

NOTICE OF MEETING

SHEBOYGAN COUNTY PLANNING, RESOURCES,
AGRICULTURE AND EXTENSION COMMITTEE

March 12th, 2024

3:00 PM

UW Extension Office
UW Sheboygan Campus
5 University Drive
Sheboygan, WI
Room 5024

Remote Access:

(312) 626-6799

Meeting ID: 956 6404 0989

Passcode: 856197

<https://zoom.us/j/95664040989?pwd=dGJrYlZ5Tmx2RVcvRDFsdU5Ld0lXZz09>

*** AGENDA ***

Call Meeting to Order

Certification of Compliance with Open Meeting Law

Approval of February 13, 2024 Minutes

Correspondence

Register of Deeds-

Presentation on 2023 Annual Report

Planning & Conservation -

Presentation on 2023 Annual Report

Presentation on Broadband Mapping

Review of the 2023 MS4 Stormwater Report

Other Department Project and Program Management Updates- *This report is a summary of key activities in the Department. No action will be taken resulting from the report unless it is a specific item on the agenda.*

Consideration and Approval of Attendance at Other Meetings/Functions

Travel Report and Report of Meetings and Functions Attended by Committee Members

Review and Approve Vouchers

Adjournment

Next scheduled meetings - March 26, 2024 at 3:00 PM (UW-Extension Focus)

- April 9, 2024 at 3:00 PM (Planning & Conservation Focus)

Prepared by:

Sharon Harvey, Recording Secretary

(920) 459-1370

Approved by:

Keith Abler, Chairperson

(920) 207-9351

NOTE: The Committee welcomes all visitors to listen & observe, but only Committee members & those invited to speak will be permitted to do so, except for the Public Hearing portion of this meeting where any interested person can speak. Person with disabilities needing assistance to attend or participate should contact the County Planning & Conservation Department at 920/459-1370 prior to the meeting so that accommodations may be arranged.

NOTE: A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

**SHEBOYGAN COUNTY PLANNING, RESOURCES, AGRICULTURE & EXTENSION
COMMITTEE MINUTES**

Sheboygan County UW-Extension Office
5 University Drive
Sheboygan, WI
Room 5024
and
Remote

February 13, 2024

Called to Order: 3:00 PM

Adjourned: 3:47 PM

MEMBERS PRESENT: Chairman Keith Abler, Supervisor John Nelson, Supervisor Henry Nelson, Ag Community Member Stan Lammers

MEMBERS ABSENT: Supervisor Paul Gruber, Supervisor Rebecca Clarke

OTHERS PRESENT: Aaron Brault, Ellen Schleicher, Sharon Harvey, Megan Nasgovitz, Ethan (Remote)

Chairperson Abler called the meeting to order at 3:00 PM and verified the meeting notice had been posted on February 8th, 2024 at 2:00 PM and the meeting complied with the Wisconsin Open Meeting Law.

Supervisor Henry Nelson motioned to approve the minutes from the December 12th, 2023 committee meeting. Motion seconded by Supervisor John Nelson. Motion carried with no opposition.

Correspondence: None

Register of Deeds-

Consideration of the 2023 4th Quarter Variance. Ms. Schleicher presented and took questions on the Register of Deeds Fourth Quarter Variance. Supervisor Henry Nelson moved to approve the variance. Motion seconded by Mr. Lammers. Motion carried with no opposition.

Planning & Conservation-

Consideration of the 2023 4th Quarter Variance. Mr. Brault presented and took questions on the Planning and Conservation Fourth Quarter Variance. Supervisor Henry Nelson moved to approve the variance. Motion seconded by Mr. Lammers. Motion carried with no opposition.

Consideration of 2024 Stewardship Application. Mr. Brault presented the changes to the 2024 Stewardship Application. Mr. Lammers moved to approve the application. Motion seconded by Supervisor Henry Nelson. Motion carried with no opposition.

Consideration of Equity Adjustment. Mr. Brault requested an equity adjustment for an employee. Supervisor John Nelson moved to approve the equity adjustment as presented. Motion seconded by Mr. Lammers. Motion carried with no opposition.

Consideration of Referred Resolutions. Mr. Brault presented two resolutions concerning wakeboarding. Supervisor Henry Nelson moved to file the resolution. Motion seconded by Mr. Lammers. Motion carried with no opposition.

Regional Conservation Partnership Program Updates. Mr. Brault gave an update on the status of the current RCPP and applying for another grant.

Other Department Project and Program Management Updates. Mr. Brault updated the committee on a long-time employee retiring and the search to fill his position.

Consideration and Approval of Attendance at Other Meetings/Functions. None.

Travel Report and Report of Meetings and Functions Attended. None.

Review and Approve Vouchers. Mr. Lammers motioned and Supervisor Henry Nelson seconded to approve the vouchers. Motion carried with no opposition.

Supervisor John Nelson motioned to adjourn the meeting. Mr. Lammers seconded the motion. Motion carried with no opposition. Meeting adjourned at 3:47 PM.

Next meeting (UW Extension Focus) is scheduled for February 27th, 2024 at 3:00PM.
(Planning & Conservation Focus) is scheduled for March 12th, 2024 at 3:00 PM.

Sharon Harvey
Recording Secretary

John Nelson
Committee Secretary



SHEBOYGAN COUNTY

Ellen R. Schleicher
Register of Deeds

March 1, 2024

Honorable Members of the Sheboygan County Board and County Administrator Alayne Krause,

I am pleased to present you with the 2023 Register of Deeds Annual Report.

In 2023 the Register of Deeds Department recorded 4,225 less documents than in 2022. The Department revenue did not achieve our budgeted expectations by \$57,434, roughly 6% less than projected. While the recordings were down, the Department saw large transfer fees in December that helped offset the deficit. The real estate market remains very volatile, and it is difficult to forecast what will happen in the future.

The anticipated revenues for 2024 of \$936,177 is an aggressive projection. We will strive to achieve this target; however, it depends on the current real estate prices and inventory. The Register of Deeds Department will continue to keep expenses low and encourage electronic records whenever possible.

I would like to commend the staff for the work accomplished in 2023. They continue to provide excellent customer services and meet department goals despite staff turnover. We have a great team, working together towards the greater goal of making things better for the customer and our community. I wish to thank them for their support, enthusiasm, and hard work. Their dedication to their positions, the Department, and Sheboygan County make our accomplishments possible.

Respectfully submitted,

Ellen R. Schleicher
Register of Deeds

Mission Statement/Summary of Responsibility

To be fiscally responsible while serving the public in a courteous and friendly manner, following and enforcing the state statutes that dictate our office along with preserving and protecting real estate records, vital records, and miscellaneous documents.

The Register of Deeds is the primary source of legal documents, which affect virtually every individual living in Sheboygan County. This includes personal and real estate ownership and encumbrance records in addition to financing instruments that are the basis of individual and business credit ratings. This Department executes the final acceptance and filing of new subdivisions, condominium plats, Transportation Plats, and Certified Survey Maps. The Register of Deeds also administers the Vital Records Registration system, which includes registration of all births, marriages, deaths, and divorces of county residents, probate instruments, and business documents such as corporate filings.

Other duties include registration, preparation, and issuance of copies of military records, alternative informal probate procedures, and registration of US Treasury Federal Tax IRS Liens. Other statutory responsibilities include the collection of real estate transfer fees and recording fees, currently divided between Sheboygan County and the State of Wisconsin.

Required reports are given to the following governmental agencies: US Treasury (Federal IRS Tax Liens), Wisconsin Department of Revenue (transfer fee tax collection and property valuation for tax equalization), the Wisconsin Department of Administration (plat review and the Wisconsin Land Information Program), and the Wisconsin Department of Health and Social Services (Vital Records).

Sheboygan County departments that depend upon us for information and services include Veteran Services, Planning & Conservation, Clerk of Courts, Treasurer/Real Property, County Clerk, and Transportation.

Recorded land records are the basis of the real estate property tax. Translated into monetary terms the land records in the Register of Deeds department represent \$14.3 billion dollars in real estate lying within the borders of Sheboygan County which is an 16% increase in real estate value from 2022 per Department of Revenue reports.

Goals and Objectives Achieved in 2023

- Processed 16,497 real estate documents
- Filed 3,034 vital records
- Filed 6 Military Discharges
- Issued 21,098 legal document
- Served 275 genealogist searchers
- Copied 69 documents to County Departments
- Recorded 30 new condominium units
- Recorded 102 subdivision lots

- Indexed 40,243 documents
- Offered online training to the staff to help them learn new processes, procedures, and self-improvement strategies
- Worked with local legislators to help them understand legislation that the Register of Deeds Association submits
- Updated training manuals and office procedures
- Maintained electronic recordings between 49-50% of all recordings
- Trained on the new the billing system Connect
- Commenced new project grouping the Contract and Miscellaneous books
- Completed the clean-up project on the missing numbers on micro-fiche
- Updated the quick reference guide on how to search our records online
- Provided excellent customer service by promptly greeting customers, recording and returning documents in a timely manner, explaining any problem as it arises, and providing remote access so customers can view their recorded documents almost immediately after processing, usually within 24 hours.

Budget

	2023 Budget	2023 Results	Variance
Revenues	\$929,431	\$871,967	-\$57,434
Expenses	\$756,265	\$719,156	\$37,109
Transfers In/Out	\$58,180	\$54,038	-\$4,142
Total	\$0	-\$24,497	-\$24,497

In 2023 our operating budget was \$929,431 with \$231,346 designated to the general fund to reduce tax levy. We achieved this goal, but were short of our estimated revenue by \$57,434 or 6%. However, our Department expenses were less than anticipated so the shortfall was \$24,497 or approximately 2.5%. Total revenues were \$871,967. The State received \$1,737,102. The Land Records account received \$104,752. We will continue to contain our expenses while still providing quality services. It is our goal to ensure that the Register of Deeds Department does not utilize any property tax levy and continue to support the general fund, when possible.

The 2024 budget is \$936,177 with a contribution to the levy of \$207,882.

Issues and Challenges Ahead

The Register of Deeds Department completed their goal of back indexing records to year 1947 in 2023 and will continue to back index as time allows. The Department is always striving to improve the ease of access and quality of the records available.

The Register of Deeds Department experienced staffing turnover in the fall due to retirements. It is a challenge to find qualified candidates that will accept the salary that we offer at the entry

level position. Another challenge we face is the inability to fully predict how the economy or housing market will be in 2024; factors that directly impact our workload and budget.

Goals and Objectives for 2024

- Continue to keep our focus on the turn-around time of real estate documents to less than one week. The needs of banks and lenders must be met in order to keep the local financial market and economy healthy.
- The State Vital Records Office (SVRO) will be closing their office to counter customers. Additionally, SVRO are potentially changing vendors, which can cause issues with changes in procedure. We look forward to working with them to ensure a smooth transition.
- Continue to work with the marriage officiants, funeral directors, nursing homes, hospices, hospitals and doctors with questions they have regarding the state's vital-record system.
- Continue to work with legislators to help them understand legislation that our association submits.
- Assist and inform Sheboygan County residents about Property Fraud Alert, a free product the Department offers to protect their real estate property.
- Continue to work on updating and improving our written procedures.
- Continue to encourage residents to record their land records electronically.
- Continue to work with our software vendor to update and improve programs.
- Work with our software vendor to further secure our documents and create a workable disaster recovery process.
- Offer staff opportunities for online training and encourage staff to look for ways to improve themselves.
- Focus on getting all scanned deeds available for viewing via online contracts.
- Resume indexing our vital records.
- Work on completing the Volume and Page clean-up project.
- Continue to work on compiling pages in the Miscellaneous and Contract Books
- Work on cleaning up the documents in the ISCAN system

We are continuously looking for technology to help improve our Department productivity and efficiency, without compromising customer service. In order to maintain and improve our customer service, I will continue to empower the staff by communicating the information they need to meet our customers' questions and concerns.



SHEBOYGAN COUNTY

Aaron Brault

Planning & Conservation Director

February 9, 2024

Honorable Members of the Sheboygan County Board and County Administrator Alayne Krause,

The Planning & Conservation Department had a successful year in 2023 completing a number of projects that benefited Sheboygan County residents. A few of these projects are highlighted below.

The new dam construction at the Sheboygan County Marsh began in spring and is nearly complete. The new dam will be a great asset to the Marsh and is a result of great collaboration of public and private partners including Ducks Unlimited, Wisconsin Department of Natural Resources, the US Fish & Wildlife Service, Fund for Lake Michigan, Sustain Our Great Lakes and the Sheboygan County Conservation Association. When construction of the dam is completed the County will have better control of water levels providing the opportunity to mimic natural drawdown cycles that occur in natural wetland ecosystems.

In September, during United Way's Day of Caring event, and with the help of Lakeshore Natural Resource Partnership, Stantec, and Glacierland Resource Conservation & Development, the Department had over 100 volunteers at the Amsterdam Dunes property helping plant trees. Volunteers from KOHLER Company, Sargento Cheese, and Dynamic, Inc. helped with the tree planting in the morning while students from Sheboygan Christian School helped in the afternoon. Overall, it was a great day of collaboration with over 1,500 native trees planted.

The Environmental Protection Agency approved the County's first Nine Key Element Plan in June of 2023. The purpose of the Nine Key Element Plan is to develop a 20-year implementation strategy for reducing phosphorus and sediment loads in two subbasins of the Pigeon River Watershed. This plan identifies potential sources of contamination and potential management approaches to reduce the concern for water quality. The Plan also contains an implementation strategy, including benchmarks for success, estimated costs, landowner cost share incentives, additional funding sources, and agencies responsible for implementing these measures. Staff are excited to start this effort to improve and protect the Pigeon River Watershed.

As always, I would like to thank you for the continued support of the Department. To view an interactive version of this report, use the following link: <https://arcg.is/0eK8rq0>

Respectfully Submitted,

Aaron Brault

Planning & Conservation Director

Mission Statement and Summary of Responsibilities

The Planning & Conservation Department is committed to providing sound information and knowledge on environmental issues that affect our community, protecting our county's natural resources, and, first and foremost, working with the public which we serve in a straightforward, honest approach.

The Department is responsible for the County's mapping information, many of its parks and open spaces, and helping protect the County's environment primarily in regards to water quality issues.

Goals and Objectives Achieved in 2023

- Hosted a Soil Health Workshop in conjunction with Glacierland Resource Conservation & Development to educate local producers of the importance of soil health.
- The County Shoreland and Sanitary Ordinances were officially updated.
- The ten-year update to the County's Farmland Presentation Plan was completed.
- During the United Way Day of Caring event over 100 volunteers planted roughly 1,500 trees at Amsterdam Dunes.
- Completed the County's first Nine Key Element Plan for portions of the Pigeon River basin.
- Received seven applications for the Sheboygan County Stewardship Grant Program. These projects were either entirely funded or partially funded. The total awarded was \$71,409.
- A total of 67,720 trees were sold during our annual tree sale filling over 1,000 orders.
- The Department signed up and implemented one buffer and one pollinator project in the Milwaukee River watershed through the Regional Conservation Partnership Program.
- Conservation staff installed one waste storage system and one waste transfer system as well as restored roughly 4.5 acres of wetlands and designed one underground outlet.
- Issued 7 Stormwater Erosion Control Permits, issued 101 Shoreland Zoning Permits, issued 154 Sanitary Permits, and reviewed/approved 49 Certified Survey Maps.

Budget

	2023 Budget	2023 Results	Variance
Revenues	\$2,496,230	\$2,530,263	\$34,033
Expenses	\$2,532,589	\$2,653,323	-\$120,634
Transfers In/Out	\$15,609	\$21,609	\$6,000
Totals	-\$20,750	-\$101,351	-\$80,601

The noted -\$80,601 variance is a bit deceiving. First, the Department is still expecting a “Transfer In” in the amount of \$44,725.87 for certain land records related expenses. Considering that, the variance would be -\$35,848.13. That said, the Department had a few particularly challenging budget issues in 2023. Bogs at the Marsh continued to plague the budget prior to the former dam’s removal. Bog removal was not budgeted with the thought that the dam removal would curtail any issues. However, prior to the dam’s removal the area incurred large rain events in very early spring that led to a number of large removals. This was an unexpected expense of nearly \$20,000. The Department also incurred two unexpected large plumbing and electrical expenses at the Marsh that totaled nearly \$15,000 over budgeted amounts. Also, the manner in which the Stewardship program is accounted for, skews the end of the year variance. The expenses for those approved projects can span a number of years. However, since it is a non-lapsing account, it is zeroed out at the end of each year. This can present the variance figures to make it look like more expenses took place than really did. In 2023, actual Stewardship expenses were \$40,774.91 though if you look at the Department’s final variance it shows expenses of \$71,409 which zeroes out to what was budgeted. Without these unexpected expenses, considering the “Transfer In” revenue the Department is expecting, and the method in which the Stewardship funding is accounted for, the budget variance would be on-target and positive.

The 2024 \$2,426,717 Department budget includes a total operating levy amount of \$1,277,935.

Issues and Challenges Ahead

The Department of Safety and Professional Service’s (DSPS) purpose is to administer and enforce laws to ensure safe sanitary conditions in public and private buildings. Recently, DSPS announced that they will be requiring a more rigorous review process for soil tests statewide when they are submitted to county offices. Currently, we are not sure what this new review process will look like. On average, the Department receives close to 50 soil tests a year and this new requirement has the potential of burdening our code enforcement staff with more field work especially during the busiest time of year. Also, the office continues to see retirements of long serving employees. Hiring in the tight labor market continues to be a challenge.

Goals and Objectives for 2024

- Continue to work with the chosen architecture firm to plan the semi-permanent household hazardous waste and tree sale building in Sheboygan Falls.
- Start implementing the Nine Key Element Plan to implement even better management practices in the Pigeon River basin.
- Complete the dam project at the Sheboygan Marsh.
- Finalize the Stormwater Water Quality Management Plan Update.
- Continue to work with Milwaukee Metropolitan Sewerage District and other county partners to target water quality projects in the Milwaukee River Watershed through the Regional Conservation Partnership Program.
- Oversee construction of two trail segments in the City of Plymouth to close out the Nonmotorized Transportation funding.

- Begin fundraising for the Sheboygan Marsh boardwalk project.

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**.

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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: Sheboygan

Municipality: Sheboygan County

Permit Number: S050075

Facility Number: 33639

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

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 Sheboygan County

Facility ID # or (FIN): 33639

Updated Information: ☐ Check to update mailing address information

Mailing Address: 508 New York Ave

Mailing Address 2:

City: Sheboygan County

State: WI

Zip Code: 53081 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: Aaron

Last Name: Brault

☐ Select to **update** current contact information

Title: Director

Mailing Address: 508 New York Avenue

Mailing Address 2:

City: Sheboygan

State: WI

Zip Code: 53081-4126 xxxxx or xxxxx-xxxx

Phone Number: 920-459-3060 Ext: xxx-xxx-xxxx

Email: aaron.brault@sheboygancounty.com

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: Bryan

Last Name: Olsen

Title: Highway Commissioner

Mailing Address: W5741 CTH JJ

Mailing Address 2:

City: Plymouth

State: WI

Zip Code: 53073 xxxxx or xxxxx-xxxx

Phone Number: 920-459-3822 Ext: xxx-xxx-xxxx

Email: bryan.olsen@sheboygancounty.com

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☒ Select to **create new** Billing contact

First Name: Aaron

Last Name: Brault

☒ Select to **update** current contact information

Title:

Mailing Address: 508 New York Avenue

Mailing Address 2: 3rd Floor - Planning & Conservation

City: Sheboygan

State: WI

Zip Code: 53081 xxxxx or xxxxx-xxxx

Phone Number: 920-459-3060 Ext: xxx-xxx-xxxx

Email: aaron.brault@sheboygancounty.com

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

☒ Yes ☐ No

☒ Public Education and Outreach Bay Lake RPC, Camp Y-Koda Outdoor Skills Center

☐ Public Involvement and Participation

☐ Illicit Discharge Detection and Elimination

- ☐ Construction Site Pollutant Control _____
- ☐ Post-Construction Storm Water Management _____
- ☐ Pollution Prevention

2. Has there been any changes to the municipality’s participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

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:
- 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
<input checked="" type="checkbox"/> Education activities (school presentations, summer camps)	<input checked="" type="checkbox"/> Passive print media (brochures at front desk, posters, etc.)
<input type="checkbox"/> Information booth at event	<input checked="" type="checkbox"/> Distribution of print media (mailings, newsletters, etc.) via mail or email.
<input checked="" type="checkbox"/> Targeted group training (contractors, consultants, etc.)	<input type="checkbox"/> Media offerings (radio and TV ads, press release, etc.)
<input checked="" type="checkbox"/> Government event (public hearing, council meeting)	<input type="checkbox"/> Social media posts
<input type="checkbox"/> Workshops	<input type="checkbox"/> Signage
<input type="checkbox"/> Tours	<input checked="" type="checkbox"/> Website
<input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Other: <input type="text"/>

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination	<input checked="" type="checkbox"/> General Public
<input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing	<input type="checkbox"/> Public Employees
<input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application	<input checked="" type="checkbox"/> Residents
<input checked="" type="checkbox"/> Stream and shoreline management	<input checked="" type="checkbox"/> Businesses
<input type="checkbox"/> Residential infiltration	<input type="checkbox"/> Contractors
<input type="checkbox"/> Construction sites and post-construction storm water management	<input type="checkbox"/> Developers
<input checked="" type="checkbox"/> Pollution prevention	<input type="checkbox"/> Industries
<input checked="" type="checkbox"/> Green infrastructure/low impact development	<input type="checkbox"/> Public Officials
<input checked="" type="checkbox"/> Other: <input type="text" value="Soil health"/>	<input type="checkbox"/> Other: <input type="text"/>

- 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.*

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)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: Newsletters, handouts at public ...	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input checked="" type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input type="radio"/> 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	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input checked="" type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input type="radio"/> No

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

Volunteer tree planting with local troop next to river. Stormwater education discussed.

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

- 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.

- | | |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Notice of Violation | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation | <input type="text" value="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?
- 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?
- 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)?
-
- 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.
- | | |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="1"/> |
| <input checked="" type="checkbox"/> Notice of Violation | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Stop Work Order | <input type="text" value="0"/> |
| <input type="checkbox"/> Forfeiture of Deposit | <input type="text"/> |
| <input type="checkbox"/> Other - Describe below | <input type="text"/> |
- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
-

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 ?
*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

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?
- f. How many municipally operated (private) storm water management BMPs were inspected in the reporting year?
- 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.
- | | |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Notice of Violation | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Forfeiture of Deposit | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Complete Maintenance | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Bill Responsible Party | <input type="text" value="0"/> |
| <input type="checkbox"/> Other - Describe below | <input type="text"/> |
- e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

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

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?

2

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

Rilling, unvegetated areas, erosion concerns, invasive species

- 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.*

Visited the 2 sites, and then often visited one of the 2 sites. One site is simply a mowed depression in a lawn, the other is a pond. The pond site is often reviewed as a large Superfund restoration effort took place at the area.

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

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?

0

- 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 _____

☐ 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?

40

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

0

- 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 _____

☐ 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 _____

x. What is the frequency of collection?

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.*)

ab. Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt/sand mix</u>	<input type="text" value="0"/>	<input type="text" value="917"/>	<input type="text" value="2375"/>	<input type="text" value="2533"/>	<input type="text" value="2501"/>	<input type="text" value="1158"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<input type="text" value="0"/>	<input type="text" value="99999"/>	<input type="text" value="99999"/>	<input type="text" value="99999"/>	<input type="text" value="99999"/>	<input type="text" value="99999"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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*

Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures ☐ Yes ☒ No

for each of the pollution prevention program element ?

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

- 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

Share report, newsletters and educational efforts at regular meetings

Municipal Officials

Share newsletters and educational efforts

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

Share report, newsletters and educational efforts internally

- 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

Form 3400-224 (R8/2021)

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.*

There were no changes to update.

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

1500	1500	1500	<u>Other</u>
------	------	------	--------------

Element: Public Involvement and Participation

1500	1500	1500	<u>Other</u>
------	------	------	--------------

Element: Illicit Discharge Detection and Elimination

4000	4000	4000	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Construction Site Pollutant Control

1000	1000	1000	<u>Permit fee and/or deposit/escrow</u>
------	------	------	---

Element: Post-Construction Storm Water Management

1000	1000	1000	<u>Permit fee and/or deposit/escrow</u>
------	------	------	---

Element: Pollution Prevention

40000	40000	90000	<u>General revenue fund</u>
-------	-------	-------	-----------------------------

Other (describe)

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

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

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the

municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

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

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

Total suspended solids (TSS)

Total phosphorus (TP)

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.*

County received a UNSP Planning Grant to update its modeling and planning. The project will be completed in 2024 by the County's consultant. Draft plan was submitted for County/DNR review in January, 2023.

Do not close your work until you SAVE.

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Form 3400-224 (R8/2021)

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

AR EO

 File Attachment

[Education and Outreach Report 2023.docx](#)

AR WintRdMain

 File Attachment

[Salt & brine totals.xlsx](#)

AR EO

 File Attachment

[The Bay Lake Buzz - Spring 2023.pdf](#)

AR EO

 File Attachment

[The Bay-Lake Buzz - Fall 2023.pdf](#)

AR EO

 File Attachment

[Fall 2023 Newsletter \(4\).pdf](#)

AR EO

 File Attachment

[Winter 2023 Newsletter.pdf](#)

AR IP

 File Attachment

[Sheboygan Stormwater Coalition Informational Poster.pdf](#)

AR EO

 File Attachment

[2023 Stormwater Flyer.pdf](#)

AR SWMap

 File Attachment

[MS4 2023.pdf](#)

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

Attach - Permit Compliance Documents

(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](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Sheboygan County MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

- ☐ I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.