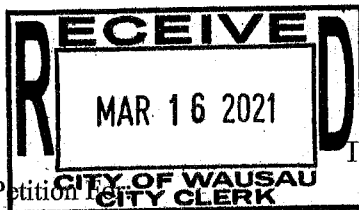
0 25 50 100 Feet  
Map Date: March 29, 2021

# CITY OF WAUSAU

Marathon County, Wisconsin

- Legend**
- Existing Building
  - Existing Right-of-Way
  - Proposed Vacation





# PETITION

A Petition TO THE MAYOR AND COMMON COUNCIL  
OF THE CITY OF WAUSAU, WISCONSIN

For Office Use

3/16/21

Date Filed with City Clerk

- ☒ Alley Vacation    ☐ Sanitary Sewer    ☐ Storm Sewer    ☐ Other as Follows: CC: Atty  
☐ Blacktop Paving    ☐ Street Light    ☐ Watermain    Engineering  
☐ Curb and Gutter    ☐ Street Vacation    ☐ Zoning Change    planner

The undersigned petitioners respectfully request that your honorable body take such action as will cause the:

unimproved alley in Block 2 Streges Hospital Heights Subdivision ex Lots 8 & 9  
Wausau, WI to be vacated. Bounded by Augusta Ave, N 9th St, Turner St, N 8th St

| Signature of Electors | Print Name Clearly | Print Home Address | Date of Signing |
|-----------------------|--------------------|--------------------|-----------------|
| 1. <u>[Signature]</u> | Steve Kaiser       | 2407 N 8th St      | 3-14-2021       |
| 2. <u>[Signature]</u> | Keele Westcott     | 824 Augusta Ave    | 3-14-2021       |
| 3. <u>[Signature]</u> | Dan Zvolenz        | 421 Turner St      | 3-14-2021       |
| 4. <u>[Signature]</u> | Sharon Schuetz     | 805 Turner St      | 3-14-2021       |
| 5. <u>[Signature]</u> | Namphot Yang       | 2415 N 8th St      | 3-14-2021       |
| 6.                    |                    |                    |                 |
| 7.                    |                    |                    |                 |
| 8.                    |                    |                    |                 |
| 9.                    |                    |                    |                 |
| 10.                   |                    |                    |                 |
| 11.                   |                    |                    |                 |
| 12.                   |                    |                    |                 |
| 13.                   |                    |                    |                 |
| 14.                   |                    |                    |                 |
| 15.                   |                    |                    |                 |

## AFFIDAVIT OF CIRCULATOR

STATE OF WISCONSIN

CITY OF WAUSAU Steve Kaiser being duly sworn disposes and says that he is a resident of the affected area, residing at 2407 N 8th St in the City of Wausau; that he is personally acquainted with the persons who have signed the foregoing petition; that he knows them to be residents of the affected area; that they signed the same with full knowledge of the contents thereof; that their respective residents are stated therein; that each signer signed the same on the date stated opposite his name; and that he intends to support the petition.

Filed in the Office of the City Clerk and sworn to before me this 16th day of March, 2021

[Signature]  
Signature of City Clerk or designee

[Signature]  
(Signature of Circulator)

2407 N 8th St  
(Address of Circulator)



# Alley Vacate Petition - Block 2 Streges Hospital Heights Subdivision



- 16' unimproved alley per plat | No apron exists on N 8th St nor N 9th St to access the alley
- 10 property owners adjacent to alley, all having & using driveway access other than the alley
- It appears the only improvements within the alley are overhead electrical and encroachments



Infrastructure locations estimated by field observations & imagery

✕✕✕ Fence    — Overhead Wire    □ Utility Pole    ▨ Alley    ■ Parcel

N 8TH ST LOOKING EAST



N 9TH ST LOOKING WEST





By signing below I am indicating my support of vacation of the unimproved alley in Block 2 of Streges Hospital Heights Subdivision (bounded by N 8th St, N 9th St, Turner St, & Augusta Ave)

| <u>Number</u> | <u>Dir</u>  | <u>Street</u> | <u>Date</u> | <u>Last Name</u>          | <u>First</u> | <u>Mid</u> | <u>Last Name</u> | <u>First</u> | <u>Mid</u> | <u>Misc</u> | <u>Description</u>       |                                       |
|---------------|-------------|---------------|-------------|---------------------------|--------------|------------|------------------|--------------|------------|-------------|--------------------------|---------------------------------------|
| 2415 N        | 8TH ST      |               |             | YANG                      | NAMPHET      |            | VANG             | PAO DOUA     |            |             | STREGES HOSPITAL HEIGHTS | ADD LOT 1 BLK 2                       |
| Yes           |             |               |             |                           |              |            |                  |              |            |             |                          |                                       |
| 2407 N        | 8TH ST      |               |             | KAISER                    | STEVEN       | G          |                  |              |            |             | STREGES HOSPITAL HEIGHTS | ADD N 1/2 OF LOTS 15 & 16 BLK 2       |
| Yes           |             |               |             |                           |              |            |                  |              |            |             |                          |                                       |
| 812           | AUGUSTA AVE |               |             | WISKOWSKI                 | MICHAEL      | A          | WISKOWSKI        | PENNY        | R          |             | STREGES HOSPITAL HEIGHTS | ADD LOT 14 BLK 2                      |
| 816           | AUGUSTA AVE |               |             | WISKOWSKI                 | MICHAEL      | A          | WISKOWSKI        | PENNY        | R          |             | STREGES HOSPITAL HEIGHTS | ADD LOT 13 BLK 2                      |
| Vacant        |             |               |             |                           |              |            |                  |              |            |             |                          |                                       |
| 820           | AUGUSTA AVE |               |             | WESTCOTT                  | KEELE        | K          |                  |              |            |             | STREGES HOSPITAL HEIGHTS | ADD LOT 12 BLK 2                      |
| 824           | AUGUSTA AVE |               |             | WESTCOTT                  | KEELE        | K          |                  |              |            |             | STREGES HOSPITAL HEIGHTS | ADD LOT 11 BLK 2                      |
| Yes           |             |               |             |                           |              |            |                  |              |            |             |                          |                                       |
| 805           | TURNER ST   |               |             | SCHULTZ                   | SHARON       |            |                  |              |            |             | STREGES HOSPITAL HEIGHTS | ADD LOT 2 BLK 2                       |
| Yes           |             |               |             |                           |              |            |                  |              |            |             |                          |                                       |
| 807           | TURNER ST   |               |             | LEWIS                     | JOEL         | A          | ENGELS-LEWIS     | MELISSA      | A          |             | STREGES HOSPITAL HEIGHTS | ADD LOTS 3 & 4 BLK 2                  |
|               |             |               |             |                           |              |            |                  |              |            |             |                          |                                       |
| 821           | TURNER ST   |               |             | ZVOLENA                   | DANIEL       | L          |                  |              |            |             | STREGES HOSPITAL HEIGHTS | ADD LOTS 5 & 6 EX E 5' OF LOT 6 BLK 2 |
| Yes           |             |               |             |                           |              |            |                  |              |            |             |                          |                                       |
| 825           | TURNER ST   |               |             | TOWLE                     | KIM          | M          |                  |              |            |             | STREGES HOSPITAL HEIGHTS | ADD LOT 7 & E 5' OF LOT 6 BLK 2       |
|               |             |               |             |                           |              |            |                  |              |            |             |                          |                                       |
| 827           | TURNER ST   |               |             | KRUKOWSKI                 | JOHN         |            |                  |              |            |             | STREGES HOSPITAL HEIGHTS | ADD LOT 8 BLK 2                       |
| No            |             |               |             |                           |              |            |                  |              |            |             |                          |                                       |
| 2404 N        | 9TH ST      |               |             | YOUNG PAPERS FAMILY TRUST |              |            | YOUNG            | JOHN         | E          | TRUSTEE     | STREGES HOSPITAL HEIGHTS | ADD LOTS 9 & 10 BLK 2                 |



## Agenda Item #2

Office of the City Attorney

TEL: (715) 261-6590

FAX: (715) 261-6808

Anne L. Jacobson  
City Attorney

Tara G. Alfonso  
Assistant City Attorney

Nathan Miller  
Assistant City Attorney

To: Capital Improvements & Street Maintenance Committee  
Common Council

From: Tara G. Alfonso, Asst. City Attorney 

Date: March 31, 2021

Re: Comments Regarding Creating Temporary Ordinance W.M.C. §12.44.070 Installation of Parklets and Temporary Parklet Policy

- The City has been requested to consider additional means of expanding outdoor dining areas through the installation of “Parklets.” A Parklet is a platform that is constructed and located in the parking lane of a street, is at the same level as the abutting sidewalk, and is intended to provide additional outdoor dining areas. Other communities have found these are especially useful and helpful during this time of recovery from the COVID-19 pandemic because of the opportunity to maximize social distancing.
- Other cities that have permitted the installation of Parklets include, but are by no means limited to: Madison, Milwaukee, South Milwaukee, Los Angeles and Santa Monica, California, and Oklahoma City, Oklahoma.
- Because Parklets are installed within public parking spaces within the City right-of way, implementation of a Parklet program requires a balancing of the interests among of businesses that desire expanded outdoor areas for the purpose of maximizing social distancing and the need to provide public parking spaces for patrons of other retail businesses. As is well known within this Committee, street parking is a limited and valued commodity, especially within the City’s downtown area.
- Because of the need to balance these competing interests, the proposed ordinance and Temporary Parklet Policy (“Policy”) drafted for consideration would permit the installation of “Parklets:”
  - By full-service restaurants only. Bars, taverns, and fast food or limited-service restaurants would not be eligible for a Parklet permit. A detailed expression of this purpose and intent is set forth in the draft ordinance.
  - Installation would be permitted according to the terms of the Policy on a City-wide basis.
  - Parklets would be required to be adjacent to the full-service restaurant premises.
  - Full-service restaurants would have the opportunity to partner to obtain a Parklet permit. The Parklet would, however, be required to be adjacent to the premises of one of the full-service restaurant partners.
  - Other businesses would be able to use a Parklet upon permission and the terms of the permit holder.

- The proposed Policy does allow the use of tents or umbrellas within the Parklet upon staff approval.
  - Parklets are not permitted on state trunk highways or connecting highways absent WisDOT approval which must be obtained by the interested applicant.
  - Parklets are not permitted on streets with a speed limit above 25 mph.
  - Parklets must be ADA compliant.
  - Parklet applicants must provide the City with a detailed Site Plan of its proposed Parklet.
  - The City must be provided a Certificate of Insurance and be named as an additional insured on the permit holders Commercial General Liability insurance. The City must also be provided an Indemnification and Hold Harmless on a form provided by the City.
  - A fee for a Parklet permit is proposed as a minimum amount of \$40.00. There currently is no fee required for an establishment seeking a temporary outdoor sidewalk café or a temporary expansion of its premises for purposes of alcohol beverage service.
- **The City will need to discuss and decide the following factual considerations:**
    - Limits on size of the Parklets. Currently the Policy proposes a length of the sidewalk frontage of the applicant's property/establishment or 30 feet whichever is less. The width is proposed at the maximum width of the parking space to be utilized or 9 feet, whichever is less.
    - As an alternative to the above, limits could be expressed in terms of the actual parking space to be occupied by the Parklet. For example, no larger than 2 parallel parking spaces or 3 angle parking spaces.
    - The limitation of the number of Parklets to be permitted per City block.
    - Whether the application should be submitted to the City Clerk or the Director of Public Works & Utilities.
    - Some communities have additionally required a performance bond to be obtained by a Parklet permit holder in favor of the municipality to ensure that the Parklet is taken down at the expiration of the permit to cover any costs if the permit holder fails to do so.
    - The current draft of the ordinance and policy would permit installation of a Parklet in parking spaces which were otherwise reserved for the physically disabled IF the City could reasonably accommodate or re-locate those spaces to another convenient and accessible location.
- The proposed ordinance and Policy **are temporary** and if adopted would expire without further action by the Common Council on October 31, 2021 at 11:59 p.m. The City would be able to evaluate the impact of Parklets based upon this temporary program and determine whether it would want to make this type of program permanent at a future time.

# City of Wausau Temporary Parklet Policy

Issue Date:

Pages: 4

## INTRODUCTION

The City of Wausau has created this temporary program to permit full-service restaurants, pursuant to the terms and conditions of this Temporary Parklet Policy (“Policy”) and W.M.C. §12.44.070, to apply for municipal approval to use certain public parking spaces in the public right-of-way (streets) for flexible outdoor dining areas. A “Parklet” means a platform that is located in the parking lane of a street, is at the same level as the abutting sidewalk, and is intended to provide additional space and amenities for the adjacent full-service restaurant and its patrons. The installation of Parklets is intended to allow full-service restaurants to expand their business footprint to maximize social distancing during the COVID-19 pandemic and recovery.

*All outdoor dining areas permitted under this program must comply with state and local health requirements intended to slow or prevent the transmission of COVID-19.*

All approvals are strictly temporary and expire on October 31, 2021 at 11:59 p.m. All Parklets shall be removed from the street immediately prior to the expiration of the permit.

## APPLICATION PROCESS & APPROVAL

Applicants should be familiar with the guidelines in this Policy prior to submitting an application for a Parklet. Permissions for granting the installation of a Parklet will be conditioned on compliance with this Policy and failure to adhere to the guidelines and requirements may slow the review process and potentially result in denial of the application.

|                       |                                                                                                                                                                              |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Permits            | Approval and issuance of a Parklet permit under W.M.C. §12.44.070                                                                                                            |
|                       | Appropriate alcohol beverage license if alcohol is to be served.                                                                                                             |
|                       | Approval of a temporary amendment of licensed premises under W.M.C. §5.90.040 if alcohol is to be served.                                                                    |
|                       | Approval of a temporary sidewalk café permit under W.M.C. §5.90.020 or a café permit under W.M.C. § 5.63.030 if City sidewalk area is to be used for seating.                |
| 2. Site Plans         | (Insert Instructions on Submitting Site Plans)                                                                                                                               |
| 3. Submit Application | To the [REDACTED], along with a \$40.00 application fee for processing. No fee is required for a temporary amendment of licensed premises or temporary sidewalk café permit. |

|                    |                                                                                                                                                                                                                                                                    |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Approval/Denial | Joint approval by the City Clerk and Director of Public Works & Utilities. Any application recommended for denial shall be submitted to the Public Health & Safety Committee which shall consider the application and make a recommendation to the Common Council. |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## APPLICANT & SITE ELIGIBILITY

Eligible applicants for a Parklet permit must, at a minimum:

- Be a full-service restaurant. Limited-service and take-out restaurants, and bars and taverns are not eligible.<sup>1</sup>
- Hold appropriate license for restaurant and alcohol service adjacent to proposed outdoor dining area.
- Complete the City’s application.
- Attach a site plan to the application in accordance with “Site Plan Requirements.”
- Agree to the City’s terms and conditions, including insurance and indemnification and hold harmless.

Full-service restaurants may enter into partnership with other full-service restaurants to obtain a Parklet permit. Each co-applicant is jointly and separately responsible for the design, construction, maintenance, and removal of the Parklet, as well as compliance with all City ordinances and this Policy. Each full-service restaurant must hold all necessary permits and licenses and comply with all applicable laws, regulations, and ordinances. Parklets may be used by one or more businesses upon permission of the Parklet permit holder.

Certain sites/locations may not be eligible for use as outdoor street dining due to safety, public health, or transportation reasons. Additionally, because of the need to balance the availability of public parking spaces for patrons of other retail businesses with the provision of additional, flexible, outdoor dining areas, Parklets will be limited to not more than                      per block. Public streets or block faces without public parking spaces are not eligible for Parklets.

The following factors will be evaluated in determining eligibility:

- The proposed Parklet must be adjacent to the applicant’s full-service restaurant establishment. In the case of a partnership application, the proposed Parklet must be adjacent to one of the co-applicants’ full-service restaurant establishment.

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<sup>1</sup> A full-service restaurant is defined in W.M.C. §12.44.070(b)(2) as a “restaurant that as of March 31, 2021, is engaged in the business of providing food and beverage services to patrons who order and are served while seated and pay after eating.” Under W.M.C. §12.44.070(b)(3), a limited-service or take-out restaurant means “an establishment where food and beverages may be consumed on the premises, taken out, or delivered. This classification includes cafes, cafeterias, coffee shops, delicatessens, fast-food restaurants, sandwich shops, limited-service pizza parlors, self-service restaurants, ice cream and frozen yogurt shops, and snack bars or bakeries with indoor or outdoor seating for customers.”



- Parklets will not be considered on state trunk highways or connecting highways absent WisDOT approval (which is required to be obtained by applicant).
- Location unsafe due to traffic speed (sites adjacent to streets with posted speed limits above 25 mph are not eligible), poor visibility, narrow street (lack of buffer), or other safety issue related to proximity of motor vehicle traffic.
- Location required for traffic circulation reasons.
- Adverse impacts on fire lanes, hydrant access, or other emergency vehicle response.
- Adverse impacts to, or blocking of storm drains, gutters and other utilities.
- Setup requires bolting or mechanical fastening that damages the roadway or sidewalk.
- Interference with access to private property (driveways, delivery/loading zones).
- Inability to maintain a required minimum clear path of travel for sidewalk users.
- Inability to ensure adequate spacing of customers within proposed area.
- Impacts to transit service.
- Inability to provide ADA compliant access.
- Requires the removal or blocking of vehicle spaces for the physically disabled if same cannot be reasonably accommodated or re-located to another convenient and accessible location.
- Whether the use would facilitate a public or private nuisance or create undesirable neighborhood problems such as disorderly patrons, unreasonably loud noise, litter, or any other factor which reasonably relates to the public health, safety, and welfare.

## **SITE PLAN REQUIREMENTS**

The site plan shall include the following:

- Dimensions for the length and width of the space to be occupied by Parklet. The length of the proposed area may not exceed the length of sidewalk frontage of the applicant's property/establishment or **30 feet whichever is less**. Width of public parking spaces vary: the width may not exceed the maximum width of the parking space(s) to be utilized or **9 feet whichever is less**.
- Show barriers/barricades around seating area and other safety conditions for patrons. Vertical elements shall be utilized to make Parklet visible to traffic. The Parklet must have a flush transition at sidewalk and curb to avoid tripping hazards and to allow easy access. Safety requirements may be different for streets with very low volumes or high volumes of traffic.
- Street names and north arrow.
- Show all existing facilities in the sidewalk area and street adjacent to the proposed area, such as light poles, fire hydrants, storm water inlets, catch basins, street signs, bicycle racks, street trees and curb ramps.

- Show the proposed layout of tables and chairs with dimensions for the size of the tables and for the distance between seating groups.
- Show any sidewalk café seating that will also be present along with spacing between sidewalk café seating groups and seating groups within proposed area. Tents and umbrellas may be allowed if they fit completely within the Parklet perimeter, weighted, and conform to all Fire Marshall rules, and approved by staff prior to use.
- Demonstrate ADA compliance.

## **TERMS & CONDITIONS**

All costs of design, construction, maintenance and removal shall be borne by the Parklet permit holder and co-applicants where applicable.

Approved applicant(s) will be required to provide an appropriate certificate of insurance and agree to indemnify, defend, and hold harmless the municipality as requested. Insurance will be required as follows:

General liability insurance with respect to the right-of-way in an amount not less than One Million Dollars per occurrence, combined single limit. Such insurance policy(ies) shall be issued by an insurer licensed to issue policies in the State of Wisconsin and shall name the City of Wausau, its employees, agents, officers, volunteers, elected and appointed officials, or authorized representatives or volunteers as additional insureds. Proof of insurance coverage must contain the additional insured endorsement; a statement alone on the certificate is not sufficient. All insurance must be primary and non-contributory to any insurance or self-insurance carried by the City. A certificate of insurance evidencing such insurance shall be furnished to the City prior to commencing construction of the Parklet.

Parklets must comply with all City ordinances and the sidewalk café standards of W.M.C. §5.63.060(b), (d) – (p).

Parklet permits shall be granted for the time period of May 1, 2021 – October 31, 2021 only.

In the event the parking spaces utilized for a Parklet are needed to accommodate an approved Special Event, Parklet permit holder agrees to cooperate with City to remove the Parklet temporarily for the duration of the Special Event at its own expense.

Additional terms and conditions concerning design and construction of the Parklet may be required as necessary and prudent for the public health and safety of traffic, pedestrians and patrons and the unique features of the proposed Parklet area.



### Guide to Milwaukee Parklets

12 places to enjoy the latest urban fad, like sidewalk dining on the street.

By Michael Holloway - Jul 18th, 2017 03:34 pm

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Parklets at Club Charlies and Bavette La Boucherie. Photo by Amanda Maniscalco.

The small window that is summertime in Milwaukee is packed full of options for outdoor activities. As soon as the temperature reaches the 60s, restaurant goers flock to patios to enjoy their first outdoor meals in months. And there's a lot of those, as our [recent patio guide](#) proves. Adding to the summertime eating excitement are relatively new attractions in Milwaukee's outdoor dining scene known as parklets.

Parklets offer a heightened outdoor dining experience in the form of an extension of the sidewalk that takes up a section of the street, typically occupying one to three public parking spaces. They're sometimes referred to as "street patios" to avoid customer confusion, making them easier to distinguish from sidewalk patios.

Parklets are not permanent and are only legal between March 15 and Nov. 15 to prevent conflicts with snow removal during the winter. Businesses are required to submit an application for prospective parklets to the [Department of Public Works](#), which upon approval leads to a modification of the food and/or alcohol license. The business then obtains the Special Privilege, a Common Council action that overrides the public right-of-way and allows the parklet to occupy the public space.

A total of eight city parklet programs have been created in the United States: Raleigh, NC, San Francisco, CA, Philadelphia, PA, Chicago, IL, Oakland, CA, Seattle, WA, Long Beach, CA, and Milwaukee, WI. Milwaukee's first parklet was built in 2013 on the shared space between Divino Wine and Dine and the now-closed Two Bucks on Murray Ave.

Businesses benefit from parklets as foot traffic increases and customers are likely to spend more time in the space, boosting economic activity. The addition of floral arrangements and bicycle racks adds an aesthetically pleasing aspect to the space as well as an encouragement for eco-friendly transportation.

Since parklet season is upon us, here is our (ahem) First Annual Guide to parklets in Milwaukee. We count an even dozen. Remarkably, three are located in Shorewood, what a wild city! The rest are in Milwaukee's Third Ward, Walker's Point, East Side and Downtown. Come next year, we'll expect this list to have grown.

**Bavette La Boucherie:** Located next door to Club Charlies' parklet in the Third Ward, Bavette's cozy single parking space parklet adds approximately 10 more seats to its outdoor dining area that also includes a sidewalk patio. Located at 330 E. Menomonee St.



**Black Sheep:** Offering an opportunity to expand upon your wine palette while sitting outdoors, Black Sheep's parklet is conveniently located on the street in a spot where parking isn't typically allowed anyway. The parklet's dark color schemes of black and gray match the look and feel of the restaurant's interior and exterior. 216 S. 2nd in Walker's Point.







**Buddha Lounge:** This year, the Buddha Lounge has added to its already extravagant exterior with a parklet that lines the west side of the restaurant. The space is roughly three parking spaces long and provides a combination of bench and chair seating as well as five low standing tables, each boasting a personal firepit. The parklet is lined with strings of light, ensuring that customers can enjoy sushi or a cocktail well after sunset. 1504 E. North Ave.



**Camp Bar (Third Ward):** Camp Bar's rather large parklet adds about 40 additional seats for the restaurant, occupying three parking spaces. Lined with lanterns and adorned with a wood finish, the Third Ward Camp Bar's parklet was the inspiration for its sister location in Shorewood to follow suit with a parklet of its own. 525 E. Menomonee St.







**Camp Bar (Shorewood):** Taking a page out of its Third Ward counterpart's book, the Shorewood bar is home to a 40-foot long parklet that offers 20 seats, expanding upon the sidewalk patio seating. The parklet was approved in 2016 when the bar also sought to expand into the neighboring space that was previously home to an entertainment company called Sound By Design. Both expansions have helped Camp Bar with an overcrowding problem due to the bar's popularity. 4044 N. Oakland Ave.



**Chocolate Factory:** The eighth location to open in the area, the Shorewood Chocolate Factory contains a parklet occupying two parking spaces. The wooden parklet has become an instant favorite for customers on days when a couple of scoops of ice cream are necessary for cooling off. 4330 N. Oakland Ave.





**Club Charlies:** One of the first parklets to grace the city, Club Charlies converted a loading zone located in front of the business into an outdoor dining area. Running 20-by-8 feet, the parklet allows for additional outdoor seating for restaurant goers. 320 E. Menomonee St. in the Third Ward.



**Divino Wine and Dine:** Milwaukee's first parklet will make a return despite neighboring businesses closing down within the past year. The parklet occupies two public parking spaces and can hold approximately 35 people. 2315 N. Murray Ave.



**The Pub Club:** Home to one of the biggest outdoor seating areas on N. 3rd St., the parklet at The Pub Club holds five dining tables, occupying three public parking spots. 1103 N. Old World 3rd St.



**Shaker's Cigar Bar:** This parklet has returned for its third season. When S. 2nd St. was reduced from four lanes to two lanes and a bike lane, Shaker's capitalized on an error with the sidewalk after a large step-off was smoothed into a slope by the city. The parklet runs 28 feet by 16 feet and is decorated with a variety of park-like plants such as hibiscus, ferns, and an apple tree. 422 S 2nd St., Walker's Point.



**Three Lion's Pub:** Home to yet another parklet in Shorewood, this pub's outdoor seating takes up about two parking spaces. Three Lions offers an authentic pub experience, opening early for soccer games and boasting that they "bring the across the pond just across the street." 4515 N. Oakland Ave.



**Yokohama 1910:** A brand new spot to get a bowl of ramen on the East Side, Yokohama is home to the most recent parklet in Milwaukee. Designed by Rinka Chung architecture, the parklet takes up two public parking spaces on Kenilworth and seats 20 people. The wooden, rustic appearance matches that of the interior of the restaurant. The garage door offers an opening in which the customers seated at the parklet can view the karaoke singers. 1932 E. Kenilworth Pl.





CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

**ORDINANCE OF CAPITAL IMPROVEMENTS AND STREET MAINTENANCE  
COMMITTEE**

Creating temporary ordinance Section 12.44.070 Installation of Parklets.

Committee Action:

**Ordinance Number:**

Fiscal Impact:

**File Number:**

**Date Introduced:**

The Common Council of the City of Wausau do ordain as follows:

Add (        )

Delete (———)

Section 1. That Section 12.44.070 Installation of parklets is hereby created to read as follows:

12.44.070 Installation of parklets. (a) Purpose and intent. The Common Council recognizes that the COVID-19 coronavirus pandemic continues to negatively impact its citizens and local businesses and the need to maximize social distancing between individuals during the COVID-19 pandemic and recovery period remains significant. It further recognizes that restaurants within the City may have particular difficulty providing recommended social distancing while still being able to operate profitably especially given the large amounts of space typically reserved within restaurant establishments for food preparation areas, the need to maintain diner waiting areas, and to permit the operation of serving stations. The Common Council seeks to support the safe operation of its local restaurants by increasing options for outdoor dining that enable them to adhere to physical distancing requirements and recommendations. To that end, recognizing, the need to balance the availability of public parking spaces for patrons of other retail businesses with the provision of addition, flexible, outdoor dining areas, the City has determined to temporarily allow the expansion of restaurant service areas through the installation of Parklets into a certain, limited amount of public parking spaces during the relatively short window of mild Central Wisconsin weather in accordance with the provisions of this ordinance and the City's Temporary Parklet Policy. The City recognizes that because of the need to balance these competing needs, approval of Parklets will necessarily need to be limited to not more than \_\_\_\_\_ per block.

(b) Definitions.

(1) "Block" means the distance along a street lying between center lines of two consecutive intersections and includes both sides of the street. "Block face" means one side of the street on a block.



(2) “Full-service restaurant” means a restaurant that as of March 31, 2021, is engaged in the business of providing food and beverage services to patrons who order and are served while seated and pay after eating.

(3) “Limited-service restaurant” means an establishment where food and beverages may be consumed on the premises, taken out, or delivered. Limited service restaurants include cafes, cafeterias, coffee shops, delicatessens, fast-food restaurants, sandwich shops, limited-service pizza parlors, self-service restaurants, ice cream and frozen yogurt shops, and snack bars or bakeries with indoor or outdoor seating for customers.

(4) “Parklet” means a platform that is located in the parking lane of a street, is at the same level as the abutting sidewalk, and is intended to provide additional space and amenities for the adjacent full-service restaurant and its patrons.

(5) “Restaurant” means an establishment requiring a State of Wisconsin restaurant license and whose food sales are greater than 50 percent of its gross receipts. Upon request of the City, owners of establishments shall substantiate the percentage of their gross receipts devoted to food.

(c) Permit requirements. No person shall install or maintain a Parklet in the public right-of-way without obtaining or complying with all of the following:

(1) Submission of an application on a form supplied by the city clerk that includes the information set forth in section 5.63.040(a) of this Code, together with a copy of the applicant’s valid restaurant license, the fee provided in section 3.04.010(a), and a site plan meeting the requirements of the Temporary Parklet Policy .

(2) A Parklet permit issued by the city clerk, approved jointly by the city clerk and the director of public works and utilities. The clerk and director of public works and utilities may approve a Parklet permit with reasonable additional conditions appropriate for purposes of public health and safety and the unique features of the proposed Parklet area. The issuance of an approved Parklet permit will stand in place, and in lieu of, a street privilege permit otherwise required under section 12.44.050. No permit will be issued without submission of the required certificate of insurance and execution of an indemnification and hold harmless to the city clerk as required in the Temporary Parklet Policy.

(3) Issuance of any applicable alcohol beverage license as required by ch.5.64, including but not limited to a permanent or temporary extension of the premises, where the service of alcohol beverages to patrons is desired by the establishment.

(4) Issuance of a sidewalk café or temporary sidewalk café permit as required by ch. 5.63 or temporary ordinance section 5.90.020.

(d) Appeal. Any application the city clerk and director of public works and utilities deems should be denied, or any conditions imposed upon the permit deemed appropriate for purposes of public health and safety and the unique features of the proposed Parklet area by the city clerk and director of public works and utilities, may be submitted for appeal to the public health and safety committee with the city

clerk's and director of public works and utilities' recommendations, which shall then consider the application and make a recommendation to the Common Council.

(e) Additional requirements.

(1) An approved Parklet may be installed in the public right-of-way only between May 1, 2021 and October 31, 2021.

(2) Parklets shall comply with all provisions of the City's Temporary Parklet Policy.

(3) Parklets shall comply with the sidewalk café standards set forth in section 5.63.060 (b), (d) – (p).

(4) No building permit shall be required for installation of a Parklet.

(5) Permits issued under this section may not be transferred to another individual, business, corporation, or other entity.

(f) Revocation. A Parklet permit may be suspended or revoked as set forth in section 5.63.100 of this Code.

(g) Application to Section 9.040.026. The provisions of subsections (a) and (b) of 9.04.026 Consumption or possession of intoxicants on streets shall not apply to the service and consumption of alcohol beverages within the area of an approved Parklet.

Section 2. All provisions of City ordinances not specifically altered by this temporary ordinance shall remain in effect.

Section 3. This ordinance shall be in full force and effect on the day after its publication.

Section 4. This ordinance shall automatically repeal on October 31, 2021 at 11:59 pm; no further action shall be required.

Adopted:  
Approved:  
Published:  
Attest:

Approved:

---

Katie Rosenberg, Mayor

Attest:

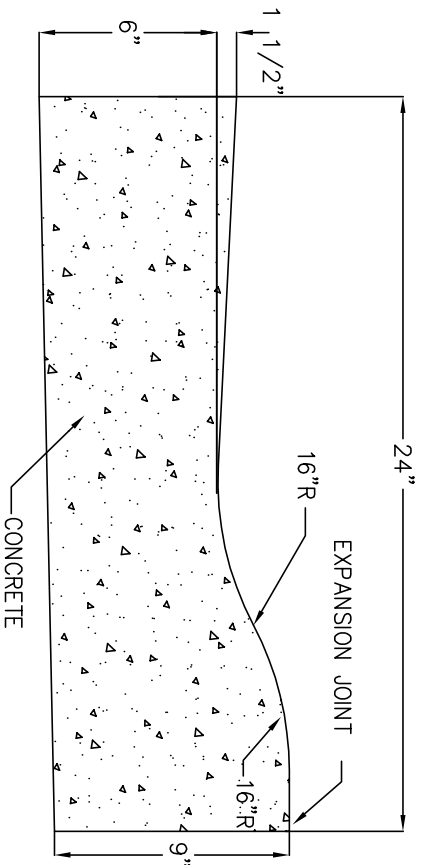
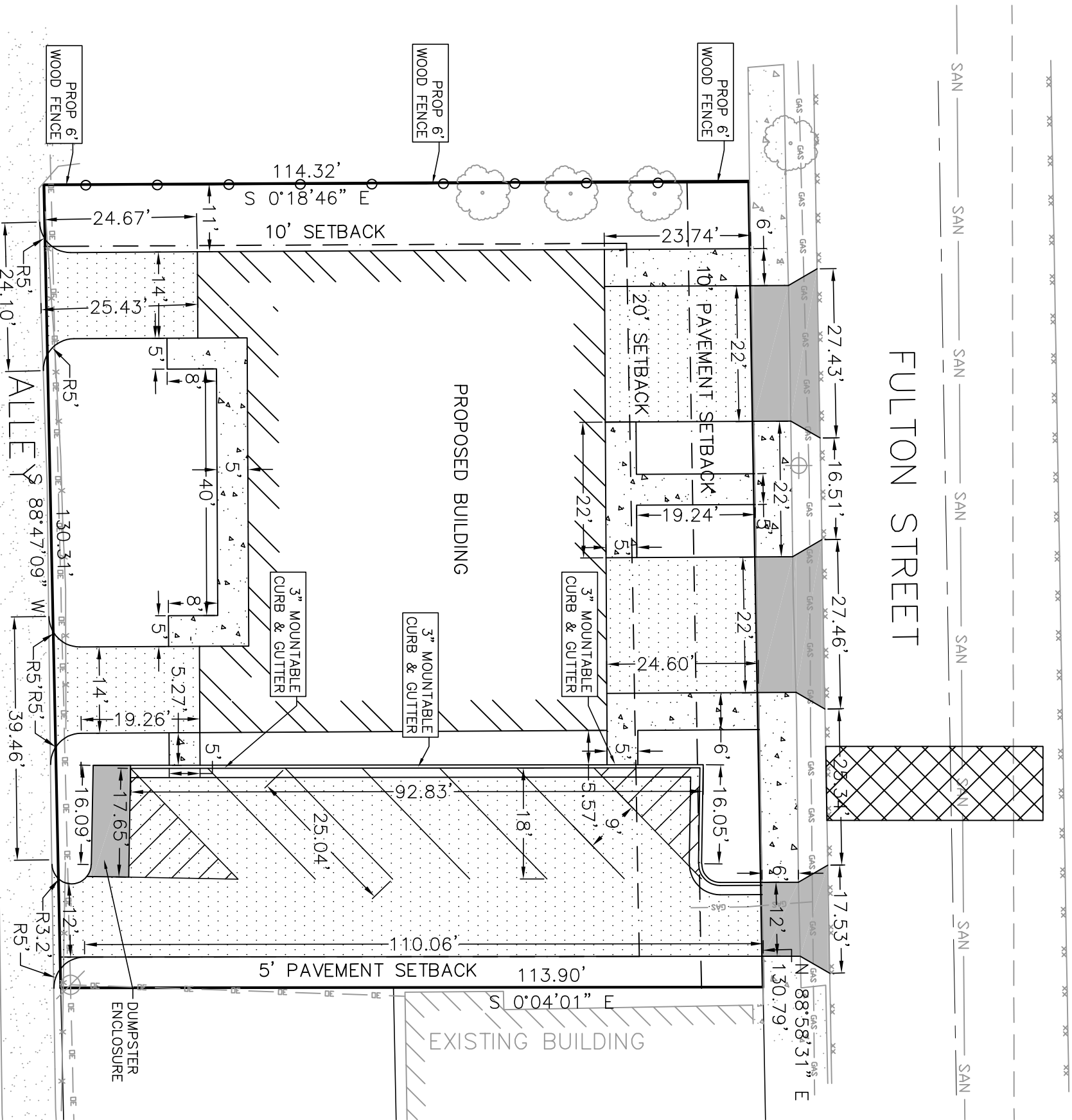
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Leslie Kremer, Clerk

Agenda Item No.  
3

***STAFF REPORT TO CISM COMMITTEE – April 8, 2021***

| AGENDA ITEM                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Discussion and possible action on installation of a third driveway at 517-521 Fulton Street                                                                                                                                                                                                |
| BACKGROUND                                                                                                                                                                                                                                                                                 |
| The City received a site plan for 517-521 Fulton Street. The site has 2 addresses at this point but one lot. The county will be changing this to one address soon. Wausau Municipal Code Section 12.20.040 requires a lot with more than 2 approaches to get approval from Common Council. |
| FISCAL IMPACT                                                                                                                                                                                                                                                                              |
| No cost to the City. The development will create tax revenue.                                                                                                                                                                                                                              |
| STAFF RECOMMENDATION                                                                                                                                                                                                                                                                       |
| Staff recommends approving the three driveways. This is a low traffic volume, 25 mph street so traffic concerns are minimal.                                                                                                                                                               |
| Staff contact: Allen Wesolowski 715-261-6762                                                                                                                                                                                                                                               |



- LEGEND**
- APARTMENT BUILDING
  - 4" CONCRETE SIDEWALK
  - 3" ASPHALT W/6" BASE COURSE
  - 6" REINFORCED CONCRETE
  - REPLACE ASPHALT W/IN-PLACE ASPHALT

MARATHON TECHNICAL SERVICES LLC  
CONSULTING ENGINEERS  
404 FRANKLIN ST - WAUSAU, WI 54403  
PHONE & FAX - (715)843-7292  
WWW.MTSLLC.NET

| REVISION DATE |
|---------------|
|               |

SURVEYED: VREELAND  
DESIGNED: MTS  
DRAWN BY: DMV  
APPROVED: NSB & MWT  
PROJECT #: 2032

**SITE PLAN**

FULTON TOWN HOUSES  
CITY OF WAUSAU, MARATHON CO.

**AGENDA ITEM**

Discussion and possible action on proposed 2022 Street Construction Projects

**BACKGROUND**

The 5 year plan approved in 2020 by CISM includes the following streets for 2022 reconstruction:

|                        |                                   |           |
|------------------------|-----------------------------------|-----------|
| Bugbee Ave             | (Burek Ave – Tierney Road)        | \$600,000 |
| 4 <sup>th</sup> Street | (McClellan Street – Scott Street) | \$150,000 |
| 4 <sup>th</sup> Avenue | (Bridge Street – Knox Street)     | \$700,000 |

These streets will be put in the 2022 budget for consideration.

**FISCAL IMPACT**

The fiscal impact is as noted above.

**STAFF RECOMMENDATION**

Staff recommends approving the 3 streets as noted above from the 2020 5 year plan.

Staff contact: Allen Wesolowski 715-261-6762



**AGENDA ITEM**

Discussion and possible action on Amendment #1 to the contract with Kapur & Associates regarding the Business Campus Bicycle and Pedestrian Trail Project

**BACKGROUND**

The City, WisDOT and Kapur & Associates are currently in a three party agreement for the design of a multiuse trail on 72<sup>nd</sup> Avenue from Packer Drive to International Drive. At the 11/12/2020 CISM meeting, staff gave an update on the project and described how project construction costs have increased as the project plan has progressed. As a byproduct of the refined design, the project design costs have also increased due to the need for Temporary Limited Easements (TLE). The TLEs are required for grading outside of the right-of-way to manage stormwater.

Amendment No. 1 is an increase to the design contract for Kapur to complete six Right-of-Way Plats. The plats are required for use in the real estate acquisitions for the TLEs.

**FISCAL IMPACT**

Existing Contract Total = \$110,749.64  
Contract increase = \$13,493.33  
New Contract Total = \$124,242.97

These costs do not include the actual cost of acquisition for the TLE.

**STAFF RECOMMENDATION**

Staff recommends approval of Contract Amendment No. 1

Staff contact: TJ Niksich 715-261-6748

## **Amendment No. 1**

ID 6999-18-09  
Business Campus Bicycle and Pedestrian Trail  
Packer Drive to International Drive  
City of Wausau  
Marathon County

### **SCOPE OF SERVICES**

#### **L. PLATS**

Section L of the Special Provisions shall be deleted in its entirety and replaced with the following:

- “(1) Prepare Right-of-Way Plats in accordance with the MANUAL .
- (2) The CONSULTANT shall perform up to six (6) title searches of the titles to properties or premises through which the Right of Way for the PROJECT is to be acquired.
- (3) A right of way description shall be provided for all individual parcels of land to be acquired as Right of Way for the PROJECT. An individual legal description shall be provided for each parcel, or an envelope description that does not cover more than one page of the plat. Descriptions shall be by metes and bounds in accordance with the provisions as set forth in the MANUAL, or in the case of platted property by suitable reference to the platted data. For all unplatted property the descriptions shall be referenced to and tied into the pertinent section or quarter section corners. The CONSULTANT shall submit the legal descriptions on a hard copy and on a CD/DVD or an electronic e-mail file to the DEPARTMENT.
- (4) The CONSULTANT shall prepare the descriptions in line item format using IBM compatible PC-DOS-Word Perfect software and provide a copy of this diskette to the DEPARTMENT and MUNICIPALITY.
- (5) Provide on the Right-of-Way Plat, point numbers for all new right-of-way points to be monumented and all existing right-of-way points. A CD/DVD or electronic e-mail file with point numbers in SDMS format, in ground coordinates, is to be provided to the REGION.
- (6) Be responsible for all changes to the plat sheets and legal descriptions until the Real Estate Certification is completed. Changes on the R/W plat that occur following the initial relocation order (excluding hardship or protective purchase) are to be anticipated and are part of this CONTRACT.”

#### **M. RIGHT OF WAY ACQUISITION**

Section M of the Special Provisions shall be deleted in its entirety and replaced with the following:

- “(1) The CONSULTANT shall supply the NC Region and the Municipality with full size sets of plan/profile and cross sections, including r/w plat as part of this contract, for the MUNICIPALITY’s use in real estate acquisition at the time required in the project schedule. Revised full size sheets shall be supplied as such revisions are made throughout the acquisition process.”

**O. SERVICES PROVIDED BY THE MUNICIPALITY**

Section O of the Special Provisions shall add the following:

- “7. Appraisal Staking.”

**PROSECUTION AND PROGRESS**

Section (3) shall be deleted in its entirety and replaced with the following:

- “(3) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates.

Note: (\*) Denotes New or Updated Dates

| Report Title                                      | Date          |
|---------------------------------------------------|---------------|
| Operational Planning Meeting                      | July 2019     |
| Public Involvement Plan                           | July 2019     |
| *Structure Survey Reports                         | April 2021    |
| *Preliminary Structure Plan                       | May 2021      |
| *30% Plans and Roadbuilders Quantities            | November 2020 |
| *Environmental Document                           | March 2021    |
| *60% Plans, Estimate, and Roadbuilders Quantities | May 2021      |
| *Soils Report                                     | March 2021    |
| *Abbreviated Pavement Design Report               | May 2021      |
| *Exceptions to Standards Report                   | May 2021      |
| *Traffic Management Plan                          | May 2021      |
| *Design Study Report                              | May 2021      |
| *Slope Intercepts & Preliminary Plat              | March 2021    |
| *Right-Of-Way Plat(s)                             | May 2021      |
| *Right-Of-Way Descriptions                        | May 2021      |
| *Utility Work Plans                               | June 2021     |

|                          |                   |
|--------------------------|-------------------|
| Draft Trail Plans        | June 2021         |
| Draft Structure Plans    | May 2021          |
| Final P.S. & E.          | December 17, 2021 |
| Pre-Construction Meeting | March 2022        |

Exhibit 3

Project ID 6999-18-09  
Amendment No. 1  
Business Campus Bicycle & Pedestrian Trail  
Packer Drive to International Drive  
City of Wausau  
Marathon County

Summary of Staff Hours and Direct Labor Costs

| Classification                                         |               | Project Manager |          | Project Engineer |          | Engineer |         | Surveyor |            | Technician |            |                    |            |
|--------------------------------------------------------|---------------|-----------------|----------|------------------|----------|----------|---------|----------|------------|------------|------------|--------------------|------------|
| Average Hourly Wage                                    |               | \$64.75         |          | \$42.55          |          | \$35.00  |         | \$44.80  |            | \$33.59    |            | Total Direct Labor |            |
| Task                                                   | Activity Code | Hours           | Dollars  | Hours            | Dollars  | Hours    | Dollars | Hours    | Dollars    | Hours      | Dollars    | Hours              | Dollars    |
| PROJECT ADMINISTRATION AND COORDINATION                | 740           | 4               | \$259.00 | 0                | \$0.00   | 0        | \$0.00  | 0        | \$0.00     | 0          | \$0.00     | 4                  | \$259.00   |
| PROGRESS, COORDINATION & REVIEW MEETINGS (WITH CLIENT) |               | 2               | \$129.50 | 0                | \$0.00   | 0        | \$0.00  | 0        | \$0.00     | 0          | \$0.00     | 2                  | \$129.50   |
| SUBCONSULTANT MANAGEMENT                               |               | 2               | \$129.50 | 0                | \$0.00   | 0        | \$0.00  | 0        | \$0.00     | 0          | \$0.00     | 2                  | \$129.50   |
| RIGHT-OF-WAY PLAT (based on 6 parcels)                 | 784           | 1               | \$64.75  | 3                | \$127.65 | 2        | \$70.00 | 52       | \$2,329.60 | 46         | \$1,545.14 | 104                | \$4,137.14 |
| PLAT SHEET SETUP                                       |               | 0               | \$0.00   | 0                | \$0.00   | 0        | \$0.00  | 2        | \$89.60    | 4          | \$134.36   | 6                  | \$223.96   |
| DEVELOP PRELIMINARY R/W, PLAT                          |               |                 | \$0.00   | 1                | \$42.55  | 2        | \$70.00 | 30       | \$1,344.00 | 24         | \$806.16   | 57                 | \$2,262.71 |
| WISDOT REVIEW MEETING, INTERIM SUBMITTAL               |               |                 | \$0.00   | 1                | \$42.55  |          | \$0.00  | 1        | \$44.80    |            | \$0.00     | 2                  | \$87.35    |
| REVISE RIGHT-OF-WAY (TLEs, ADJUSTMENTS)                |               |                 | \$0.00   |                  | \$0.00   |          | \$0.00  | 4        | \$179.20   | 8          | \$268.72   | 12                 | \$447.92   |
| PROPERTY DESCRIPTIONS                                  |               |                 | \$0.00   |                  | \$0.00   |          | \$0.00  | 12       | \$537.60   | 4          | \$134.36   | 16                 | \$671.96   |
| SCHEDULE OF INTERESTS                                  |               |                 | \$0.00   |                  | \$0.00   |          | \$0.00  | 0        | \$0.00     | 1          | \$33.59    | 1                  | \$33.59    |
| FINALIZE PLAT, RELOCATION PLAN & DESCRIPTIONS          |               |                 | \$0.00   |                  | \$0.00   |          | \$0.00  | 1        | \$44.80    | 4          | \$134.36   | 5                  | \$179.16   |
| PREPARE RELOCATION ORDER                               |               |                 | \$0.00   |                  | \$0.00   |          | \$0.00  | 1        | \$44.80    | 1          | \$33.59    | 2                  | \$78.39    |
| COORDINATION W/ APPRAISERS AND/OR REAL ESTATE AGENTS   |               | 1               | \$64.75  | 1                | \$42.55  |          | \$0.00  | 1        | \$44.80    |            | \$0.00     | 3                  | \$152.10   |
| TOTAL:                                                 |               | 5               | \$323.75 | 3                | \$127.65 | 2        | \$70.00 | 52       | \$2,329.60 | 46         | \$1,545.14 | 108                | \$4,396.14 |



Exhibit 4

Project ID 6999-18-09

Amendment No. 1

Business Campus Bicycle & Pedestrian Trail

Packer Drive to International Drive

City of Wausau

Marathon County

Fee Computation Summary by Engineering Task

| Task                                    | Activity Code | Direct Labor Costs | Indirect Costs | Fixed Fee/Profit | Direct Expenses | Total       |
|-----------------------------------------|---------------|--------------------|----------------|------------------|-----------------|-------------|
| PROJECT ADMINISTRATION AND COORDINATION | 740           | \$259.00           | \$400.65       | \$46.94          |                 | \$706.59    |
| RIGHT-OF-WAY PLAT (based on 6 parcels)  | 784           | \$4,137.14         | \$6,399.74     | \$749.86         |                 | \$11,286.74 |
| TOTAL                                   |               | \$4,396.14         | \$6,800.39     | \$796.80         | \$0.00          | \$11,993.33 |

Overhead Rate: 1.5469

Percent Profit: 7.25%

**Exhibit 5**  
**Project ID 6999-18-09**  
**Amendment No. 1**  
**Business Campus Bicycle & Pedestrian Trail**  
**Packer Drive to International Drive**  
**City of Wausau**  
**Marathon County**

**Consultant Individual Direct Labor Rates**

**Classification:**            **Project Manager**

| Employee Name(a) | Current Rate(b) | Percent Contribution(c) | (b*c)   |
|------------------|-----------------|-------------------------|---------|
| 8084             | \$64.75         | 100.00%                 | \$64.75 |
| TOTAL            |                 | 100.00%                 | \$64.75 |

**Classification:**            **Project Engineer**

| Employee Name(a) | Current Rate(b) | Percent Contribution(c) | (b*c)   |
|------------------|-----------------|-------------------------|---------|
| 8270             | \$42.55         | 100.00%                 | \$42.55 |
| TOTAL            |                 | 100.00%                 | \$42.55 |

**Classification:**            **Staff Engineer**

| Employee Name(a) | Current Rate(b) | Percent Contribution(c) | (b*c)   |
|------------------|-----------------|-------------------------|---------|
| 8433             | \$35.00         | 100.00%                 | \$35.00 |
| TOTAL            |                 | 100.00%                 | \$35.00 |

**Classification:**            **Surveyor**

| Employee Name(a) | Current Rate(b) | Percent Contribution(c) | (b*c)   |
|------------------|-----------------|-------------------------|---------|
| 8112             | \$44.80         | 100.00%                 | \$44.80 |
| TOTAL            |                 | 100.00%                 | \$44.80 |

**Classification:**            **Technician**

| Employee Name(a) | Current Rate(b) | Percent Contribution(c) | (b*c)   |
|------------------|-----------------|-------------------------|---------|
| 8230             | \$33.59         | 100.00%                 | \$33.59 |
| TOTAL            |                 | 100.00%                 | \$33.59 |

**Exhibit 5**  
**Project ID 6999-18-09**  
**Amendment No. 1**  
**Business Campus Bicycle & Pedestrian Trail**  
**Packer Drive to International Drive**  
**City of Wausau**  
**Marathon County**  
**Consultant Weighted Labor Rates**

| <b>Name</b>    | <b>Classification</b> | <b>Current Rate</b> | <b>% Work at Current Rate</b> | <b>Weighted Average Hourly Rate(i)</b> |
|----------------|-----------------------|---------------------|-------------------------------|----------------------------------------|
| Weighted Rates | Project Manager       | \$64.75             | 100%                          | \$64.75                                |
| Weighted Rates | Project Engineer      | \$42.55             | 100%                          | \$42.55                                |
| Weighted Rates | Engineer              | \$35.00             | 100%                          | \$35.00                                |
| Weighted Rates | Surveyor              | \$44.80             | 100%                          | \$44.80                                |
| Weighted Rates | Technician            | \$33.59             | 100%                          | \$33.59                                |

**Contract Timeframe: June 1, 2019 to December 31, 2021**

## Exhibit 7

**Project ID 6999-18-09**  
**Amendment No. 1**  
**Business Campus Bicycle & Pedestrian Trail**  
**Packer Drive to International Drive**  
**City of Wausau**  
**Marathon County**  
**Consultant Contract Total Fee Computation**

| Project ID                                    | Total for<br>Amendment<br>No. 1 | Original<br>Contract<br>Total | New<br>Contract<br>Total |
|-----------------------------------------------|---------------------------------|-------------------------------|--------------------------|
| Number of Staff Hours                         | 108                             | 940                           | 1,048                    |
| Total Direct Labor                            | \$4,396.14                      | \$34,652.55                   | \$39,048.69              |
| Total Indirect Costs                          | \$6,800.39                      | \$54,023.32                   | \$60,823.71              |
| Direct Expenses                               | \$0.00                          | \$232.00                      | \$232.00                 |
| Subtotal of Actual Cost                       | \$11,196.53                     | \$88,907.87                   | \$100,104.40             |
| Fixed Fee/Profit                              | \$796.80                        | \$6,280.77                    | \$7,077.57               |
| Subtotal                                      | <b>\$11,993.33</b>              | <b>\$95,188.64</b>            | <b>\$107,181.97</b>      |
| Subcontract 1 - Heritage Research, LTD.       | \$0.00                          | \$3,161.90                    | \$3,161.90               |
| Subcontract 2 - Archaeological Research, Inc. | \$0.00                          | \$2,074.10                    | \$2,074.10               |
| Subcontract 3 - Gestra Eng., Inc.             | \$0.00                          | \$9,975.00                    | \$9,975.00               |
| Subcontract 4 - EDR, Inc.                     | \$0.00                          | \$350.00                      | \$350.00                 |
| Subcontract 4 - Runkel Abstract & Title Co.   | \$1,500.00                      | \$0.00                        | \$1,500.00               |
| TOTAL COST                                    | <b>\$13,493.33</b>              | <b>\$110,749.64</b>           | <b>\$124,242.97</b>      |

Overhead Rate 154.6900%

Profit 7.25%

## RUNKEL ABSTRACT & TITLE CO.

522 Scott Street/P.O. Box 1303  
Wausau, Wisconsin 54402-1303  
Phone (715) 845-4646 Fax (715) 845-6072  
Email Address - orders@runkel.com

*Member of*  
AMERICAN LAND TITLE ASSOCIATION  
WISCONSIN LAND TITLE ASSOCIATION

*Agent for*  
CHICAGO TITLE INSURANCE  
COMPANY

February 23, 2021

Kapur & Associates, Inc.  
Attn: Kurt A. Farrenkopf, PE  
7711 N. Port Washington Road  
Milwaukee, WI 53217

Re: ID 6999-18-09/79 City of Wausau 72<sup>nd</sup> Avenue Trail

Dear Kurt:

We propose to provide the title searches on 6 parcels for \$250.00 per parcel, including copies. Updates as requested for \$35.00 per parcel.

Our certificate will include all entries of record in the past five years and will include the last conveyance of record if more than five years old. Also included will be all easements in the last 100 years, and all highway deeds of record in the last 100 years, all condominium declarations and recorded plats and all outstanding mortgages of record. In addition, we will provide all unsatisfied judgments in the last ten years and all open financing statements within the last five years.

Thank you for the opportunity to present this proposal.

RUNKEL ABSTRACT & TITLE CO.



Bea M. Kleinschmidt  
Title Agent/Examiner

**AMENDMENT NO. 1 TO THE CONTRACT**  
BETWEEN City of Wausau (MUNICIPALITY),  
THE WISCONSIN DEPARTMENT OF TRANSPORTATION  
AND Kapur & Associates, Inc. (CONSULTANT) FOR

ID 6999-18-09  
Business Campus Bicycle and Pedestrian Trail  
Packer Drive to International Drive  
City of Wausau  
Marathon County

The contract made and entered into by and between the MUNICIPALITY, DEPARTMENT and CONSULTANT, dated June 19, 2019 is hereby amended as set forth on the following pages.

The primary reason(s) for this amendment:

The primary reason for the amendment as requested by the DEPARTMENT, is to prepare a right-of-way plat for 6 parcels along the project corridor.

**BASIS OF PAYMENT**

The BASIS OF PAYMENT in the original CONTRACT is replaced with the following:

1. For Facilities Development process performed by CONSULTANT, ACTUAL COSTS to the CONSULTANT up to \$100104.40 (increase of \$11,196.53) plus a fixed fee of \$7,077.57 (increase of \$796.80), not to exceed \$107181.97 (increase of \$11,993.33).
2. For geotechnical fieldwork coordination, geotechnical engineering report, geotechnical borings and laboratory soil testing subcontracted to GESTRA Engineering, Inc., (DBE) the CONSULTANT'S actual cost to GESTRA Engineering, Inc. not to exceed \$9,975.00 for the units delivered based on rates in the table below. (No Change)

| Item Description                               | Est. Qty. | Unit     | Unit Price | Total      |
|------------------------------------------------|-----------|----------|------------|------------|
| <b>Soil Borings for Retaining Wall Borings</b> |           |          |            |            |
| ATV Mounted Drill Rig Mobilization             | 1         | EACH     | \$1,000.00 | \$1,000.00 |
| Daily ATV Rental                               | 1         | DAILY    | \$500.00   | \$500.00   |
| Support truck                                  | 1         | DAILY    | \$200.00   | \$200.00   |
| One Man Flagger (2 days)                       | 12        | HOURLY   | \$60.00    | \$720.00   |
| SPT Drilling (0-30')                           | 25        | PER FOOT | \$13.00    | \$325.00   |
| Borehole abandonment (bentonite)               | 25        | PER FOOT | \$4.50     | \$112.50   |
| Hand Auger Borings                             | 2         | EACH     | \$100.00   | \$200.00   |
| Haul off cuttings                              | 1         | DAILY    | \$100.00   | \$100.00   |
| Shelby Tube Sampling                           | 2         | EACH     | \$60.00    | \$120.00   |
| Marsh Probing                                  | 2         | HOURLY   | \$175.00   | \$350.00   |
| <b>Laboratory Testing</b>                      |           |          |            |            |
| #200 wash sieve                                | 2         | EACH     | \$35.00    | \$70.00    |
| Full sieve analysis                            | 0         | EACH     | \$85.00    | -          |
| Moisture content                               | 4         | EACH     | \$7.00     | \$28.00    |
| Unconfined compressive strength (soil)         | 0         | EACH     | \$55.00    | -          |



|                                   |    |        |          |            |
|-----------------------------------|----|--------|----------|------------|
| Atterberg Limits                  | 1  | EACH   | \$70.00  | \$70.00    |
| Consolidation                     |    | EACH   | \$500.00 | \$0        |
| <b>Engineering and Management</b> |    |        |          |            |
| Field Coordinator (Tim Winkler)   | 2  | HOURLY | \$100.00 | \$200.00   |
| Senior Engineer (Doug Bath)       | 6  | HOURLY | \$130.00 | \$780.00   |
| Project Engineer (Eric Jeske)     | 50 | HOURLY | \$104.00 | \$5,200.00 |

3. For Historical Investigations subcontracted to Heritage Research Ltd., the CONSULTANTS's actual cost to Heritage Research, Ltd. as compensation for direct labor hours and non-labor direct costs not to exceed \$3,161.90 based on rates in the tables below. (No Change)

Specific hourly rates to be paid for hours in which Heritage Research, Ltd.'s employees are directly engaged in performing the services required by this CONTRACT:

| Employee Name | Classification   | Hourly Rate |
|---------------|------------------|-------------|
| John Vogel    | Senior Historian | \$95.73     |

Classifications or employees not listed above cannot be invoiced unless added to the contract through an amendment.

The following non-labor direct costs will be reimbursed based on Heritage Research, Ltd.'s actual cost:

| Item Description | Unit Rate   | Total Cost |
|------------------|-------------|------------|
| Mileage (500)    | \$0.58/mile | \$290.00   |

Non-labor direct costs not listed above cannot be invoiced unless added to the contract through an amendment.

4. For Archaeological Investigations subcontracted to Archaeological Research, Inc., the CONSULTANTS's actual cost to Archaeological Research, Inc., based on a lump sum of \$2,074.10. (No Change)
5. For Environmental Database Search subcontracted to Environmental Data Resources, Inc., the CONSULTANT'S actual cost to Environmental Data Resources, Inc. based on a lump sum of \$350.00. (No Change)
6. For Title Search Reports subcontracted to Runkel Abstract & Title Co., the CONSULTANT'S actual cost to Runkel Abstract & Title Co. as compensation for direct labor hours and non-labor direct costs not to exceed \$1,500.00 for units delivered based on rates in the table below. (New)

| Item Description | Unit Type | Unit Cost Rate |
|------------------|-----------|----------------|
| Title Search     | Each      | \$250.00       |

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$124,242.97 (increase of \$13,493.33).

The CONSULTANT SERVICES will be completed by December 17, 2021. The completion date remains the same.

The DEPARTMENT REPRESENTATIVE is: Michael Grage, P.E., WisDOT NC Region – Rhinelander, Local Program Project Manager, 510 N. Hanson Lake Rd., Rhinelander, Wisconsin 54501-9434, [michael.grage@dot.wi.gov](mailto:michael.grage@dot.wi.gov), (715) 365-5705.

The MUNICIPALITY REPRESENTATIVE is: Thomas Niksich, P.E., Project Engineer, City of Wausau Engineering Department, 407 Grant Street, Wausau, Wisconsin, 54403, [Thomas.niksich@ci.wausau.wi.us](mailto:Thomas.niksich@ci.wausau.wi.us), (715) 261-6748.

The CONSULTANT REPRESENTATIVE is: Kurt Farrenkopf, P.E., Project Manager, Kapur & Associates, Inc., 7711 N. Port Washington Rd., Milwaukee, Wisconsin 53217, [kfarrenkopf@kapurinc.com](mailto:kfarrenkopf@kapurinc.com), (414) 751-7226.

In witness whereof, the parties hereto have caused this amendment to be executed and approved on the date signed by their authorized officers or representatives.

For the CONSULTANT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For the DEPARTMENT

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For the MUNICIPALITY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

| AGENDA ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Update on the 2020 MS4 Annual Report and Illicit Discharge Detection and Elimination Program Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| BACKGROUND                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>The Municipal Separate Storm Sewer System (MS4) Annual Report is required to be submitted to the WDNR by March 31<sup>st</sup> of the following reporting year. Within the report the following items are reported:</p> <ul style="list-style-type: none"><li>-The status of implementing the permit requirements, status of meeting measurable program goals and compliance with permit schedules.</li><li>-Fiscal analysis which includes the annual expenditures and budget for the reporting year, and the budget for the next year.</li><li>-A summary of the number and nature of inspections and enforcement actions conducted to ensure compliance with the required ordinances.</li><li>-Identification of any known water quality improvements or degradation in the receiving water to which the permittee's MS4 discharges and what actions are being taken to improve water quality.</li><li>-Evaluation of program compliance, appropriateness of best management practices (BMPs) and progress towards measurable goals.</li></ul> <p>In addition to the above, staff has created the Illicit Discharge Detection Elimination Program Guidance document. This document provides an overview of the goals and intent of the IDDE program, Best Management Practices (BMP) for the illicit discharge program and outlines procedures to detect and eliminate unauthorized non-stormwater discharges. This document was a required submittal with the 2020 MS4 Annual Report.</p> |
| FISCAL IMPACT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| STAFF RECOMMENDATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Stormwater compliance update and information purposes only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Staff contact: TJ Niksich 715-261-6748                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

# 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

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

**Project Name:** City of Wausau\_MS4 Annual Report 2020

**County:** Marathon

**Municipality:** Wausau, City

**Permit Number:** S050075

**Facility Number:** 31058

**Reporting Year:** 2020

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

## 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 other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report
    - Municipal Property SWPPP
    - Municipally Property Inspection Report
    - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment
  
- Attach the following permit compliance documents as appropriate using the attachments tab above
  - Storm Water Management Program (*S050075-03 General Permit and S058416-04 Madison Area Group Permit shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.*)
    - Public Education and Outreach Program
    - Public Involvement and Participation Program
    - Illicit Discharge Detection and Elimination Program
    - Construction Site Pollutant Control Program
    - Post-Construction Storm Water Management Program
    - Pollution Prevention Program
      - Municipal Storm Water Management Facility (BMP) Inventory (*S050075-03 General Permit and S058416-04 Madison Area Group Permit 2.6.1 - inventory due to the department by March 31, 2021.*)
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (*S050075-03 General Permit and S058416-04 Madison Area Group Permit 2.6.2 – document due to the department by March 31, 2021.*)
  - Total Maximum Daily Load documents (*\*If applicable, see permit for due dates.*)
    - TMDL Mapping\*
    - TMDL Modeling\*
    - TMDL Implementation Plan\*
    - Fecal Coliform Screening Parameter \*
    - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
    - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
  
- 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** Wausau, City

**Facility ID # or (FIN):** 31058

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

**Mailing Address:** 407 Grant Street

**Mailing Address 2:**

**City:** Wausau

**State:** Wisconsin

**Zip Code:** 54403 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:** Thomas

**Last Name:** Niksich

☐ Select to **update** current contact information

**Title:** Project Engineer

**Mailing Address:** 407 Grant Street

**Mailing Address 2:**

**City:** Wausau

**State:** WI

**Zip Code:** 54403 xxxxx or xxxxx-xxxx

**Phone Number:** 715-261-6748 Ext: xxx-xxx-xxxx

**Email:** thomas.niksich@ci.wausau.wi.us

### Additional Contacts Information (Optional)

- ☐ I&E Program
- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual



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

- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☒ Pollution Prevention Program
- ☐ Post-Construction Program
- ☒ Winter roadway maintenance

**First Name:**

Ric

**Last Name:**

Mohelnitzky

**Title:**

Superintendent

**Mailing Address:**

400 Myron Street

**Mailing Address 2:**

**City:**

Wausau

**State:**

WI

**Zip Code:**

54401

xxxxx or xxxxx-xxxx

**Phone Number:**

715-261-6960

Ext:

xxx-xxx-xxxx

**Email:**

ric.mohelnitzky@ci.wausau.wi.us

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes ☐ No

☒ Public Education and Outreach North Central Wisconsin Stormwater Coalition

☒ Public Involvement and Participation North Central Wisconsin Stormwater Coalition

☒ Illicit Discharge Detection and Elimination North Central Wisconsin Stormwater Coalition

☐ Construction Site Pollutant Control

☐ Post-Construction Storm Water Management

☐ Pollution Prevention

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

**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 Delivery Mechanism that best describes how the topics were conveyed to your population. Use the Add Event to add additional entries.

| <b>Event Start Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4/19/2020                                                                                                                                                                                                                                                                                                                            |                                     |                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------|
| <b>Project/Event Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Rubber Ducky Commercial                                                                                                                                                                                                                                                                                                              |                                     |                                                               |
| <b>Delivery Mechanism</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Media offering *Active                                                                                                                                                                                                                                                                                                               |                                     |                                                               |
| Topics Covered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Target Audience                                                                                                                                                                                                                                                                                                                      | Estimated People Reached (Optional) | Regional Effort (Optional)                                    |
| <input type="checkbox"/> Illicit discharge detection and elimination<br><input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing<br><input type="checkbox"/> Yard waste management/pesticide and fertilizer application<br><input type="checkbox"/> Stream and shoreline management<br><input type="checkbox"/> Residential infiltration<br><input type="checkbox"/> Construction sites and post-construction storm water management<br><input type="checkbox"/> Pollution prevention<br><input type="checkbox"/> Green infrastructure/low impact development<br><input type="checkbox"/> Other: | <input checked="" type="checkbox"/> General Public<br><input type="checkbox"/> Public Employees<br><input type="checkbox"/> Residents<br><input type="checkbox"/> Businesses<br><input type="checkbox"/> Contractors<br><input type="checkbox"/> Developers<br><input type="checkbox"/> Industries<br><input type="checkbox"/> Other | 101 +                               | <input checked="" type="radio"/> Yes <input type="radio"/> No |

| <b>Event Start Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4/1/2020                                                                                                                                                                                                                                                                                                                             |                                     |                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------|
| <b>Project/Event Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Preconstruction Meetings / Soil Erosion BMPs                                                                                                                                                                                                                                                                                         |                                     |                                                               |
| <b>Delivery Mechanism</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Targeted group training* *Active                                                                                                                                                                                                                                                                                                     |                                     |                                                               |
| Topics Covered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Target Audience                                                                                                                                                                                                                                                                                                                      | Estimated People Reached (Optional) | Regional Effort (Optional)                                    |
| <input type="checkbox"/> Illicit discharge detection and elimination<br><input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing<br><input type="checkbox"/> Yard waste management/pesticide and fertilizer application<br><input type="checkbox"/> Stream and shoreline management<br><input type="checkbox"/> Residential infiltration<br><input checked="" type="checkbox"/> Construction sites and post-construction storm water management<br><input type="checkbox"/> Pollution prevention<br><input type="checkbox"/> Green infrastructure/low impact development<br><input type="checkbox"/> Other: | <input type="checkbox"/> General Public<br><input type="checkbox"/> Public Employees<br><input type="checkbox"/> Residents<br><input type="checkbox"/> Businesses<br><input checked="" type="checkbox"/> Contractors<br><input type="checkbox"/> Developers<br><input type="checkbox"/> Industries<br><input type="checkbox"/> Other | 1 - 10                              | <input type="radio"/> Yes <input checked="" type="radio"/> No |

|                         |          |  |  |
|-------------------------|----------|--|--|
| <b>Event Start Date</b> | 1/1/2020 |  |  |
|-------------------------|----------|--|--|

| <b>Project/Event Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Residential BMP/FAQ on Pollution Prevention                                                                                                                                                                                                                                                                                          |                                     |                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------|
| <b>Delivery Mechanism</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <u>Website</u>                                                                                                                                                                                                                                                                                                                       |                                     | *Active                                                       |
| Topics Covered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Target Audience                                                                                                                                                                                                                                                                                                                      | Estimated People Reached (Optional) | Regional Effort (Optional)                                    |
| <input checked="" type="checkbox"/> Illicit discharge detection and elimination<br><input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing<br><input type="checkbox"/> Yard waste management/pesticide and fertilizer application<br><input type="checkbox"/> Stream and shoreline management<br><input type="checkbox"/> Residential infiltration<br><input type="checkbox"/> Construction sites and post-construction storm water management<br><input type="checkbox"/> Pollution prevention<br><input type="checkbox"/> Green infrastructure/low impact development<br><input type="checkbox"/> Other:<br><input type="text"/> | <input type="checkbox"/> General Public<br><input type="checkbox"/> Public Employees<br><input checked="" type="checkbox"/> Residents<br><input type="checkbox"/> Businesses<br><input type="checkbox"/> Contractors<br><input type="checkbox"/> Developers<br><input type="checkbox"/> Industries<br><input type="checkbox"/> Other | <u>51-100</u>                       | <input type="radio"/> Yes <input checked="" type="radio"/> No |

| <b>Event Start Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 3/12/2020                                                                                                                                                                                                                                                                                                                            |                                     |                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------|
| <b>Project/Event Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | MS4/TMDL Update and General Stormwater Discussion                                                                                                                                                                                                                                                                                    |                                     |                                                               |
| <b>Delivery Mechanism</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <u>Government Event (Public Hearing, Council Meeting, etc)*</u>                                                                                                                                                                                                                                                                      |                                     | *Active                                                       |
| Topics Covered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Target Audience                                                                                                                                                                                                                                                                                                                      | Estimated People Reached (Optional) | Regional Effort (Optional)                                    |
| <input type="checkbox"/> Illicit discharge detection and elimination<br><input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing<br><input type="checkbox"/> Yard waste management/pesticide and fertilizer application<br><input type="checkbox"/> Stream and shoreline management<br><input type="checkbox"/> Residential infiltration<br><input type="checkbox"/> Construction sites and post-construction storm water management<br><input checked="" type="checkbox"/> Pollution prevention<br><input type="checkbox"/> Green infrastructure/low impact development<br><input type="checkbox"/> Other:<br><input type="text"/> | <input type="checkbox"/> General Public<br><input type="checkbox"/> Public Employees<br><input checked="" type="checkbox"/> Residents<br><input type="checkbox"/> Businesses<br><input type="checkbox"/> Contractors<br><input type="checkbox"/> Developers<br><input type="checkbox"/> Industries<br><input type="checkbox"/> Other | <u>11-50</u>                        | <input type="radio"/> Yes <input checked="" type="radio"/> No |

| <b>Event Start Date</b>                                                                                                                                                                                                                                                                                                     | 1/1/2020                                                                                                                                                                                                             |                                     |                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------|
| <b>Project/Event Name</b>                                                                                                                                                                                                                                                                                                   | NCWSC Website - Rain Garden Information                                                                                                                                                                              |                                     |                                                               |
| <b>Delivery Mechanism</b>                                                                                                                                                                                                                                                                                                   | <u>Website</u>                                                                                                                                                                                                       |                                     | *Active                                                       |
| Topics Covered                                                                                                                                                                                                                                                                                                              | Target Audience                                                                                                                                                                                                      | Estimated People Reached (Optional) | Regional Effort (Optional)                                    |
| <input type="checkbox"/> Illicit discharge detection and elimination<br><input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing<br><input type="checkbox"/> Yard waste management/pesticide and fertilizer application<br><input type="checkbox"/> Stream and shoreline management | <input checked="" type="checkbox"/> General Public<br><input type="checkbox"/> Public Employees<br><input type="checkbox"/> Residents<br><input type="checkbox"/> Businesses<br><input type="checkbox"/> Contractors | <u>101 +</u>                        | <input checked="" type="radio"/> Yes <input type="radio"/> No |

|                                                                                                                                                                                                                                                                                                                                              |                                                                                                              |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--|--|
| <input type="checkbox"/> Residential infiltration<br><input type="checkbox"/> Construction sites and post-construction storm water management<br><input type="checkbox"/> Pollution prevention<br><input checked="" type="checkbox"/> Green infrastructure/low impact development<br><input type="checkbox"/> Other:<br><input type="text"/> | <input type="checkbox"/> Developers<br><input type="checkbox"/> Industries<br><input type="checkbox"/> Other |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--|--|

| <b>Event Start Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 9/15/2020                                                                                                                                                                                                                                                                                                                            |                                     |                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------|
| <b>Project/Event Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Fall Leaf Pickup Information                                                                                                                                                                                                                                                                                                         |                                     |                                                               |
| <b>Delivery Mechanism</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Distribution of print media *Active                                                                                                                                                                                                                                                                                                  |                                     |                                                               |
| Topics Covered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Target Audience                                                                                                                                                                                                                                                                                                                      | Estimated People Reached (Optional) | Regional Effort (Optional)                                    |
| <input type="checkbox"/> Illicit discharge detection and elimination<br><input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing<br><input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application<br><input type="checkbox"/> Stream and shoreline management<br><input type="checkbox"/> Residential infiltration<br><input type="checkbox"/> Construction sites and post-construction storm water management<br><input type="checkbox"/> Pollution prevention<br><input type="checkbox"/> Green infrastructure/low impact development<br><input type="checkbox"/> Other:<br><input type="text"/> | <input type="checkbox"/> General Public<br><input type="checkbox"/> Public Employees<br><input checked="" type="checkbox"/> Residents<br><input type="checkbox"/> Businesses<br><input type="checkbox"/> Contractors<br><input type="checkbox"/> Developers<br><input type="checkbox"/> Industries<br><input type="checkbox"/> Other | 101 +                               | <input type="radio"/> Yes <input checked="" type="radio"/> No |

**b. Brief explanation on Public Education and Outreach reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.***

See attached.

Form 3400-224 (09/20)

## Minimum Control Measures - Section 2 : Complete

### 2. Public Involvement and Participation

**a. Permit Activities.** Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

| <b>Event Start Date</b>   | 3/12/2020                                               |                                     |                            |
|---------------------------|---------------------------------------------------------|-------------------------------------|----------------------------|
| <b>Project/Event Name</b> | MS4/TMDL Update and General Stormwater Discussion       |                                     |                            |
| <b>Delivery Mechanism</b> | Government Event (Public Hearing, Council Meeting, etc) |                                     |                            |
| Topics Covered            | Target Audience                                         | Estimated People Reached (Optional) | Regional Effort (Optional) |

|                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                   |              |                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------|
| <input checked="" type="checkbox"/> MS4 Annual Report<br><input checked="" type="checkbox"/> Storm Water Management Program<br><input checked="" type="checkbox"/> Storm Water related ordinance<br><input type="checkbox"/> Other:<br><input type="text"/> | <input type="checkbox"/> General Public <input type="checkbox"/> Public Employees<br><input checked="" type="checkbox"/> Residents<br><input type="checkbox"/> Businesses<br><input type="checkbox"/> Contractors<br><input type="checkbox"/> Developers<br><input type="checkbox"/> Industries<br><input type="checkbox"/> Other | <u>11-50</u> | <input type="radio"/> Yes <input checked="" type="radio"/> No |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------|

**b. Volunteer Activities.** Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

| <b>Event Start Date</b>   | <input type="text" value="1/1/2020"/>                                                                                                                                                                                                                                                                                                |                                     |                                                               |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------|
| <b>Project/Event Name</b> | <input type="text" value="N/A"/>                                                                                                                                                                                                                                                                                                     |                                     |                                                               |
| <b>Delivery Mechanism</b> | <input type="text" value="Other hands-on event"/>                                                                                                                                                                                                                                                                                    |                                     |                                                               |
| Topics Covered            | Target Audience                                                                                                                                                                                                                                                                                                                      | Estimated People Reached (Optional) | Regional Effort (Optional)                                    |
| Volunteer Opportunity     | <input type="checkbox"/> General Public<br><input type="checkbox"/> Public Employees<br><input type="checkbox"/> Residents<br><input type="checkbox"/> Businesses<br><input type="checkbox"/> Contractors<br><input type="checkbox"/> Developers<br><input type="checkbox"/> Industries<br><input checked="" type="checkbox"/> Other | <u>1 - 10</u>                       | <input type="radio"/> Yes <input checked="" type="radio"/> No |

**c. Brief explanation on Public Involvement and Participation reporting.** *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attached.

Form 3400-224 (09/20)

## Minimum Control Measures - Section 3 : Complete

### 3. Illicit Discharge Detection and Elimination

|                                                                                                              |                                 |                                 |
|--------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|
| a. How many total outfalls does the municipality have?                                                       | <input type="text" value="44"/> | <input type="checkbox"/> Unsure |
| b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? | <input type="text" value="12"/> | <input type="checkbox"/> Unsure |
| c. From the municipality's routine screening, how many were confirmed illicit discharges?                    | <input type="text" value="0"/>  | <input type="checkbox"/> Unsure |
| d. How many illicit discharge complaints did the municipality receive?                                       | <input type="text" value="1"/>  | <input type="checkbox"/> Unsure |
| e. From the complaints received, how many were confirmed illicit discharges?                                 | <input type="text" value="1"/>  | <input type="checkbox"/> Unsure |
| f. How many of the identified illicit discharges did the                                                     | <input type="text" value="1"/>  | <input type="checkbox"/> Unsure |

municipality eliminate in the reporting year (from both routine screening and complaints)?

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality ☐ Unsure use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year.

|                                                            |                                |
|------------------------------------------------------------|--------------------------------|
| <input type="checkbox"/> Verbal Warning                    | <input type="text"/>           |
| <input type="checkbox"/> Written Warning (including email) | <input type="text"/>           |
| <input checked="" type="checkbox"/> Notice of Violation    | <input type="text" value="1"/> |
| <input type="checkbox"/> Civil Penalty/ Citation           | <input type="text"/>           |

Additional Information: One reported illicit discharge of cooking oil dumping into storm syste...

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attached.

Form 3400-224 (09/20)

## Minimum Control Measures - Section 4 : Complete

### 4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?  ☐ Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?  ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year?  ☐ Unsure
- d. 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 type="checkbox"/> No Authority                                 | <input type="text"/>            |
| <input checked="" type="checkbox"/> Verbal Warning                    | <input type="text" value="32"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="12"/> |
| <input type="checkbox"/> Notice of Violation                          | <input type="text"/>            |
| <input type="checkbox"/> Civil Penalty/ Citation                      | <input type="text"/>            |
| <input type="checkbox"/> Stop Work Order                              | <input type="text"/>            |
| <input type="checkbox"/> Forfeiture of Deposit                        | <input type="text"/>            |
| <input type="checkbox"/> Other - Describe below                       | <input type="text"/>            |

e.

Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached.

Form 3400-224 (09/20)

## Minimum Control Measures - Section 5 : Complete

### 5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management facilities\* have received local approval ?  ☐ Unsure  
\*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.
- b. Does the municipality utilize privately owned storm water management facilities in its pollutant reduction analysis? ☒ Yes ☐ No ☐ Unsure
- c. If Yes, How many privately owned storm water management facilities were inspected in the reporting year ?  ☒ Unsure  
Inspections completed by private land owners should be included in the reported number.
- d. 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 type="checkbox"/> No Authority                                 |                                |
| <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 type="checkbox"/> Notice of Violation                          | <input type="text"/>           |
| <input type="checkbox"/> Civil Penalty/ Citation                      | <input type="text"/>           |
| <input type="checkbox"/> Forfeiture of Deposit                        | <input type="text"/>           |
| <input type="checkbox"/> Complete Maintenance                         | <input type="text"/>           |
| <input type="checkbox"/> Bill Responsible Party                       | <input type="text"/>           |
| <input type="checkbox"/> Other - Describe below                       | <input type="text"/>           |

- e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

See attached.

Form 3400-224 (09/20)

## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention



Storm Water Management Facility Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities ?  ☐ Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year ?  ☐ Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year?  ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

Sediment infill, inlet structure, outfall structure, erosion, overflow structure and vegetation.

- e. How many of these facilities required maintenance?  ☐ Unsure
- f. Brief explanation on Storm Water Management Facility inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached.

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

- g. How many municipal properties require a SWPPP?  ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year?  ☐ Unsure
- i. Have amendments to the SWPPPs been made?  
☐ Yes ☒ No ☐ Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

n/a

- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached.

Collection Services - Street Sweeping / Cleaning Program ☐ Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?  
☒ Yes ☐ No ☐ Unsure
- m. If known, how many tons of material was removed?  ☐ Unsure
- n. Does the municipality have a low hazard exemption for this material? ☒ Yes ☐ No
- o. 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 - Explain frequency The city cleans priority streets on a weekly basis

☐ No - Explain \_\_\_\_\_

☐ Not Applicable

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

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- q. How many catch basin sumps were cleaned in the reporting year?  ☐ Unsure
- r. If known, how many tons of material was collected?  ☐ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☒ Yes ☐ No
- t. 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- Explain frequency each basin every other year.  
☐ No - Explain \_\_\_\_\_  
☐ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?  
☒ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure  
☐ Other - Describe \_\_\_\_\_
- x. What is the frequency of collection?  
2x per year and additional if time permits
- y. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Winter Road Management ☐ Not Applicable

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

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control?  ☐ Unsure
- ab. 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>          | 221 | 61  | 472 | 935 | 348 | 125 |
| <u>Salt/sand mix</u> | 5   | 0   | 447 | 556 | 214 | 0   |

Liquids (gallons) (ex. brine)

|       | Oct  | Nov  | Dec   | Jan   | Feb  | Mar  |
|-------|------|------|-------|-------|------|------|
| Brine | 2934 | 2309 | 18448 | 26189 | 7913 | 2775 |

ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☐ Yes ☒ No ☐ Unsure

| Training Date | Training Name | # Attendance |
|---------------|---------------|--------------|
|               |               |              |

ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

See attached.

Internal (Staff) Education & Communication

af. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? ☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided (250 character limit):

Due to Covid-19 formal training was not held.

When:

How many attended:

ag. 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

See attached.

Municipal Officials

See attached.

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

See attached.

ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached.

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 explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Updates to the stormwater system are tracked by engineering and given to the GIS department to update at the end of the year.

**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.

| <b>Annual Expenditure</b><br>Reporting Year | <b>Budget</b><br>Reporting Year | <b>Budget</b><br>Upcoming Year | <b>Source of Funds</b> |
|---------------------------------------------|---------------------------------|--------------------------------|------------------------|
|---------------------------------------------|---------------------------------|--------------------------------|------------------------|

**Element:** Public Education and Outreach

|     |      |      |                             |
|-----|------|------|-----------------------------|
| 625 | 1250 | 1250 | <u>General revenue fund</u> |
|-----|------|------|-----------------------------|

**Element:** Public Involvement and Participation

|     |      |      |                             |
|-----|------|------|-----------------------------|
| 625 | 1250 | 1250 | <u>General revenue fund</u> |
|-----|------|------|-----------------------------|

**Element:** Illicit Discharge Detection and Elimination

|       |      |       |                             |
|-------|------|-------|-----------------------------|
| 10000 | 5000 | 10000 | <u>General revenue fund</u> |
|-------|------|-------|-----------------------------|

**Element:** Construction Site Pollutant Control

|        |       |       |                             |
|--------|-------|-------|-----------------------------|
| 146000 | 45000 | 89000 | <u>General revenue fund</u> |
|--------|-------|-------|-----------------------------|

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

|        |        |        |                             |
|--------|--------|--------|-----------------------------|
| 135000 | 400000 | 435000 | <u>General revenue fund</u> |
|--------|--------|--------|-----------------------------|

|        |        |   |                                          |
|--------|--------|---|------------------------------------------|
| 837000 | 600000 | 0 | <u>Tax Incremental Finance District.</u> |
|--------|--------|---|------------------------------------------|

**Element:** Pollution Prevention

|        |         |         |                             |
|--------|---------|---------|-----------------------------|
| 902000 | 1500000 | 1250000 | <u>General revenue fund</u> |
|--------|---------|---------|-----------------------------|

**Other (describe)**

|  |  |  |                  |
|--|--|--|------------------|
|  |  |  | <u>Select...</u> |
|--|--|--|------------------|

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

**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

### Storm Water Quality Management

**a.** Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

**b.** If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

### Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Wausau, City is subject to the following approved TMDLs: Wisconsin River Basin

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

**[C.3-4].a Which Compliance option does the permittee anticipate choosing?**

☒ TMDL Implementation Plan ☐ Adaptive Management Project

**[C.3-4].b The Permittee is confirming that all planned efforts are on schedule to meet requirements due to the department.**

- For an Adaptive Management project, a plan is required within 36 months of the TMDL approval date.
- For TMDL Implementation, updates to mapping, modeling, tabular summary, and Implementation Plan documents are required within 48 months of the TMDL approval date.)

☒ Agree ☐ Disagree

### 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 250 character limit, attach supplemental information on the attachments page.*

**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 and Participation
- ☐ 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



## 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.

### Storm Sewer System Map

 File Attachment

[City Wide StormSewer 36x48L.pdf](#)

### Attach - Other Supporting Documents

#### AR MuniSWPPP

 File Attachment

[CityofWausauMunicipleFacilitiesSWPPP.pdf](#)

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

### Attach - Permit Compliance Documents

#### EO Program

 File Attachment

[PublicEdandOutreachProgram.pdf](#)

#### IP Program

 File Attachment

[PublicInvolvementandParticipationProgram.pdf](#)

#### IDDE Program

 File Attachment

[CityofWausaullicitDischargeProgram.pdf](#)

#### CS Program

 File Attachment

[ConstructionSitePollutantControlProgram.pdf](#)

#### PCSSW Program

 File Attachment

[Post-ConstructionStormWaterManagementProgram.pdf](#)

#### PP\_BMPInventory

 File Attachment

[StormWaterManagementFacilityInventory.pdf](#)

PP BMPInsp

 File Attachment

[StormWaterFacilityMaintenancePlan.pdf](#)

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

## 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 Wausau, City 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).

**Name:** Thomas Niksich

**Title:** Project Engineer

Authorized Signature.

- ☒ I accept the above terms and conditions.

Signed by : i:0#.f|wamsmembership|tniksich on 2021-03-31T11:17:32

You have already signed and submitted this application to the DNR. Please [contact the Wisconsin DNR](#) for assistance.

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.



# ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM GUIDANCE MANUAL

**CITY OF WAUSAU**  
407 GRANT STREET  
WAUSAU, WI 54003

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## Purpose and Scope

Stormwater runoff from developed land can harm surface water resources by changing natural hydrologic patterns and elevating pollutant concentrations and loadings. Stormwater runoff may contain or mobilize high levels of contaminants, such as sediment, suspended solids, nutrients, heavy metals, and pathogens. To address this problem, the U.S. Environmental Protection Agency (EPA) established stormwater regulations as part of the National Pollutant Discharge Elimination System (NPDES) permits program under the Clean Water Act (CWA), which are implemented through NPDES permits.

In the State of Wisconsin, the EPA has delegated administration of the NPDES program to the State of Wisconsin Department of Natural Resources (WDNR). This document is prepared for compliance with the general permit to discharge under the Wisconsin Pollutant Discharge Elimination System (WPDES) permit No. WI-S050075-3, effective May 1, 2019 (**Appendix A**). More specifically, section 2.3 of the general permit contains the Illicit Discharge Detection and Elimination (IDDE) requirements for permit holders, which this document will outline the City of Wausau's compliance program.

*Chapter NR 216 of the Wisconsin Administrative Code defines an illicit discharge as "... any discharge to a municipal separate storm sewer system that is not composed entirely of storm water except discharges authorized by a WPDES permit or other discharge not requiring a WPDES permit such as landscape irrigation, individual residential car washing, fire fighting, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, flows from riparian habitats and wetlands, and similar discharges."*

This IDDE Program Manual will:

- Provide an overview of the goals and intent of the IDDE program
- Best Management Practices (BMP) for the illicit discharge program
- Discuss procedures to detect unauthorized non-stormwater discharges to the City of Wausau's Municipal Separate Storm Sewer System (MS4) through the field screening.
- Outline methods for investigating potential illicit discharges to the stormwater system and describe mechanisms for eliminating confirmed illicit discharges.

## Program Overview

Illicit discharges enter the storm sewer system through direct or indirect connections. A direct connection occurs when the discharge is directly linked to the storm sewer system, such as a sanitary sewer improperly connected to the storm sewer system. Indirect connections, such as infiltration from cracked or leaking sanitary systems or improperly disposed pollutants, enter the storm sewers through storm drain inlets or by infiltrating through the joints of the pipe. The pollutants that have made their way into the separate storm sewer system enter receiving waters untreated, contributing to high levels of pollutants. Studies have shown that illicit discharges have contributed to pollutant levels that have been high enough to significantly degrade water quality and threaten aquatic wildlife and human health.

Section 2.3 of the WPDES Permit No. WI-S050075-3 and NR 216.07(3) (**Appendix B**) requires that a permit holder install “a program to detect and remove illicit discharges and improper disposal of wastes in the municipal separate storm sewer system, or require the discharger to obtain a separate WPDES permit.” Through a collective effort with the City’s Engineering Department, Inspections Department, Department of Public Works and the Northcentral Wisconsin Stormwater Coalition, the City of Wausau enforces the IDDE ordinance of the Wausau Municipal Code, meets the required public education and outreach programs, completes field screening and executes IDDE response procedures.

By employing a multifaceted approach through education, periodic screening of outfalls and continuous inspections by city staff, the city’s IDDE program intends to eliminate discharges into the city stormwater system that are not composed entirely of stormwater, whether they are through direct or indirect connections. Educating the public and city staff on identifying, use of proper reporting channels and the negative impacts of illicit discharges can significantly reduce the amount and the duration in which illicit discharges occur.



## Best Management Practices

### Staff Training

- Staff shall be trained to identify non-stormwater discharges and proper reporting procedures. This includes reporting from the public, identification during stormwater system inspections, outfall inspections and property inspections.
  - A minimum of one department per year shall be given training. The following departments shall receive at least 1 training per permit cycle: Department of Public Works, Inspections and Engineering.

### Record Keeping

- All actions and documentation required within the Illicit Discharge Detection and Elimination Program shall be maintained in an easily accessible location. This includes all reported non-stormwater discharges, the outcomes of reported discharges, outfall inventory and outfall inspections.
  - File path to this information shall be kept in the following location:  
*O:\Engineering\Stormwater\000 Stormwater Permit - MS4\Illicit Discharge*

### Illicit Discharge Detection and Elimination Ordinance

- Chapter 15.60 – Illicit Discharge Detection and Elimination Requirements (**Appendix C**) within the City of Wausau’s municipal code was adopted in 2009. This ordinance lays out definitions, prohibited actions and enforcement of non-stormwater discharges.
  - The IDDE ordinance shall be updated as needed to maintain enforceability and include all state or federal requirements.

### Field Screening Program

- Dry weather field screening of all major outfalls shall take place a minimum of once per permit term. All outfalls shall be evaluated at the beginning of each permit term to determine if the status of “major” or “minor” outfall has changed.
  - See “IDDE Field Screening” section below for additional information regarding the field screening program guidelines and requirements.

### Illicit Discharge Response Procedure

- Written response procedures shall be developed for known or suspected illicit discharges. This shall include procedures for investigation of the potential illicit discharge, tracking and documenting of the illicit discharge, preventing or containing an illicit discharge and notifying the appropriate state and/or federal agencies.
  - See “IDDE Source Investigation and Elimination” section below for additional information regarding the field screening program guidelines and requirements.

## IDDE Field Screening

### Introduction

Dry weather outfall screening is required per NR.216.07(3), which requires an MS4 permittee to develop and enforce a program to detect and remove illicit connections and discharges to the MS4. The IDDE Field Screening program will layout procedures for routine dry weather field screening at storm sewer system outfalls. This program will include the preparation to determine field screening locations and frequency, the fieldwork required during the screening process and what actions should be taken if a non-stormwater discharge is detected.

### Field Screening Preparation

Dry weather field screening shall be conducted at 100% of all major outfalls at least once during the term of the permit. Additionally, the City may screen minor outfalls during the term of the permit if they are determined to meet the considerations deeming them a priority. If the city determines a major outfall or a minor outfall to be a priority outfall, said outfall shall be screened a minimum of once per year until no longer determined priority. See the outfall map in **Appendix D**.

#### Major Outfalls

- o A single pipe with and inside diameter of 36 inches or more, or from and equivalent conveyance which is associated with a drainage area of more than 50 acres.
- o A single pipe that receives storm water runoff from lands zoned for industrial activity that is associated with a drainage area of more than 2 acres or from other lands with 2 or more acres of industrial activity.

#### Minor Outfall

- o All outfalls not meeting “major outfall” requirements.

#### Priority Outfall

The following are contributing drainage area characteristics of land uses that should be considered when determining priority outfalls:

- o History or known or suspected illicit discharges within the last 5 years
- o Sections of storm sewer and/or sanitary sewer infrastructure that have exceeded or are approaching their design/useful life.
- o Contributing drainage areas with 80 or more percent impervious.
- o Business or industrial parks with frequent changes in property ownership or operations.
- o Schools or other institutional facilities.
- o Commercial or industrial operations that generate wastewater or wash water including food processing metal plating or machining shops, auto and scrap recyclers, commercial car washes and chemical manufacturers or users.

## Field Observation and Analysis

Field screening includes a documented narrative description of visual observations, including color, odor, turbidity, oil sheen/surface scum, flow rate and other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping. If flow is observed, an analysis is conducted to determine the presence of illicit non-storm water discharges or illicit dumping.

Obvious illicit discharges can potentially be identified by color, odor or other physical characteristics such as sheen or foam. Proper interpretation of sensory observation can be complicated by the fact that some sources are naturally occurring (e.g. iron bacteria) or non-illicit (e.g. dye testing).

### Timing

- Field screening should be scheduled with the consideration of several weather factors to avoid stormwater or groundwater infiltration. These conditions can mask illicit discharges or make screening data difficult to interpret.
- Screening should take place during the dry season and a minimum of 48 hours after the last runoff producing rain event. However, it may be necessary to wait longer than 48 hours after precipitation events depending on contributing drainage area characteristics or the size of the event.
- Field screening during periods of high groundwater, such as early spring, should be avoided.

### Location

- Field screening points shall, where possible, be located downstream of any source of suspected illicit activity.
- Field screening points shall be located where practicable at the outfall, farthest manhole or other accessible location downstream in the system. Safety of personnel and accessibility of the location shall be considered in making this determination.
- If the outfall is submerged, screening shall take place at the nearest upstream manhole.

### Visual Observation

- All outfall inspections are documented using the Illicit Discharge and Outfall Screening Data Record sheet, which can be found in **Appendix E**.
- The Screening Data Record allows field crews to record descriptive and quantitative information about each outfall inspected.
- The Screening Data Record addresses both flowing and non-flowing outfalls.
- Photographs of each outfall shall be recorded with the Screening Data Record to monitor changes in the outfall over time.

## Field Analysis

- o Physical conditions can indicate that an intermittent or transitory discharge has occurred in the past, even if the pipe is not currently flowing. Physical indicators can signify illicit discharges with detection by smell or sight, and require no measurement equipment. These indicators can detect the most severe or obvious discharges. See Table 1 – Visual Characterization Interpretation for common physical parameters and possible interpretations.
- o If flow is observed during the field screening process, a field analysis must be conducted to determine the presence of illicit non-storm water discharges or illicit dumping.
- o At a minimum, flowing outfalls shall be sampled and analyzed using detergents, ammonia, potassium and fluoride as indicator parameters. Additional parameters that may be analyzed are pH, total chlorine, total copper, phenol, and E. coli. See Table 1 – Indicator Parameters Action Levels within the IDDE Memorandum in **Appendix F** for action level parameters.
- o Prior to field screening, sample bottles should be obtained from the Wausau Water Works Department.
- o Each flowing outfall shall have two sample bottles filled. One shall be delivered to the Wausau Water Works Drinking Water Division Lab for total chlorine analysis.
- o The other shall be brought to the Wausau Water Works Wastewater Division for total copper, total phenol, detergents, ammonia, pH and E. coli analysis.
- o In the interim, or if Wausau Water Works does not have the ability to complete parameter tests, a 3<sup>rd</sup> party laboratory shall be contracted to complete testing.
- o If an illicit discharge is detected, samples should be tested by a state approved laboratory at the suspected connection to the MS4 to confirm test results.

| TABLE 1                                |                                            |                                                                                                                                                                             |
|----------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VISUAL CHARACTERIZATION INTERPRETATION |                                            |                                                                                                                                                                             |
| Parameter                              | Interpretation                             |                                                                                                                                                                             |
| Odor                                   | Sewage:                                    | Smell associated with stale sanitary wastewater, especially in pools near outfall.                                                                                          |
|                                        | Sulfur:                                    | Industries that discharge sulfide compounds or organics (meat packers, canneries, dairies, etc.).                                                                           |
|                                        | Oil / Gas:                                 | Petroleum refineries or facilities associated with vehicle maintenance /petroleum product storage.                                                                          |
|                                        | Rancid-Sour:                               | Food preparation facilities (restaurants, hotels, etc.).                                                                                                                    |
| Color                                  | Cloudy:                                    | Sanitary wastewater, concrete or stone operations, fertilizer facilities, automotive dealers.                                                                               |
|                                        | Opaque:                                    | Food processors, lumber mills, metal operations, pigment plants.                                                                                                            |
| Turbidity                              | Cloudy:                                    | Sanitary wastewater, concrete or stone operations, fertilizer facilities, automotive dealers.                                                                               |
|                                        | Opaque:                                    | Food processors, lumber mills, metal operations, pigment plants.                                                                                                            |
| Floatable Matter                       | Sediment:                                  | Construction site erosion.                                                                                                                                                  |
|                                        | Oily:                                      | Petroleum refineries or storage facilities and vehicle service facilities.*                                                                                                 |
| Deposits and Stains                    | Sediment:                                  | Construction site erosion.                                                                                                                                                  |
|                                        | Oily:                                      | Petroleum refineries or storage facilities and vehicle service facilities.*                                                                                                 |
| Vegetation                             | Excessive Growth:                          | Food product facilities.                                                                                                                                                    |
|                                        | Inhibited Growth:                          | High stormwater flows, beverage facilities, printing plants, metal product facilities, drug manufacturing, petroleum facilities, vehicle facilities and automobile dealers. |
| Damage to Outfall Structures           | Concrete Cracking / Spalling or Corrosion: | Industrial flows.                                                                                                                                                           |

\*Some naturally occurring phenomenon can be mistaken for the presence of oil. A quick way to distinguish between oil related materials and natural residue is to disturb the area in question. If it returns to cover the area of disturbance without breaking up, it is probably an oil related product.

### Follow Up Actions and Record Keeping

All Outfall Screening Data Record sheets shall be kept on file with the Storm Water Management Administrator for a minimum of 2 permit cycles. If no flow and no physical indicators are present, there is not reasonable suspicion of an illicit discharge, and no follow up actions are required. Similarly, if flow is present, but indicator parameters fall within allowable limits, no follow up actions are required. However, if indicator parameters of samples taken from flowing outfalls do fall meet the action levels, additional investigation is required to locate the source of the discharge.

Permit Condition 2.3.3 requires that procedures to respond to known or suspected illicit discharges. The next section of this document, IDDE Source Investigation and Elimination, contains overall direction and procedures that should be taken if an expected illicit discharge is reported or detected.

## IDDE Source Investigation and Elimination

### Introduction

The response procedures within this section are intended to provide general guidance to isolate and eliminate an illicit discharge source. Each illicit connection/discharge discovery will be handled on a case-by-case basis. The City has not prepared an exact remedy or timeframe for illicit discharge correction because of the wide variability of potential discharge situations.

### Discovery

In general, there are three common means of illicit discharge discovery:

- IDDE Field Screening – discharges discovered during outfall screening.
- Staff Discovery – discharges or spills discovered by municipal employees during work activities.
- 3<sup>rd</sup> Party Reporting – discharges or spills reported by members of the general public.

Each method of discovery shall use the IDDE Initial Contact Form, which can be found in **Appendix G**. This form is used to collect general information for documentation purposes and determining the correct next steps. The IDDE Action Flowchart found in **Appendix H** shall be used when determining next steps and contact that should be made. Unless there is an immediate threat of fire, explosion or to public health, in which case 911 shall be called, the Initial Discovery form should be brought to the city's Storm Water Management Administrator to assist in determining the next steps.

### Investigation

As indicated in the introduction, illicit discharges can take many forms and should be handled on a case by case basis. Given the high variability of discharge or spill discovery, location and scale, the investigation procedures below will focus on illicit discharges within the storm sewer system.

An important step in the investigative process is the collection of evidence. This is the case regardless of discovery means or the type illicit discharge. It is important to gain evidence of the spill or illicit discharge before the site has changed, during the cleanup, and after the work has been completed. Evidence will be used to hold the responsible party accountable, for successful enforcement of civil/criminal statutes, and for recovering cleanup costs.

### Manhole/Outfall Investigation

When suspected illicit discharges are identified, two samples shall be taken by trained personnel and deliver one each to the Wausau Water Works Drinking Water and Waste Water divisions. The tests shall follow the same parameters as indicated in the Field Analysis of the Field Screening section. If test results meet action level parameters, the suspect manhole/outfall will be re-screened for the parameter(s) of concern to verify the continued presence of the suspect parameter(s).

The investigation crew will follow the storm drainage system upstream to the next accessible upstream manhole or storm sewer junction to confirm the presence of flow and parameter(s) of interest. This procedure will be continued using storm sewer system mapping until the suspect parameter(s) is isolated to the extent practicable. The investigation crew may skip to MS4 junctions of other areas of interest such as permitted industrial sites or suspected areas of the system to expedite the follow-up investigation. The field crew will take note of surface conditions that may aid in the identification of suspect sources (wet gutters, streets or other surfaces).

Once the location is isolated (if possible), the crew will search for obvious visual signs of illicit connections and discharges by conducting a “windshield survey”. The survey includes photographing the surrounding area including buildings, observing business types, and other items of interest. Other items of interest can include, but are not limited to outdoor storage areas, staining, or other potential signs of illicit discharges or dumping. Inlets and catch basins, if present, may be inspected for the presence of discolored water, staining, or other indications of non-storm water discharges and may include direct chemical testing of sumps. No internal entry of any business is included in this effort. The results of the survey will be shared with City staff at a meeting for discussion of potential sources and recommended next steps.

Following the “windshield survey”, building records may be researched to identify potential cross connections. Letters may be sent to property owners in the area notifying them of the findings and investigation, requesting their assistance, and/or notifying them of further potential actions including discussions with the property owners and other investigative methods which may or may not require access to the property.

If no immediate source is apparent after visual and desktop review, the City will consider other methods to identify the discharge such as leak detection, sewer system televising, dye water testing (the WDNR shall be notified in advance of the time and location of any dye water testing), or smoke testing (neighboring property owners will be notified prior to smoke testing). The method selected will depend on various factors such as building and land uses in the area (including proximity to industrial activity), location of water mains, location of sanitary sewers, past history with property owners, ease of access, and potential disruption to property owners.

The City will assess whether or not an identified source facility is appropriately permitted to discharge into the MS4 by requesting permit information from the WDNR as needed.

When an illicit connection/discharge is located, the City will begin procedures to work with the subject property owner or person/entity in responsible charge to eliminate the connection as expediently as possible.

In the case of an illicit discharge that originates within the City and that discharges directly to a neighboring municipality, the City will notify the affected municipality within one working day of confirming the illicit discharge.

In the case of a potential illicit discharge that appears to originate from a neighboring municipality, the City will notify that municipality as soon as practicable, but generally within one working day. Prior to the actual disconnection, the City will require the owner/operator of the illicit connection/discharge to take all reasonable measures to minimize the discharge of pollutants to the MS4.

### Cleanup and Elimination

If the responsible party is identified, they will be notified and directed to correct the problem. The responsible party is required to provide adequate cleanup for a spill or illicit discharge, including eliminating leakage into the MS4. The City will follow the enforcement procedures as outlined in Chapter 15.60 of the Wausau Municipal Code (**Appendix C**). The City will notify WDNR if an illicit discharge is not cleaned up and removed after 30 days to discuss further options.

If the responsible party cannot be identified, the City will work with WDNR to ensure that the necessary steps are taken to clean up the spill or illicit discharge. The WDNR may be contacted to discuss any funding opportunities that may be available. WDNR may be contacted for assistance in hiring a qualified contractor and will be kept informed of the progress of a cleanup.

More complicated or costly remedies may take a longer period of time to correct. If it appears that more than 30 days are required to remove an illicit connection, the WDNR will be contacted and provided with additional details regarding the problem and discuss an appropriate action including but not limited to interim measures to eliminate or reduce pollutant exposure and an estimated timeline for complete elimination.

### Reporting and Record Keeping

Documentation of discovery, investigation, cleanup and eliminating illicit discharges should be collected and properly stored. Documented actions should be provided to the Storm Water Management Administrator to be tracked and for submittal in the MS4 annual report. All documentation shall be kept in the location identified in this documents *Best Management Practices* section.



The responsible party shall provide documentation that the spill or illicit discharge has been cleaned up. The Storm Water Management Administrator has the authority to determine that the spill or illicit discharge has been adequately addressed. If the WDNR was involved in the cleanup, the City may contact the WDNR to discuss the status.

## **Appendix A: WPDES Permit No. WI-S050075-3**

## **Appendix B: Chapter NR 216 – Stormwater Discharge Permits**

## **Appendix C: Wausau Municipal Code Chapter 15.60 – IDDE Requirements**

## **Appendix D: City of Wausau Outfall Map**

## **Appendix E: Illicit Discharge and Outfall Screening Data Record**

## **Appendix F: IDDE Program Guidance Memo**

## **Appendix G: Illicit Discharge Initial Contact Form**



## **Appendix H: Illicit Discharge response Procedure Flowchart**