VILLAGE OF TWIN LAKES

105 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181
Phone (262) 877-2858 Fax (262) 333-3286

VILLAGE BOARD MEETING
Monday, March 18, 2024 – 6:30 p.m.
Village Hall, 105 E. Main Street, Twin Lakes, WI

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL VILLAGE BOARD: TRUSTEES ANDRES, BOWER, FITZGERALD, KAROW, KASKIN, PERL, PRESIDENT SKINNER

4. APPROVAL OF VOUCHERS FOR PAYMENT: Corporate Checking (including General Fund, Sanitation, Capital Projects-E/M, Sewer Utility, Lake Rehab, Sewer Hook-Up, Sewer Replacement, and Tax Account): 36038-36068, 310 Payroll Related Checking and State/Federal Tax Wires: 183425-183431Expenses – $169,450.69

5. PUBLIC COMMENTS AND QUESTIONS: The Village Board will receive comments on agenda items only.

6. PRESIDENT AND TRUSTEE REPORTS

A. TRUSTEE SHARON BOWER - ADMINISTRATION, FINANCE, JUDICIARY, LICENSING

1. Consideration of a motion to approve a contract with Municipal Code Enforcement LLC for Code Enforcement.

B. TRUSTEE KEVIN FITZGERALD - STREETS & ROADS, EQUIPMENT, STREET LIGHTS, WEEDS, LAKE PLANNING AND PROTECTION

1. Consideration of a motion to approve the submittal of the Annual Report and other compliance documents for the Municipal Storm Sewer System (MS4) Permit.

2. Discussion and possible action regarding a quote from Great Lakes TV Seal Inc. for storm sewer cleaning and televising.

C. TRUSTEE BILL KASKIN - CEMETERY, SANITATION, RECYCLING, SENIORS

D. TRUSTEE AARON KAROW - BUILDING AND ZONING, PLAN COMMISSION, AND PUBLIC BUILDINGS

1. February 2024 Building Permits: 12; Valuation: $144,633.00; Fees Collected: $2,283.50.

E. TRUSTEE KEN PERL - POLICE, FIRE, LAKE CONTROL, PARKS AND BEACHES

F. TRUSTEE BARB ANDRES - SEWER, HEALTH AND ENVIRONMENT, YOUTH, LIBRARY

1. Consideration of a motion to approve a quote from SJE for a soft starter pump at Lift Station #5.

G. VILLAGE PRESIDENT HOWARD SKINNER

7. CLOSED SESSION
Notice is given that the Village Board may move to closed session for the following reason: pursuant to Wis. Stat. s. 19.85(1)(g) related to conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved specifically regarding Richard Thayer claim.

8. OPEN SESSION
Motion to return to open session pursuant to Wis. Stat. 19.85(2) and take action on any items discussed in closed session.

9. ADJOURN

MATTERS MAY BE TAKEN IN ORDER OTHER THAN LISTED

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Clerk Treasurer's office in advance so the appropriate accommodations can be made.

6.)A.)1.

CODE ENFORCEMENT SERVICES CONTRACT BETWEEN THE VILLAGE OF TWIN LAKES AND MUNICIPAL CODE ENFORCEMENT, LLC

THIS AGREEMENT is between the **Village of Twin Lakes, PO Box 1024, Twin Lakes, WI 53181** (hereinafter "**Village**") and **Municipal Code Enforcement, LLC, PO Box 62, Delavan, Wisconsin, 53115**, (hereinafter "MCE") as of this **1st** day of **March**, **2024**.

RECITALS:

WHEREAS, the Village requires code enforcement services; and

WHEREAS, MCE maintains an agency that regularly enforces and administers municipal codes for various municipalities, providing services that include, but are not limited to, review of the municipal code, response to property complaints, completion of code inspections, preparation of written orders for repair, preparation and issuance of citations, administration of landlord licensing and vacant building programs, and other miscellaneous code enforcement activities; and

WHEREAS, the Village and MCE desire to contract with each other for such code enforcement services as set forth herein, to be provided by MCE to the Village; and

WHEREAS, the Village agrees to compensate MCE at the rate set forth herein for performing these services.

NOW THEREFORE, for valuable consideration, and with the express intention on the part of both parties that this contract is legally binding, the parties do agree to the following:

1.) SCOPE OF SERVICES – MCE agrees to provide the Village with the following code enforcement services:

- **Violation Monitoring**
  - Property Maintenance
  - Unsightly Debris
  - Weeds, Grass, Trees, or Other Vegetation
  - Junked, Unlicensed, or Abandoned Vehicles/Boats
  - Snow Removal
    - When a violation is present pertaining to any of the items above, orders will be sent to the property owner with details of the violation and a deadline to come into compliance. After the compliance deadline has passed, a re-inspection of the property will take place to determine the status of the violation and further action will be taken, as necessary, which may include any of the following:
      - Direct communications with property owners
        - Phone call or email

- Final notice
- Granting of extensions if warranted based on the judgment of MCE after consultation with the Village
- Issuing municipal citations through the Village police department
- Nuisance abatement pursuant to Village Code
    - Costs billed to property owner, according to fee schedule set forth in the Twin Lakes Municipal Code (hereinafter "Code") as updated from time to time with guidance of MCE, possibly resulting in possible special charges against property owner.

- **Municipal Programs:**
    - Vacant Building Program
    - Landlord Licensing Rental Inspection Program
    - Short-Term Rental Inspection Licensing Program
    - Tree Removal Permitting Program
    - Liquor Licensing Program
    - Restaurant Grease Trap Compliance Program

- **Additional Tasks:**
    - Building Condemnation
    - Court Attendance and Evidence Preparation
    - Review and Recommendations for Improvement to Municipal Code of Ordinances
    - Collaboration with Building Inspector
    - Continuous Improvement of Municipal Codes and Ordinances
    - Other Issues/Complaints/Nuisances
        - Landlord/Tenant/Neighbor Dispute Mediation
        - Safety Hazard Elimination

2.) DUTIES – MCE shall perform the code enforcement services set out in the Scope of Services above for the Village. MCE's jurisdiction shall be concurrent with the Village's boundaries including extraterritorial boundaries. Within said jurisdiction, and in the performance of those duties, MCE shall have the full lawful authority and responsibility to enforce the Code and issue citations, specific Chapters and Sections of the Code, including ordinances for which a statutory counterpart exists. MCE's agents and employees shall not have the authority to make arrests for violations of the Code. It is specifically the intent of the parties that MCE is not a law enforcement officer within the

meaning of Wis. Stat. § 165.85(2)(c). MCE shall cooperate with the Village's Police Department in investigating and issuing citations and pursuing other enforcement activity as needed by the Village's Police Department to complete matters originating with MCE's investigative and Code enforcement duties.

3.) HOURS AND COMPENSATION – Unless otherwise agreed upon by both parties, MCE shall provide no more than **3 hours per week** in code enforcement services and shall be compensated at the rate of **$49.00 per hour**. MCE shall send the Village an invoice every month detailing the number of hours provided and the amount owed. If an automatic renewal of this contract is enacted, as detailed below, this hourly rate shall increase by 3%, rounded to the nearest dollar, for each year that the automatic renewal takes place.

4.) TERMS OF CONTRACT – This contract shall begin **March 1, 2024** and end on **December 31, 2024**. This contract shall automatically renew, unless an amendment or a subsequent contract is executed by both parties, no less than 60 days before the contract end date. The term of the renewal contract shall be one year.

5.) DOCUMENTS AND OPEN RECORDS REQUESTS – All documents produced by MCE in the course of its performance under this contract shall be deemed to be records of the Village and shall be turned over to the Village upon request or upon termination of this contract for any reason. In the event of an open records request that implicates records that MCE possesses or has access to, MCE shall provide the requested records to the Village of Twin Lakes within five (5) business days of written request to MCE.

6.) MONTHLY REPORT – MCE shall provide the Village Administrator with a monthly report containing a summary of its work on Village matters for each month of the Contract term for the prior month's work. The report shall be delivered to the Village Administrator by the tenth (10^{th}) day of each month.

7.) TERMINATION WITHOUT CAUSE – Notwithstanding the contract term specified in this contract, both the Village and MCE shall have the right to terminate this contract, without cause, by giving 90 days' written notice to the other party.

8.) TERMINATION WITH CAUSE – Notwithstanding the contract term specified in this contract, the Village of Twin Lakes shall have the right to terminate the contract with cause, in whole or in part, if it determines that MCE has failed to perform satisfactory work. In the event the Village decides to terminate the contract for failure to perform satisfactorily, the Village shall provide MCE at least thirty (30) days' written notice prior to the date of termination.

If the contract is terminated with cause, MCE shall be entitled to receive compensation for all reasonable, allocable and allowable contract services satisfactorily performed by MCE up to the date of termination that were accepted by the Village.

9.) ASSIGNMENT – MCE shall not assign, transfer, or convey any rights under this contract without the prior written consent of the Village.

10.) INSURANCE – MCE shall at its own expense, procure and maintain the following insurance coverage and shall provide a certificate of insurance to the Village Clerk verifying these coverages, including any required endorsements or riders, during the term of this contract:

- General Liability – One Million Dollars ($1,000,000.00) combined single limit and Two Million Dollars ($2,000,000.00) aggregate for bodily injury, personal injury, and property damage.
- Automobile Liability Insurance
- The Village of Twin Lakes shall be named as an additional insured on MCE's insurance policies, on a primary and non-contributory basis, with subrogation rights against the Village waived.

11.) INDEPENDENT CONTRACTOR – It is agreed and understood between the parties that MCE is an independent contractor. MCE is not an employee of the Village of Twin Lakes and shall not be entitled to any benefits enjoyed by employees of the Village. MCE remains in control of all of its employees, including but not limited to hiring, firing, discipline, evaluation, and establishment of standards for performance thereof. All MCE personnel rendering services hereunder shall be, for all purposes, employees of MCE, although they may act as officers or agents of the Village while acting within the scope of the services performed under this contract.

12.) INDEMNIFICATION – To the fullest extent permitted by law, MCE shall defend, indemnify, and hold harmless the Village, its elected and appointed officials, employees, consultants, and volunteers and others working on behalf of the Village, from and against any and all third-party claims, demands, suits, costs (including reasonable legal costs), expenses, and liabilities ("Claims") alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that any such Claims are caused by the mistake, error, omission or negligence of MCE, or by any officer, employee, representative, or agent of MCE or the material breach of any obligation under this contract by MCE, or by any officer, employee, representative, or agent of MCE. MCE shall have no obligations under this section to the extent that any Claim arises as a result of MCE's compliance with specific municipal laws, ordinances, rules, regulations, resolutions, executive orders, or other instructions received from the Village and lawfully and properly carried out by MCE. If either party becomes aware of any incident likely to give rise to a Claim under the above indemnities, it shall notify the other and both parties shall cooperate fully in investigating the incident. Nothing herein shall be construed to be a waiver of statutory liability immunity provided by Wisconsin Statutes and caselaw. This indemnification is further limited by the amounts of statutory limits of municipal liability provided by Wisconsin Statutes and caselaw.

13.) APPLICABLE LAW – This contract shall be governed in all respects by the law of the State of Wisconsin, and any litigation with respect thereto shall be brought in the courts of the State of Wisconsin.

14.) SEVERABILITY – If any term or provision in this contract is determined to be illegal, unenforceable or invalid in whole or in part for any reason, such illegal, unenforceable or invalid provision or part thereof shall be stricken from this contract, and such provision shall not affect the legality, enforceability, or validity of the remainder of this contract. If any provision or part thereof of this contract is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as legally possible.

15.) ENTIRE AGREEMENT – This contract and all other agreements, exhibits, attachments, and schedules referred to in this contract constitute the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this contract and supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this contract by, nor is any party relying on, any representation, understanding, agreement, commitment or warranty outside those expressly set forth in this contract.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed and intend for the agreement to be effective as of the date and year first specified above.

_____

Allison Schwark, Municipal Code Enforcement, LLC Date

_____

NAME, TITLE Date

ATTEST:

_____

NAME, TITLE Date

6.)B.)1.

Village of Twin Lakes MS4 Program Plan

Originally Published: March 2021
Revision Date: March 2024

1.0 INTRODUCTION

As an operator of a municipal separate storm sewer system (MS4), the Village is required to meet certain regulatory requirements with the aim of preventing polluted stormwater runoff from entering local streams, rivers, and lakes. An MS4 is a conveyance or system of storm drains, pipes, ditches, etc., designed to collect or convey stormwater. Requirements are listed in WPDES General Permit No. WI-S050075-3 ("MS4 Permit"), dated May 1, 2019. The goal of the municipal stormwater discharge program is to reduce adverse impacts to water quality in our lakes and streams from urban sources of stormwater runoff.

1.1 Plan Purpose

The purpose of this plan is to meet the following requirement, listed in Section 2 of the Village's MS4 Permit: "The permittee shall have a written stormwater management program that describes in detail how the permittee intends to comply with the permit's requirements for each minimum control measure."

1.2 Plan Organization

This plan has been organized to show compliance with each minimum control measure. The following sections are included in this plan:

- Section 2.0: Introduction
- Section 3.0: Public Education and Outreach
- Section 4.0: Public Involvement and Participation
- Section 5.0: Illicit Discharge Detection and Elimination
- Section 6.0: Construction Site Pollutant Control
- Section 7.0: Post Construction Stormwater Management
- Section 8.0: Pollution Prevention

2.0 PUBLIC EDUCATION AND OUTREACH

The Village of Twin Lakes is required to maintain a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state and to encourage changes in public behavior to reduce such impacts.

The Village shall address the eight topics listed below at least once during the permit term, with a minimum of six topics being addressed each year:

1. Illicit Discharge Detection and Elimination
2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing
3. Yard Waste Management/Pesticide and Fertilizer Application
4. Stream and Shoreline Management
5. Residential Infiltration
6. Construction Sites and Post-Construction Storm Water Management
7. Pollution Prevention
8. Green Infrastructure/Low Impact Development

The Village shall provide at least four public education delivery mechanisms each year (see **Section 2.1.2 of the MS4 Permit** for a list of delivery mechanisms).

3.0 PUBLIC INVOLVEMENT AND PARTICIPATION

The purpose of the public involvement and participation program is to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities.

The Village is required to provide a minimum of one opportunity annually for the public to provide input on each of the following permit activities: annual report, storm water management program, and if applicable, adoption or amendment of storm water related ordinances. The Village provides the annual report to the Village Board. The annual report is also available for the public to view at the following location online:

http://www.villageoftwinlakes.net/wp-content/uploads/2012/11/2016-MS4.pdf

The Village meets the requirements of **Section 2.2.3** by providing at least one public involvement and participation program a year, which can include events such as storm drain stenciling, waterway cleanups, and public workshops.

4.0 ILLICIT DISCHARGE DETECTION AND ELIMINATION

As discussed in **Section 2.3.1**, the Village is required to have an illicit discharge ordinance. The Village's illicit discharge ordinance can be found in Chapter 8, Section 70 Illicit Discharge and Connection.

Section 2.3.2 requires the Village to perform illicit discharge detection and elimination (IDDE) field screening. During the permit term, the Village plans to inspect all major outfalls annually and all minor outfalls at least once during the permit term. If there is any suspected illicit activity, field screening will be located downstream of the suspected activity. Given the total number of outfalls the Village is responsible for screening, it is possible for the Village to screen all outfalls at least once during the permit term and more likely multiple times during the permit term. The Village plans to annually inspect all outfalls. Field screening will be conducted according to the guidelines put forth in WDNR's Illicit Discharge Detection and Elimination guidance, which is attached to this document following this section. The Village will be prepared to take samples in accordance with those guidelines.

Section 2.3.3 requires the Village to have written procedures for responding to known or suspected illicit discharges. Some response to this requirement is detailed in the Village's illicit discharge ordinance. In the event that an illicit discharge or suspected illicit discharge becomes known to the Village, the Village shall investigate the event as soon as possible. The Village's procedures for IDDE field screening and responding and reporting are located in Chapter8, Section 70 of the Village's Code of Ordinances. The Village's Code of Ordinance can be accessed online at the location below:

http://www.villageoftwinlakes.net/documents/village-code/

Section 2.3.6 requires the Village to provide the name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills. The Village contact is Stan Claus Jr, Public Works Foreman, 262-877-2599.

WISCONSIN DEPARTMENT OF NATURAL RESOURCES
NOTICE OF FINAL GUIDANCE & CERTIFICATION

Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

DOCUMENT ID

WT-19-0027-C EGAD: 3800-2012-01

DOCUMENT TITLE

Illicit Discharge Detection and Elimination

PROGRAM/BUREAU

Storm Water Program/Watershed Management Bureau

STATUTORY AUTHORITY OR LEGAL CITATION

Section NR 216.07(3), Wisconsin Administrative Code

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

09/02/2019

DATE FINALIZED

10/07/2019

DNR CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Signature

09/30/2019

Date

BUREAU OF WATERSHED MANAGEMENT
PROGRAM GUIDANCE

Storm Water Management Program

Wisconsin Department of Natural Resources
101 S. Webster Street, P.O. Box 7921
Madison, WI 53707-7921

Illicit Discharge Detection and Elimination

March 2012

3800-2012-01

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

CORRESPONDENCE/MEMORANDUM

State of Wisconsin

DATE: March 15, 2012

TO: SW Program Staff

FROM: Pam Biersach – Bureau Director
Bureau of Watershed Management

SUBJECT: Program Guidance #3800-2012-01

Illicit Discharge Detection and Elimination

March 2012
3800-2012-01

This document is intended solely as guidance, and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations, and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

A. Statement of Problem Being Addressed

Limited information is available to assist municipalities with the development of an effective program to determine the presence of illicit discharges from storm sewer system outfalls.

B. Background

State and federal storm water discharge regulations require permitted municipal separate storm sewer systems (MS4s) to develop, implement and enforce a program to detect and remove illicit connections and discharges to the MS4. In Wisconsin, this requirement is established in s. NR 216.07(3), Wis. Adm. Code. The program must include routine dry weather field screening at storm sewer system outfalls and procedures for locating the source of known or suspected illicit discharges. If flow is observed, a combination of sensory observations and indicator parameter sampling must be used to determine the presence of illicit discharges and assist in the tracking, location and elimination of sources.

C. Discussion

Section NR 216.07(3)(i), Wis. Adm. Code, requires that field screening is conducted at all major outfalls and any additional outfalls designated by the municipality or Department. Field screening must include the following when flow is observed:

- Narrative descriptions of color, odor, turbidity, oil sheen, surface scum, flow rate and other relevant observations.

- Sampling for pH, total chlorine, total copper, total phenol and detergents unless Department

approval has been obtained for alternative parameters such as ammonia, potassium or bacteria.

The combination of sensory and indicator parameters is intended to provide insight regarding the presence and potential sources of illicit discharges. However, ch. NR 216, Wis. Adm. Code does not identify specific discharge limits, action levels or other criteria that should be used to determine if an illicit discharge is either present or absent. In addition, ch. NR 216, Wis. Adm. Code does not address the following:

- Selection of outfalls for on-going field screening after the initial major outfall field screening has been completed.
- Frequency and timing of outfall field screening activities.
- Outfalls with baseflow consisting of groundwater and other non-illicit discharges.
- Submerged,enclosed, or otherwise inaccessible outfalls.
- Outfalls from pumped storm water systems.
- Outfalls from swale conveyance systems and storm water treatment practices.
- Proper documentation and evaluation of outfall field screening activities.

The purpose of this guidance document is to provide supplemental information that can be used by MS4 owners and operators to maximize the efficiency and effectiveness of illicit discharge detection and elimination programs.

D. Guidance

Outfall Selection

Currently, MS4 permits include a requirement that field screening is initially conducted at all major outfalls[1]. However, a more targeted approach to illicit discharge detection and elimination (IDDE) is recommended. Outfalls should be prioritized based on illicit discharge potential in the contributing drainage area rather than solely on pipe or drainage area size. Outfalls selected for on-going field screening based on illicit discharge potential are considered "priority outfalls". Contributing drainage area characteristics or land uses that should be considered when selecting priority outfalls include:

- History of known or suspected illicit discharges reported within the last five years
- Sections of storm sewer and/or sanitary sewer infrastructure that have exceeded or are approaching their design/useful life.
- Contributing drainage areas with 80 or more percent imperviousness.

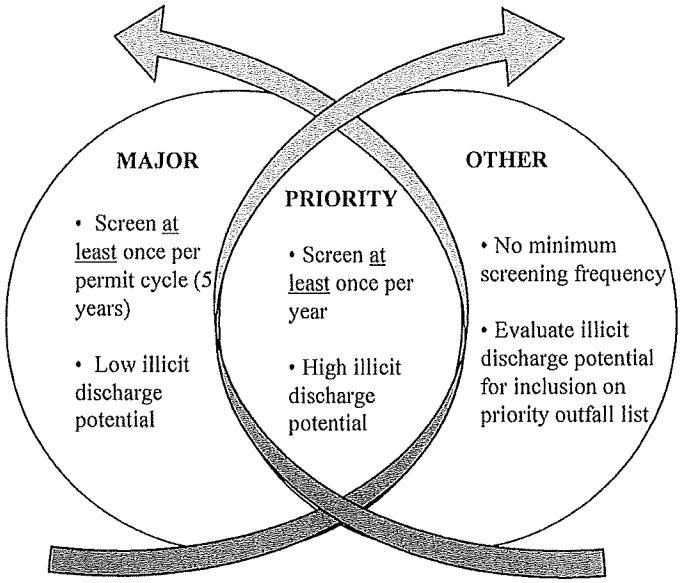
[1] "Major outfall" means a municipal separate storm sewer system outfall that meets one of the following criteria:
(a) A single pipe with an inside diameter of 36 inches or more, or from an equivalent conveyance which is associated with a drainage area of more than 50 acres.
(b) A single pipe with an inside diameter of 12 inches or more, or from an equivalent conveyance which receives storm water runoff from lands zoned for industrial activity with 2 or more acres of industrial activity.

- Business or industrial parks with frequent changes in property ownership or operations.
- Schools or other institutional facilities.
- 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 manufactures or users.

Frequency

The recommended approach to outfall field screening frequency is depicted in Figure 1. All priority outfalls should be screened at least once per year. In some cases, it may be appropriate to conduct more than one field screening per year at a particular priority outfall depending on initial screening results or illicit discharge potential. All other major outfalls not identified as priority outfalls should be screened at least once during each MS4 permit cycle (i.e., 5 years). The priority outfall list should be reviewed and modified if necessary during an annual program evaluation.

Figure 1 - Outfall Field Screening Frequency



Timing

Outfall field screening must be conducted during dry weather periods to minimize potential interference from non-illicit sources including runoff and groundwater. In general, field screening should not be conducted within 48 hours after a precipitation event that produces runoff. However, it may be necessary to wait longer than 48 hours after precipitation events depending on contributing drainage area characteristics, the presence of extended discharges from stormwater facilities or the size of the event. Field screening during periods of high groundwater, such as the early spring, should be avoided. However, spring or fall screening may be necessary if outfall access is significantly obstructed by vegetation.

Sensory Parameters

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

Chapter 11 of the Center for Watershed Protection's guidance manual for illicit discharge detection and elimination includes photos of common physical indicators for illicit and non-illicit sources. The entire manual can be downloaded from the USEPA website at http://www.epa.gov/npdes/pubs/idde_manualwithappendices.pdf

Indicator Parameters

Indicator parameter sampling is necessary to confirm sensory observations or distinguish illicit from non-illicit discharges. The following parameters are recommended for all observed discharges: **Ammonia, Detergents, pH and Total Chlorine**. Based on MS4 or outfall specific conditions, the following additional parameters should be considered:

- **Total Copper** in areas where industrial facilities that use or manufacture copper-based products are present.
- **Phenol** in areas where industrial facilities that utilize phenol in processes or products are present.
- **Potassium** when discharges of industrial wastewater or sanitary sewage are suspected.
- **Fluoride** when discharges with a drinking water supply component are suspected.
- **E. coli or Bacteriodes** when discharges of sanitary sewage are suspected.

The recommended parameters for all observed discharges are a deviation from the parameter lists identified in ch. NR 216, Wis. Adm Code and MS4 permits. Permitted MS4s should submit modified parameter list proposals to the Department for approval prior to implementation.

Test Methods

In order to provide relatively rapid results, indicator parameters should be analyzed using field test kits. However, field test kits should be used by staff with appropriate training and experience. Laboratory analysis is necessary for some parameters (e.g., E. coli, Bacteriodes) and recommended in cases where enforcement action may be necessary to eliminate illicit discharges or connections.

Action Levels

Recommended action levels for indicator parameters are found in Table 1. Sample results above these levels suggest the presence of an illicit discharge is likely. However, illicit discharges or connections should not be automatically ruled out in cases where parameters are detected below the recommended action levels. In some instances, illicit discharges can be masked by non-illicit sources depending on the time of the year, recent precipitation events, or other conditions, especially at outfalls with large

contributing drainage areas. With this in mind, the recommended action levels should be considered as starting points for decision making. Ultimately, identifying outliers to expected or past levels may be more important when determining if further investigation should be initiated. To determine when an outlier has been detected, each MS4 should maintain a database (or equivalent record) of indicator parameter test results for individual outfalls or groups of outfalls.

TABLE 1 – Indicator Parameters Action Levels

Parameter	Action Level	Illicit Sources	Non-Illicit Sources
Ammonia	0.1 mg/l	Sanitary sewage and industrial wastewater	Pets, wildlife and potentially WPDES permitted discharges
Detergents	0.5 mg/l	Industrial cleansers, commercial wash water and sanitary sewage	Residential car washing
pH	Less than 6 or greater than 9	Industrial wastewater and concrete truck wash-out	Groundwater and WPDES permitted discharges
Total Chlorine	Detection or positive test unless associated with a WPDES permitted discharge at background water supply levels	Industrial wastewater, swimming pools and sanitary sewage	WPDES permitted discharges
Total Copper	0.1 mg/l	Copper-based product use and manufacturing	WPDES permitted discharges
Phenol	Detection or positive test	Chemical, textile, paint, resin, tire, plastic, electronics and pharmaceutical manufacturing	None
Fluoride	Detection above background groundwater or water supply levels	Commercial and industrial wastewaters with a water supply component	Groundwater and WPDES permitted discharges
Potassium	10 mg/l	Sanitary sewage and industrial wastewater	Groundwater and WPDES permitted discharges
E. coli	10,000 MPN/100 mL	Sanitary sewage	Wildlife and pets
Human Bacteriodes	Detection or positive test	Sanitary sewage	None

Additional considerations for some of the indicator parameters are as follows:

- Field test methods for **detergents** are generally considered qualitative (i.e., positive or negative) tests. Some detergent test methods produce bubbles or a gel like substance that can be misinterpreted as a positive test for detergents. In addition, specific detergent test methods, such as the MBAS method, may not be capable of detecting all classes of detergents. Another potential

issue with detergent testing is distinguishing non-illicit discharges associated with residential car washing from illicit discharges.

- **Chlorine** residuals are typically short lived in the environment. Detection of chlorine at an outfall generally indicates a source that is relatively close to the outfall. However, chlorine detected at an outfall can be from an illicit or non-illicit source if chlorinated municipal drinking water supply is a component of the discharge (see "Non-Illicit Sources").

- Leaching of **copper** from plumbing systems can be a source of copper even in areas where copper-based product use or manufacturing does not occur.

- Municipal drinking water supply systems that add **fluoride** typically maintain levels between 1 and 1.5 mg/l.

- **E. coli** is a commonly used sanitary sewage indicator. However, dry weather flow outfall monitoring in Wisconsin and other states indicates that E. coli levels are highly variable and can be produced by naturally occurring, non-illicit sources in the environment such as raccoons in storm sewers. Elevated dry weather E. coli levels in conjunction with detection of other indicator parameters (e.g., detergents, total chlorine) may be more indicative of the presence of sanitary sewage.

- The ratio of human **Bacteriodes** to total Bacteriodes may be particularly useful in determining sanitary sewage sources. However, the availability of Bacteriodes testing may be limited.

Non-Illicit Sources

Indicator parameters can be detected from non-illicit sources such as groundwater inflows, non-contact cooling water discharges or other WPDES permitted discharges from commercial and industrial facilities:

- Groundwater: Flow rates associated with groundwater inflows can vary seasonally due to fluctuations in groundwater elevations. Groundwater inflows are typically highest in the early spring and lowest in the late summer. In some areas, groundwater inflows will also include natural levels of fluoride. Baseline conditions for outfalls with groundwater inflows can be established by documenting seasonal flow rates and/or fluoride levels over time. If baseline conditions have been established for an outfall, sampling for other indicator parameters can be avoided if flow rates and/or fluoride levels are consistent with the established baseline values.

- Permitted Facilities: In some areas, WPDES permitted industrial facilities are allowed to discharge wastewater to MS4s as long as discharge limits are met. These discharges can produce continuous or nearly continuous flows at outfalls. WPDES permitted discharges are considered non-illicit but can include one or more of the indicator parameters at detectable levels. In many cases, municipal drinking water supply is a component of WPDES permitted discharges and it may be difficult to distinguish non-illicit from illicit sources in these areas. However, establishing baseline flow rates and parameter levels for outfalls with WPDES permitted discharges is recommended. If necessary, the Department can assist in the identification and characterization of WPDES permitted discharge, including discharge limits.

The Department maintains a listing of current WPDES permit holders online:

- **WPDES Wastewater Permittees**
  http://dnr.wi.gov/org/water/wm/ww/permlists.htm

- **WPDES Industrial Storm Water Permittees**
  http://dnr.wi.gov/runoff/stormwater/industrial/

Submerged & Enclosed Outfalls

It may be difficult or impossible to conduct outfall field screening activities at outfalls that are fully or partially submerged by receiving waters or located within enclosed waterways. For these cases, field screening activities should be conducted at appropriate upstream manholes. On-site illicit connection inspections should be considered for any high risk facilities that can potentially discharge to the MS4 between the outfall and field screening manholes. Another option to consider is televising the storm sewer segments located between field screening manholes and the outfall.

Physically Interconnected Systems

One MS4 that discharges directly to a second MS4 is considered physically interconnected. The point of interconnection is considered an outfall from the upstream or discharging MS4. Although field screening activities should be conducted by the upstream MS4 at the point of interconnection, it may be appropriate for interconnected MS4s to coordinate and potentially consolidate field screening activities.

Pump Stations

For pumped storm water systems, field screening activities should be conducted at appropriate manholes located upstream from the pump station or intake. If the first upstream manhole from the pump station is submerged, the pump should be operated if possible to remove accumulated water from the storm sewer system prior to conducting field screening activities.

Swales Conveyance Systems

For swale conveyance systems, it may be appropriate to conduct a visual or "windshield" survey within the swale area in conjunction with or as an alternative to field screening at the outfall. Locations where piped systems discharge to swales should be targeted during windshield surveys.

Storm Water Practices

Wet detention basins and other storm water treatment practices can potentially mask the presence of illicit discharges from the storm sewer system. Field screening activities should be conducted at inlets to storm water treatment practices rather than from the outlet. However, the size and location of practices can be considered when determining if field screening at inlets is necessary.

Documentation and Program Evaluation

Written or electronic documentation of all outfall screening activities should be kept. At minimum, the documentation should identify the following items for each outfall:

- Outfall location & description
- Inspector name
- Date of inspection
- Date & amount of last rainfall
- Weather conditions
- Narrative description of all sensory observations and flow rate estimates
- Test results for all indictor parameter sampling
- Narrative description of potential or confirmed illicit discharge sources and actions taken to track and eliminate sources.
- Additional comments or observations

As suggested in the "Action Level" section, it is important to develop and maintain a field screening database (or equivalent) to track changes and establish trends over time. Each permitted MS4 should conduct an annual evaluation of the field screening data and priority outfall list. Program modifications should be made as needed based on the annual evaluation.

APPROVED:

Mary Anne Lowndes 3/19/2012

Section Chief **Date**

APPROVED:

Jon R Rondetta 3/19/2012

Staff Attorney **Date**

DISCUSSED OR APPROVED:

PMT Approved on **3/15/2012**

Date

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

5.0 CONSTRUCTION SITE POLLUTANT CONTROL

As discussed in **Section 2.4.1**, the Village is required to have a construction site ordinance. The Village's construction site ordinance can be found in Chapter 14, Section 22 Grading, Filling, and Stormwater Control. Erosion Control requirements are at least as stringent as the requirements listed in **Section 2.4.1** of the permit. According to **Section 2.4.1**, the Village should have written procedures for construction plan review, including the process for obtaining local approval, management and responsible to complaints, tracking regulated construction sites, and construction site plan receipt and consideration of information submitted by the public. According to **Section 2.4.2**, the Village should have written procedures for construction site plan review. This requirement is met in Chapter 14, Section 21 Erosion Control of the Village Code. The Village's Code of Ordinance can be accessed online at the location below:

http://www.villageoftwinlakes.net/documents/village-code/

Members of the public can submit complaints by calling the Village's Public Works Division main number (262-877-2599).

According to **Section 2.4.3** and **Section 2.4.4**, the Village should have written procedures for administration of the construction site pollutant control program, as well as written procedures for construction site inspection and enforcement. The Village's procedures meet the inspection frequency requirements listed in **Section 2.4.4.b** of the Permit. The inspection procedure can be found in Chapter 14 Section 21 Erosion Control. The Village's Code of Ordinances can be accessed online at the link below:

http://www.villageoftwinlakes.net/documents/village-code/

According to **Section 2.4.4.c**, compliance with the inspection requirements shall be determined by proper documentation and maintenance of records. As discussed in the Village's Code of Ordinances, citations and stop work orders may be used to obtain erosion control compliance, in accordance with **Section 2.4.4.d** of the MS4 Permit. A sample construction site erosion control inspection document is attached to the end of this section.

Save... Print... Clear Data

State of WisconsinDepartment of Natural Resources (DNR)PO Box 7921, Madison WI 53707-7921dnr.wi.gov

CONSTRUCTION SITE INSPECTION REPORT

Form 3400-187 (R 11/16)

Notice: This form was developed in accordance with s. NR 216.48 Wis. Adm. Code for WPDES permittees' convenience; however, use of this specific form is voluntary. Multiple copies of this form may be made to compile the inspection report. Inspections of the construction site and implemented erosion and sediment control best management practices (BMPs) must be performed weekly and within 24 hours after a rainfall event 0.5 inches or greater.

Construction Site Name and Location (Project, Municipality, and County):	**Site/Facility ID No. (FIN):**
Onsite Contact/Contractor:	**Onsite Phone/Cell:**

Note: Inspection reports, along with erosion control and storm water management plans, are required to be maintained on site in accordance with s. NR 216.48 (4) and made available upon request. PLEASE PRINT LEGIBLY.

Date of inspection:	**Time of inspection:** Start: _____ ○ am ○ pm End: _____ ○ am ○ pm	**Type of inspection:** ○ Weekly ○ Precipitation Event ○ Other (specify)
Weather/Site Conditions: ○ Dry ○ Variable ○ Wet ○ Frozen or snow covered ○ Frozen (Thaw predicted in next week) ○ Melting Snow/slush **Temp.** _____ **Antecedent Soil Moisture** **Last Rainfall Depth:** _____ **inches** **Last Rainfall Date:** _____		**Describe current phase of construction:** Scheduled Final Stabilization Date for Universal Soil Loss Equation (USLE)[1]: **Project on Schedule[2]?** ○ Yes ○ No
Name(s) of individual(s) performing inspection:		**Inspector Phone/Cell:**

I certify that the information contained on this form is an accurate assessment of site conditions at the time of inspection:

Inspector Signature _____ **Date:** _____

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
1. Is the erosion control plan accessible to operators?	☐	☐ Provide onsite copy		
2. Is the permit certificate posted where visible?	☐	☐ Post certificate		
3. Is the current phase of construction on sequence with the site-specific erosion and sediment control plan, including installation/stabilization of ponds and ditches?	☐	☐ Add sediment control ☐ Install missing ditch/pipe/pond ☐ Stabilize bare soil		
4. Are all erosion and sediment control BMPs shown on plan properly installed and in functional condition?	☐	☐ Repair ☐ Modify ☐ Install/Replace		
5. Is inlet protection properly installed and functioning in all inlets likely to receive runoff from the site?	☐	☐ Clean ☐ Replace ☐ Install		

[1] The Universal Soil Loss Equation (USLE) model and the Construction Site Soil Loss and Sediment Discharge Guidance are available at: http://dnr.wi.gov/topic/stormwater/standards/const_standards.html

[2] If the project is not on schedule then the soil loss summary for the project should be reviewed and schedule, plan or practices modified accordingly.

CONSTRUCTION SITE INSPECTION REPORT

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
6. Is the air free of fugitive dust resulting from construction activity and bare soil exposure?	☐	☐ Apply water ☐ Apply dust control product		
7. Is the public right of way curb line free of tracked soil and accumulation?	☐	☐ Install tracking pad ☐ Widen/lengthen pad ☐ Amend stone/Add geotextile ☐ Install wheel washing station ☐ Close entrance/exit ☐ Limit traffic across disturbed areas ☐ Sweep road and curb line		
8. Are wetlands, lakes, streams, ditches, or storm sewers downstream of the site free of sedimentation and turbid water leaving the site?[3]	☐	☐ Repair/Replace erosion control ☐ Add sediment controls ☐ Modify operations ☐ Contact DNR to verify extent of cleanup required		
9. Is dewatering and/or vehicle and equipment washing being done in a manner that prevents erosion and sediment discharge?	☐	☐ Install treatment train ☐ Install energy dissipation ☐ Modify discharge location ☐ Modify intake to reduce sediment		
10. Are soil stockpiles existing for more than 7 days covered and stabilized?	☐	☐ Seed ☐ Install mat/mulch/polymer ☐ Cover with tarp/plastic sheeting		
11. Are downstream channels and other downhill areas protected from scour and erosion?	☐	☐ Install energy dissipation at outfall ☐ Install ditch checks ☐ Install slope interruption ☐ Install onsite detention		
12. Are good housekeeping practices or treatment controls in place to prevent the discharge of chemicals, cement, trash, and other materials into wetlands, waterways, storm sewers, ditches, or drainage-ways?[4]	☐	☐ Properly dispose of trash ☐ Provide concrete washout station ☐ Contact DNR to verify extent of cleanup required		
13. Is the plan reflective of current site operations and does it address all erosion and sediment control issues identified during the inspection?	☐	☐ Revise sequence ☐ Revise sediment control BMP ☐ Revise erosion control BMP ☐ Revise post-construction storm water BMP		
14. Are all areas where construction has temporarily ceased (and will not resume for more than 2 weeks) temporarily stabilized?	☐	☐ Cover with tarp/plastic sheeting ☐ Dispose of seed/mulch/polymer		
15. Are all areas at final grade permanently vegetated or stabilized with other treatments?	☐	☐ Install stone base ☐ Dispose of seed/mulch/polymer		

3 If sediment discharge enters a wetland or waterbody, the permittee should consult with DNR staff to determine if sediment cleanup and/or additional control measures are required.

[4] The permittee shall notify the DNR immediately via the spills hotline at (800)943-0003 of any release or spill of a hazardous substance to the environment in accordance with s. 292.11, Wis. Stats., and ch. NR 706, Wis. Adm. Code.

CONSTRUCTION SITE INSPECTION REPORT

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
16. Have temporary sediment controls been removed in areas of the site that meet the permit definition of 'final stabilization'?	☐	☐ Water to establish vegetation ☐ Repair or reseed areas ☐ Remove temporary practices		

3 If sediment discharge enters a wetland or waterbody, the permittee should consult with DNR staff to determine if sediment cleanup and/or additional control measures are required.

[4] The permittee shall notify the DNR immediately via the spills hotline at (800)943-0003 of any release or spill of a hazardous substance to the environment in accordance with s. 292.11, Wis. Stats., and ch. NR 706, Wis. Adm. Code.

6.0 POST-CONSTRUCTION STORMWATER MANAGEMENT

According to **Section 2.5.1**, the Village is required to have an ordinance or other regulatory mechanism to regulate post-construction stormwater discharges from new and redevelopment.. The Village's stormwater management ordinance can be found in Chapter 14, Section 22 Grading, Filling and Stormwater Control. Stormwater management requirements are at least as stringent as the requirements listed in **Section 2.5.1**. The Village's Code of Ordinance can be accessed online at the location below:

http://www.villageoftwinlakes.net/documents/village-code/

According to **Section 2.5.2**, the Village is required to have written procedures for the administration of the post-construction stormwater management program, including a process for obtaining local approval and responding to complaints. The Village's procedures for the administration of this program is in the Villages Code of Ordinances Chapter 14, Section 22.

According to **Section 2.5.3**, the Village is required to have written procedures for post-construction site plan review. At the Village, these plans are reviewed as part of the Erosion Control Plan development and permitting process. This is described more fully in Section 5.0 of this plan.

According to **Section 2.5.4**, the Village is required to have written procedures to, at a minimum, track and enforce the long-term maintenance of stormwater management facilities implemented to meet applicable post-construction performance standards. This requirement is met via the Village's Code of Ordinances in Chapter 14, Section 22 Grading, Filling and Stormwater Control. These facilities are shown on the Village storm water map and additional records are maintained by the Department of Public Works.

The Village shall inspect all of these facilities a minimum of once per permit term. Inspection documentation shall be maintained by the Village Public Facilities Department. If necessary, documentation of follow-up enforcement is maintained in the same location.

7.0 POLLUTION PREVENTION

According to **Section 2.6.1**, the Village must update and maintain an inventory of municipally-owned or operated stormwater best management practices, such as wet ponds, bio retention devices, infiltration basins, etc. An inventory of Village-owned stormwater facilities can be found on the Twin Lakes Stormwater Map. The facility type and year constructed are noted, where available:

BMP Name	BMP NO.	BMP Type	Year Constructed	O&M Plan?	Record Drawing?
Esch Road Structure	1	SEDIMENTATION BASIN		Yes	Yes

According to **Section 2.6.2**, the Village shall develop and implement a maintenance plan with inspection procedures and schedule to maintain the pollutant removal operating efficiency of the practice in compliance with any water quality requirement under this permit. Documentation of inspections and maintenance activities shall be maintained. These records are maintained by the Department of Public Works.

According to **Section 2.6.3**, municipally-owned facilities (such as municipal storage yards) should have a Stormwater Pollution Prevention Plan (SWPPP). A hard copy of the SWPPP for the Public Works Facility can be found in the files of the Public Works Division.

Section 2.6.5 of the MS4 Permit contains requirements for collection services and storm sewer maintenance activities. The Village currently (2020) uses street sweeping to meet water quality requirements for this permit. According to **Section 2.6.5.a**, it is necessary to maintain documentation of the number and type of equipment used, SOP, an estimate of the number of lane-miles swept annually, and an estimate of the weight in tons of material collected annually. The information required in **Section 2.6.5.a** can be found in the Annual Report.

According to **Section 2.6.5.b**, if routine cleaning of catch basins with sumps is utilized to meet a water quality requirement, the Village shall maintain documentation of the number of catch basins cleaned, SOPs, and an estimate of the weight in tons of material collected annually. Catch basin cleaning along is completed throughout the village to meet water quality requirements under the MS4 permit. Documentation of basin cleanings as well as an estimate of the weight removed is kept in the Public Works Division files.

According to **Section 2.6.5.c**, material collected from street sweeping and sump cleaning should be disposed of or beneficially reused in accordance with applicable solid waste

and hazardous waste statuses and administrative codes. Non-stormwater discharges associated with dewatering and drying material are not authorized by the permit.

According to **Section 2.6.5.d(1)**,the Village should maintain a description of the leaf collection program, including type of pick-up methodology and equipment used. Currently, brush and yard waste collection is not offered by the Village. Residents are encouraged to drop off yard waste at the Public Works Facility. The schedule for yard waste drop off dates and times can be found on the Village website at the link below:

http://www.villageoftwinlakes.net/

According to **Section 2.6.5.d(3)**, the Village shall maintain documentation of municipally-operated leaf disposal locations. The Village's yard waste disposal location is located at the Village of Twin Lakes Public Works Facility (800 Burlington Avenue). Yard waste is composted on site and used on Village projects.

According to **Section 2.6.6**, no more salt or deicers may be applied than necessary to maintain public safety. Documentation on deicing activities shall be maintained including the following:

Contact Information for the individual(s) with overall responsibility for winter roadway maintenance.	Stan Clause Jr, Public Works Foreman publicworks@twinlakeswi.net (262) 877-2599
A description of the types of deicing products used.	Salt
Amount of deicing product used per month or per storm event.	Available in the Public Works Division's files.
A description of type of equipment used.	
An estimate of the number of lane-miles treated with deicing products, as well as an estimate of the total area of municipally-owned parking lots treated.	
A description of snow disposal locations.	Not applicable.
A description of anti-icing, pre-wetting and bringing, equipment calibration, pavement temperature monitoring, and/or salt reduction strategies implemented or being considered.	

In **Section 2.6.7**, fertilizer on municipally-controlled properties over 5 acres each may only be implemented in accordance with site-specific nutrient application schedule based on appropriate soil tests. The village does not currently (2020) add fertilizer to any parks or municipally owned properties meeting the above criteria.

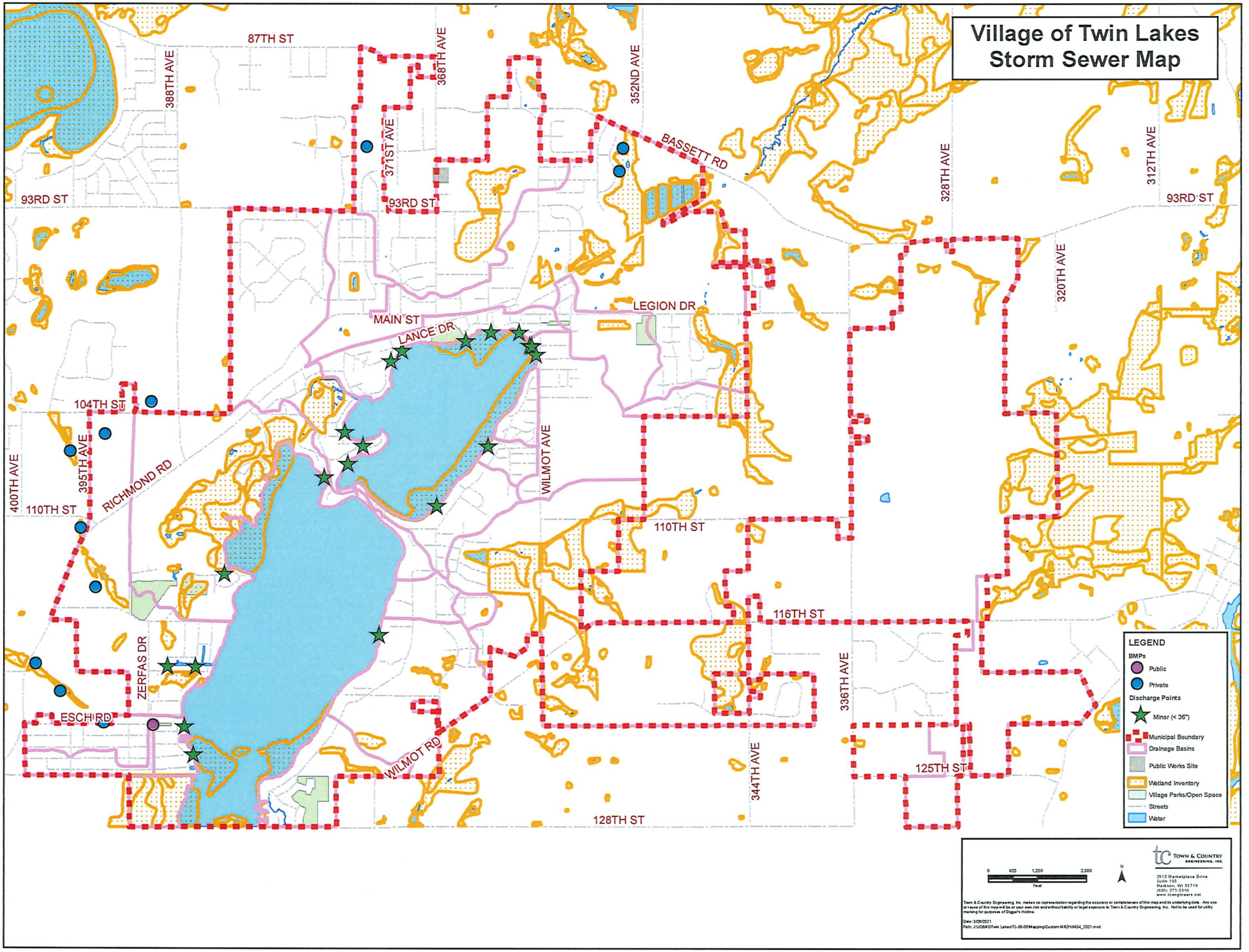
According to **Section 2.6.8**, consideration of environmentally sensitive land development designs for municipal projects, including green infrastructure and low impact development, shall be designed, installed, and maintained to comply with a water quality requirement under the MS4 Permit.

According to **Section 2.6.9**, the Village must hold one annual training event for appropriate municipal staff and other personnel involved in implementing each of the elements of the pollution prevention program under this section (Pollution Prevention). Documentation shall be maintained including the date, number of people attending the training, the names of each person and a summary of their responsibilities, and the content of the training. This documentation will be maintained in the Public Works Division Files.

As outlined in **Section 2.7** of the MS4 Permit, the Village should implement and maintain structural and non-structural BMPs to achieve a reduction of 20% or more of total suspended solids (TSS) carried from existing development to waters of the state. The most recent update of the Village model was completed in 2017. At that time the Village achieved a 42.1% reduction.

According to **Section 2.8**, the Village is required to maintain a map of the MS4. This information can be found in the "Twin Lakes Storm Sewer Map" in the Annual Report which can be found on the Village website below. This information should be updated annually and provided to the Wisconsin Department of Natural Resources by March 31 each year. As discussed in **Section 2.9**, the MS4 Annual Report is due to DNR by March 31 of the following year. The Village's current report can be found online at:

http://www.villageoftwinlakes.net/residents/stormwater-info/


Village of Twin Lakes
Storm Sewer Map
87TH ST
388TH AVE
368TH AVE
371ST AVE
352ND AVE
BASSETT RD
328TH AVE
312TH AVE
93RD ST
320TH AVE
LEGION DR
MAIN ST
LANCE DR
104TH ST
400TH AVE
395TH AVE
RICHMOND RD
110TH ST
WILMOT AVE
116TH ST
336TH AVE
ZERFAS DR
ESCH RD
WILMOT RD
344TH AVE
125TH ST
128TH ST
LEGEND
BMPs
Public
Private
Discharge Points
Minor (< 36")
Municipal Boundary
Drainage Basins
Public Works Site
Wetland Inventory
Village Parks/Open Space
Streets
Water
0 625 1,250 2,500
Feet
N
TOWN & COUNTRY ENGINEERING, INC.
2512 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net
Town & Country Engineering, Inc. makes no representation regarding the accuracy or completeness of this map and its underlying data. Any use or reuse of this map will be at your own risk and without liability or legal exposure to Town & Country Engineering, Inc. Not to be used for utility marking for purposes of Digger's Hotline.
Date: 3/26/2021
Path: J:\JOB\201Twin Lakes\TL-00-00\Mapping\Custom MXD's\MS4_2021.mxd

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.**

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ◉ **Annual Report** ○ **Other**

Project Name:	2023 Annual Report
County:	Kenosha
Municipality:	Twin Lakes, Village
Permit Number:	S050075
Facility Number:	31155
Reporting Year:	2023

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
    - 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
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
  - 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

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

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	Twin Lakes, Village
Facility ID # or (FIN):	31155
Updated Information:	☐ Check to update mailing address information
Mailing Address:	105 E. Main Street
Mailing Address 2:	
City:	Twin Lakes, Village
State:	WI
Zip Code:	53181 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:	Laura
Last Name:	Roesslein

☐ Select to ***update*** current contact information

Title:	Administrator
Mailing Address:	105 E Main St
Mailing Address 2:	
City:	Twin Lakes
State:	WI
Zip Code:	53181 xxxxx or xxxxx-xxxx
Phone Number:	262-877-2858 Ext: xxx-xxx-xxxx
Email:	villageadmin@twinlakes.gov

Additional Contacts Information (Optional)

☐ I&E Program

Individual with responsibility for: (Check all that apply)

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

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code: xxxxx or xxxxx-xxxx

Phone Number: Ext: xxx-xxx-xxxx

Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☐ Select to ***create new*** Billing contact

First Name: Laura

Last Name: Roesslein

☐ Select to ***update*** current contact information

Title: Administrator

Mailing Address: 105 E Main St

Mailing Address 2:

City: Twin Lakes

State: WI

Zip Code: 53181 xxxxx or xxxxx-xxxx

Phone Number: 262-877-2858 Ext: xxx-xxx-xxxx

Email: villageadmin@twinlakes.gov

1. Does the municipality rely on another entity to satisfy some of the permit requirements?
○ Yes ◉ No

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?
○ Yes ◉ No

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Does MS4 conduct any educational efforts or events independently (not with a group) ◉ Yes ○ No

b. How many total educational events were held during the reporting year: 1

c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? ◉ Yes ○ No

d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	**Passive Mechanisms**
☐ Education activities (school presentations, summer camps)	☑ Passive print media (brochures at front desk, posters, etc.)
☐ Information booth at event	☑ Distribution of print media (mailings, newsletters, etc.) via mail or email.
☐ Targeted group training (contractors, consultants, etc.)	☑ Media offerings (radio and TV ads, press release, etc.)
☑ Government event (public hearing, council meeting)	☑ Social media posts
☑ Workshops	☑ Signage
☐ Tours	☐ Website
☐ Other:	☐ Other:

Topics Covered	Target Audience
☑ Illicit discharge detection and elimination	☑ General Public
☐ Household hazardous waste disposal/pet waste management/vehicle washing	☐ Public Employees
☑ Yard waste management/pesticide and fertilizer application	☑ Residents
☑ Stream and shoreline management	☑ Businesses
☑ Residential infiltration	☑ Contractors
☐ Construction sites and post-construction storm water management	☑ Developers
☑ Pollution prevention	☐ Industries
☑ Green infrastructure/low impact development	☐ Public Officials
☐ Other:	☐ Other:

e. Will additional information/summary of these education events be attached to the annual report? ○ Yes ◉ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The Village posts information at the Village offices and on the Village website

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☑ MS4 Annual Report ☑ Storm Water Management Program ☑ Storm Water related ordinance ☐ Other:	☑ General Public ☐ Public Employees ☑ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☑ Public Officials ☐ Other	11-50	○ Yes ◉ No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

☐ NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☑ General Public ☐ Public Employees ☑ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	Select...	○ Yes ◉ No

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

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

a.	How many total outfalls does the municipality have?	22
b.	How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?	22
c.	From the municipality's routine screening, how many were confirmed illicit discharges?	0
d.	How many illicit discharge complaints did the municipality receive?	0
e.	From the complaints received, how many were confirmed illicit discharges?	0
f.	How many of the identified illicit discharges did the 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.)	0

g. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

☑ Verbal Warning	0
☑ Written Warning (including email)	0
☑ Notice of Violation	0
☑ Civil Penalty/ Citation	0

Additional Information:

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.*

Missing Information

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

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

Form 3400-224 (R8/2021)

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? 2

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? 2

c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? 20

d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

☑ Verbal Warning	0
☑ Written Warning (including email)	0
☑ Notice of Violation	0
☑ Civil Penalty/ Citation	0
☑ Stop Work Order	0
☑ Forfeiture of Deposit	0
☐ Other - Describe below	

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.*

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

a. How many new structural storm water management Best Management Practice (BMP) have received local approval ? 0

*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,

b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ◉ Yes ○ No

c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? Inspections completed by private landowners should be 0

included in the reported number.

d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ○ Yes ◉ No

e. Does MS4 have maintenance authority on these privately owned BMPs?

N/A

f. How many municipally operated (private) storm water management BMPs were inspected in the reporting year? 0

g. 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.

☑ Verbal Warning	0
☑ Written Warning (including email)	0
☑ Notice of Violation	0
☑ Civil Penalty/ Citation	0
☑ Forfeiture of Deposit	0
☑ Complete Maintenance	0
☑ Bill Responsible Party	0
☐ Other - Describe below	

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.*

Missing Information

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

a. Enter the total number of municipally owned or operated (i.e., privately owned BMPs) structural storm water management best management practices. 1

b. How many new municipally owned storm water management best 0

management practices were installed in the reporting year ?

c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year? 1

d. What elements are looked at during inspections (250 character limit)?

Interior inspection of concrete structure, cleaning of the steel screen

e. How many of these facilities required maintenance? 0

f. Brief explanation on Storm Water Management Best Management Practice 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.*

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)* ☐ Not Applicable

g. How many municipal properties require a SWPPP? 1

h. How many inspections of municipal properties have been conducted in the reporting year? 1

i. Have amendments to the SWPPPs been made?
○ Yes ◉ No

j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

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.*

* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - *Street Sweeping Program* ☐ Not Applicable

l. Did the municipality conduct street sweeping during the reporting year?
◉ Yes ○ No

m. If known, how many tons of material was removed? 300

n. Does the municipality have a low hazard exemption for this material? ○ Yes ◉ No

o. If street sweeping 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 Once per month during non-snow months (April-Nov)

○ 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

q. How many catch basin sumps were cleaned in the reporting year? 32

r. If known, how many tons of material was collected? 14

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 Once per month during non-snow months (April-Nov)

○ No - Explain _____

○ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

u. Does the municipality conduct curbside leaf collection? ○ Yes ◉ No

v. Does the municipality notify homeowners about pickup? ○ Yes ◉ No

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

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

☑ Other - Describe Not allowed

x. What is the frequency of collection?

N/A

y. Is collection followed by street sweeping? ○ Yes ◉ No

z. Brief explanation on Collection Services reporting. *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? (*One mile of a two-way road equals two lane miles.*) 76

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
Salt	0	0	326	682	546	291

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
None						

ac.

Was salt applying machinery calibrated in the reporting year? ◉ Yes ○ No

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ◉ Yes ○ No

Training Date	*Training Name*	*# Attendance*
11/1/2023	WI Salt Wise Colibration	

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*

Salt use and calibration

Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ? ◉ Yes ○ No

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

Salt Use and Calibration Training

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Annual Report Shared at Village Meeting

Municipal Officials

Meetings with Village Engineer, DNR

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

Regular Staff Meetings

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.*

Missing Information

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

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

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?

○ Yes ◉ No

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.*

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete

Fiscal Analysis

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

Annual Expenditure Reporting Year	**Budget** Reporting Year	**Budget** Upcoming Year	**Source of Funds**
Element: Public Education and Outreach			
0	500	500	General revenue fund
Element: Public Involvement and Participation			
0	500	500	General revenue fund
Element: Illicit Discharge Detection and Elimination			
0	0	0	General revenue fund
Element: Construction Site Pollutant Control			
0	0	0	General revenue fund
Element: Post-Construction Storm Water Management			
0	500	500	General revenue fund
Element: Pollution Prevention			
0	5000	0	General revenue fund
Other (describe)			
			Select...

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

No expenses were recorded for these items

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)

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.*

Missing Information

Do not close your work until you SAVE.

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

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

Form 3400-224(R8/2021)

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.

Attach - Other Supporting Documents

(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

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

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

Draft and Share PDF Report

Form 3400-224(R8/2021)

Complete and Submit Your Application

You have not completed all areas of the application. Please return to the application and complete all missing items.

Contact Information:	Complete
Minimum Control Measures Section 1:	Complete
Minimum Control Measures Section 2:	Complete
Minimum Control Measures Section 3:	Complete
Minimum Control Measures Section 4:	Complete
Minimum Control Measures Section 5:	Complete
Minimum Control Measures Section 6:	Complete
Minimum Control Measures Section 7:	Complete
Attachments:	Has Missing Items
Final Evaluation:	Complete

6.) B.) 2.

Great Lakes TV SEAL INC.
3600 Kewaunee Road
Green Bay, WI 54311
Phone: (920)863-3663
Fax: (920)863-3662

Quotation

Quote Numbe
22067

Quote Date
Feb 21, 2024

Quoted to:

VILLAGE OF TWIN LAKES
901 Gatewood Dr
Twin Lakes, WI 53181

Quote Good Thru	Payment Terms	Sales Rep
3/22/24	Net 30 Days	

Description	Unit of Measure	Quantity	Unit Price	Extension
CLEAN AND TELEVISE STORM SEWER SECTIONS	.			
ELIMINATE MOBILIZATION CHARGES IF WE CONDUCT THE WORK AT THAT SAME TIME OF THE ANNUAL SANITARY SEWER WORK	.			
MOBILIZATION/DEMOBILIZATION - JET VAC AND CREW	L SUM	1.00	1,500.000	1,500.00
MOBILIZATION/DEMOBILIZATION - TV UNIT AND CREW	L SUM	1.00	1,295.000	1,295.00
STORM SEWER CLEANING (THREE PASSES WITH NOZZLE)	FOOT	2,450.00	0.950	2,327.50
HEAVY CLEANING (ANYTHING OVER THREE PASSES) INVOICED AT AN HOURLY RATE OF $310/HR	.			
STORM SEWER PIPE INSPECTION DOES NOT INCLUDE DE-WATERING SURCHARGED LINES.	FOOT .	2,450.00	0.930	2,278.50
QUANTITIES ARE ESTIMATED, ACTUAL QUANTITIES WILL BE INVOICED	.			

Please notify Great Lakes within 30 days if the quotation is accepted and the above prices will be honored.
This acknowledgment will enable us to schedule your work more efficiently.

If prevailing wages apply - this quote will be adjusted accordingly. Bond fee and/or additional insurance requirements are not included in the quote amount. If applicable, add the amount(s) to this quote.

Subtota	7,401.00
Sales Ta	
Tota	7,401.00

6.)F.)1.

Quotation

Phone: 608.222.8622
Fax: 608.222.9414
4633 Tompkins Drive
Madison, WI 53716

Address:

Greg Richter 262.877.3404
3211 Park Ln
Twin Lakes, WI 53181

PROPOSAL ID: 7589
BID DATE: 01/24/2024

Terms: Net - 30 Days per attached Terms and Conditions

Freight is F.O.B. Origin - Allowed
Prices do not include sales or use taxes

WORK DESCRIPTION

Install new soft starter for pump 1 at lift station 5. Includes parts, labor, and travel.

Item	Part Number	Quantity	Description	Total Price
	QUOTE	1.0	Quote Engineered Systems	$6,387.83

$6,387.83

ACCEPTED THIS _____DAY OF _____, 20___ PRICE FIRM FOR 30 DAYS

_____ SUBMITTED January 24, 2024
NAME OF PURCHASER

BY: SJE, INC - BY: JOHN.SCHULZ

_____
NAME & TITLE