

AGENDA
CITY OF HARTFORD
PUBLIC WORKS COMMITTEE
CITY HALL COUNCIL CHAMBERS
TUESDAY, MARCH 28, 2023
5:30 P.M.

THE PUBLIC WORKS COMMITTEE TO MEET AT THE JOHNSON STREET PARKING LOT BEHIND CITY HALL AT 5:30 PM FOR A TOUR OF 2023 CAPITAL PROJECTS. THE COMMITTEE WILL THEN RECONVENE IN THE COMMON COUNCIL CHAMBERS FOR THE REMAINDER OF ITS AGENDA. ALL ALDERPERSONS WELCOME TO ACCOMPANY THE COMMITTEE.


TUESDAY, MARCH 28, 2023
6:30 P.M.

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion regarding the 2022 Stormwater Permit Report to WDNR.
5. Discussion regarding a DNR grant opportunity for the Urban Non-Point Source program to be used for:
 - a. Stormwater ordinance updates
 - b. Training for Public Works crews on using GIS on cell phones to collect and record stormwater work records (basin cleaning, pond brush cutting, pond inspections, etc.)
 - c. Feasibility study for stormwater utility establishment
6. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING. PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD; 173 WIS 2D 553, 494 N.W. 2D 408 (1993) SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

MEMORANDUM

DATE: March 28, 2023
TO: Public Works Committee
FROM: John Griffin, City Engineer 
SUBJECT: 2022 Annual Report under MS4 General Permit No. WI-S050075-3

The City of Hartford is required to submit an Annual Report under MS4 General Permit No. WI-S050075-3 to the Wisconsin Department of Natural Resources by March 31st of each year for the purpose of reporting on activities undertaken pursuant to the Municipal Separate Storm Sewer System. The DNR reissued WPDES (Wisconsin Pollutant Discharge Elimination System) MS4 General Permit WI-S050075-3 on May 1, 2019 which expires on April 30, 2024. The City's current permit was first issued in 2006. The City has reapplied for continued coverage under the DNR's general permit. The updated permit does have additional requirements that take effect for the annual reporting due on March 31, 2022. The new requirements include greater public participation, electronic reporting, and more clear and specific requirements with measurable goals for the various aspects of the permit.

This year's Annual Report under MS4 General Permit will outline the storm water activities, programs, policies, and ordinances followed by the City of Hartford to maintain compliance of six measures required under the permit as follows:

1. **Public Education and Outreach:** Elements of the City's Stormwater public outreach program implemented in 2022 focused on news letter information and notices related to street cleaning, and catch basin cleaning and repair.

Hartford Police Department assisted with the creation of a notice to place on the door of a residence where grass or yard waste was blown or left in the roadway.



MUNICIPAL CODE

CHAPTER 7: STREETS, ALLEYS AND SIDEWALKS

7.10 REFUSE IN STREETS. 1) No person shall scatter, place, deposit or leave any dirt, filth, manure, straw, paper or other rubbish, or any ashes, earth, garbage, **SWEEPINGS OR RUBBISH OF ANY KIND OR DESCRIPTION** in or upon any street, alley, gutter, sidewalk, road or other public ground in the City, except as provided for normal garbage collection in Section 23.04 of the Municipal Code, or allow such substance or matter to remain anywhere between the premises owned or occupied by any person in the center of the street or streets adjoining such premises. If any such litter is likely to attract animals or is subject to being blown about it shall be picked up immediately. Every 24 hours during which the same shall remain or be thereon after notification by any police officer or building inspector to remove the same shall constitute a separate offense. Prior to the issuance of a citation a written or verbal warning shall be given by the enforcement officer to the person owning or occupying the premises.

****Repeat Violators could be subjected to a fine no lesser than \$168.10.**

Staff published notices in the local newspaper addressing:

- a. Spring Cleanup – Dates and instructions for collection of yard waste by City Public Works crews.
- b. Public Works trailer rental for residents. 5-CY trailer rental, yard waste, soil, landscape materials. City drops trailer off and picks it up when the resident has filled the trailer (\$20/load).
- c. Street cleaning and leaf pickup dates and instructions for homeowners.
- d. Participation in the Washington County - *Clean Ways for Waterways* outreach programs.
- e. Staff participated in Arbor Day activities which planted 3-trees at Willowbrook Park on the Rubicon River bank.
- f. Staff participated in Spring Clean-Up with Broan NuTone Company employees at Woodlawn Park. Stormwater outfall sediment/trash removal included.
- g. Staff participated in Earth Day Spring Clean-Up of trash along the Rubicon River with Thomas Orthodontics Staff volunteers. Riverbank cleanup from N. Wilson to N. Grand Av was targeted. Staff participated with Hartford Rotary Club to install a rain garden and rain barrel placement at Rotary Park. Staff also worked with Volunteers for a Beautiful Hartford for Rubicon Riverbank cleanup from the Millpond to N. Main St.

Education and outreach information is linked on the city's website for the public on how they can help through household practices – washing cars, pet waste, reuse of leaves and grass clippings, etc. The City Website now sends alerts regarding important information regarding leaf and brush pickup. Web alerts are also provided for illicit discharges. There are educational handouts available by the bulletin board in the hallway next to the Engineering Department. The City's website is also host to postings related to educational pollution prevention practices.

BMP inspection reports were distributed to Homeowner Associations and BMP owners.

2. Public Involvement and Participation: 2022 MS4 Program activities included:

- a. Staff meeting with Homeowner's Association representatives to review recommended storm water maintenance.
 - i. Borlen Farms: Pond outlet disconnected due to ice heave. Staff met with HOA representatives onsite on several occasions to review site access, subdivision grading, pond access easements and landowner activities on the easements. City Engineering and Public Works staff assisted with the reconnection of the outlet structure and discuss plans with the HOA for additional maintenance work required to maintain the west pond.
 - ii. Western Hills Phase 3: Staff attended HOA meeting to discuss infill lot construction and associated drainage concerns and alternatives. Staff

reviewed the subdivision grading plan and discussed the importance of the HOA working with landowners to provide for drainage as landscaping progresses over the long term.

- iii. Rettler Farms: Staff met onsite and provided listing of contractors for repair of pond inlet. Staff returned to verify required maintenance was performed successfully.
 - b. Staff participated on the WTKM radio show in July 2022 to discuss City stormwater program activities, challenges, and success.
 - c. Staff participated in community volunteer activities listed in section 1.(e), (f) and (g) above.
 3. **Illicit Discharge Detection and Elimination:** In 2022 City staff identified 1 suspected illicit discharge, and 1 confirmed discharge.
 - a. A complaint by a Town of Hartford landowner claiming cloudy water in a tributary stream to the Asshippun River led staff to investigate. Remote and wetland access concerns led staff to involve Hartford Police to use a drone to further research the source of the cloudy water. Drone photos identified a possible source in an open water area of a remote wetland area. Staff concluded that no human activity was at fault for the solids in the water and suspect that the source may be muskrat activity stirring up turbidity in the waterway.
 - b. A confirmed discharge of landscape soil into a drainage easement that threatened erosion into a storm sewer was discovered in the Summer Winds subdivision. Staff sent a notice of violation to the homeowner and provided instructions and a time limit for removal of the soil from the drainage easement. Staff included information on how the homeowner could rent the City's trailer for removal of the soil.
 4. **Construction Site Pollutant Control:** The City's Municipal Code Chapter 20 Erosion Control and Storm Water Management Ordinance provides an effective administering authority for the enforcement as does the Construction Site Inspection and Enforcement Procedure previously developed by the City. The Building Inspection Department completed:
 - a. 63 permits issued.
 - b. 174 erosion control inspections on active construction with,
 - c. 7 verbal warnings,
 - d. 46 written warnings,
 - e. 41 notices of violation and,
 - f. 5 stop work orders to bring erosion control and sediment control plans into compliance.

The Engineering Department monitors and inspects construction sites greater than one acre after rain event of more than one-half inch.
 5. **Post Construction Storm Water Management:** Post construction stormwater management activities completed in 2022 include:
 - a. Inspection of all 111 storm water ponds in the City were completed and maintenance requirements were identified. BMP inspection and maintenance

letters were sent to pond owners providing a timeline and instructions for required maintenance.

- b. 168 catch basins were inspected, and maintenance needs identified.
- c. A total of 168 catch basins were cleaned and repaired as needed.
- d. 196 outfalls were inspected and maintenance needs identified.

6. **Pollution Prevention:** No new city owned stormwater facilities were constructed in 2022. The Public Works Department completed street sweeping, fall leaf pickup, curbside brush chipping and catch basin cleaning and repairs according to the City's policy.

- a. Snow plowing and salting procedures were updated and presented to the Public Works Committee in at their October meeting. Road salt usage was up compared to the previous year mainly as a result of a mild winter with frequent icing events:

<u>Year</u>	<u>Salt Used</u>
2022	2400 Tons
2021	800 Tons
2020	1800 Tons
10 YR Salt Use Average	1751 Tons

- b. A Public Works Yard Storm Water Pollution Prevention Plan (SWPPP) is in place with Quarterly Site Inspections being included with the annual report submittal to WDNR. A new multi-use spill kit was purchased and established at the Public Works Yard.
- c. Under IP-SE-2021-67-03388, 03389, 04309, the City of Hartford removed 7,800 CY of sediment from the Rubicon River Mill Pond at Rotary Park.

7. **Storm Water Quality Management:** The City of Hartford developed and submitted a TMDL Implementation Plan describing planned progress over the current permit term by October 31, 2023 that shows an additional 20% Total Suspended Solids and 10% Total Phosphorus pollution reduction from the current NR151 standards. The Rubicon River is considered an "impaired waterbody" with the DNR and has been listed since 2014 with water quality use restrictions using *Total Phosphorous* as the pollutant (Rubicon River, ID #11555, WBIC #856500). A Total Maximum Daily Loads (TMDL) plan was developed by the City Engineering Department with the help of our stormwater consultant Ruckert Mielke. The 2022 MS4 Program year began with the following goals:

- a. Maintain the current course to achieve compliance in the current permit term in accordance with A.2.2.
- b. Engage our stormwater consultant (R&M) to evaluate the potential of best management practices (BMP's) to achieve TSS and TP removals. This evaluation completed in February 2022. The results were reviewed with DNR staff and the TMDL implementation plan was updated to remove projects that have been delayed. Two projects were identified that will ensure compliance in the current term.

- i. 2- Wet ponds in the Dodge Industrial park were advanced to design. The ponds will require debt financing so they were added to the 2024-2027 Capital Improvement Budget to be eligible for funding. The City of Hartford is currently working with Washington County on the potential establishment of a Next Generation Housing project on the lands adjacent to the proposed wet ponds. The housing project is being evaluated as a possible alternative for financing pond construction. Construction is planned in 2023/2024, depending on confirmation of the funding source.
 - ii. A single wet pond identified for the redevelopment site at N. Wacker Dr. and W. Wisconsin Av. was advanced to design. This BMP presents a unique cooperative approach between the City and a private business to develop the pond. Permits will be required due to the proximity of the proposed pond to the Rubicon River. Construction is planned in 2023.
8. **Storm System Mapping:** The storm sewer system map shows all ponds, outfalls, catch basins and manholes and is updated each year to include any new installations and any missing facilities that have been found. The stormwater system map now includes information on snow storage and catch basin debris disposal locations. These maps have been updated and distributed to the Public Works Department, Wastewater Treatment Department and Engineering Department for use throughout the year.

The 2022 Annual Report is posted on the City of Hartford website where citizens can review and comment on the report and is also available at the City Engineer's Office and the Jack Russell Memorial Library. The report will also be reviewed with staff and public officials as part of the permit's compliance requirements. If anyone has any questions or comments concerning the annual storm water report, please contact my office at 673-8263.