



## Village of Cottage Grove

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JJ Larson – Director of Public Works/Utilities

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March 21<sup>st</sup>, 2016

DNR South Central Region  
Attn: Storm Water Program  
3911 Fish Hatchery Road  
Fitchburg, WI 53711

To Whom It May Concern:

Please find the enclosed 2015 Annual Report under MS4 General Permit No. WI-S050075-2 for the Village of Cottage Grove. It was presented to the Village Board for discussion and comment on Monday, March 21<sup>st</sup>, 2016. If you have any questions or concerns please feel free to contact me.

Regards,

A handwritten signature in black ink, consisting of a large, stylized 'J' and 'L' followed by a long horizontal stroke.

JJ Larson

Due by March 31, 2016

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2015.

**Instructions:** Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2016, to the appropriate address indicated on the last page of this form.

**SECTION I. Municipal Information**

Name of Municipality Village of Cottage Grove		Facility ID No. (FIN) 30921	
Mailing Address 221 East Cottage Grove Road	City Cottage Grove	State WI	ZIP Code 53527
County(s) in which Municipality is located Dane	Municipality Type: (select one) <input type="radio"/> County <input type="radio"/> City <input checked="" type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify)		

**SECTION II. Municipal Contact Information**

Name of Municipal Contact Person JJ Larson		Title Director of Public Works/Utilities	
Mailing Address (if different from above) 221 East Cottage Grove Road	City Cottage Grove	State WI	ZIP Code 53527
Email jlarson@village.cottage-grove.wi.us	Phone Number (include area code) (608) 839-5813	Fax Number (include area code) (608) 839-1603	

**SECTION III. Certification**

*I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.*

Authorized Representative Printed Name JJ Larson	Authorized Representative Title Director of Public Works/Utilities		
Signature of Authorized Representative 	Date 3/21/16		
Email jlarson@village.cottage-grove.wi.us	Phone Number (include area code) (608) 839-5813	Fax Number (include area code) (608) 839-1603	

**SECTION IV. General Information**

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

The Village of Cottage Grove has a website with a link to the MS4 permit. A number of printed informational materials are available at Village Hall and prominently displayed immediately inside the entrance to the Municipal Services Building. Several informational storm water links are available on the Village website as well. The Village is in the process of completely reconstructing our website and the Public Works Department will work closely with the Website Project Coordinator to ensure that storm water information is prominently displayed and easily accessible. Storm water issues are regularly discussed at Public Works and Properties Committee meetings and there are discussion of site/building issues at Village Board meetings. All meetings are noticed and open to the public, with agendas available on our website.

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

Storm water issues that are discussed at Public Works and Properties Committee meetings are relayed to the Village Board by the committee's Board liaison, Public Works Director and Village Engineer.

**SECTION IV. General Information (continued)**

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

If yes, title and date of storm water management plan:

Storm Water Quality Assessment (NR216/NR151 TSS Reductions) February 2012

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

If yes, describe these cooperative efforts:

The Village is a member of the Madison Area Municipal Storm Water Partnership (MAMSWaP). The Village of Cottage Grove is a member of YaharaWINS, contributing to the full-scale Adaptive Management Program through the Madison Metropolitan Sewerage District.

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

If yes, provide web address:

<http://www.vi.cottagegrove.wi.gov/>

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

If yes, provide web address:

<http://www.vi.cottagegrove.wi.gov/section.asp?linkid=2127&locid=190>

**SECTION V. Permit Conditions**

a. **Minimum Control Measures:** For each of the permit conditions listed below, provide a description of the implementation of each program element, the status of meeting measurable goals, and compliance with permit schedule in section 2.11 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

• Public Education and Outreach

The Village of Cottage Grove did not run any articles on storm water issues in 2015. The Village of Cottage Grove is a member of the Madison Area Municipal Storm Water Partnership (MAMSWaP). Through this partnership the group provides its members with updates and educational opportunities; including workshops and the Myfairlakes.com website. The Village publishes a Community Guide that is widely distributed in the area; the Public Works Department has a large portion of this guide dedicated to storm water education and information. The Village also has storm water information available on our website and in hard copy at the Village Hall and Municipal Services Building.

• Public Involvement and Participation

There were no public meetings on storm water specifically. Storm water issues were discussed at a number of Public Works & Properties Committee meetings and Village Board meetings when specific situations necessitated. Any citizen who wants to comment or address any issue related to Village permitting and/or the manner in which the Village conducts business related to storm water, has the opportunity to speak at any meeting under "Public Appearances." Likewise, if a citizen desires to have a specific concern addressed directly, they can contact the Director of Public Works and have the item officially listed as an agenda item for the next Committee meeting. Contact information for the Director of Public Works is readily accessible.

• Illicit Discharge Detection and Elimination

The Village of Cottage Grove has an Illicit Discharge Ordinance that was adopted on August 18, 2008. The ordinance is available on the Village website. In 2016 Village staff will be trained in illicit discharge inspection and detection and continue with a formal inspection program; with a transition to more digital record keeping, field reporting, and follow-up work orders and records.

• Construction Site Pollutant Control

The Village of Cottage Grove erosion/storm water ordinances are thought to be consistent with NR 151.

**SECTION V. Permit Conditions (continued)**

• Post-Construction Storm Water Management

The Village of Cottage Grove's erosion/storm water ordinances were last revised on February 21, 2011. The Village is looking at updating its ordinances this year in order to reflect the minimum requirements of NR 151.

• Pollution Prevention

The Village of Cottage Grove has a street sweeper and we utilize it to completely sweep all Village streets in the spring as early as reasonable to clean up after the spring thaw. All streets are swept in the fall as well in order to prevent leaves from entering the storm water system. Streets are also swept occasionally throughout the summer months on an "as-needed" basis. A more comprehensive "street sweeping" reporting program is underway for 2016. Village personnel physically clean off storm water inlet structures as well as routinely clean sediment build-up inside structures. The Village will move towards a more streamlined inspection, maintenance and work order program as we build applications atop our Village GIS map system in next two to three years. Staff will be formally trained on illicit discharge inspection in 2016. A seasonal compost drop off site is maintained for citizen use and we communicate this fact through a published Community Guide and on our Village website. The compost site is centrally located, and open 7 days a week, making its usage convenient for residents. The widely distributed Community Guide has a large section of the Public Works portion dedicated to storm water pollution prevention education and information. Our Village parks are all posted with "No Dogs Allowed" signage to help control/prevent unnecessary pet waste deposits. The Village also has an ordinance that prohibits the deposit of yard waste into/onto streets and public properties.

b. Winter Road Management Activities:

Provide the name, title, and phone number for the individual(s) with overall responsibility for winter roadway maintenance.

JJ Larson, Director of Public Works/Utilities, (608) 839-5813.

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

Salting

Describe the type of equipment used to apply the products.

Plow/dump trucks with auger/spinners for salt distribution.

Report the amount of product used per month.

Salt used (tons)

November 2015: 80

December 2015: 90

January 2016: 120

February 2016: 100

March 2016: 60

Report the snow disposal locations, if snow is hauled away.

Any snow that is required to be hauled is taken to the Village property known as Firemen's Park, along Grove St.

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

Salt is used sparingly on local streets between intersections, depending on the specifics of a given snow event. Staff strives to use the least salt possible while still allowing for safe stopping at intersections.

Describe any other additional measurable data or information that the permittee used to evaluate its winter road management activities.

**SECTION V. Permit Conditions (continued)**

c. Municipal facility(s):

Provide an inventory of municipally owned or operated structural storm water management facility(s), include: Location of each facility and contact information for the individual(s) with overall responsibility for each facility.

The Village is working with MSA Professional Services to update the Village structural stormwater management map. The Village will begin the update of our entire GIS map in 2016 (storm, water, sanitary systems).

Describe the housekeeping activities and best management practices installed to reduce or eliminate storm water contamination. Staff regularly inspects, cleans and inspects inlets and outfalls throughout the Village. Village staff will be formally trained in 2016 on outfall inspection and reporting. And a more formal, recorded, reportable illicit discharge inspection reporting process will be put in place in 2016.

Discuss recommendations for improvements to current storm water management practices at the facility(s) and a timeline for installation and/or implementation of these recommendations.

The Village has improvement recommendations as a part of the 2012 Storm Water Quality Assessment Report submitted to the WDNR (2/28/12). This alternative analysis looked at 8 locations where existing BMPs could be retrofitted to achieve greater TSS reduction performance. The Village will reassess these and other possible improvements after completion of an updated stormwater model.

Describe the municipal facility(s) employee training on storm water pollution prevention provided.

The Village will work with MSA Professional Services to formally train Village staff in 2016 on stormwater pollution prevention, inspection, recording and maintenance.

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

The Village Illicit Discharge ordinance covers response to illicit discharges; authorizing the Director of Public Works to suspend MS4 discharge access for any user to stop any actual or threatened discharge that may present danger to the waters of the state.

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

If yes, provide the following: Model used P8 Version 3.4 Reduction (%) 31

If no, include a description of any actions the municipality has undertaken during 2015 to help achieve the 20% standard.

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

If yes, describe:

The February 2012 Storm Water Quality Assessment report, which was submitted to the WDNR (2/28/2012) included an alternative analysis to determine what additional retrofits to existing BMP's would be necessary to achieve a 40% TSS reduction level. In all, the report looked at 8 locations where existing BMP's could be retrofitted to achieve greater TSS reduction performance.

e. Best Management Practices Maintenance: Does the municipality have a maintenance program for installed storm water best management practices?  Yes  No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2015. If available, attach any additional information on the maintenance program.

The Village requires site plan and erosion control plan submittal and permit for all new developments. Long Term Maintenance Agreements for storm water management facilities are required for new developments.

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

No new map update was performed in 2015.

**SECTION VI. Fiscal Analysis**

a. Provide a fiscal analysis that includes the annual expenditures for 2015, and the budget for 2015 and 2016. A table to document fiscal information is provided on page 7.

The Village of Cottage Grove does not separate out individual items as asked for on the worksheet; Village Public Works will be looking to modify how stormwater budget lines are defined in Village budgets moving forward.

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

Storm water utility  General fund  Other \_\_\_\_\_

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

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

Presently, the Village of Cottage Grove collects taxes and through the general fund allocates dollars for various departments and operations. There have been discussions at the committee level of development of a Stormwater Utility, or setting aside more general fund dollars for stormwater projects.

**SECTION VII. Inspections and Enforcement Actions**

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

a. As of the date of this annual report, has the municipality updated or revised its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit?  Yes  No

If yes, attach copy or provide web link to ordinance:

b. As of the date of this annual report, has the municipality updated or revised its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit?  Yes  No

If yes, attach copy or provide web link to ordinance:

c. As of the date of this annual report, has the municipality updated or revised its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit?  Yes  No

If yes, attach copy or provide web link to ordinance:

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

If yes, attach copy or provide web link to ordinance:

e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

All new commercial and residential developments, during and after construction, are inspected by our building inspector/engineers for compliance regarding erosion control. For 2015: 5 commercial property inspections have taken place. (Westlawn, Coyle South, Stihl, Artisan Square and UW Health). MSA's Erosion Control Inspector inspected sites at least every two weeks and immediately after every significant rain event. There was one enforcement action requiring DNR notification (Artisan Square).

**SECTION VIII. Water Quality Concerns**

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

If yes, list:

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/water/impairedsearch.aspx?status=303d>)  Yes  No

If yes, complete the following:

**SECTION VIII. Water Quality Concerns (continued)**

- Impaired waterbody to which the MS4 discharges:
  - Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant (s) of concern to an impaired waterbody:

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

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.  
None known

**SECTION IX. Proposed Program Changes**

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2016 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

TSS reduction. The Village is considering additional planning work to determine how effective proposed BMP's will be at meeting the water quality requirements of the Rock River TMDL. The Village of Cottage Grove is a member of YaharaWINS, contributing to the full-scale Adaptive Management Program through the Madison Metropolitan Sewerage District.

The Village will look to proactively disseminate information on storm water quality through the updated Village website and increased usage of social media to reach out to community members.

The Public Works and Properties Committee has shown interest in seeking more funding for storm water projects & maintenance; and may revisit the possibility of developing a Storm Water Utility in the future in order to secure funding. Preliminary discussion have taken place in recent meetings. The Village is looking to update its stormwater model in 2017.

**SECTION X. Other**

Any other additional information the permittee would like to provide in the Annual Report regarding their storm water program?

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

Program Element	Annual Expenditure		Budget		Source of Funds
	2015	2015	2015	2016	
Public Education and Outreach					
Public Involvement and Participation					
Illicit Discharge Detection and Elimination					
Construction Site Pollutant Control					
Post-Construction Storm Water Management					
Pollution Prevention					
Storm Water Quality Management (including pollutant-loading analysis)					
Storm Sewer System Map					
Other:					
Professional Services		9,000	7,000		Property Taxes
Other:					
Repair Contracts		0	1,500		Property Taxes
Other:					
Operating Supplies & Expenses		1,500	500		Property Taxes
Other:					
Improvements		5,800	5,987		Property Taxes

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

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

<b>SOUTHEAST REGION COUNTIES</b>		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	Attn: Storm Water Program
Ozaukee	Washington	141 NW Barstow Street,
Racine	Waukesha	Room 180
		Waukesha, WI 53188
		(262) 574-2100