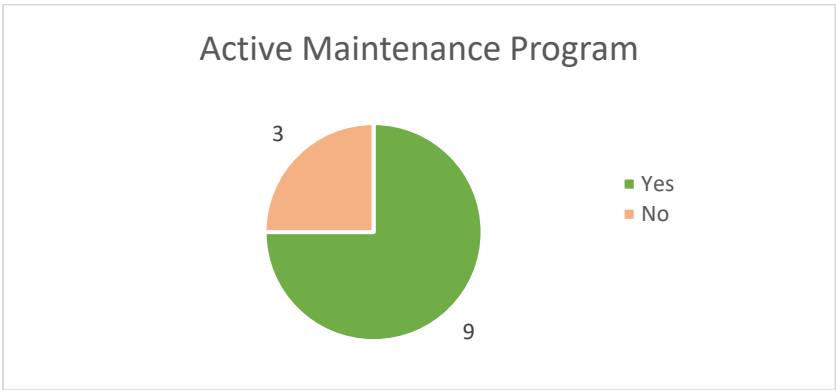


# MAMSWaP 2025 Municipal Stormwater Maintenance Program Survey

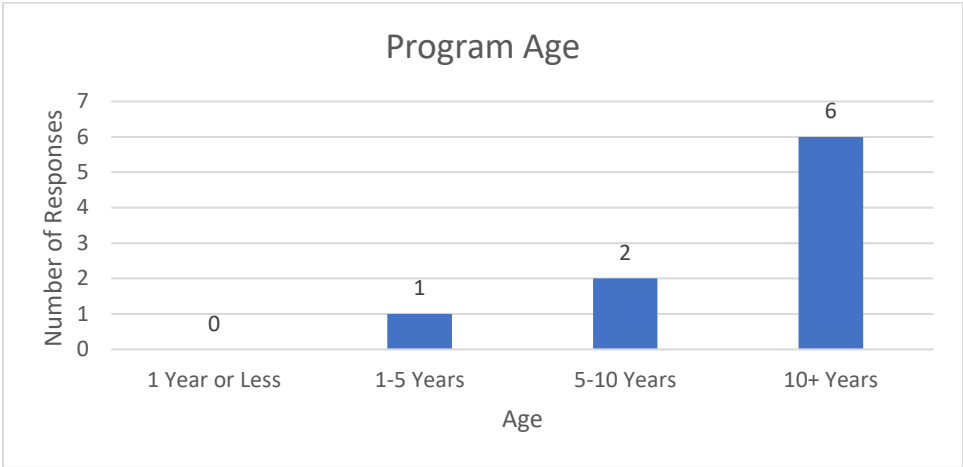
Total Responses: 12

[Survey Link](#)

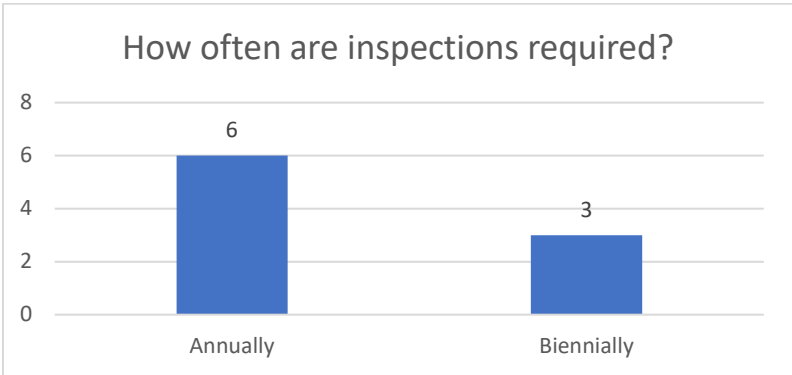
1.) Does your municipality have an active stormwater maintenance program?



2.) Approximately how old is your maintenance program?



3.) How often are inspections required?



#### 4.) Do you send notification letters? If so, what is the frequency?

- Yes: 7
- No: 2
  - Plans to create a *Maintenance Notice* to send to private owners of SW facilities that are not meeting the required inspection frequency starting in 2025
  - We have not sent in a while but should resume annual reminders.

#### Frequency of notification letters, if sent?

- Annually: 4
- Biennially: 3

*Note: City of Middleton has multiple follow-up template letters for noncompliant facilities. May be a helpful reference for other municipalities as increased notifications might help with compliance.*

#### 5.) Who can perform inspections and what are the requirements for the inspectors?

- Village staff, engineers, owners, native vegetation specialists
- The report must be completed by an Engineer or qualified individual suitable to the Town.
- Landowner and/or hired professional.
- The inspector shall be a qualified individual acceptable to the City of Verona. This may include the landowner. A PE is not required. The owner may elect to have the City direct a qualified inspector to complete the inspection on the owner's behalf.
- A city representative as assigned by the Director or a licensed Civil/Env. PE
- Public works crew and village forester. No specific requirements. Our village engineer has provided us with some guidelines.
- The requires that inspections are certified by a profession engineer, or other qualification approved by public works. For solar sites, where the BMP is native vegetation, the inspection must be completed by an ecologist with a minimum five years working with native Wisconsin plants.
- Professional Engineer or other Credentialed Professional
- PE for inspections but not for routine maintenance

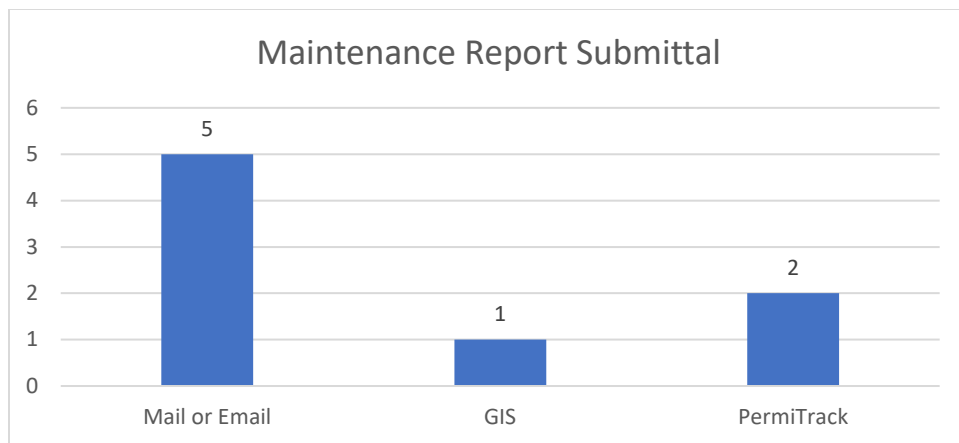
*Note: 6 of the 9 programs require some sort of higher qualification. Do increased requirements make compliance more difficult to achieve for municipalities?*

#### 6.) Does your municipality have an inspection form?

- Yes: 8
- No: 1

*Discussion: Are there components of inspection forms that municipalities find particularly useful (checklists, photo checklists, list of BMPs in use, etc)? Any aspects that are more difficult to review than others, or aspects that could make review of reports easier (such as asking for photos from the same angle each year)?*

### 7.) How are reports submitted?



### 8.) Who reviews the submitted reports?

- Director of Public Services & Deputy Director of Public Services
- The Engineer for the Town reviews the submitted reports.
- Staff Engineer
- The City or their representative, AECOM.
- DPW PM and SW Specialist
- Village engineer
- Environmental engineer/technician
- Stormwater Technician
- One of our two plan reviewers

### 9.) If follow up is needed, what is the process?

- Senior leadership follows up with whoever performed the inspection.
- A letter detailing any necessary actions is sent to the owner. Follow-up is required from the owner by a specified date. Penalties may be assessed according to the ordinance if actions aren't completed. The Town may also complete the actions and assess the owners for the work.
- email and mail. site visit if requested or no response.
- Follow-up has not yet been required for private SW facilities. Our program procedure documents that a "Maintenance Notice" would be sent to the landowner. We plan to create this notice in 2025. For private facilities that did not perform an inspection, our procedure is to direct a qualified inspector to complete the inspection and report. The owner will be charged the inspection fee, plus the penalty fee identified in the fee schedule.
- Email, letter, call

- The public works crew chief is notified and cleaning or fixing is completed in a timely manner.
- If inspections reports note the need for maintenance, staff will reach out to the property owner to work on a schedule to rectify any issues. Length of time give to complete repairs will depend on severity of issues and cost to complete repairs.
- In the end of March of the reporting cycle year, we send out a reminder notice to all facilities with recorded maintenance agreements that they have bi-annual inspection due on June 30, of the specific reporting year. (see attached template #1). If a site reports by June 30th and has violations, we send out a deficiency letter with a compliance date for the required maintenance to be performed (template #2). If a site owner is responsive and appears to be working in good faith to get the maintenance completed, we are pretty flexible and allow time to gain compliance. If a site owner is not responsive, we take a more rigid approach as outlined below.
- We mostly just record that we have a report filed. If there is a clear failure, we can request follow up and have the authority to repair a device for someone and bill them for the work.

#### **10.) Are the maintenance reports available to the public?**

Yes: 1 (Sun Prairie)

No: 7

*Note: Accessibility to previous inspection reports can assist with inspections if a new owner/inspector takes over so they are aware of previous issues that may need to be monitored or are a recurring struggle.*

#### **11.) Please feel free to share any other information about your program or questions you have about other's programs**

- A. Would be interested in how other communities manage this, IE is it done in house, contracted out, is it done for all public and private basins, how is it enforced.
- B. We would love to see other municipalities internal inspection form. Who do others use for water sampling/testing when inspections occur?
- C. We kicked off the Private SW Facility Inspection Program internally in 2023 when the City's Representative (AECOM) inspected half of the private sites and added them to PermiTrack (an online reporting system). The remaining half were inspected and added to PermiTrack in 2024. In 2025 we plan to add information/guidance and a virtually recorded tutorial for private owner inspection reporting within PermiTrack to the City Website.

The largest hurdles are contacting the private owners, maintaining a database of the recorded maintenance agreements, and starting enforcement policies. We would love to hear more about how municipalities contact private owners, educate them about their facilities, and begin enforcement when some private owners may not know they have a facility onsite and have owned it for multiple years.

- D. The Village repairs ponds and outfalls as issues arise. The Village does not have an active maintenance program, but we are currently surveying our ponds and BMPs in the Village to determine a baseline and how we move forward. The Village has been surveying our ponds to determine capacity and any issues since 2022. These surveys have been how we identify repairs to be made. We did 5 ponds each in 2022 and 2023. In 2024 we surveyed 8 and will do another 8 in 2025. We will have 26 ponds surveyed after this summer.

We are also bidding out a pond dredging project. This pond was identified in our 2022 survey needing a complete dredging in 2-3 years. This is the Village's first project like this. In our capital plan we have money set aside to dredge a pond a year 2025-2029.

We now have a GIS professional on staff and are currently updating all of our GIS. In 2025 the Village's goal is to create a GIS tool for yearly maintenance inspections, which will in turn create a work order for repairs for Village owned infrastructure. With the ultimate goal of starting inspections in 2025 or 2026.

Then the ultimate goal would be to create a program for private ponds (there are less private facilities than public) and have a cohesive program.

The biggest barrier we have is staff to implement these changes and processes. The engineering department is staffed by one person.

- E. The Village of Windsor contracts with Dane County for stormwater management services village-wide; therefore, the Village does not have a specific stormwater maintenance program.
- F. Since 2020 it's been increasingly difficult to get compliance. Many properties change hand without the divulging of the fact that the maintenance agreement is deeded to the property and continued maintenance is the new owner's responsibility.
- G. Sending annual reminder letters seems to have increased compliance rates. The city is also looking into contracting with a vendor to complete inspections for sites that have not submitted annual reports.
- H. If requested we would share a report, but they are not outward facing.

### Contact Information

Municipality	Program	Contact	Email	Phone
Village of DeForest	Yes	Judd Blau	blauj@deforestwi.gov	(608) 846-6751
Town of Middleton	Yes	Jackie Monfils	Jmon@vierbicher.com	(608) 821-3979
City of Sun Prairie	Yes	Michael Campos	mcampos@cityofsunprairie.com	(608) 575-6007
City of Madison	Yes	Phil Gaebler	pgaebler@cityofmadison.com	(608) 266-4059
City of Verona	Yes	Zach Topel	zach.topel@aecom.com	(262) 902-0260
Monona	Yes	Brad Bruun	bbruun@ci.monona.wi.us	(608) 222-2525
Village of Shorewood Hills	Yes	Tary Handschke	thandschke@shorewood-hills.org	(608) 807-9543
City of Fitchburg	Yes	Ben Schulte	ben.schulte@fitchburgwi.gov	(608) 345-9628
Village of Cottage Grove	No	Kyela O'Loughlin	koloughlin@villageofcottagesgrove.gov	(608) 839-5813
Village of Waunakee	No	Aaron Jahncke	ajahncke@waunakee.com	(608) 850-8500
Village of Windsor	No	Davis Clark	davis@windsorwi.gov	(608) 888-0066