



**Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
May 18, 2023
Village Board Room, 6:00pm**

MEETING AGENDA

PLEASE TAKE NOTICE that a meeting of the Bayside Village Board will be held at the Village Hall of the Village of Bayside, 9075 N. Regent Road, Bayside, Wisconsin in addition to virtually. Public can access this meeting of the Village Board by phone or by computer. The phone number is: **+1 312 626 6799**. The Zoom Meeting code is: **846 8246 5387** and the Passcode is: **839830**. <https://bit.ly/41jt97c> Persons desiring to speak in the remote format during Agenda Item III, Citizens and Delegations, should register twenty-four hours in advance by calling (414) 206-3915. The following items of business will be discussed and possibly acted upon:

I. CALL TO ORDER AND ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. CITIZENS AND DELEGATIONS

Open to any citizen who wishes to speak. Please note there may be limited discussion on the information received, however, no action will be taken. Please state your name and address for the record.

- A. Recognition of Bayside Citizens Academy Graduates.

IV. CONSENT AGENDA

Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration.

- A. April 2023 Financial Statement.
- B. Board of Trustees meeting minutes, April 20, 2023.
- C. Summary of Disbursements for April 13, 2023 through May 10, 2023 in the amount of \$425,400.23.
- D. April 2023 Community Impact Report.

V. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Milwaukee Area Domestic Animal Control Commission

- a. Presentation/update from MADACC Executive Director, Karen Sparapani.

2. North Shore Fire Department

- a. Discussion/action on Resolution 23-06, A Resolution Confirming Obligation to Contribute to North Shore Fire Department's Budget to Pay Debt Service on Bonds Issued by the City of Glendale on Behalf of the North Shore Fire Department.

3. **Library Board**
 - a. Discussion/action on North Shore Library Joint Library Agreement.
4. **Public Works Committee**
 - a. Discussion/action on April 2023 Department of Public Works Report.
 - b. Introduction of Public Works Municipal Technician, Josh Rupnow.
 - c. Resolution 23-07, A Resolution regarding the Wisconsin Department of Natural Resources NR 208, 2023 Compliance Maintenance Annual Report.
 - d. Discussion/update on Village Green and Gold Safety Initiative.
 - e. Discussion/action on Stormwater Management Plan.
 - f. Discussion/update on 2023 Capital Projects.
5. **Public Safety Committee**
 - a. Discussion/action on April 2023 Communications Center Report.
 - b. Discussion/action on April 2023 Police Department Report.
 - c. Discussion/action on Resolution 23-08, A Resolution Establishing Procedures for Outstanding and Uncollectable Court Debt.
 - d. Discussion/action on Ordinance 23-739, An Ordinance to Amend Section 26-1 of the Municipal Code with Regard to Tobacco Products, Smoking, and Electronic Smoking Devices.
6. **Finance and Administration Committee**
 - a. Discussion/action on April 2023 Administrative Services Report.
 - b. Discussion/action on 2024 Village Budget Schedule and Guidelines.
 - c. Discussion/acceptance of GFOA Distinguished Budget Presentation Award.
 - d. Discussion/acceptance of 2022 Village Audit.
 - e. Discussion/action on Ordinance 23-740, An Ordinance to Repeal and Recreate Chapter 8 of the Municipal Code with Regard to Animals (Chickens and Bees).
 - f. Discussion/action on Ordinance 23-741, An Ordinance to Amend Section 104-76(e) of the Municipal Code with Regard to Exterior Lights That Flash or Move.
 - g. Discussion/approval of Village participation in 2023 Grow Solar Program.
 - h. Discussion/action on Resolution 23-09, a Resolution Amending Resolution 22-23 revising the Village Fee Schedule.

VI. VILLAGE PRESIDENT'S REPORT

VII. VILLAGE MANAGER'S REPORT

- A. Presentation of 2023 Citizen Academy Survey Results.

VIII. VILLAGE ATTORNEY'S REPORT

IX. MOTION TO ADJOURN TO CLOSED SESSION

- A. Pursuant to Section 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons allow a Closed Session. (Teamsters Local

- 200 Police Union Negotiations) (Dispatching Services Agreement)
- B. Pursuant to Section 19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Village Manager)

X. MOTION TO RECONVENE IN OPEN SESSION Pursuant to Section 19.85 (2)

XI. ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at 414-206-3915. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village may be in attendance in the above stated meeting to gather information; no action will be taken by any other Boards, Commissions, or Committees of the Village except by the Board, Commission, or Committee noticed above. Agendas and minutes are available on the Village website (www.baysidewi.gov)



**Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
May 18, 2023
Village Board Room, 6:00pm**

SUPPLEMENTAL AGENDA NOTES

I. CALL TO ORDER AND ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. CITIZENS AND DELEGATIONS

A. Recognition of Bayside Citizens Academy Graduates.

The inaugural Bayside Citizens Academy was held over the past four months. Twelve residents completed 7 sessions and over 15 hours of presentation, tours, observation, and conversation about the Village. Specific sessions and content included:

- Week 1: General Government, History, Governance, Communications, Building Inspections
- Week 2: Police Department
- Week 3: Library and Health Department
- Week 4: Fire Department and EMS
- Week 5: Bayside Communications Center
- Week 6: Public Works
- Week 7: Elections, Licensing, Assessments, Property Taxes, Budgeting

The twelve residents completing the inaugural Bayside Citizens Academy include:

- Penny Goldman
- Abbie Nash
- David Nash
- Dan Zitzer
- Terri Kendrick
- Joe Colacino
- Elizabeth Colacino
- Mark McCormick
- Caryl Zaar
- Kathie Cowles
- Rosalie Lieb
- Georgene Quereshi

We congratulate each of the participants on their completion of the Academy and look forward to hosting the Academy again in 2024.

IV. CONSENT AGENDA

A. April 2023 Financial Statement.

Included in the packet is the April 2023 Financial Statement. Revenues and expenditures are on track year-to-date. **Approval is recommended.**

B. Board of Trustees meeting minutes, April 20, 2023.

C. Summary of Disbursements for April 13, 2023 through May 10, 2023 in the amount of \$425,400.23.

D. April 2023 Community Impact Report.

Included in the packet is the April 2023 Community Impact Report. Of significant note, the Bayside Buzz open rate is 10% higher than the Village's 5-year average. **Approval is recommended.**

V. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Milwaukee Area Domestic Animal Control Commission

a. Presentation/update from MADACC Executive Director, Karen Sparapani.

Karen Sparapani, MADACC Executive Director, will be at the meeting to provide an update on operations and overview of services provided by the Milwaukee Area Domestic Animal Control Commission as well as the state of animal care in general.

2. North Shore Fire Department

a. Discussion/action on Resolution 23-06, A Resolution Confirming Obligation to Contribute to North Shore Fire Department's Budget to Pay Debt Service on Bonds Issued by the City of Glendale on Behalf of the North Shore Fire Department.

The proposed resolution is the final step in approving repayment of general obligation bonds for reconstruction of Fire Station 82 in Glendale. Each of the seven municipalities that make up the North Shore Fire Department must approve a final resolution authorizing repayment to the City of Glendale of the respective municipalities portion of the borrowing for the project. The North Shore Fire Department Board of Directors has approved the enclosed resolution and each member community has approved the initial parameters resolution related to this matter.

Approval is recommended.

3. Library Board

a. Discussion/action on North Shore Library Joint Library Agreement.

The proposed changes to the North Shore Library Services Agreement are based on the State of Wisconsin Department of Public Instruction (DPI) review of the agreement. DPI oversees municipal library operations. Included in the packet is both a track changes and clean version of the proposed North Shore Library Services Agreement. All of the proposed changes are housekeeping in nature, reinstating the school district representative on the Library Board, clarifying Library Board versus Library Director authority, and complying with applicable state statute. **Approval is recommended.**

4. Public Works Committee

a. Discussion/action on April 2023 Department of Public Works Report.

Included in the packet is the April 2023 Department of Public Works Report. Of significant note, Clean Up Day was hosted with 257 participants. **Approval is recommended.**

b. Introduction of Public Works Municipal Technician, Josh Rupnow.

Josh Rupnow joined the Department of Public Works in January and has been a welcomed addition to the crew.

c. Resolution 23-07, A Resolution regarding the Wisconsin Department of Natural Resources NR 208, 2023 Compliance Maintenance Annual Report.

Under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources, the Village is required to file a Compliance Maintenance Annual Report for its wastewater treatment/wastewater collection system. The Village received the highest grade of A.

As a member of MMSD, Village compliance requires an annual update to our Capacity, Management, Operation, and Maintenance (CMOM) Plan. **Approval is recommended.**

d. Discussion/update on Village Green and Gold Safety Initiative.

The Wisconsin State Legislature recently passed the Wisconsin Act 255 that gives county and municipal departments the ability to add green lights to their current amber or white lights on their vehicles for safety purposes. The green lights add significant visibility to the fleet during operations.

The Department of Public Works has begun the upgrade from solely amber lighting to a combination of amber and green flashing lights. This upgrade will occur for the entire DPW fleet by the end of the year. The updates are being funded through safety grants from the Village's insurance company, CVMIC. **Information only, no action is required.**

e. Discussion/action on Stormwater Management Plan.

The Village's stormwater management efforts are governed by the Wisconsin Department of Natural Resources through the MS4 permit. The Village's stormwater management plan outlines strategies and initiatives for managing the flow of rainwater and snowmelt as well as models stormwater sediment removal. This plan aims to prevent flooding, erosion, and water pollution by collecting and treating stormwater runoff. Methods include green infrastructure, such as rain garden and bioswales, and stormwater detention ponds. Effective stormwater management is essential for protecting public health and maintaining a sustainable environment. This Plan updates the Village's 2009 stormwater management plan and will be submitted to the Wisconsin Department of Natural Resources upon approval by the Village Board. **Approval is recommended.**

f. Discussion/update on 2023 Capital Projects.

• I-43 North-South

The I-43 North-South project includes the expansion of I-43 from four to six lanes, the reconstruction of five existing interchanges along the corridor, a new interchange at Highland Road, and the replacement of the Union Pacific railroad bridge over I-43 in Glendale. The project also includes the expansion of a section of Port Washington Road in Glendale from two lanes to four lanes.

Within Bayside, the I-43/Brown Deer Road interchange will be reconfigured into a diverging diamond. The previous northbound ramps are permanently closed, and new ramps are

currently under construction. The Noise Mitigation Wall (approved by vote of impacted properties) is currently under construction. The new stormwater management pond, located at the previous Port Washington Road off ramp, is also under construction. The new traffic signal at County Line Road and Port Washington Road is also under construction.

- **Brown Deer Road Sanitary Sewer Replacement**

The MMSD Brown Deer Road Sanitary Sewer Replacement is currently underway. The project is on track and is expected to be complete in July 2023. Work will soon commence on manhole 185, which will leave Bayside Garden Center with only the temporary driveway on the east end. This will probably take place on May 23 through 28. MMSD is coordinating with the Garden Center on traffic mitigation.

- **2023 Road Project**

The Village will be resurfacing streets and addressing stormwater management in 2023. The streets to be resurfaced include North Sequoia Drive, West Duchess Court, West Jonathan Lane, and North Apple Blossom Lane.

The road resurfacing project will consist of pulverizing the existing pavement, shaping the base of the road, overlaying with new asphalt pavement, and laying a stone shoulder.

As part of the 2023 project, the Village is conducting a stormwater analysis for the area and will continue the culvert replacement program to address stormwater concerns caused by non-functioning driveway culverts. Culverts will be analyzed by condition (rotting/rusting/clogged), elevation (align with water flow line), pitch (sloped in appropriate direction), and size (correctly sized to meet flow needs).

Staff will work with residents to ensure they can exit and enter their driveway as necessary. A tentative schedule is outlined below as all work will be weather dependent:

- End of May/Beginning of June
 - Driveway Cuts
- Mid-June
 - Apron Removal
- Mid-June to Late August
 - Culvert Installation, Ditching, and Landscape Restoration
- Early to Mid-September
 - Street Resurfacing

- **Tennyson Drive Stormwater Management Infrastructure Project**

The main infrastructure portion of this project has been completed. Restoration of the disturbed area will be completed in the coming weeks.

- **East Bayside Sanitary Sewer Relief System**

The project consists of developing a new sanitary sewer relief system, which will extend and connect to another sanitary sewer relief to the intersection of Lake Drive and Manor.

The construction bid was approved at the April 20, 2023, Village Board meeting and the construction schedule will be established in the near future.

- **Brown Deer Road Sanitary Sewer Infrastructure Study**

Similar to the East Bayside Sanitary Sewer Relief System project, the Village Engineer is preparing a work plan to identify sewer capacity and develop engineered solutions to enhance sanitary sewer capacity in the 8-block area bounded by Brown Deer Road, Krause Place, Iroquois Road, and Navajo Road. The scope of work includes creating a computer model of the sewers in the

area and develop recommendations for consideration.

- **MMSD Fish Creek Study**

The scope of the project generally consists of the following:

- Reviewing the hydrologic and hydraulic modeling done by WisDOT and SEWRPC. Fish Creek and its tributaries will be evaluated.
- Examining and documenting field conditions, paying particular attention to stream erosion potential.
- Analyzing alternatives for mitigating flooding within the Village of Bayside.
- Recommending an alternative to reduce risk of flooding to structures in the Village of Bayside while protecting downstream reaches from erosion.
- Producing preliminary engineering plans, specifications, and cost estimates for the selected alternative.
- Facilitating stakeholder workshops and public meetings.

The Consultant's evaluations and recommendations will be summarized in the Preliminary Engineering Design Report. MMSD will have a public information booth with more information at myCrew Night on May 23 from 5-7pm.

- **MMSD Private Property Infiltration and Inflow Reduction Program**

The Milwaukee Metropolitan Sewerage District Private Property Infiltration and Inflow Reduction project is a pilot project to allow MMSD to rehabilitate the area near the Bay Point lift station. Funded through a grant, MMSD will engineer, project manage, and rehabilitate the private laterals through the MMSD PPII program allocation for the Village. MMSD, in conjunction with the Village, submitted 3 competitive applications which were accepted for this program. The 3 applications cover construction repairs, 5 full lateral replacements, and investigative work.

5. Public Safety Committee

a. Discussion/action on April 2023 Communications Center Report.

Included in the packet is the April 2023 Communications Center Report. Of significant note, staff trained on severe weather protocol in preparation for any weather-related events that could occur in the spring/summer. **Approval is recommended.**

b. Discussion/action on April 2023 Police Department Report.

Included in the packet is the April 2023 Police Department Report. Of significant note, the Department hosted a Drug Take Back Day for unused prescription medications in home. The Department collected 55 pounds of unused medication during the event. **Approval is recommended.**

c. Discussion/action on Resolution 23-08, A Resolution Establishing Procedures for Outstanding and Uncollectable Court Debt.

The proposed resolution expunges outstanding and uncollectable municipal court debts dating back since the inception of the Village as outlined in the Resolution. The Village's portion of uncollectable debt is approximately \$178,000. All methods, including Tax Intercept Programs and State Debt Collection, have been exhausted. Much of the debt is for individuals that are deceased or cannot be located. Both the City of Glendale and Village of Brown Deer will be considering similar resolutions. **Approval is recommended.**

d. Discussion/action on Ordinance 23-739, An Ordinance to Amend Section 26-1 of the Municipal Code with Regard to Tobacco

Products, Smoking, and Electronic Smoking Devices.

The amended ordinance changes the legal age to purchase tobacco products, smoking, and electronic smoking devices from age 18 to 21 to comply with State law. **Approval is recommended.**

- 6. Finance and Administration Committee**
 - a. Discussion/action on April 2023 Administrative Services Report.**

Included in the packet is the April 2023 Administrative Services Report. Of significant note, the Spring Election was held with a 68% voter turnout. **Approval is recommended.**

- b. Discussion/action on 2024 Village Budget Schedule and Guidelines.**

Included in the packet are the 2023 Village Budget Schedule and Guidelines. The budget schedule is very similar to previous years and the initial phases of budget development have already begun. The Budget Guidelines are also attached and are a first step to assist staff with the priorities set forth by the Village Board for development of the annual budget. While it is anticipated some sort of shared revenue change will occur as part of the State budget, it does not appear the change will impact the Village budget until mid or late 2024. **Approval is recommended.**

- c. Discussion/acceptance of GFOA Distinguished Budget Presentation Award.**

This marks the sixteenth year the Village has been awarded the Government Finance Officers Distinguished Budget Presentation Award, and Bayside is one of roughly 40 communities in Wisconsin to receive this award. **Acceptance is recommended.**

- d. Discussion/acceptance of 2022 Village Audit.**

The 2022 Village Audit resulted in clean, unmodified opinion, the highest assurance by an Auditor for the fiscal year ending December 31, 2022. The financial statements are fairly presented in accordance with generally accepted accounting principles. All accounting principles have been applied consistently with prior years. All appropriate disclosures have been properly reflected in the financial statements. Overall, the Village experienced strong financial results with no new material weaknesses. The Finance and Administration Committee will review the 2022 audit in detail at their meeting on May 18 meeting. **Acceptance is recommended.**

- e. Discussion/action on Ordinance 23-740, An Ordinance to Repeal and Recreate Chapter 8 of the Municipal Code with Regard to Animals (Chickens and Bees).**

The proposed ordinance addresses one of the most frequently requested items by residents, allowing a limited number of beehives or chicken coops on residential properties.

Currently, many communities in the immediate area as well as across the country allow residents to keep chickens and bees in their yards. The enclosed ordinance is in many respects a model ordinance from surrounding communities and is adapted to meet the needs and standards of the Village.

By allowing residents to keep a small number of chickens and bees, the Village would be promoting self-sufficiency and encouraging a healthy lifestyle. This Ordinance would have

numerous benefits, including providing residents with fresh eggs and honey, reducing food waste, and promoting sustainability. Chickens and bees need to be cared for, and their waste can be used as fertilizer for gardens and lawns. Additionally, they can reduce food waste by eating scraps and leftovers that would otherwise be thrown away. At the same time, there may be concerns about noise and odor from the chickens. These concerns can be mitigated by placing reasonable restrictions on the number of chickens allowed (four), location, and requiring proper care and maintenance of the coop and yard. Proper screening and environmental protocols assist with the safety of beekeeping as well. Additionally, the enclosed permitting process would seek to address those concerns by including Architectural Review Committee review and approval of chicken coops as well as an annual permitting process for both chickens and bees.

Included in the packet is an application that each property would be required to submit along with site plans, maintenance/cleaning plans, and care plans to ensure responsible chicken and beekeeping practices. **Approval is recommended.**

f. Discussion/action on Ordinance 23-741, An Ordinance to Amend Section 104-76(e) of the Municipal Code with Regard to Exterior Lights That Flash or Move.

Currently, Village ordinance prohibits certain styles of outdoor lighting, including the popular café style lights and even some types of the landscape lighting. The proposed ordinance would amend the Village Code to allow for café style lights and landscape lighting to be permitted. The Ordinance would still prohibit moving or flashing lights on residential properties. **Approval is recommended.**

g. Discussion/approval of Village participation in 2023 Grow Solar Program.

Communities within the Milwaukee metropolitan region recently met with Midwest Renewable Energy Association (MREA), who desire to host a "Grow Solar" solar group-buy program for residents of the North Shore communities. MREA essentially facilitates a collective educating and purchasing effort to reduce the cost for residential solar alternatives. By bringing smaller solar array projects together, everyone participating gets a better rate for an actual solar array for their own particular home.

Being an active partner requires having someone who represents or serves the Village to participate in the Program Team that will meet for the duration of the program (approximately 6 months) to set up and publicize education events for the public. The Village also has the option of having the community representative sit on the RFP Advisory Committee. MREA will convene the Advisory Committee by phone/email for the RFP. MREA will issue the competitive RFP with input from the group then select the installer after the Advisory Committee helps vet the responses.

MREA will convene the Program Team to begin scheduling the educational sessions (Solar Power Hours). There will be weekly telephone calls, and the expectation of physically distributing posters and flyers and helping set up a few events in each area (i.e. secure a community room and a projector/screen). MREA will provide the speaker for the Power Hours and create a website and promotional materials. Interested homeowners can sign up to have the installer give an estimate. If the homeowner wants to proceed, they will need to commit by the specified end date and sign a contract with the installer.

Please note:

- MREA contract will be only with installer.
- No agreement/contract with the Village is needed.

- No liability for any community; the installer carries the liability and communities and MREA are held harmless.
- Participation has no cost to the Village, aside from staff time to assist in communicating the event.

The Village previously participated in this program. **Approval is recommended.**

h. Discussion/action on Resolution 23-09, a Resolution Amending Resolution 22-23 revising the Village Fee Schedule.

Proposed amendments to the Fee Schedule include the addition of the mailbox replacement program (previously approved), initial and annual chicken permits, and initial and annual beekeeping permits. **Approval is recommended.**

VI. VILLAGE PRESIDENT'S REPORT

VII. VILLAGE MANAGER'S REPORT

A. Presentation of 2023 Citizen Academy Survey Results.

The inaugural Bayside Citizens Academy was held over the past four months. Twelve residents completed 7 sessions and over 15 hours of presentation, tours, observation, and conversation about the Village. Specific sessions and content included:

- Week 1: General Government, History, Governance, Communications, Building Inspections
- Week 2: Police Department
- Week 3: Library and Health Department
- Week 4: Fire Department and EMS
- Week 5: Bayside Communications Center
- Week 6: Public Works
- Week 7: Elections, Licensing, Assessments, Property Taxes, Budgeting

Included in the packet are the survey results from the Academy. Overall, the comments were extremely positive, and participants gained a much greater understanding of the Village, its operations, and the dedicated team of public servants that work on behalf of the Village each day. We anticipate hosting the Academy again in 2024.

VIII. VILLAGE ATTORNEY'S REPORT

IX. MOTION TO ADJOURN TO CLOSED SESSION

- A.** Pursuant to Section 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons allow a Closed Session. (Teamsters Local 200 Police Union Negotiations) (Dispatching Services Agreement)
- B.** Pursuant to Section 19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Village Manager)

X. MOTION TO RECONVENE IN OPEN SESSION Pursuant to Section 19.85 (2)

XI. ADJOURNMENT

CERTIFICATE OF COMPLETION

This certificate is presented to

Elizabeth Colacino

*as a graduate of the inaugural class of the Bayside
Citizens Academy.*

Awarded May 18, 2023

Eido M. Walny, Village President
Village of Bayside

Andrew K. Pederson, Village Manager
Village of Bayside

CERTIFICATE OF COMPLETION

This certificate is presented to

Joe Colacino

*as a graduate of the inaugural class of the Bayside
Citizens Academy.*

Awarded May 18, 2023

Eido M. Walny, Village President
Village of Bayside

Andrew K. Pederson, Village Manager
Village of Bayside

CERTIFICATE OF COMPLETION

This certificate is presented to

Kathie Cowles

*as a graduate of the inaugural class of the Bayside
Citizens Academy.*

Awarded May 18, 2023

Eido M. Walny, Village President
Village of Bayside

Andrew K. Pederson, Village Manager
Village of Bayside

CERTIFICATE OF COMPLETION

This certificate is presented to

Penny Goldman

*as a graduate of the inaugural class of the Bayside
Citizens Academy.*

Awarded May 18, 2023

Eido M. Walny, Village President
Village of Bayside

Andrew K. Pederson, Village Manager
Village of Bayside

CERTIFICATE OF COMPLETION

This certificate is presented to

Terri Kendrick

*as a graduate of the inaugural class of the Bayside
Citizens Academy.*

Awarded May 18, 2023

Eido M. Walny, Village President
Village of Bayside

Andrew K. Pederson, Village Manager
Village of Bayside

CERTIFICATE OF COMPLETION

This certificate is presented to

Rosalie Leib

*as a graduate of the inaugural class of the Bayside
Citizens Academy.*

Awarded May 18, 2023

Eido M. Walny, Village President
Village of Bayside

Andrew K. Pederson, Village Manager
Village of Bayside

CERTIFICATE OF COMPLETION

This certificate is presented to

Mark McCormick

*as a graduate of the inaugural class of the Bayside
Citizens Academy.*

Awarded May 18, 2023

Eido M. Walny, Village President
Village of Bayside

Andrew K. Pederson, Village Manager
Village of Bayside

CERTIFICATE OF COMPLETION

This certificate is presented to

Abbie Nash

*as a graduate of the inaugural class of the Bayside
Citizens Academy.*

Awarded May 18, 2023

Eido M. Walny, Village President
Village of Bayside

Andrew K. Pederson, Village Manager
Village of Bayside

CERTIFICATE OF COMPLETION

This certificate is presented to

David Nash

*as a graduate of the inaugural class of the Bayside
Citizens Academy.*

Awarded May 18, 2023

Eido M. Walny, Village President
Village of Bayside

Andrew K. Pederson, Village Manager
Village of Bayside

CERTIFICATE OF COMPLETION

This certificate is presented to

Georgene Qureshi

*as a graduate of the inaugural class of the Bayside
Citizens Academy.*

Awarded May 18, 2023

Eido M. Walny, Village President
Village of Bayside

Andrew K. Pederson, Village Manager
Village of Bayside

CERTIFICATE OF COMPLETION

This certificate is presented to

Caryl Zaar

*as a graduate of the inaugural class of the Bayside
Citizens Academy.*

Awarded May 18, 2023

Eido M. Walny, Village President
Village of Bayside

Andrew K. Pederson, Village Manager
Village of Bayside

CERTIFICATE OF COMPLETION

This certificate is presented to

Dan Litzer

*as a graduate of the inaugural class of the Bayside
Citizens Academy.*

Awarded May 18, 2023

Eido M. Walny, Village President
Village of Bayside

Andrew K. Pederson, Village Manager
Village of Bayside

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 10 GENERAL FUND						
Account Category: Revenues						
TAXES						
10-00000-41100	PROPERTY TAXES	3,325,474.00	2,658,364.12	540,165.84	667,109.88	79.94
10-00000-41300	INTEREST ON DELINQUENT TAXES	12,000.00	13,487.12	1,293.43	(1,487.12)	112.39
10-00000-41500	PAYMENT IN LIEU OF TAXES	48,290.00	14,914.97	0.00	33,375.03	30.89
	TAXES	3,385,764.00	2,686,766.21	541,459.27	698,997.79	79.35
INTERGOVERNMENTAL						
10-00000-43210	COMMUNITY DEVELOPMENT BLOCK GR	5,998.00	0.00	0.00	5,998.00	0.00
10-00000-43225	PUBLIC SAFETY COMMUNICATION AD	102,421.00	102,421.00	0.00	0.00	100.00
10-00000-43235	NORTH SHORE LIBRARY REVENUE	19,812.00	19,811.86	0.00	0.14	100.00
10-00000-43240	TID ADMINISTRATION	15,000.00	15,000.00	0.00	0.00	100.00
10-00000-43410	STATE SHARED REVENUES	60,298.00	0.00	0.00	60,298.00	0.00
10-00000-43415	VIDEO SERVICE PROVIDER AID	14,470.00	0.00	0.00	14,470.00	0.00
10-00000-43510	RECYCLING GRANT	25,704.00	0.00	0.00	25,704.00	0.00
10-00000-43523	PUBLIC SAFETY GRANT	26,000.00	2,899.27	2,899.27	23,100.73	11.15
10-00000-43530	EXEMPT COMPUTER AID	15,160.00	0.00	0.00	15,160.00	0.00
10-00000-43535	PERSONAL PROPERTY AID	1,738.00	0.00	0.00	1,738.00	0.00
10-00000-43540	STATE TRANSPORTATION AIDS	415,180.00	186,313.60	93,156.80	228,866.40	44.88
10-00000-43545	ST 32 HIGHWAY AIDS	17,013.00	8,517.30	4,258.65	8,495.70	50.06
10-00000-43600	EXPENDITURE RESTRAINT	78,786.00	0.00	0.00	78,786.00	0.00
	INTERGOVERNMENTAL	797,580.00	334,963.03	100,314.72	462,616.97	42.00
LICENSES & PERMITS						
10-00000-44100	OPERATORS LICENSE	900.00	550.00	495.00	350.00	61.11
10-00000-44120	LIQUOR LICENSE	2,880.00	1,800.00	1,580.00	1,080.00	62.50
10-00000-44140	CIGARETTE LICENSE	300.00	100.00	100.00	200.00	33.33
10-00000-44220	ANIMAL LICENSES	1,300.00	958.52	24.00	341.48	73.73
10-00000-44300	CABLE FRANCHISE FEES	60,000.00	0.00	0.00	60,000.00	0.00
10-00000-44415	ARC APPLICATION FEES	2,500.00	1,750.00	600.00	750.00	70.00
10-00000-44420	OCCUPANCY PERMITS	750.00	400.00	0.00	350.00	53.33
10-00000-44435	TRANSIENT MERCHANT PERMIT	100.00	0.00	0.00	100.00	0.00
10-00000-44460	BUILDING PERMITS	95,000.00	54,351.41	8,516.38	40,648.59	57.21
10-00000-44480	VACANT PROPERTY FEE	1,000.00	500.00	0.00	500.00	50.00
10-00000-44495	EXCAVATION/RIGHT OF WAY/PRIVLE	10,000.00	6,600.00	850.00	3,400.00	66.00
10-00000-44510	CULVERT & IMPERVIOUS PERMITS	0.00	100.00	100.00	(100.00)	100.00
10-00000-44525	FILL PERMIT	0.00	570.00	570.00	(570.00)	100.00
10-00000-44530	RUMMAGE SALE PERMITS	200.00	30.00	30.00	170.00	15.00
10-00000-44535	DUMPSTER PERMITS	3,000.00	1,360.00	800.00	1,640.00	45.33
10-00000-44540	SIGN PERMITS	200.00	300.00	60.00	(100.00)	150.00
10-00000-44550	CONDITIONAL USE APPLICATION	600.00	300.00	0.00	300.00	50.00
10-00000-44555	BOARD OF ZONING APPEALS FEES	500.00	0.00	0.00	500.00	0.00
10-00000-44570	SPECIAL EVENT PERMITS	50.00	0.00	0.00	50.00	0.00
	LICENSES & PERMITS	179,280.00	69,669.93	13,725.38	109,610.07	38.86
FINES & FORFEITURES						
10-00000-45100	FINES & FORFEITURES-NSMC	35,000.00	11,762.03	4,889.01	23,237.97	33.61
10-00000-45105	FINES & FORFEITURES-BAYSIDE SD	10,000.00	2,928.07	973.89	7,071.93	29.28
10-00000-45125	NOTARY/FINGER	100.00	25.00	0.00	75.00	25.00
	FINES & FORFEITURES	45,100.00	14,715.10	5,862.90	30,384.90	32.63

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 10 GENERAL FUND						
Account Category: Revenues						
PUBLIC CHARGES FOR SERVIC						
10-00000-46110	PROPERTY STATUS REVENUE	4,000.00	1,000.00	150.00	3,000.00	25.00
10-00000-46120	PUBLICATION FEES	200.00	100.00	100.00	100.00	50.00
10-00000-46125	LEGAL SERVICE INVOICING	0.00	25,644.55	7,805.15	(25,644.55)	100.00
10-00000-46130	DATA SALES	250.00	50.00	50.00	200.00	20.00
10-00000-46310	SPECIAL PICKUPS	6,500.00	2,570.00	1,040.00	3,930.00	39.54
10-00000-46315	MULCH DELIVERIES	6,000.00	2,645.00	2,545.00	3,355.00	44.08
10-00000-46400	EQUIPMENT RENTAL- SEWER FUND	20,600.00	20,000.00	0.00	600.00	97.09
10-00000-46415	EQUIPMENT RENTAL- STORMWATER F	20,600.00	20,000.00	0.00	600.00	97.09
10-00000-46710	PARK FACILITY RENTAL & PROGRAM	1,200.00	2,631.00	1,695.00	(1,431.00)	219.25
10-00000-46715	PUBLIC WORKS SERVICE REVENUE	3,000.00	1,367.90	200.00	1,632.10	45.60
	PUBLIC CHARGES FOR SERVIC	62,350.00	76,008.45	13,585.15	(13,658.45)	121.91
MISC REVENUE						
10-00000-48100	INTEREST	60,000.00	194,935.11	40,498.73	(134,935.11)	324.89
10-00000-48120	REALIZED/UNREALIZED GAIN/LOSS	0.00	24,674.20	(5,850.80)	(24,674.20)	100.00
10-00000-48200	MISCELLANEOUS REVENUE	500.00	250.85	(32.65)	249.15	50.17
10-00000-48210	COPIES	500.00	633.43	18.50	(133.43)	126.69
10-00000-48220	FALSE ALARM FEES	2,500.00	(364.50)	0.00	2,864.50	(14.58)
10-00000-48230	RECYCLING PROCEEDS	15,000.00	445.93	111.84	14,554.07	2.97
10-00000-48240	CREDIT CARD REVENUE	7,000.00	1,088.64	0.00	5,911.36	15.55
10-00000-48260	INSURANCE AWARDS/DIVIDENDS	0.00	9,098.00	0.00	(9,098.00)	100.00
10-00000-48310	EQUIPMENT SALE PROCEEDS	1,000.00	4,060.50	2,885.50	(3,060.50)	406.05
10-00000-48500	DONATIONS	8,000.00	4,000.25	4,000.25	3,999.75	50.00
	MISC REVENUE	94,500.00	238,822.41	41,631.37	(144,322.41)	252.72
	Revenues	4,564,574.00	3,420,945.13	716,578.79	1,143,628.87	74.95
Account Category: Expenditures						
GENERAL GOVERNMENT						
10-51000-51100	WAGES FT	319,365.00	62,743.62	22,160.90	256,621.38	19.65
10-51000-51170	HEALTH INSURANCE BUYOUT	1,200.00	571.38	166.65	628.62	47.62
10-51000-51190	DENTAL INSURANCE BUYOUT	147.00	38.78	11.31	108.22	26.38
10-51000-51200	TRUSTEE WAGES	8,400.00	2,800.00	700.00	5,600.00	33.33
10-51000-51250	ELECTION WAGES	3,400.00	3,452.75	1,637.75	(52.75)	101.55
10-51000-51300	ELECTIONS SUPPLIES	2,535.00	2,474.69	496.76	60.31	97.62
10-51000-51500	WISCONSIN RETIREMENT SYSTEM	26,506.00	5,626.56	1,506.95	20,879.44	21.23
10-51000-51510	SOCIAL SECURITY	25,437.00	6,375.85	1,704.61	19,061.15	25.07
10-51000-51520	LIFE INSURANCE	478.00	182.72	33.60	295.28	38.23
10-51000-51530	HEALTH INSURANCE	45,644.00	11,287.64	2,173.54	34,356.36	24.73
10-51000-51540	DENTAL INSURANCE	881.00	244.02	52.77	636.98	27.70
10-51000-51800	RECRUITMENT	100.00	59.90	29.95	40.10	59.90
10-51000-52100	CONTRACTUAL SERVICES	26,099.00	21,930.57	8,345.87	4,168.43	84.03
10-51000-52110	LEGAL COUNSEL - CONTRACTED	61,809.00	28,368.84	10,641.28	33,440.16	45.90
10-51000-52130	LEGAL COUNSEL-PERSONNEL	0.00	942.50	0.00	(942.50)	100.00
10-51000-52140	AUDIT SERVICES	19,313.00	15,192.62	14,128.91	4,120.38	78.67
10-51000-52170	PUBLIC HEALTH SERVICES	30,522.00	15,261.00	0.00	15,261.00	50.00
10-51000-52190	ASSESSOR SERVICES	24,900.00	21,165.00	16,185.00	3,735.00	85.00
10-51000-52210	TELECOMMUNICATIONS	1,872.00	640.49	159.23	1,231.51	34.21
10-51000-52250	COMPUTER SUPPORT	1,000.00	0.00	0.00	1,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 10 GENERAL FUND						
Account Category: Expenditures						
GENERAL GOVERNMENT						
10-51000-52260	BENEFIT ADMINISTRATIVE FEES	2,600.00	0.00	0.00	2,600.00	0.00
10-51000-52300	MATERIALS & SUPPLIES	2,700.00	397.28	74.47	2,302.72	14.71
10-51000-52380	FINANCIAL ADVISING SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
10-51000-53000	ADMINISTRATIVE	1,200.00	0.00	0.00	1,200.00	0.00
10-51000-53100	OFFICE SUPPLIES	4,000.00	472.80	299.65	3,527.20	11.82
10-51000-53110	POSTAGE	5,500.00	265.58	0.00	5,234.42	4.83
10-51000-53210	DUES & SUBSCRIPTIONS	6,373.00	3,926.05	0.00	2,446.95	61.60
10-51000-53220	TRAINING, SAFETY & CERTS	9,255.00	1,850.06	125.00	7,404.94	19.99
10-51000-53240	PUBLICATIONS/PRINTING	400.00	0.00	0.00	400.00	0.00
10-51000-55000	CONTINGENCY	74,022.00	0.00	0.00	74,022.00	0.00
10-51000-55100	GENERAL LIABILITY	39,198.00	36,732.33	0.00	2,465.67	93.71
10-51000-55110	AUTO LIABILITY	5,345.00	5,345.00	0.00	0.00	100.00
10-51000-55120	BOILER INSURANCE	854.00	0.00	0.00	854.00	0.00
10-51000-55130	WORKERS COMPENSATION	29,179.00	17,615.50	0.00	11,563.50	60.37
10-51000-55150	COMMERCIAL CRIME POLICY	210.00	210.00	0.00	0.00	100.00
10-51000-55160	PROPERTY INSURANCE	7,836.00	8,321.28	0.00	(485.28)	106.19
10-51000-55170	PUBLIC OFFICIAL BONDS	7,615.00	0.00	0.00	7,615.00	0.00
10-51000-55910	MUNICIPAL CODE	2,658.00	0.00	0.00	2,658.00	0.00
GENERAL GOVERNMENT		801,553.00	274,494.81	80,634.20	527,058.19	34.25
POLICE						
10-52100-51100	WAGES FT	1,129,242.00	306,453.71	82,539.09	822,788.29	27.14
10-52100-51110	OVERTIME	28,000.00	12,698.64	4,186.45	15,301.36	45.35
10-52100-51150	GRANT OVERTIME	26,000.00	4,031.45	874.82	21,968.55	15.51
10-52100-51160	HOLIDAY PAY	37,340.00	1,904.62	387.98	35,435.38	5.10
10-52100-51170	HEALTH INSURANCE BUYOUT	12,600.00	0.00	0.00	12,600.00	0.00
10-52100-51180	SHIFT DIFFERENTIAL PAY	4,500.00	820.00	210.00	3,680.00	18.22
10-52100-51500	WISCONSIN RETIREMENT SYSTEM	157,315.00	42,981.25	11,560.13	114,333.75	27.32
10-52100-51510	SOCIAL SECURITY	93,740.00	24,379.14	6,550.40	69,360.86	26.01
10-52100-51520	LIFE INSURANCE	1,111.00	458.47	95.14	652.53	41.27
10-52100-51530	HEALTH INSURANCE	163,527.00	50,678.82	10,176.60	112,848.18	30.99
10-52100-51540	DENTAL INSURANCE	4,263.00	979.30	201.28	3,283.70	22.97
10-52100-52090	HOUSE OF CORRECTION FEES	300.00	0.00	0.00	300.00	0.00
10-52100-52100	CONTRACTUAL SERVICES	30,274.00	8,361.13	2,377.57	21,912.87	27.62
10-52100-52110	LEGAL COUNSEL-CONTRACTED	24,723.00	8,655.99	3,710.33	16,067.01	35.01
10-52100-52130	LEGAL COUNSEL-PERSONNEL	1,000.00	0.00	0.00	1,000.00	0.00
10-52100-52150	MADACC	1,633.00	816.76	408.38	816.24	50.02
10-52100-52210	TELECOMMUNICATIONS	7,483.00	3,221.26	561.26	4,261.74	43.05
10-52100-52250	COMPUTER SUPPORT SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
10-52100-52300	MATERIALS & SUPPLIES	7,500.00	3,270.46	320.67	4,229.54	43.61
10-52100-52310	FLEET MAINTENANCE	7,000.00	483.47	0.00	6,516.53	6.91
10-52100-53100	OFFICE SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
10-52100-53110	POSTAGE	800.00	0.00	0.00	800.00	0.00
10-52100-53210	DUES & SUBSCRIPTIONS	1,100.00	285.00	0.00	815.00	25.91
10-52100-53220	TRAINING, SAFETY & CERTIFICATI	6,500.00	3,355.14	260.14	3,144.86	51.62
10-52100-53230	AMMUNITION	4,000.00	0.00	0.00	4,000.00	0.00
10-52100-53300	UNIFORM SUPPLIES	7,475.00	3,266.62	0.00	4,208.38	43.70
10-52100-53400	FUEL MAINTENANCE	21,000.00	5,957.12	1,595.50	15,042.88	28.37

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

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GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 10 GENERAL FUND						
Account Category: Expenditures						
POLICE						
10-52100-53900	EMPLOYEE RECOGNITION	100.00	0.00	0.00	100.00	0.00
	POLICE	1,784,526.00	483,058.35	126,015.74	1,301,467.65	27.07
NORTH SHORE FIRE DEPT						
10-52200-52240	NORTH SHORE FIRE DEPARTMENT	893,225.00	446,612.00	0.00	446,613.00	50.00
	NORTH SHORE FIRE DEPT	893,225.00	446,612.00	0.00	446,613.00	50.00
BUILDING INSPECTION						
10-52400-51100	WAGES FT	20,000.00	20,000.00	0.00	0.00	100.00
10-52400-52500	BUILDING INSPECTIONS	52,250.00	21,125.03	17,745.57	31,124.97	40.43
	BUILDING INSPECTION	72,250.00	41,125.03	17,745.57	31,124.97	56.92
DEPT OF PUBLIC WORKS						
10-53000-51100	WAGES FT	305,444.00	87,156.38	19,113.00	218,287.62	28.53
10-53000-51110	OVERTIME	4,050.00	3,897.71	1,196.03	152.29	96.24
10-53000-51120	WAGES PT	14,400.00	0.00	0.00	14,400.00	0.00
10-53000-51170	HEALTH INSURANCE BUYOUT	1,300.00	811.61	257.55	488.39	62.43
10-53000-51190	DENTAL INSURANCE BUYOUT	118.00	56.64	18.88	61.36	48.00
10-53000-51500	WISCONSIN RETIREMENT SYSTEM	19,649.00	6,072.36	1,358.58	13,576.64	30.90
10-53000-51510	SOCIAL SECURITY	24,537.00	6,664.88	1,488.80	17,872.12	27.16
10-53000-51520	LIFE INSURANCE	495.00	198.69	44.00	296.31	40.14
10-53000-51530	HEALTH INSURANCE	72,437.00	28,703.31	6,068.07	43,733.69	39.63
10-53000-51540	DENTAL INSURANCE	1,641.00	538.73	131.20	1,102.27	32.83
10-53000-52000	FACILITY MAINTENANCE & SUPPLIE	23,311.00	5,938.70	462.19	17,372.30	25.48
10-53000-52010	CLEANING & JANITORIAL SERVICES	11,640.00	4,117.73	2,256.53	7,522.27	35.38
10-53000-52020	HVAC MAINTENANCE	5,627.00	0.00	0.00	5,627.00	0.00
10-53000-52100	CONTRACTUAL SERVICES	40,847.00	5,550.37	4,836.45	35,296.63	13.59
10-53000-52160	ENGINEERING	11,600.00	12,476.67	3,246.67	(876.67)	107.56
10-53000-52200	UTILITIES	43,640.00	15,739.68	4,601.33	27,900.32	36.07
10-53000-52210	TELECOMMUNICATIONS	768.00	712.92	57.90	55.08	92.83
10-53000-52300	MATERIALS & SUPPLIES	7,250.00	4,104.34	1,295.69	3,145.66	56.61
10-53000-52310	FLEET MAINTENANCE	40,000.00	16,621.20	3,733.70	23,378.80	41.55
10-53000-52330	TOOLS	2,000.00	645.80	(179.75)	1,354.20	32.29
10-53000-53100	OFFICE SUPPLIES	150.00	27.83	17.94	122.17	18.55
10-53000-53210	DUES & SUBSCRIPTIONS	522.00	461.00	0.00	61.00	88.31
10-53000-53220	TRAINING, SAFETY & CERTIFICATI	1,950.00	400.00	0.00	1,550.00	20.51
10-53000-53300	UNIFORM SUPPLIES	1,900.00	150.00	0.00	1,750.00	7.89
10-53000-53340	WINTER OPERATIONS	40,033.00	29,714.26	27,080.48	10,318.74	74.22
10-53000-53400	FUEL MAINTENANCE	36,000.00	12,711.01	2,959.93	23,288.99	35.31
10-53000-53500	EQUIPMENT REPLACEMENT	500.00	359.99	359.99	140.01	72.00
10-53000-53600	EQUIPMENT RENTAL	7,450.00	5,700.00	0.00	1,750.00	76.51
10-53000-53700	TIPPING FEES	75,000.00	13,034.23	4,218.26	61,965.77	17.38
10-53000-53770	YARD WASTE TUB GRINDING	11,000.00	0.00	0.00	11,000.00	0.00
10-53000-53900	PUBLIC RELATIONS	100.00	0.00	0.00	100.00	0.00
10-53000-54000	STREET MAINTENANCE	9,890.00	0.00	0.00	9,890.00	0.00
10-53000-54500	SIGNAGE	3,500.00	485.92	22.90	3,014.08	13.88
10-53000-54600	FORESTRY & LANDSCAPING	6,750.00	0.00	0.00	6,750.00	0.00
	DEPT OF PUBLIC WORKS	825,499.00	263,051.96	84,646.32	562,447.04	31.87

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

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GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 10 GENERAL FUND						
Account Category: Expenditures						
NORTH SHORE LIBRARY						
10-55100-52270	NORTH SHORE LIBRARY	165,773.00	168,243.35	0.00	(2,470.35)	101.49
	NORTH SHORE LIBRARY	165,773.00	168,243.35	0.00	(2,470.35)	101.49
PARKS						
10-55200-51100	WAGES FT	5,600.00	1,485.71	400.00	4,114.29	26.53
10-55200-51510	SOCIAL SECURITY	398.00	113.65	30.60	284.35	28.56
10-55200-52300	MATERIALS & SUPPLIES	750.00	0.00	0.00	750.00	0.00
10-55200-52350	COMMUNITY EVENTS	15,000.00	1,084.43	675.00	13,915.57	7.23
	PARKS	21,748.00	2,683.79	1,105.60	19,064.21	12.34
	Expenditures	4,564,574.00	1,679,269.29	310,147.43	2,885,304.71	36.79
Fund 10 - GENERAL FUND:						
	TOTAL REVENUES	4,564,574.00	3,420,945.13	716,578.79	1,143,628.87	
	TOTAL EXPENDITURES	4,564,574.00	1,679,269.29	310,147.43	2,885,304.71	
	NET OF REVENUES & EXPENDITURES:	0.00	1,741,675.84	406,431.36	(1,741,675.84)	
	BEG. FUND BALANCE	1,614,328.23	1,614,328.23			
	END FUND BALANCE	1,614,328.23	3,356,004.07			

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GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 20 SANITARY SEWER FUND						
Account Category: Revenues						
PUBLIC CHARGES FOR SERVIC						
20-00000-46410	RESIDENTIAL SEWER	828,800.00	812,304.74	0.00	16,495.26	98.01
20-00000-46420	COMMERCIAL SEWER	80,500.00	37,489.94	37,489.40	43,010.06	46.57
20-00000-46425	POLICE LEASE REVENUE	5,498.00	5,498.00	0.00	0.00	100.00
	PUBLIC CHARGES FOR SERVIC	914,798.00	855,292.68	37,489.40	59,505.32	93.50
MISC REVENUE						
20-00000-48100	INTEREST	200.00	816.39	205.36	(616.39)	408.20
	MISC REVENUE	200.00	816.39	205.36	(616.39)	408.20
	Revenues	914,998.00	856,109.07	37,694.76	58,888.93	93.56
Account Category: Expenditures						
GENERAL SEWER						
20-51000-51100	WAGES FT	138,738.00	26,252.22	6,766.82	112,485.78	18.92
20-51000-51110	OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
20-51000-51170	HEALTH INSURANCE BUYOUT	750.00	142.84	41.66	607.16	19.05
20-51000-51190	DENTAL INSURANCE BUYOUT	81.00	12.92	3.77	68.08	15.95
20-51000-51500	WISCONSIN RETIREMENT SYSTEM	9,434.00	1,774.52	457.04	7,659.48	18.81
20-51000-51510	SOCIAL SECURITY	10,613.00	1,968.32	508.69	8,644.68	18.55
20-51000-51520	LIFE INSURANCE	259.00	53.82	10.09	205.18	20.78
20-51000-51530	HEALTH INSURANCE	26,185.00	3,773.42	434.52	22,411.58	14.41
20-51000-51540	DENTAL INSURANCE	448.00	75.10	10.16	372.90	16.76
20-51000-52100	CONTRACTUAL SERVICES	278,180.00	86,811.66	78,388.55	191,368.34	31.21
20-51000-52140	AUDIT SERVICES	3,604.00	2,804.47	2,632.57	799.53	77.82
20-51000-52160	ENGINEERING	81,600.00	28,411.67	18,259.16	53,188.33	34.82
20-51000-52200	UTILITIES	8,500.00	1,610.94	705.68	6,889.06	18.95
20-51000-52210	TELECOMMUNICATIONS	120.00	55.57	16.19	64.43	46.31
20-51000-52260	BENEFIT ADMINISTRATIVE FEES	43.00	43.00	0.00	0.00	100.00
20-51000-52300	MATERIALS & SUPPLIES	1,750.00	225.15	225.15	1,524.85	12.87
20-51000-52310	FLEET MAINTENANCE	2,000.00	411.50	355.39	1,588.50	20.58
20-51000-52320	LIFT STATION MAINTENANCE	14,200.00	0.00	0.00	14,200.00	0.00
20-51000-52340	DIGGERS HOTLINE	2,150.00	881.60	0.00	1,268.40	41.00
20-51000-53110	POSTAGE	400.00	0.00	0.00	400.00	0.00
20-51000-53220	TRAINING, SAFETY & CERTIFICATI	2,000.00	90.00	90.00	1,910.00	4.50
20-51000-53400	FUEL MAINTENANCE	4,000.00	0.00	0.00	4,000.00	0.00
20-51000-53500	EQUIPMENT REPLACEMENT	1,750.00	1,285.00	500.00	465.00	73.43
20-51000-53600	EQUIPMENT RENTAL-GENERAL FUND	20,600.00	20,000.00	0.00	600.00	97.09
20-51000-55100	GENERAL LIABILITY INSURANCE	1,726.00	1,726.00	0.00	0.00	100.00
20-51000-55130	WORKERS COMPENSATION	2,272.00	1,136.00	0.00	1,136.00	50.00
20-51000-55150	COMMERCIAL CRIME POLICY	14.00	14.00	0.00	0.00	100.00
20-51000-55160	PROPERTY INSURANCE	3,012.00	3,215.04	0.00	(203.04)	106.74
20-51000-58010	CAPITAL PROJECTS	728,300.00	80,693.53	49,555.53	647,606.47	11.08
	GENERAL SEWER	1,343,729.00	263,468.29	158,960.97	1,080,260.71	19.61
DEPRECIATION						
20-53000-57000	DEPRECIATION	225,000.00	0.00	0.00	225,000.00	0.00
	DEPRECIATION	225,000.00	0.00	0.00	225,000.00	0.00
DEBT						
20-58100-56170	PRINCIPAL REDEMPTION - CWFL	84,673.00	0.00	0.00	84,673.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 20 SANITARY SEWER FUND						
Account Category: Expenditures						
DEBT						
20-58100-56180	PRINCIPAL REDEMPTION - BOND	185,000.00	0.00	0.00	185,000.00	0.00
20-58100-56210	INTEREST - BOND	53,509.00	12,058.75	0.00	41,450.25	22.54
20-58100-56260	INTEREST-CLEAN WATER FUND LOAN	3,484.00	0.00	0.00	3,484.00	0.00
	DEBT	326,666.00	12,058.75	0.00	314,607.25	3.69
	Expenditures	1,895,395.00	275,527.04	158,960.97	1,619,867.96	14.54
Fund 20 - SANITARY SEWER FUND:						
	TOTAL REVENUES	914,998.00	856,109.07	37,694.76	58,888.93	
	TOTAL EXPENDITURES	1,895,395.00	275,527.04	158,960.97	1,619,867.96	
	NET OF REVENUES & EXPENDITURES:	(980,397.00)	580,582.03	(121,266.21)	(1,560,979.03)	
	BEG. FUND BALANCE	2,808,872.16	2,808,872.16			
	END FUND BALANCE	1,828,475.16	3,389,454.19			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 22 STORMWATER UTILITY FUND						
Account Category: Revenues						
INTERGOVERNMENTAL						
22-00000-43210	INTERGOVERNMENTAL GRANTS	98,652.00	0.00	0.00	98,652.00	0.00
	INTERGOVERNMENTAL	98,652.00	0.00	0.00	98,652.00	0.00
PUBLIC CHARGES FOR SERVIC						
22-00000-46405	RESIDENTIAL STORMWATER	408,543.00	408,068.69	0.00	474.31	99.88
22-00000-46425	COMMERCIAL STORMWATER	154,000.00	38,759.38	38,742.64	115,240.62	25.17
22-00000-46430	RIGHT-OF-WAY MANAGEMENT	15,000.00	9,100.00	8,700.00	5,900.00	60.67
	PUBLIC CHARGES FOR SERVIC	577,543.00	455,928.07	47,442.64	121,614.93	78.94
	Revenues	676,195.00	455,928.07	47,442.64	220,266.93	67.43
Account Category: Expenditures						
DEPT OF PUBLIC WORKS						
22-53000-51100	WAGES FT	144,536.00	34,678.69	13,767.38	109,857.31	23.99
22-53000-51110	OVERTIME	950.00	0.00	0.00	950.00	0.00
22-53000-51170	HEALTH INSURANCE BUYOUT	750.00	142.91	41.69	607.09	19.05
22-53000-51190	DENTAL INSURANCE BUYOUT	81.00	13.03	3.80	67.97	16.09
22-53000-51500	WISCONSIN RETIREMENT SYSTEM	9,828.00	2,351.80	934.31	7,476.20	23.93
22-53000-51510	SOCIAL SECURITY	11,057.00	2,579.44	1,018.65	8,477.56	23.33
22-53000-51520	LIFE INSURANCE	262.00	53.30	12.60	208.70	20.34
22-53000-51530	HEALTH INSURANCE	25,103.00	5,051.91	970.31	20,051.09	20.12
22-53000-51540	DENTAL INSURANCE	512.00	107.70	21.74	404.30	21.04
22-53000-52100	CONTRACTUAL SERVICES	9,541.00	1,163.79	460.20	8,377.21	12.20
22-53000-52140	AUDIT SERVICES	1,692.00	1,316.63	1,235.93	375.37	77.82
22-53000-52160	ENGINEERING	46,000.00	3,866.66	966.67	42,133.34	8.41
22-53000-52200	UTILITY EXPENSES	2,500.00	703.32	366.36	1,796.68	28.13
22-53000-52210	TELECOMMUNICATIONS	100.00	0.00	0.00	100.00	0.00
22-53000-52260	BENEFIT ADMINISTRATIVE FEES	43.00	43.00	0.00	0.00	100.00
22-53000-52300	MATERIALS & SUPPLIES	2,300.00	675.12	225.15	1,624.88	29.35
22-53000-52320	LIFT STATION MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00
22-53000-52380	FINANCIAL ADVISING SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
22-53000-53220	TRAINING, SAFETY & CERTIFICATI	1,000.00	0.00	0.00	1,000.00	0.00
22-53000-53270	CULVERT MATERIALS	40,000.00	0.00	0.00	40,000.00	0.00
22-53000-53280	LANDSCAPING MATERIALS	42,606.00	3,644.00	3,644.00	38,962.00	8.55
22-53000-53290	EXCAVATION AND DISPOSAL	15,000.00	0.00	0.00	15,000.00	0.00
22-53000-53400	FUEL MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
22-53000-53500	EQUIPMENT REPLACEMENT	104,300.00	100,483.99	100,483.99	3,816.01	96.34
22-53000-53600	EQUIPMENT RENTAL	20,600.00	20,000.00	0.00	600.00	97.09
22-53000-55100	GENERAL LIABILITY INSURANCE	4,625.00	4,625.00	0.00	0.00	100.00
22-53000-55130	WORKERS COMPENSATION	2,272.00	1,136.00	0.00	1,136.00	50.00
22-53000-55150	COMMERCIAL CRIME POLICY	14.00	14.00	0.00	0.00	100.00
22-53000-55160	PROPERTY INSURANCE	2,925.00	3,025.92	0.00	(100.92)	103.45
	DEPT OF PUBLIC WORKS	497,597.00	185,676.21	124,152.78	311,920.79	37.31
TRANS TO OTHER FUND						
22-59200-59000	ADMINISTRATIVE/TRANSFER TO	73,598.00	73,598.00	0.00	0.00	100.00
	TRANS TO OTHER FUND	73,598.00	73,598.00	0.00	0.00	100.00
CAPITAL PROJECTS						
22-53000-58010	CAPITAL PROJECTS	105,000.00	27,477.93	3,655.01	77,522.07	26.17

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 22 STORMWATER UTILITY FUND						
Account Category: Expenditures						
CAPITAL PROJECTS						
	CAPITAL PROJECTS	105,000.00	27,477.93	3,655.01	77,522.07	26.17
	Expenditures	676,195.00	286,752.14	127,807.79	389,442.86	42.41
Fund 22 - STORMWATER UTILITY FUND:						
	TOTAL REVENUES	676,195.00	455,928.07	47,442.64	220,266.93	
	TOTAL EXPENDITURES	676,195.00	286,752.14	127,807.79	389,442.86	
	NET OF REVENUES & EXPENDITURES:	0.00	169,175.93	(80,365.15)	(169,175.93)	
	BEG. FUND BALANCE	1,164,697.73	1,164,697.73			
	END FUND BALANCE	1,164,697.73	1,333,873.66			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

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GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 23 COMM DEVELOPMENT AUTHORITY						
Account Category: Revenues						
MISC REVENUE						
23-00000-48200	MISCELLANEOUS REVENUE	111,000.00	5,448.69	1,298.00	105,551.31	4.91
	MISC REVENUE	111,000.00	5,448.69	1,298.00	105,551.31	4.91
	Revenues	111,000.00	5,448.69	1,298.00	105,551.31	4.91
Account Category: Expenditures						
GENERAL GOVERNMENT						
23-51000-52300	PROFESSIONAL SERVICES	150,000.00	14,415.69	5,425.50	135,584.31	9.61
	GENERAL GOVERNMENT	150,000.00	14,415.69	5,425.50	135,584.31	9.61
TRANS TO OTHER FUND						
23-59210-59000	TRANSFER OUT	15,000.00	15,000.00	0.00	0.00	100.00
	TRANS TO OTHER FUND	15,000.00	15,000.00	0.00	0.00	100.00
	Expenditures	165,000.00	29,415.69	5,425.50	135,584.31	17.83
Fund 23 - COMM DEVELOPMENT AUTHORITY:						
	TOTAL REVENUES	111,000.00	5,448.69	1,298.00	105,551.31	
	TOTAL EXPENDITURES	165,000.00	29,415.69	5,425.50	135,584.31	
	NET OF REVENUES & EXPENDITURES:	(54,000.00)	(23,967.00)	(4,127.50)	(30,033.00)	
	BEG. FUND BALANCE	0.00	0.00			
	END FUND BALANCE	(54,000.00)	(23,967.00)			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 26 PUBLIC SAFETY COMMUNICATIONS						
Account Category: Revenues						
TAXES						
26-00000-41100	PROPERTY TAXES	313,023.00	313,023.00	0.00	0.00	100.00
	TAXES	313,023.00	313,023.00	0.00	0.00	100.00
INTERGOVERNMENTAL						
26-00000-46220	INTERGOVERNMENTAL REVENUE	422,796.00	235,356.32	53,525.00	187,439.68	55.67
26-00000-47130	CONTRACT REVENUE	2,191,160.00	1,095,581.00	547,790.50	1,095,579.00	50.00
	INTERGOVERNMENTAL	2,613,956.00	1,330,937.32	601,315.50	1,283,018.68	50.92
MISC REVENUE						
26-00000-48100	CONSOLIDATED SERVICE BILLINGS	70,308.00	37,582.74	3,607.02	32,725.26	53.45
	MISC REVENUE	70,308.00	37,582.74	3,607.02	32,725.26	53.45
	Revenues	2,997,287.00	1,681,543.06	604,922.52	1,315,743.94	56.10
Account Category: Expenditures						
PUBLIC SAFETY COMM						
26-51000-51100	WAGES FT	1,671,481.00	435,298.65	117,706.66	1,236,182.35	26.04
26-51000-51110	OVERTIME	40,800.00	37,337.62	8,640.97	3,462.38	91.51
26-51000-51160	HOLIDAY PAY	31,541.00	4,208.15	1,502.16	27,332.85	13.34
26-51000-51170	HEALTH INSURANCE BUYOUT	4,500.00	1,202.35	291.66	3,297.65	26.72
26-51000-51190	DENTAL INSURANCE BUYOUT	381.00	83.07	18.88	297.93	21.80
26-51000-51500	WISCONSIN RETIREMENT SYSTEM	113,660.00	32,425.53	8,693.81	81,234.47	28.53
26-51000-51510	SOCIAL SECURITY	127,868.00	34,806.49	9,320.27	93,061.51	27.22
26-51000-51520	LIFE INSURANCE	2,735.00	930.56	178.31	1,804.44	34.02
26-51000-51530	HEALTH INSURANCE	368,745.00	117,975.22	23,027.40	250,769.78	31.99
26-51000-51540	DENTAL INSURANCE	9,099.00	2,411.41	506.39	6,687.59	26.50
26-51000-51800	RECRUITMENT	2,500.00	879.13	67.45	1,620.87	35.17
26-51000-52000	FACILITY MAINTENANCE & SUPPLIE	29,133.00	4,720.22	0.00	24,412.78	16.20
26-51000-52010	CLEANING & JANITORIAL SERVICES	11,659.00	5,220.37	2,532.19	6,438.63	44.78
26-51000-52100	CONTRACTUAL SERVICES	9,819.00	5,231.85	19.07	4,587.15	53.28
26-51000-52130	LEGAL COUNSEL-PERSONNEL	1,000.00	0.00	0.00	1,000.00	0.00
26-51000-52140	AUDIT SERVICES	1,692.00	1,316.63	1,235.93	375.37	77.82
26-51000-52200	UTILITIES	26,480.00	8,035.02	2,608.58	18,444.98	30.34
26-51000-52210	TELECOMMUNICATIONS	148,690.00	19,611.84	1,593.71	129,078.16	13.19
26-51000-52250	COMPUTER SUPPORT SERVICES	3,500.00	153.74	0.00	3,346.26	4.39
26-51000-52260	BENEFIT ADMINISTRATIVE FEES	860.00	0.00	0.00	860.00	0.00
26-51000-52300	MATERIALS & SUPPLIES	10,000.00	1,701.99	542.59	8,298.01	17.02
26-51000-52360	LICENSING & MAINTENANCE	217,095.00	214,697.86	9,482.00	2,397.14	98.90
26-51000-53100	OFFICE SUPPLIES	1,800.00	0.00	0.00	1,800.00	0.00
26-51000-53110	POSTAGE	500.00	32.40	32.40	467.60	6.48
26-51000-53210	DUES & SUBSCRIPTIONS	3,400.00	510.00	0.00	2,890.00	15.00
26-51000-53220	TRAINING, SAFETY & CERTIFICATI	11,000.00	5,071.32	500.00	5,928.68	46.10
26-51000-53300	CLOTHING/EMPLOYEE EXPENSES	840.00	0.00	0.00	840.00	0.00
26-51000-53900	EMPLOYEE RECOGNITION	250.00	0.00	0.00	250.00	0.00
26-51000-55000	CONTINGENCY	30,000.00	0.00	0.00	30,000.00	0.00
26-51000-55100	GENERAL LIABILITY	7,274.00	7,274.00	0.00	0.00	100.00
26-51000-55130	WORKERS COMPENSATION	2,385.00	1,192.50	0.00	1,192.50	50.00
26-51000-55150	COMMERCIAL CRIME POLICY	118.00	118.00	0.00	0.00	100.00
26-51000-55160	PROPERTY INSURANCE	4,061.00	4,349.76	0.00	(288.76)	107.11

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

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GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 26 PUBLIC SAFETY COMMUNICATIONS						
Account Category: Expenditures						
PUBLIC SAFETY COMM						
	PUBLIC SAFETY COMM	2,894,866.00	946,795.68	188,500.43	1,948,070.32	32.71
TRANS TO OTHER FUND						
26-59217-59000	ADMINISTRATIVE/TRANSFER TO	102,421.00	102,421.00	0.00	0.00	100.00
	TRANS TO OTHER FUND	102,421.00	102,421.00	0.00	0.00	100.00
	Expenditures	2,997,287.00	1,049,216.68	188,500.43	1,948,070.32	35.01
Fund 26 - PUBLIC SAFETY COMMUNICATIONS:						
	TOTAL REVENUES	2,997,287.00	1,681,543.06	604,922.52	1,315,743.94	
	TOTAL EXPENDITURES	2,997,287.00	1,049,216.68	188,500.43	1,948,070.32	
	NET OF REVENUES & EXPENDITURES:	0.00	632,326.38	416,422.09	(632,326.38)	
	BEG. FUND BALANCE	411,015.77	411,015.77			
	END FUND BALANCE	411,015.77	1,043,342.15			

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Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 30 LONG TERM FINANCIAL FUND						
Account Category: Revenues						
TAXES						
30-00000-41100	PROPERTY TAXES	819,601.00	819,601.00	0.00	0.00	100.00
	TAXES	819,601.00	819,601.00	0.00	0.00	100.00
INTERGOVERNMENTAL						
30-00000-47115	B SERIES ADMIN FEE	11,541.00	0.00	0.00	11,541.00	0.00
	INTERGOVERNMENTAL	11,541.00	0.00	0.00	11,541.00	0.00
LICENSES & PERMITS						
30-00000-44350	CELL TOWER FEES	26,244.00	6,692.70	0.00	19,551.30	25.50
	LICENSES & PERMITS	26,244.00	6,692.70	0.00	19,551.30	25.50
MISC REVENUE						
30-00000-48300	NSFD	168,796.00	0.00	0.00	168,796.00	0.00
	MISC REVENUE	168,796.00	0.00	0.00	168,796.00	0.00
OTHER FINANCING SOURCES						
30-00000-49250	TRANSFER FROM STORMWATER FUND	73,598.00	73,598.00	0.00	0.00	100.00
	OTHER FINANCING SOURCES	73,598.00	73,598.00	0.00	0.00	100.00
	Revenues	1,099,780.00	899,891.70	0.00	199,888.30	81.82
Account Category: Expenditures						
DEBT						
30-58100-52150	MADACC	1,788.00	220.28	220.28	1,567.72	12.32
30-58100-55950	PAYMENT TO ESCROW AGENT	6,500.00	1,400.00	0.00	5,100.00	21.54
30-58100-56100	2021A GENERAL OBLIGATION	155,000.00	0.00	0.00	155,000.00	0.00
30-58100-56110	NSFD STATION #5	165,000.00	0.00	0.00	165,000.00	0.00
30-58100-56140	UNFUNDED LIABILITY PRINCIPAL	31,697.00	31,697.37	0.00	(0.37)	100.00
30-58100-56190	2016 GENERAL OBLIGATION	135,000.00	135,000.00	0.00	0.00	100.00
30-58100-56200	2018 GENERAL OBLIGATION	55,000.00	55,000.00	0.00	0.00	100.00
30-58100-56210	INTEREST ON BOND	165,778.00	59,032.50	34,140.00	106,745.50	35.61
30-58100-56230	UNFUNDED LIABILITY INTEREST	1,664.00	1,664.11	0.00	(0.11)	100.01
30-58100-56240	2021 B GO DEBT	330,000.00	0.00	0.00	330,000.00	0.00
	DEBT	1,047,427.00	284,014.26	34,360.28	763,412.74	27.12
	Expenditures	1,047,427.00	284,014.26	34,360.28	763,412.74	27.12
Fund 30 - LONG TERM FINANCIAL FUND:						
	TOTAL REVENUES	1,099,780.00	899,891.70	0.00	199,888.30	
	TOTAL EXPENDITURES	1,047,427.00	284,014.26	34,360.28	763,412.74	
	NET OF REVENUES & EXPENDITURES:	52,353.00	615,877.44	(34,360.28)	(563,524.44)	
	BEG. FUND BALANCE	487,297.78	487,297.78			
	END FUND BALANCE	539,650.78	1,103,175.22			

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GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 40 POLICE CAPITAL						
Account Category: Revenues						
TAXES						
40-00000-41100	PROPERTY TAXES	40,000.00	40,000.00	0.00	0.00	100.00
40-00000-41130	FIRE & RESCUE PROPERTY TAXES	46,086.00	46,086.00	0.00	0.00	100.00
	TAXES	86,086.00	86,086.00	0.00	0.00	100.00
INTERGOVERNMENTAL						
40-00000-43210	INTERGOVERNMENTAL GRANTS	2,125.00	914.00	0.00	1,211.00	43.01
40-00000-43215	POLICE REVENUE	12,000.00	0.00	0.00	12,000.00	0.00
	INTERGOVERNMENTAL	14,125.00	914.00	0.00	13,211.00	6.47
LICENSES & PERMITS						
40-00000-44350	CELL TOWER FEES	98,000.00	31,500.00	7,000.00	66,500.00	32.14
	LICENSES & PERMITS	98,000.00	31,500.00	7,000.00	66,500.00	32.14
	Revenues	198,211.00	118,500.00	7,000.00	79,711.00	59.78
Account Category: Expenditures						
CAPITAL PROJECTS						
40-91000-58010	CAPITAL PROJECTS	46,086.00	38,095.00	0.00	7,991.00	82.66
40-91000-58020	CAPITAL LEASE	5,498.00	5,498.00	0.00	0.00	100.00
40-91000-58030	CAPITAL EQUIPMENT	86,787.00	52,657.00	0.00	34,130.00	60.67
	CAPITAL PROJECTS	138,371.00	96,250.00	0.00	42,121.00	69.56
	Expenditures	138,371.00	96,250.00	0.00	42,121.00	69.56
Fund 40 - POLICE CAPITAL:						
	TOTAL REVENUES	198,211.00	118,500.00	7,000.00	79,711.00	
	TOTAL EXPENDITURES	138,371.00	96,250.00	0.00	42,121.00	
	NET OF REVENUES & EXPENDITURES:	59,840.00	22,250.00	7,000.00	37,590.00	
	BEG. FUND BALANCE	(64,986.85)	(64,986.85)			
	END FUND BALANCE	(5,146.85)	(42,736.85)			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 41 DEPARTMENT OF PUBLIC WORKS						
Account Category: Revenues						
TAXES						
41-00000-41100	PROPERTY TAXES	150,000.00	150,000.00	0.00	0.00	100.00
	TAXES	150,000.00	150,000.00	0.00	0.00	100.00
PUBLIC CHARGES FOR SERVIC						
41-00000-46320	GARBAGE CONTAINER & FEES	5,000.00	6,082.90	910.00	(1,082.90)	121.66
41-00000-46725	MAILBOX REPLACEMENT	0.00	2,400.00	600.00	(2,400.00)	100.00
	PUBLIC CHARGES FOR SERVIC	5,000.00	8,482.90	1,510.00	(3,482.90)	169.66
MISC REVENUE						
41-00000-48200	MISCELLANEOUS REVENUE	0.00	90.00	90.00	(90.00)	100.00
	MISC REVENUE	0.00	90.00	90.00	(90.00)	100.00
	Revenues	155,000.00	158,572.90	1,600.00	(3,572.90)	102.31
Account Category: Expenditures						
CAPITAL PROJECTS						
41-91000-58010	CAPITAL PROJECTS	301,501.00	3,623.13	3,470.01	297,877.87	1.20
41-91000-58030	CAPITAL EQUIPMENT	161,000.00	7,218.75	0.00	153,781.25	4.48
	CAPITAL PROJECTS	462,501.00	10,841.88	3,470.01	451,659.12	2.34
	Expenditures	462,501.00	10,841.88	3,470.01	451,659.12	2.34
Fund 41 - DEPARTMENT OF PUBLIC WORKS:						
	TOTAL REVENUES	155,000.00	158,572.90	1,600.00	(3,572.90)	
	TOTAL EXPENDITURES	462,501.00	10,841.88	3,470.01	451,659.12	
	NET OF REVENUES & EXPENDITURES:	(307,501.00)	147,731.02	(1,870.01)	(455,232.02)	
	BEG. FUND BALANCE	2,028,458.11	2,028,458.11			
	END FUND BALANCE	1,720,957.11	2,176,189.13			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 42 ADMIN SERVICES CAPITAL						
Account Category: Revenues						
TAXES						
42-00000-41100	PROPERTY TAXES	73,000.00	73,000.00	0.00	0.00	100.00
	TAXES	73,000.00	73,000.00	0.00	0.00	100.00
	Revenues	73,000.00	73,000.00	0.00	0.00	100.00
Account Category: Expenditures						
CAPITAL PROJECTS						
42-91000-55190	GASB 45 OBLIGATIONS	43,000.00	18,476.29	3,072.26	24,523.71	42.97
42-91000-58030	CAPITAL EQUIPMENT	30,000.00	0.00	0.00	30,000.00	0.00
	CAPITAL PROJECTS	73,000.00	18,476.29	3,072.26	54,523.71	25.31
	Expenditures	73,000.00	18,476.29	3,072.26	54,523.71	25.31
Fund 42 - ADMIN SERVICES CAPITAL:						
	TOTAL REVENUES	73,000.00	73,000.00	0.00	0.00	
	TOTAL EXPENDITURES	73,000.00	18,476.29	3,072.26	54,523.71	
	NET OF REVENUES & EXPENDITURES:	0.00	54,523.71	(3,072.26)	(54,523.71)	
	BEG. FUND BALANCE	682,226.81	682,226.81			
	END FUND BALANCE	682,226.81	736,750.52			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 46 PUBLIC SAFETY COMM CAPITAL						
Account Category: Revenues						
TAXES						
46-00000-41100	PROPERTY TAXES	23,067.00	23,067.00	0.00	0.00	100.00
	TAXES	23,067.00	23,067.00	0.00	0.00	100.00
INTERGOVERNMENTAL						
46-00000-47110	CONTRACT REVENUE	161,469.00	161,469.00	0.00	0.00	100.00
	INTERGOVERNMENTAL	161,469.00	161,469.00	0.00	0.00	100.00
	Revenues	184,536.00	184,536.00	0.00	0.00	100.00
Account Category: Expenditures						
CAPITAL PROJECTS						
46-91000-58010	CAPITAL PROJECTS	128,000.00	19,796.49	19,200.49	108,203.51	15.47
46-91000-58030	CAPITAL EQUIPMENT	35,000.00	96,197.59	0.00	(61,197.59)	274.85
	CAPITAL PROJECTS	163,000.00	115,994.08	19,200.49	47,005.92	71.16
	Expenditures	163,000.00	115,994.08	19,200.49	47,005.92	71.16
Fund 46 - PUBLIC SAFETY COMM CAPITAL:						
	TOTAL REVENUES	184,536.00	184,536.00	0.00	0.00	
	TOTAL EXPENDITURES	163,000.00	115,994.08	19,200.49	47,005.92	
	NET OF REVENUES & EXPENDITURES:	21,536.00	68,541.92	(19,200.49)	(47,005.92)	
	BEG. FUND BALANCE	703,219.40	703,219.40			
	END FUND BALANCE	724,755.40	771,761.32			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 50 LIBRARY FUND						
Account Category: Revenues						
INTERGOVERNMENTAL						
50-00000-47400	JOINT LIBRARY RECEIVABLES	967,232.00	567,737.77	199,747.21	399,494.23	58.70
	INTERGOVERNMENTAL	967,232.00	567,737.77	199,747.21	399,494.23	58.70
MISC REVENUE						
50-00000-47410	LIBRARY COPY FEES	5,000.00	1,486.87	515.60	3,513.13	29.74
50-00000-47420	LIBRARY FINES	16,000.00	6,232.15	2,842.48	9,767.85	38.95
50-00000-47430	NET LENDER REVENUE	115.00	138.00	0.00	(23.00)	120.00
50-00000-47440	MISC REVENUE	0.00	2,679.75	0.00	(2,679.75)	100.00
50-00000-47450	LOST BOOK REVENUE	3,000.00	691.44	259.70	2,308.56	23.05
50-00000-47500	DONATIONS	0.00	3,224.60	3,200.00	(3,224.60)	100.00
50-00000-47600	FRIENDS OF THE LIBRARY-CREDIT CARD	0.00	1,253.95	402.67	(1,253.95)	100.00
	MISC REVENUE	24,115.00	15,706.76	7,220.45	8,408.24	65.13
	Revenues	991,347.00	583,444.53	206,967.66	407,902.47	58.85
Account Category: Expenditures						
NORTH SHORE LIBRARY						
50-61000-51100	FULL TIME SALARIES	347,130.00	97,614.37	26,302.40	249,515.63	28.12
50-61000-51120	PART TIME SALARIES	256,449.00	58,690.60	16,392.84	197,758.40	22.89
50-61000-51170	HEALTH INSURANCE BUYOUT	4,000.00	1,142.91	333.34	2,857.09	28.57
50-61000-51190	DENTAL INSURANCE BUYOUT	735.00	129.48	37.76	605.52	17.62
50-61000-51500	WISCONSIN RETIREMENT	22,225.00	6,637.76	1,788.56	15,587.24	29.87
50-61000-51510	SOCIAL SECURITY	47,300.00	11,803.72	3,217.81	35,496.28	24.96
50-61000-51520	LIFE INSURANCE	712.00	354.93	71.16	357.07	49.85
50-61000-51530	HEALTH INSURANCE	52,030.00	21,679.10	4,335.82	30,350.90	41.67
50-61000-51540	DENTAL INSURANCE	882.00	444.12	93.50	437.88	50.35
50-61000-51550	UNFUNDED LIABILITY-WRS	14,059.00	0.00	0.00	14,059.00	0.00
50-61000-52000	FACILITY MAINTENANCE & SUPPLIE	5,000.00	0.00	0.00	5,000.00	0.00
50-61000-52010	CLEANING & JANITORIAL SERVICES	30,200.00	6,042.06	6,042.06	24,157.94	20.01
50-61000-52020	HVAC MAINTENANCE	3,000.00	507.00	0.00	2,493.00	16.90
50-61000-52100	CONTRACTUAL SERVICES	34,510.00	25,860.28	3,778.73	8,649.72	74.94
50-61000-52110	LEGAL COUNSEL	2,500.00	0.00	0.00	2,500.00	0.00
50-61000-52200	UTILITIES	38,000.00	15,161.41	4,007.77	22,838.59	39.90
50-61000-52210	TELECOMMUNICATIONS	3,000.00	673.48	0.00	2,326.52	22.45
50-61000-52270	SYSTEM EXPENSE MCFLS	43,295.00	41,364.75	0.00	1,930.25	95.54
50-61000-52290	BANKING FEES	150.00	0.00	0.00	150.00	0.00
50-61000-52300	MATERIALS & SUPPLIES	8,500.00	5,478.63	1,687.67	3,021.37	64.45
50-61000-52400	MISC COLLECTION MATERIALS	4,500.00	338.91	10.19	4,161.09	7.53
50-61000-52410	PERIODICALS	7,500.00	5,589.31	0.00	1,910.69	74.52
50-61000-52420	ADULT BOOKS	26,500.00	5,545.30	2,176.58	20,954.70	20.93
50-61000-52430	JUVENILE BOOKS	18,000.00	3,015.12	946.49	14,984.88	16.75
50-61000-52440	ADULT MEDIA	6,500.00	2,115.87	379.14	4,384.13	32.55
50-61000-52450	JUVENILE MEDIA	3,500.00	158.98	10.48	3,341.02	4.54
50-61000-52460	LOST BOOKS REPLACEMENTS	5,000.00	663.03	192.49	4,336.97	13.26
50-61000-52470	ADULT PROGRAMMING	3,000.00	484.43	32.87	2,515.57	16.15
50-61000-52480	JUVENILE PROGRAMMING	6,000.00	804.25	162.90	5,195.75	13.40
50-61000-53100	OFFICE SUPPLIES	8,500.00	1,922.26	597.12	6,577.74	22.61
50-61000-53110	POSTAGE	150.00	44.46	0.00	105.54	29.64
50-61000-53210	DUES-EDUCATIONAL	1,225.00	396.00	396.00	829.00	32.33

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 50 LIBRARY FUND						
Account Category: Expenditures						
NORTH SHORE LIBRARY						
50-61000-53220	TRAINING	4,750.00	962.74	739.61	3,787.26	20.27
50-61000-53230	PROMO & ADVERTISING	2,000.00	801.69	359.50	1,198.31	40.08
50-61000-53500	EQUIPMENT REPLACEMENT	1,000.00	207.99	0.00	792.01	20.80
50-61000-55010	SALES TAX EXPENSE	200.00	0.00	0.00	200.00	0.00
50-61000-55100	INSURANCE AND BONDING	6,020.00	6,020.00	0.00	0.00	100.00
50-61000-55130	WORKERS COMP INSURANCE	1,026.00	513.00	0.00	513.00	50.00
50-61000-55350	LEASE/CONDO FEES	36,082.00	9,073.00	0.00	27,009.00	25.15
50-61000-58300	FRIENDS OF THE LIBRARY BOOK SALES	0.00	844.28	506.96	(844.28)	100.00
50-61000-58350	MCFLS REPLACEMENTS	0.00	882.75	0.00	(882.75)	100.00
	NORTH SHORE LIBRARY	1,055,130.00	333,967.97	74,599.75	721,162.03	31.65
	Expenditures	1,055,130.00	333,967.97	74,599.75	721,162.03	31.65
Fund 50 - LIBRARY FUND:						
	TOTAL REVENUES	991,347.00	583,444.53	206,967.66	407,902.47	
	TOTAL EXPENDITURES	1,055,130.00	333,967.97	74,599.75	721,162.03	
	NET OF REVENUES & EXPENDITURES:	(63,783.00)	249,476.56	132,367.91	(313,259.56)	
	BEG. FUND BALANCE	230,577.82	230,577.82			
	END FUND BALANCE	166,794.82	480,054.38			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 60 LIBRARY CAPITAL FUND						
Account Category: Revenues						
MISC REVENUE						
60-00000-47500	DONATIONS	200,000.00	3,775.00	125.00	196,225.00	1.89
	MISC REVENUE	200,000.00	3,775.00	125.00	196,225.00	1.89
	Revenues	200,000.00	3,775.00	125.00	196,225.00	1.89
Account Category: Expenditures						
CAPITAL PROJECTS						
60-91000-58010	CAPITAL PROJECTS	200,000.00	48,200.00	16,466.66	151,800.00	24.10
	CAPITAL PROJECTS	200,000.00	48,200.00	16,466.66	151,800.00	24.10
	Expenditures	200,000.00	48,200.00	16,466.66	151,800.00	24.10
Fund 60 - LIBRARY CAPITAL FUND:						
	TOTAL REVENUES	200,000.00	3,775.00	125.00	196,225.00	
	TOTAL EXPENDITURES	200,000.00	48,200.00	16,466.66	151,800.00	
	NET OF REVENUES & EXPENDITURES:	0.00	(44,425.00)	(16,341.66)	44,425.00	
	BEG. FUND BALANCE	206,631.00	206,631.00			
	END FUND BALANCE	206,631.00	162,206.00			
Report Totals:						
	TOTAL REVENUES - ALL FUNDS	12,165,928.00	8,441,694.15	1,623,629.37	3,724,233.85	
	TOTAL EXPENDITURES - ALL FUNDS	13,437,880.00	4,227,925.32	942,011.57	9,209,954.68	
	NET OF REVENUES & EXPENDITURES:	(1,271,952.00)	4,213,768.83	681,617.80	(5,485,720.83)	



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
April 20, 2023
Village Board Room, 6:00pm

**BOARD OF TRUSTEES
Meeting Minutes**

I. CALL TO ORDER AND ROLL CALL

President Walny called the meeting to order at 6:00 pm.

ROLL CALL

President: Eido Walny
Trustees: Mike Barth
Elizabeth Levins
Dan Rosenfeld
Bob Rudman
Margaret Zitzer
Kelly Marrazza

Also Present: Village Manager Andy Pederson
Administrative Services Director Rachel A. Safstrom
Assistant to the Village Manager Leah Hofer
Village Attorney Chris Jaekels
Operations Superintendent Shane Albers
Police Chief Thomas Liebenthal
Communications Center Director Liane Scharnott
Deputy Clerk/Treasurer Madeline Moltzan
North Shore Fire Chief Whitaker
22 Audience members
Up to 13 attended via Zoom

II. PLEDGE OF ALLEGIANCE

III. CITIZENS AND DELEGATIONS

Gerry Feldman, 133 E Glencoe Pl. made a statement (see attached).

John Pierce, 850 E Bay Point Rd. asked about committee assignments. Attorney Jaekels advised that the board cannot engage in conversation.

IV. CONSENT AGENDA

Upon request of any Trustee, any item may be removed from the Consent Agenda for

separate consideration.

Approval of:

- A. March 2023 Financial Statement.
- B. Board of Trustees meeting minutes, March 16, 2023.
- C. Summary of Disbursements for March 9, 2023 through April 12, 2023 in the amount of \$874,256.97.
- D. March 2023 Community Impact Report.
- E. 2023 Community Development Block Grant Award in the amount of \$5,998.
- F. Discussion/action on quote from Xylem Water Solutions USA, Inc. for a submersible pump.
- G. 2023-2024 Committee Appointments.
- H. Discussion/action on State/Municipal Agreement for an Infrastructure Transportation Alternatives Program (TAP) Project.

Trustee Levins Removed Items C and G from the consent agenda.

Motion by Trustee Barth, seconded by Trustee Zitzer, to approve: March 2023 Financial Statement; Board of Trustees meeting minutes, March 16, 2023; March 2023 Community Impact Report; 2023 Community Development Block Grant Award in the amount of \$5,998.; Discussion/action on quote from Xylem Water Solutions USA, Inc. for a submersible pump; and Discussion/action on State/Municipal Agreement for an Infrastructure Transportation Alternatives Program (TAP) Project. Motion carried unanimously.

Trustee Levins discussed Library Disbursements, and questioned disbursements from Friends of the Library. Manager Pederson stated that The Friends of the Library is a separate entity and maintains it's own finances. Motion by Trustee Barth, seconded by Trustee Zitzer, to approve Summary of Disbursements for March 9, 2023 through April 12, 2023 in the amount of \$874,256.97. Motion carried unanimously.

Trustee Levins discussed committee assignments and qualifications. Motion by Trustee Barth, seconded by Trustee Zitzer, to approve 2023-2024 Committee Appointments. Motion Carried, with Trustee Levins dissenting.

V. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Works Committee

- a. Presentation/update from Wisconsin Department of Transportation on I-43 Construction Project.

Traffic Operations Planner Toni Keegan, from the I-43 construction project, provided an update on the project and its impact on Bayside. The County Line Bridge and Port Washington Road Interchange are scheduled to be finished by the end of the summer. The Good Hope Road ramps are scheduled to be closed soon for reconstruction. Traffic charges are in the works for Brown Deer Road but will remain open during construction. Discussion occurred over the diverging diamond pattern, stop light times, and the

sound wall.

- b. Discussion/action on March 2023 Department of Public Works Report.

Operations Superintendent Shane Albers provided an overview of the March 2023 Department of Public Works Report. Of significant note, the Department mitigated a large rainstorm and two large snowstorms with no major issues. Two new solar speed signs were installed as well.

Motion by Trustee Zitzer, seconded by Trustee Barth, to approve the March 2023 Department of Public Works Report. Motion carried unanimously.

- c. Discussion/update on East Side Sanitary Sewer Overflow Relief Project Proposal.

Village Manager Pederson provided a status overview of the East Side Sanitary Sewer Overflow Relief Project. Five bids were received from contractors to complete the East Side Sanitary Sewer Overflow Relief project, which has been previously approved by the Village Board. The low bidder was American Sewer Services with a base bid of \$748,692 and \$14,562 alternate to fully pave Lake Drive, versus half of the road. The engineering estimate was \$800,000. The low bid is 4.5% below the engineering estimate. Due to the location, volume, and complexity of utilities under Lake Drive, the sanitary sewer relief pipe needed to be moved which creates greater impact on the asphalt surface of the road.

Motion by Trustee Barth, seconded by Trustee Rosenfeld, to approve the low bidder with the alternate. Motion carried unanimously.

- d. Proclamation Recognizing May 21-27, 2023, as National Public Works Week.

Trustee Rudman presented the Proclamation.

Motion by Trustee Levins, seconded by President Walny to approve the Proclamation Recognizing May 21-27, 2023, as National Public Works Week. Motion carried unanimously.

2. Public Safety Committee

- a. Discussion/action on March 2023 Communications Center Report.

Communications Center Director Scharnott provided an overview of the March 2023 Communications Center Report. Of significant note, the dispatch time has reduced by 11 seconds compared to the 2022 average.

Motion by Trustee Levins, seconded by Trustee Rudman, to approve the March 2023 Communications Center Report. Motion carried unanimously.

- b. Discussion/action on March 2023 Police Department Report.

Police Chief Liebenthal provided an overview of the March 2023 Police Department Report. Of significant note, the Department launched a camera registry program that allows residents to register home security cameras with the Department. Active threat training is coming up and Bayside Police Officer James Dills has gone through instructor training and will be one of the officers leading the training.

Motion by Trustee Barth, seconded by Trustee Rudman, to approve the March 2023 Police Department Report. Motion carried unanimously.

- c. Proclamation Recognizing May 14-20, 2023, as National Police Week.

Trustee Zitzer presented the proclamation.

Motion by Trustee Levins, seconded by President Walny to approve the Proclamation Recognizing May 14-20, 2023, as National Police Week. Motion carried unanimously.

- d. Proclamation Recognizing May 21-27, 2023, as Emergency Medical Services Week.

Trustee Zitzer presented the proclamation.

Motion by Trustee Barth, seconded by President Walny to approve the Proclamation Recognizing May 21-27, 2023, as Emergency Medical Services Week. Motion carried unanimously.

3. Finance and Administration Committee

- a. Discussion/action on March 2023 Administrative Services Report.

Administrative Services Director Safstrom provided an overview of the March 2023 Administrative Services Report. Of significant note, the 2022 financial and workers compensation audits were completed.

Motion by Trustee Zitzer, seconded by Trustee Rudman, to approve the March 2023 Administrative Services Report. Motion carried unanimously.

- b. Proclamation Recognizing April 30-May 6, 2023, as Municipal Clerks Week

Trustee Barth presented the proclamation.

Motion by Trustee Barth, seconded by President Walny to approve the Proclamation Recognizing April 30-May 6, 2023, as Municipal Clerks Week. Motion carried unanimously.

- c. Proclamation Recognizing April 16-22, 2023, as Municipal Treasurers Appreciation Week

Trustee Barth presented the proclamation.

Motion by Trustee Barth, seconded by President Walny to approve the Proclamation Recognizing April 16-22, 2023, as Municipal Treasurers Appreciation Week. Motion carried unanimously.

4. Plan Commission

- a. Discussion/action on request for a Conditional Use Permit for Hoffman Construction Co. at 8850 N Port Washington Rd Suite 220 for an office.

Motion by Trustee Zitzer, seconded by President Walny to approve a Conditional Use Permit for Hoffman Construction Co. at 8850 N Port Washington Rd Suite 220 for an office. Motion carried unanimously.

5. Library Board

- a. Presentation/update on North Shore Library Project.

Library Director Rhonda Gould and Julie Cotter from McDonald Schaefer gave a presentation on the North Shore Library Project. Discussion occurred over the capital campaign.

VI. VILLAGE PRESIDENT'S REPORT

President Walny thanked staff for their work with and through the election. President Walny welcomed Trustee Marrazza to the Village Board, and thanked those who helped with the Village Clean Up day.

VII. VILLAGE MANAGER'S REPORT

Village Manager Pederson stated the village had a record turnout for Clean Up Day, and thanked attendees and volunteers.

VIII. VILLAGE ATTORNEY'S REPORT

No Report.

IX. MOTION TO ADJOURN TO CLOSED SESSION

Motion by Trustee Barth, seconded by Trustee Levins, to convene to closed session pursuant to Section 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons allow a Closed Session. (Teamsters Local 200 Police Union Negotiations) (Dispatching Services Agreement). Motion carried unanimously.

Trustee Levins Left the meeting at 7:41 p.m.

A closed session of approximately 24 minutes was held where the Village Board discussed Teamsters local 200 Police Union negotiations and Dispatching Services Agreement.

X. MOTION TO RECONVENE IN OPEN SESSION Pursuant to Section 19.85 (2)

Motion by Trustee Zitzer, seconded by Trustee Barth, to reconvene to open session and regular order of business at 7:45 p.m. Motion carried unanimously.

XI. ADJOURNMENT

Motion by Trustee Barth, seconded by Trustee Marrazza, to adjourn the meeting at 7:45 p.m. Motion carried unanimously.

Hello, neighbors. I'm Gerry Feldman of 133 East Glencoe Place, and my pronouns are he-him.

As we move forward after a divisive election, I want to take a moment to wish good mazel to trustees Walny and Rudman and extend a warm welcome to trustee Marrazza.

Tonight, I want to talk about the importance of transparency, honesty, and accountability in village governance. Community leaders have a responsibility to follow through on commitments and prioritize the interests of constituents above all else.

I'm concerned about the sudden and sustained tax revenue drop that Bayside is experiencing due to the demolition of properties in the TID. Any new tax increment will be reimbursed to the developer or used for related infrastructure for the next 22 years, while we continue to pay the difference.

I'm concerned about the push to move the North Shore Library to Bayside. Why not a less expensive and more centralized location, such as Cardinal Stritch or Bayshore? And what's the rush? There are 15 years left on its current lease. The developer has proposed a dark shell, but he could repurpose it at any time with no legal ramifications. The LLC is offering to make up some of the funding shortfall by donating a dark shell, but no one else is stepping up to provide the _\$8 million needed, not because of an election outcome or lawsuit, but because it's a bad idea.

Our democracy demands that leaders engage with us when we question their decisions, listen to our concerns, and work towards finding solutions that benefit everyone and not just a select few. We don't have to choose between the current TIF or nothing. We don't have to choose between a Bayside Library or nothing. We can engage in respectful and productive dialogue and find solutions that bring healing and prosperity to our community. For more discussions on this and other important topics, I encourage everyone to tune in to The Bayside Advocate podcast, which can be found on Nextdoor.com.

Thank you all for your unwavering commitment to our village.

CHECK REGISTER FOR VILLAGE OF BAYSIDE

CHECK DATE 04/13/2023 - 05/10/2023

Check Date	Check	Vendor Name	Amount
Bank GEN GENERAL POOLED CHECKING			
04/20/2023	38927	AFLAC	13.80
04/20/2023	38928	DELTA DENTAL	231.60
04/20/2023	38929	WI SCTF	1,158.63
Total 04/20/2023:			1,404.03
04/25/2023	151(E)	CARTER, JULIE	758.23
04/25/2023	152(E)	DEPT OF EMPLOYEE TRUST FUND	58,281.08
04/25/2023	153(E)	DIVERSIFIED BENEFIT SERVICES	4,849.76
04/25/2023	154(E)	EFTPS	36,310.40
04/25/2023	155(E)	EMPOWER-GREATWEST	5,042.62
04/25/2023	156(E)	NORTH SHORE BANK	420.00
04/25/2023	157(E)	US BANK	19,226.22
04/25/2023	161(E)	WI DEPARTMENT OF REVENUE	6,238.37
Total 04/25/2023:			131,126.68
04/26/2023	38930	ACP CREATIVIT, LLC	19,200.49
04/26/2023	38931	AMAZON/SYNCB	3,961.29
04/26/2023	38932	AMUNDSEN DAVIS	14,974.28
04/26/2023	38933	AT&T	1,157.05
04/26/2023	38934	BS& A SOFTWARE	13,690.00
04/26/2023	38935	Clark Dietz	9,152.50
04/26/2023	38936	CONCENTRA	90.00
04/26/2023	38937	FORWARD TS, LTD	297.65
04/26/2023	38938	KAESTNER AUTO ELECTRIC	17,660.79
04/26/2023	38939	MCDONALD SCHAEFER LLC	11,900.00
04/26/2023	38940	OZAUKEE COUNTY CLERK	213.17
04/26/2023	38941	PACKERLAND RENT-A-MAT INC.	66.21
04/26/2023	38942	PREMIUM WATERS INC.	114.80
04/26/2023	38943	RHONDA GOULD	106.11
04/26/2023	38944	RINGCENTRAL, INC.	723.78
04/26/2023	38945	ROYAL PUBLISHING	225.00
04/26/2023	38946	SAFEBUILT LLC Lockbox #88135	13,011.87
04/26/2023	38947	SNOW PLOW SOLUTIONS	40.71
04/26/2023	38948	SPECTRUM BUSINESS	255.71
04/26/2023	38949	VANDEWALLE & ASSOCIATES	912.50
04/26/2023	38950	WE ENERGIES	3,620.29
04/26/2023	38951	WI DEPT OF JUSTICE - TIME	2,180.25
04/26/2023	38952	WISCONSIN DOCUMENT IMAGING	216.39
Total 04/26/2023:			113,770.84
05/03/2023	38953	AFLAC	13.80
05/03/2023	38954	AMUNDSEN DAVIS	3,710.33
05/03/2023	38955	ARLINGTON COMPUTER PRODUCTS	2,637.00
05/03/2023	38956	Clark Dietz	18,145.00
05/03/2023	38957	Graphicolor	325.87
05/03/2023	38958	GREATAMERICA FINANCIAL SERVIC	107.00
05/03/2023	38959	IMPACT ACQUISITIONS, LLC	19.50
05/03/2023	38960	KUJAWA ENTERPRISES INC	4,787.25
05/03/2023	38961	MADACC	628.66
05/03/2023	38962	P&R CLEANING	3,272.26
05/03/2023	38963	POBLOCKI SIGN COMPANY LLC	185.00
05/03/2023	38964	ROTE OIL	4,120.45
05/03/2023	38965	SNAP-ON INDUSTRIAL	1,319.32
05/03/2023	38966	SORCE SERVICES	555.30
05/03/2023	38967	TEAMSTERS LOCAL UNION # 200	491.00
05/03/2023	38968	UniFirst Corporation	29.80
05/03/2023	38969	VISU-SEWER	36,412.55
05/03/2023	38970	WALLACE TREE AND LANDSCAPE	3,644.00
05/03/2023	38971	WEST BEND LIONS CLUB	300.00
05/03/2023	38972	WI SCTF	1,158.63
05/03/2023	38973	WISCONSIN STEAM CLEANER	273.55
05/03/2023	38974	WM RECYCLE AMERICA	1,215.96
Total 05/03/2023:			83,352.23
05/10/2023	38975	ADVENTURE ROCK	325.00
05/10/2023	38976	AMAZON/SYNCB	350.34
05/10/2023	38977	AMUNDSEN DAVIS	197.50
05/10/2023	38978	Axon Enterprise	10,820.90
05/10/2023	38979	BAKER & TAYLOR	4,033.88
05/10/2023	38980	BAKER TILLY VIRCHOW KRAUSE LL	3,012.50
05/10/2023	38981	BUELOW VETTER BUIKEMA OLSON V	130.00
05/10/2023	38982	CARLIN SALES CORP	220.40

CHECK REGISTER FOR VILLAGE OF BAYSIDE

CHECK DATE 04/13/2023 - 05/10/2023

Check Date	Check	Vendor Name	Amount
Bank GEN GENERAL POOLED CHECKING			
05/10/2023	38983	CINTAS FIRE PROTECTION	318.88
05/10/2023	38984	Clark Dietz	795.00
05/10/2023	38985	DEB MADIGAN	225.00
05/10/2023	38986	DEERE & COMPANY	28,943.35
05/10/2023	38987	FRIENDS OF THE NORTH SHORE LI	392.57
05/10/2023	38988	HUMPHREY SERVICE PARTS INC	281.29
05/10/2023	38989	INTERIOR INVESTMENTS OF MILWA	3,077.40
05/10/2023	38990	Kanopy Inc	114.30
05/10/2023	38991	KAROLE KIMBLE	500.00
05/10/2023	38992	KUJAWA ENTERPRISES INC	4,787.25
05/10/2023	38993	LV ENTERPRISES LLC	2,304.00
05/10/2023	38994	MANNEDGE CONSULTING LLC	2,500.00
05/10/2023	38995	MILWAUKEE COUNTY FEDERATED LI	582.70
05/10/2023	38996	OCCUPATIONAL HEALTH CENTERS O	228.00
05/10/2023	38997	PACKERLAND RENT-A-MAT INC.	40.76
05/10/2023	38998	PARTNERS MFG GROUP	1,675.00
05/10/2023	38999	PREMISTAR-WISCONSIN	2,806.00
05/10/2023	39000	RACE DAY EVENTS LLC	425.00
05/10/2023	39001	ROTE OIL	1,108.49
05/10/2023	39002	SAFEBUILT LLC Lockbox #88135	17,678.44
05/10/2023	39003	SCHOLASTIC LIBRARY PUBLISHING	72.80
05/10/2023	39004	SECURIAN FINANCIAL GROUP	952.29
05/10/2023	39005	SMART APPLE MEDIA	256.35
05/10/2023	39006	SPECTRUM BUSINESS	255.71
05/10/2023	39007	TAYLOR BECK	56.85
05/10/2023	39008	WE ENERGIES	5,681.18
05/10/2023	39009	WISCONSIN DOCUMENT IMAGING	219.82
05/10/2023	39010	WISCONSIN STEAM CLEANER	377.50
		Total 05/10/2023:	95,746.45
GEN TOTALS:			
		Total of 92 Checks:	425,400.23
		Less 0 Void Checks:	0.00
		Total of 92 Disbursements:	425,400.23



Community Impact Report

April 2023

FISCAL INTEGRITY: Provide sound financial management and future financial stability.

Metric	2022 Total	2023 YTD	5 Year Average	Target	Status
Bond Rating	Aa	Aa	Aa	Aa	●
GFOA Budget	Yes	Yes	Yes	Yes	●
GFOA ACFR	Yes	n/a	Yes	Yes	●
Grant \$	\$1,056,054	\$325,914	\$412,764	\$300,000	●
Fund Balance	30%	30%	28%	30%	●

Metric	2022 Total	2023 YTD	5 Year Average	Target	Status
Property Status	99	21	121	120	●
ICMA CPM	No	n/a	Yes	Yes	●
Total Permits	675	174	564	400	●
WComp Mod	0.74	0.81	0.95	1.0	●

COMMUNITY COLLABORATION: Maintain equitable, diverse, and inclusive community partnerships.

Metric	2022 Total	2023 YTD	5 Year Average	Target	Status
Meetings/Events	51	19	50	55	●
Ordinances	11	1	11	15	●
Resolutions	28	6	32	25	●
myBlue Contacts	194	235	155	N/A	●

Metric	2022 Total	2023 YTD	5 Year Average	Target	Status
Drop Off Day Cars	1,162	344	795	800	●
Codes Enforced	239	68	173	N/A	●
Votes Cast	7,055	3,820	4,837	7,250	●
Elections	4	2	2.8	2	●

CONNECTED COMMUNICATION: Provide proactive, reliable, and transparent communications.

Metric	2022 Total	2023 YTD	5 Year Average	Target	Status
Buzz open rate	66%	68%	58%	65%	●
Website Visits	61,205	22,962	52,077	40,000	●
Social Media	242,356	96,952	333,782	450,000	●
Newsletter	12	4	12	12	●

Metric	2022 Total	2023 YTD	5 Year Average	Target	Status
SCF Requests	2,517	1,065	2,228	2,700	●
SCF DTA	0.3	0.24	.78	1	●
SCF DTC	2.0	1.9	10.62	7	●
SCF SLA%	92%	93%	78.8%	90%	●

SERVICE EXCELLENCE: Provide solution-based innovative services.

Metric	2022 Total	2023 YTD	5 Year Average	Status
Dispatch Time	55 sec.	43 sec.	38 sec	●
Dispatch Calls	106,677	32,127	106,400	●
911 Calls	25,789	7,157	26,521	●
BCC Train Hrs.	3,917	1,366	2,234	●
Call Reviews	97.5%	98%	98%	●
Calls for Police	4,571	2,355	5,398	●
Police Accred.	Yes	Yes	Yes	●

Metric	2022 Total	2023 YTD	5 Year Average	Status
Police Calls	69,145	24,782	72,945	●
Fire Calls	11,474	3,845	9,169	●
EMD Use	633	2,785	N/A	●
Miles Patrolled	90,354	22,208	104,341	●
Traffic Stops	1,823	727	2,177	●
Citations	879	358	882	●

SUSTAINABLE RESILIENCE: Provide environmental stewardship and promote future resilience.

Metric	2022 Total	2023 YTD	5 Year Average	Target	Status
Garbage Tons	1,273	355	1,273	1,500	●
Recycling Tons	446	131	485	500	●
Yard Waste (yds)	1,987	525	2,735	2,500	●
Special Pickups	147	30	171	165	●
Diversion Rate	26%	27%	28%	30%	●

Metric	2022 Total	2023 YTD	5 Year Average	Target	Status
Culvert Replaced	38	0	34	30	●
Rx Drugs (lbs)	487	145	506	450	●
Tree City USA	Yes	Yes	Yes	Yes	●
Sewer Cleaned	23,361	0	25,730	26,000	●
Bird City USA	Yes	Yes	Yes	Yes	●

* = per year data unavailable

NORTH SHORE FIRE/RESCUE

Office of the Fire Chief

Robert Whitaker

To: North Shore Fire Department Member Boards/Council
Date: April 25, 2023
Subject: Final General Obligation Bond Resolutions

The final step in approving repayment of general obligation bonds for reconstruction of Fire Station 82 in Glendale is for each of the seven municipalities that make-up the North Shore Fire Department to approve a final resolution authorizing repayment to the City of Glendale of the respective municipalities portion of the borrowing for the project.

On April 24, the City of Glendale sold \$8,685,000 of General Obligation Bonds on behalf of the North Shore Fire Department. At the Fire Department Board of Directors meeting on April 25, the Board unanimously approved a resolution recommending each of the seven municipalities that make-up the North Shore Fire Department approve their specific resolution for repayment of their respective portion of the debt to the City of Glendale.

Specific percentages of the total debt for repayment by each municipality is calculated by the North Shore Fire Department Fire Services Agreement Funding Formula and detailed in Exhibit A attached to this memo.

Attached is a resolution that can be used by each municipality for consideration along with the signed North Shore Fire Department Board of Directors Resolution.

STATE OF WISCONSIN: NORTH SHORE FIRE DEPARTMENT: MILWAUKEE COUNTY

RESOLUTION NO. 23-01

**A RESOLUTION AUTHORIZING THE REPAYMENT OF
\$8,685,000 GENERAL OBLIGATION FIRE DEPARTMENT
PROJECT BONDS.**

WHEREAS, the Board of Directors of the North Shore Fire Department have approved the tear down and complete remodel of the, North Shore Fire Department Glendale Station; and

WHEREAS, the NSFD Board of Directors approved resolution 22-03 in November of 2022 A Resolution Recommending Approval of Resolutions Confirming the Member Municipalities Obligation to Contribute to the North Shore Fire Department's Budget to Pay the Debt Service on Bonds Issued by the City of Glendale; and

WHEREAS, on January 23, 2023 the City of Glendale awarded a Private Placement and adopted a Parameter Resolution for Refunding Bonds; and

WHEREAS, on April 24th the City of Glendale awarded the final sale of bonds that met the requirements of the parameter resolution and was within the amounts first provided to the Board for preliminary approval in November of 2022; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the North Shore Fire Department it hereby authorizes payments to the City of Glendale in each of the years debt is owed on the Glendale Station debt obligation.

PASSED AND ADOPTED by the Board of Directors of the North Shore Fire Department this 25th day of April 2023.

DocuSigned by:

Ann McCullough McKaig

5F75F8A48D2442F...

Ann McCullough McKaig, President

Countersigned:

DocuSigned by:

Eido Walny

9F83A33E8854B3...

Eido Walny, Secretary

**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE**

RESOLUTION NO: 23-06

**RESOLUTION CONFIRMING OBLIGATION TO CONTRIBUTE TO
NORTH SHORE FIRE DEPARTMENT'S BUDGET TO PAY DEBT SERVICE
ON BONDS ISSUED BY THE CITY OF GLENDALE ON
BEHALF OF THE NORTH SHORE FIRE DEPARTMENT**

WHEREAS, the Village of Bayside, the Village of Brown Deer, the Village of Fox Point, the City of Glendale, the Village of River Hills, the Village of Shorewood, and the Village of Whitefish Bay (the communities listed hereinabove shall be referred to individually as a "Municipality" and collectively as the "Municipalities") are parties to an Amended and Restated North Shore Fire Services Agreement (the "Agreement"); and

WHEREAS, the Agreement provides for a jointly operated fire and emergency services department known as the North Shore Fire Department (the "Department") to serve the Municipalities; and

WHEREAS, the Board of Directors of the Department has recommended joint financing by the Municipalities for the reconstruction of the Glendale Fire Station for the North Shore Fire Department (the "Project") for the benefit of the Department to more adequately serve the needs of the residents of the Municipalities; and

WHEREAS, the City of Glendale has issued \$8,740,000 general obligation bonds (the "Bonds") to finance the Project on behalf of the Department; and

WHEREAS, the Agreement provides a financing formula (the "Formula") for determining each Municipality's annual financial contribution to the Department's operating, maintenance and capital budgets; and

WHEREAS, the Municipalities intend that each Municipality pay a share of the debt service on the Bonds in accordance with the Formula for the Fire Department portion of the debt as illustrated in Exhibit A; and

WHEREAS, this Municipality currently funds its annual financial contribution to the Department out of its annual levy, subject to annual appropriation; and

WHEREAS, in consideration of the benefits to be received by the Municipality as a result of the Project and the issuance of the Bonds, the Village Board of the Municipality (the "Governing Body") hereby deems it necessary and in the best interest of the Municipality to confirm its commitment to pay its share of debt service on the Bonds (determined in accordance

with the Formula) and may choose to provide for the issuance of a general obligation promissory note to the City of Glendale.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Municipality, that:

1. This Municipality shall pay, as part of its annual financial contribution to the Department, its share of the debt service on the Bonds.

The amount of the debt service contribution by the Municipality each year shall be determined as described in Section 17 of the Agreement, and such contribution shall be payable upon the terms provided for in Section 17 of the Agreement; provided that upon termination, expulsion or withdrawal of the Municipality under the Agreement, the Municipality's share of the cost of the Project, to the extent not charged to and paid by the Municipality, shall be considered in applying the provisions of Section 21 of the Agreement regarding distribution of assets and shall be an offset against the amount the Municipality is to receive pursuant to Section 21 of the Agreement.

2. The Municipality acknowledges that the City of Glendale, in issuing the Bonds, is relying on the representations and covenants made by the Municipality in this resolution and may take action to enforce the representations and covenants of the Municipality made hereunder.

PASSED AND ADOPTED by the Village Board of the Village of Bayside this eighteenth day of May, 2023.

VILLAGE OF BAYSIDE

Eido M. Walny, Village President

Rachel A. Safstrom, Administrative Services
Director

**EXHIBIT A
NORTH SHORE FIRE DEPARTMENT GLENDALE DEBT BY MUNICIPALITY**

	NSFD TOTAL	BAYSIDE	BROWN DEER	FOX POINT	GLENDALE	RIVER HILLES	SHOREWOOD	WHITEFISH BAY	NSHD	FINAL TOTAL
2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024	\$ 469,768.06	\$ 29,501.43	\$ 92,544.31	\$ 40,447.03	\$ 129,233.19	\$ 14,844.67	\$ 81,692.67	\$ 81,504.76	\$ 9,732.50	\$ 479,500.56
2025	\$ 588,625.00	\$ 36,906.79	\$ 117,842.73	\$ 49,974.26	\$ 161,165.53	\$ 18,541.69	\$ 102,126.44	\$ 102,067.58	\$ 12,525.00	\$ 601,150.00
2026	\$ 592,000.00	\$ 37,118.40	\$ 118,518.40	\$ 50,260.80	\$ 162,089.60	\$ 18,648.00	\$ 102,712.00	\$ 102,652.80	\$ 12,275.00	\$ 604,275.00
2027	\$ 594,625.00	\$ 37,282.99	\$ 119,043.93	\$ 50,483.66	\$ 162,808.33	\$ 18,730.69	\$ 103,167.44	\$ 103,107.98	\$ 12,025.00	\$ 606,650.00
2028	\$ 620,875.00	\$ 38,928.86	\$ 124,299.18	\$ 52,712.29	\$ 169,995.58	\$ 19,557.56	\$ 107,721.81	\$ 107,659.73	\$ 11,775.00	\$ 632,650.00
2029	\$ 601,250.00	\$ 37,698.38	\$ 120,370.25	\$ 51,046.13	\$ 164,622.25	\$ 18,939.38	\$ 104,316.88	\$ 104,256.75	\$ 16,400.00	\$ 617,650.00
2030	\$ 606,250.00	\$ 38,011.88	\$ 121,371.25	\$ 51,470.63	\$ 165,991.25	\$ 19,096.88	\$ 105,184.38	\$ 105,123.75	\$ 15,900.00	\$ 622,150.00
2031	\$ 620,000.00	\$ 38,874.00	\$ 124,124.00	\$ 52,638.00	\$ 169,756.00	\$ 19,530.00	\$ 107,570.00	\$ 107,508.00	\$ 15,400.00	\$ 635,400.00
2032	\$ 607,875.00	\$ 38,113.76	\$ 121,696.58	\$ 51,608.59	\$ 166,436.18	\$ 19,148.06	\$ 105,466.31	\$ 105,405.53	\$ 10,025.00	\$ 617,900.00
2033	\$ 610,125.00	\$ 38,254.84	\$ 122,147.03	\$ 51,799.61	\$ 167,052.23	\$ 19,218.94	\$ 105,856.69	\$ 105,795.68	\$ 14,650.00	\$ 624,775.00
2034	\$ 613,300.00	\$ 38,453.91	\$ 122,782.66	\$ 52,069.17	\$ 167,921.54	\$ 19,318.95	\$ 106,407.55	\$ 106,346.22	\$ 14,200.00	\$ 627,500.00
2035	\$ 607,700.00	\$ 38,102.79	\$ 121,661.54	\$ 51,593.73	\$ 166,388.26	\$ 19,142.55	\$ 105,435.95	\$ 105,375.18	\$ 13,800.00	\$ 621,500.00
2036	\$ 611,500.00	\$ 38,341.05	\$ 122,422.30	\$ 51,916.35	\$ 167,428.70	\$ 19,262.25	\$ 106,095.25	\$ 106,034.10	\$ 13,400.00	\$ 624,900.00
2037	\$ 619,400.00	\$ 38,836.38	\$ 124,003.88	\$ 52,587.06	\$ 169,591.72	\$ 19,511.10	\$ 107,465.90	\$ 107,403.96	\$ 13,000.00	\$ 632,400.00
2038	\$ 626,300.00	\$ 39,269.01	\$ 125,385.26	\$ 53,172.87	\$ 171,480.94	\$ 19,728.45	\$ 108,663.05	\$ 108,600.42	\$ 12,600.00	\$ 638,900.00
2039	\$ 632,200.00	\$ 39,638.94	\$ 126,566.44	\$ 53,673.78	\$ 173,096.36	\$ 19,914.30	\$ 109,686.70	\$ 109,623.48	\$ 12,200.00	\$ 644,400.00
2040	\$ 896,800.00	\$ 56,229.36	\$ 179,539.36	\$ 76,138.32	\$ 245,543.84	\$ 28,249.20	\$ 155,594.80	\$ 155,505.12	\$ 11,800.00	\$ 908,600.00
2041	\$ 895,000.00	\$ 56,116.50	\$ 179,179.00	\$ 75,985.50	\$ 245,051.00	\$ 28,192.50	\$ 155,282.50	\$ 155,193.00	\$ 11,400.00	\$ 906,400.00
2042	\$ 896,900.00	\$ 56,235.63	\$ 179,559.38	\$ 76,146.81	\$ 245,571.22	\$ 28,252.35	\$ 155,612.15	\$ 155,522.46	\$ 15,900.00	\$ 912,800.00
2043	\$ 892,500.00	\$ 55,959.75	\$ 178,678.50	\$ 75,773.25	\$ 244,366.50	\$ 28,113.75	\$ 154,848.75	\$ 154,759.50	\$ 15,300.00	\$ 907,800.00
									TOTAL DEBT SERVICE	\$ 13,467,300.56

*AMOUNTS FOR NSFD MUNICIPAL CONTRIBUTIONS WILL CHANGE FOLLOWING 2025 AND WILL BE DEPENDENT UPON NEW PERCENT CONTRIBUTIONS

JOINT LIBRARY SERVICES
AGREEMENT

VILLAGES OF BAYSIDE, FOX POINT, RIVER HILLS, AND THE CITY OF GLENDALE

June 27, 2022
Amended April 23, 2023

THE AMENDED AND RESTATED
FOX POINT-BAYSIDE-GLENDALE-
RIVER HILLS JOINT LIBRARY
AGREEMENT

This Agreement is an Intergovernmental Cooperation Agreement pursuant to Sections 66.0301 and 43.53, Wis. Stats., made and entered into as of the 23rd day of April 2023 (hereinafter referred to as either "this Agreement" or "the 2023 Agreement" by and between the Village of Bayside (hereinafter referred to as "Bayside"), City of Glendale (hereinafter referred to as "Glendale"), Village of Fox Point (hereinafter referred to as "Fox Point"), and Village of River Hills (hereinafter referred to as "River Hills"). Each of the four communities shall be referred to hereinafter as a "Member Agency". Collectively, the four communities shall be referred to hereinafter as the "Member Agencies".

Whereas, Bayside, Fox Point, Glendale, and River Hills have operated and funded the North Shore Library pursuant to the Joint Library Agreement that the Member Agencies entered into as of January 1, 1985 ("1985 Agreement") to serve the needs of the public, and

Whereas, Bayside, Fox Point, Glendale, and River Hills have mutually benefited, both financially and through the provision of services, and

Whereas, Bayside, Fox Point, Glendale, and River Hills have found it advisable to continue the operation and funding of the North Shore Library with the changes and amendments as set forth in this 2023 Amended Agreement,

NOW, THEREFORE, for and in consideration of the following mutual covenants and terms contained herein, the Member Agencies agree as follows:

1. LIBRARY BOARD The 1985 Agreement created and established a Joint Library Board ("Board") for the purpose of operating a public library to be known as the "North Shore Library" ("Library"). The Member Agencies will agree to the location of the facility. The Board shall be given the facility from the Member Agencies for use by residents and others. The Board shall administer all future contractual relationships between the Member Agencies and the Milwaukee County Federated Library System for continuing library privileges for the public.

1.1 BOARD MEMBERS The Board shall have ten (10) members, each of whom shall be a resident of the Member Agencies. Four members shall be appointed by the Mayor of Glendale and confirmed by the Glendale Common Council; Two members shall be appointed by the Village President of Fox Point and confirmed by the Fox Point Village Board; Two members shall be appointed by the Village President of Bayside and confirmed by the Bayside Village Board; One member shall be appointed by the Village President of River Hills and confirmed by the River Hills Village Board. One school district representative shall be appointed by the Mayor or Village President and confirmed by the Common Council or Village Board of the member agency in which the library physically resides. Each Member Agency shall appoint one member of its governing body to serve as one of its appointed members of the Board for three-year terms to expire April 30 of any year.

1.2 TERMS OF OFFICE The ten-member board shall be divided into three classes as provided in Wisconsin Statutes Section 43.54(1)(b). Each appointment shall be for a three-year term, provided that if, after such appointment, the appointee changes their residence to a location outside the Member Agency which appointed them, the term shall immediately expire, and a successor shall be appointed, Otherwise, members shall serve until successors are appointed.

Vacancies on the Board shall be filled by appointment for any unexpired term by the appointing authority in the same manner as original appointments are made.

1.3 OFFICERS The Board shall elect a President, Vice President, Secretary/Treasurer, and such other officers as they deem necessary, The Board shall conduct an organizational meeting for the election of officers at its annual May meeting.

1.4 MEETINGS Meetings of the Board shall be held not less frequently than once per month, and otherwise upon the written request of a least three Board members. Meeting locations shall rotate between the Library and the Member Agency City/Village Hall(s). A majority of the members of the Board shall constitute a quorum for the transaction of any business at a meeting of the Board, and the Board shall determine Rules of Order to adopt for conducting business. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Board.

1.5 COMPENSATION No compensation shall be paid to members of the Board for their services.

1.6 POWERS Except as limited by this 2023 Agreement or amendments hereto, the Board shall have all the powers and duties authorized for library boards by Chapter 43, Wisconsin Statutes. Among others, the Library Director, subject to Library Board approval, shall have the following powers and duties:

1.6.1 Provide library services to Member Agencies and others.

1.6.2 Purchase, install, and maintain programming, technology, equipment, collection and circulation materials and services as necessary to provide services associated directly with the joint library operation within approved budget allocations.

1.6.3 Manage, operate, and administer the personnel and operations of the Library.

1.6.4 Repair, maintain, and renew the physical assets of the Library Including, but not limited to, its premises, equipment, and collection.

1.6.5 Prepare and adopt an annual budget for the Library's annual operating expenses as well as a capital budget.

1.6.6 Establish and make public rules and regulations governing the use of facilities operated by the Board pursuant to § 43.52, Wisconsin Statutes.

1.6.7 Discontinue library privileges to any person who violates the rules and regulations adopted and published by the Board.

1.6.8 Created by this Agreement shall not be considered a separate legal entity, unless specifically required by State Statute.

2. OPERATING EXPENSE BUDGET Member Agencies shall pay their share of the operating expense budget related to the joint library operation as specified by formula allocation contained in Section 6 (the "Member Agency Cost Allocation"). For purposes of this Agreement, operating expenses shall include the usual and ordinary cost of operation of the Library and the repair and renewal of the Library's physical assets including without limitation expenses of and ordinary additions to the collection and the purchase, installation, and maintenance of technology and programming necessary to provide library services to the Member Agencies. Annual operating expense budget increases shall not exceed the average of the Member Agencies' previous year's levy limits percentage increases, plus one percent (1%), for operating expenses of the Library. Should a Member Agency's levy limit exceed the other Member Agencies levy limits by more than one percent (1%), that Member Agency's levy limit increase shall be removed from the calculation. The Board, moreover, is not required to seek or obtain Member Agencies' approval if the Board presents and adopts an operating expense budget within the 1% limit. Member Agencies, by written unanimous consent, may increase the budgeted allocation beyond the allowable annual increase set forth in this Section 2.

2.1 The Board shall provide the fiscal agent with its annual operating and capital expense budget and Member Agency Cost Allocation, by September 15 each year.

2.2 No expenditures shall be made or contracted for by the Board or any Library employee with respect to any current or proposed item of operating expense until such time that it has been approved by the Board.

2.3 All annual unspent operating monies shall be placed in an operating fund balance account with the fiscal agent.

2.4 Should a significant community specific event occur or be requested by a Member Agency served by the Library, and the Library incurs additional costs related to the event, the Member Agency involved shall be responsible for any additional costs incurred.

3. CAPITAL EXPENSE BUDGET The Library shall prepare and adopt an annual budget for the Library's capital expenses and a five-year capital improvement plan, by September 15, each year. For purposes of this Agreement, capital expenses are expenses, other than operating expenses, that are intended to provide a long-term benefit, such as the purchase of real property or fixtures attached to real property, and physical equipment with an expected useful life of more than five (5) years.

3.1 No expenditures shall be made or contracted for by the Board or any Library employee with respect to any current or proposed Item of capital expense until such time that it has been approved by the Board.

3.2 Upon unanimous approval of the annual capital improvements budget by the governing bodies of the Member Agencies, the Library may make or contract for approved capital project expenditures of up to approved budget amount for each

specific capital funding request.

3.3 A designated Capital Reserve Fund shall be established and funded annually at the same percentage as the respective Member Agency's current Member Agency Cost Allocation. This Capital Reserve Fund shall be used for current, anticipated, unforeseen, or future major capital purchases. The Library will include an annual report of capital fund related activities by June 30, annually. The Capital Reserve Fund balance will be capped at \$100,000, as of September 1 each year. If the Capital Reserve Fund balance exceeds \$100,000 on September 1 of any year, the Library Director shall provide the fiscal agent with the appropriate allocation to reduce the community contribution proportionally in the subsequent year(s) by the then current Member Agency Cost Allocation.

3.4 All annual unspent capital monies shall be placed in the Capital Reserve Fund with the fiscal agent.

4. EMPLOYEES The Board shall appoint a Library Director. The Library Director shall appoint other employees within the prescribed duties, compensation, and approved Library budget. The Library Director and other employees appointed by the Director shall be employees of the fiscal agent.

4.1 The power to control the activities of those employees and to establish their compensation shall be delegated to and exercised by the Library Director, subject to approval by the Library Board. Said employees shall be entitled to such fringe benefits as are provided administrative employees of the fiscal agent, Including, where applicable, group, life, health, and dental insurance and FICA and participation in the Wisconsin Retirement System.

4.2 The Library Director shall develop and maintain personnel policies for Library employees and as necessary, shall budget accordingly, subject to approval by the Library Board. All personnel costs of Library employees shall be included in the annual budget referred to within this Agreement and shared by the Member Agencies as specified within this Agreement.

5. FISCAL AGENT The fiscal agent shall be established by a separate Memorandum of Understanding ("MOU"), which shall include terms and compensation deemed necessary by the Board as necessitated by Library operations, between the Library and a Member Agency, currently the Village of Bayside. The fiscal agent is designated to pay all expenditures approved by the Board and to receive all Library revenues. Said fiscal agent may co-mingle Library funds with other funds of their Member Agency but shall keep separate records of all Library receipts and expenditures.

5.1 The fiscal agent shall provide payroll and accounts payable services In an electronic method as well as other services in a manner that enhances the efficiency of the administration of the Library.

5.2 The fiscal agent shall procure and maintain for the Library, at Library expense, during the term of this Agreement, insurance to cover this operation. Such insurance shall include, but not be limited to property, workers' compensation, general and auto liability, energy systems, errors and omissions, and employee dishonesty insurance coverage. Such liability policies shall name each of the Member Agencies as an

additional insured.

5.3 The fiscal agent shall keep complete and provide accurate records of all receipts expenditures of the Board as well as an annual audit, which shall be available for public inspection.

6. MEMBER AGENCIES CONTRIBUTION The Member Agencies shall bear and pay the net operating expenses and capital expenditures of the Library as established according to the following formula.

- a. Each Member Agency shall pay a fixed allocation of five (5) percent of the annual Library budgets.
- b. The remaining ninety-five percent (95%) contribution of each Member Agency shall be proportional to the population of each Member Agency as determined by the most recent decennial United States Census.

6.1 The Board shall provide the fiscal agent with its annual operating and capital budget and Member Agency Cost Allocation, by September 15 each year. The Library Director shall provide the Member Agencies their community allocation within three business days of approval by the Board. Member Agencies shall have ten (10) business days after receipt of the annual operating and capital budget to object to the implementation of the formula allocation of the budget. The Board shall resolve any such objections by a majority vote of the Board. After the objection period concludes, the Member Agency Cost Allocations shall be considered final and accepted by each Member Agency.

7. PAYMENTS Operating budget payments shall be made in advance for each calendar quarter fifteen (15) days prior to the last day of the first, fourth, seventh, and tenth month of the year. Capital contributions shall be due and payable by Member Agencies by January 31, unless modified annually through written mutual agreement by the Board and the Member Agency.

7.1 If a Member Agency fails to pay in full any payment to be made by it as provided by this Agreement on the due date, the Member Agency shall be Indebted to the Library for the payment due, plus interest at an annual percentage rate of eighteen percent (18%), from the due date until full payment. In the event a Member Agency commences legal action regarding payments due under this Agreement, the prevailing party in such action shall be entitled to its costs, disbursements, and reasonable attorney's fees.

7.2 On September 15 of each year, the Library Director shall compute the amount of revenue received by the Library from non-resident usage fees during the preceding year. If non-resident usage fees are greater than \$1,000 in the preceding fiscal year, the fiscal agent shall credit the amount of such revenues against the amounts due from the Member Agencies in accordance with the Member Agency Cost Allocation In effect during the preceding year for the upcoming year.

8. MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM The Library shall participate in the Milwaukee County Federated Library System (hereinafter "MCFLS") until such time as the Member Agencies shall unanimously agree that such participation should cease or this 2023 Agreement is terminated, Nothing contained in this 2023 Agreement shall require any

participating Member Agency to continue its participation in the MCFLS provided, however, that in the absence of unanimous agreement by the Member Agencies, the decision of any participating Member Agency to cease its participation in the MCFLS shall not affect the Library's continuing participation in the MCFLS and further provided that the Library shall make whatever reductions in service to the residents of such non-participating Member Agency as may be required as a result of such Member Agency's decision to cease its participation in the MCFLS by the provisions of the agreement or agreements governing the Library's continuing participation in the MCFLS.

8.1 The Board has the power to recommend to the governing bodies of the Member Agencies as to the desirability of continuing the contractual relationships of the Member Agencies with the MCFLS, and to make such recommendations it deems appropriate with respect to the specific terms of such continuing contractual relationships.

9. COMMUNITY COORDINATION COUNCIL A Community Coordination Council ("CCC") is created and shall be composed of a representative of the fiscal agent; the Chief Administrative Officer, or designee, of each Member Agency; and the Library Director. The CCC is advisory in nature and shall discuss and provide input and recommendations on matters that enhance the service delivery, efficiency, and facility management between the Library and Member Agencies. Meetings of the CCC shall be held not less frequently than once each calendar quarter, and otherwise upon the written request of a least two CCC members.

10. OWNERSHIP OF ASSETS Physical assets acquired by the Board shall be owned by the Library, subject to the provisions for division of assets on termination of this Agreement. The Member Agencies entered into an Amendment to the 1985 Agreement as of the date of December 18, 2015 (hereinafter "2015 Amendment") for the purpose of acquiring ownership of a portion of the space that was being leased for library purposes. Nothing in this 2023 Agreement shall be construed to amend or supersede the 2015 Amendment. The remainder of the existing facility at 6800 N. Port Washington Road is two condominiums, one owned by the City of Glendale and the other by the City of Glendale and Villages of Bayside, Fox Point and River Hills. Any future physical facility, excluding the existing Library at 6800 Port Washington Road, Glendale, WI 53217, in which the Library is located, shall be owned and operated by the North Shore Library, subject to execution of a separate agreement.

11. PARTICIPATION Should municipalities not currently a Member Agency contract for the services of the Library, contribute assets, capital, revenue, or personnel, or make any other contribution which reduces the cost to the Library for its services, a credit shall be issued to the Member Agencies. The credit shall be the reasonable estimated amount of the pro-rata cost savings of such contribution both for a reduction in on-going operating costs allocation and operating cost budget. Adding an additional municipality would require an amendment of this Agreement.

12. TERM OF AGREEMENT AND WITHDRAWAL This Agreement shall take effect upon the effective date stated herein after adoption by the governing body of each Member Agency of a resolution approving the Agreement and authorizing its execution. This Agreement shall remain in effect in perpetuity subject to the following:

12.1 Any Member Agency wishing to withdraw from the 2022 Agreement may do so any time after January 1, 2042, with at least three (3) years written notice delivered to the Clerk for and addressed to the governing bodies of each of the other Member Agencies. Any notice to withdraw shall specify a withdrawal date of December 31, of the year that the Member Agency intends to withdraw so that a withdrawing Member Agency shall continue to participate for at least three

full calendar years after delivering its notice of withdrawal.

12.2 Withdrawal of any participating Member Agency without the express written consent of each of the other Member Agencies shall not result in dissolution of the Library and no withdrawing Member Agency shall ever have any claim against any of the assets used by the Library or the proceeds thereof.

12.3 Should any Member Agency withdraw from the 2022 Agreement, it shall be obligated for its share of any debt service (principal and Interest) incurred while that Member Agency was under the Agreement, unless such debt is assumed by another Member Agency or some third person or entity. This section shall not apply to any new debt incurred during the withdrawal notice period.

12.4 The fact that a Member Agency is paying or is required to pay on debt service (principal and interest) incurred while that Member Agency was a member of the Library shall not entitle a terminated Member Agency after termination to any of the services provided by the Library.

12.5 This Agreement may be terminated and unilaterally dissolved only by express written agreement of all of the Member Agencies which are participating in this Agreement and which have maintained in a current status their financial obligation hereunder. Upon such dissolution, the assets used by the Library shall be divided among the Member Agencies, then participating in accordance with the ratio of expense sharing in existence in the year of termination. In the event of a dispute with respect to such distribution, all assets shall be sold with proceeds thereof distributed on the same basis.

12.6 All notices of withdrawal issued prior to the effective date of the 2022 Agreement are rendered null and void upon the full execution of the 2022 Agreement.

13. WARRANTIES AND DAMAGES Member Agencies agree that there are no warranties, express or implied, by this Agreement or otherwise, as to the service and as to any parts of any systems design, program, implementation, modification or other service provided by the Library. There is no implied warranty of merchantability or fitness for a particular purpose. There is no warranty of any other kind. Nothing herein is intended to limit or preclude any claims Member Agencies may have against any third parties, including manufacturers, sellers, dealers, repairers, service providers, installers or others, nor shall this provision be construed as relating to, or defining in any way, liability as to third parties.

14. THIRD PARTY LIABILITY It is expressly understood by and between the parties that each party shall be responsible, in the event of a claim, or judgment by a court of competent jurisdiction, for liability to a third party, to the extent liability of the party shall be found. Nothing in this Agreement shall be construed to limit the right of contribution of any party against the other in the event of liability to a third party. This Agreement is intended to be solely between the parties hereto and its terms shall not be construed to add, supplement, or grant any rights, benefits or privileges of any kind whatsoever to any third party or parties.

15. DISPUTE RESOLUTION The parties agree that in the event of any dispute over the terms, performance, or administration of this Agreement they will submit first to mediation through the Wisconsin Policy Forum, or a mediator mutually agreed upon by all parties. In any litigation thereafter, the substantially prevailing party shall be entitled to its attorneys' fees and

costs.

16. AMENDMENTS Any amendments to this Agreement or any exhibit hereto shall be approved by the governing bodies of all Member Agencies.

17. HOLD HARMLESS Any uninsured liability, costs of damages for personal Injury, property damage, or any other loss of whatever nature incurred by the Library shall be the liability of the Library, subject to the contributions of the Member Agencies herein described. Any such uninsured liability, costs, or damage shall be paid proportionately by each of the Member Agencies in accordance with the Member Agency Cost Allocation.

18. ASSIGNMENT This Agreement may not be assigned.

19. SEVERABILITY If any provision of this Agreement shall be held or declared Invalid, illegal, or unenforceable under any law applicable thereto, such provision shall be deemed deleted from this Agreement without impairing or prejudicing the validity, legality, and enforceability of the remaining provisions hereof.

20. WISCONSIN LAW This Agreement is to be interpreted in accordance with the laws of the State of Wisconsin.

21. NO WAIVER OF IMMUNITIES Nothing in this Agreement shall constitute a waiver in whole or in part, of any immunities of the Member Agencies under § 893.80 Wis. Stats. or any other statutory or common law.

22. ACKNOWLEDGMENT Member Agencies acknowledge by the signature of its duly authorized representative below that Member Agency or its authorized agent has read and understands all the terms and conditions of this Agreement as set forth herein, and Member Agency fully understands that the Library is a provider of equipment and service and not an insurer, and Member Agency agrees to be bound by such terms and conditions.

23. ENTIRE AGREEMENT This document, including any and all attachments, unless specified as illustrative, constitutes the entire agreement between Member Agencies on this subject matter and is intended as a final expression of the agreement of the parties and the complete and exclusive statement of the terms of the agreement. This 2023 Agreement is intended to amend and restate the 2022 agreement except for the current lease described in Section 9.2 of the 1985 Agreement (and documents that show, evidence, or discuss the current lease) and the 2015 Amendment to the 1985 Agreement described in Section 11 of the 2022 Agreement. The items excepted shall continue in force undisturbed. No provision of this Agreement shall be deemed waived, amended or modified by any party unless such waiver, amendment or modification is in writing signed by the party sought to be bound by the waiver, amendment or modification. This Agreement is not binding unless approved in writing by an authorized representative of each Member Agency.

24. PRESUMPTIONS This Agreement is the result of negotiations between the parties, each of whom was represented by counsel. No party may claim or enjoy any presumption with regard to the interpretation of this Agreement based on its draftsmanship.

25. AUTHORITY The undersigned represent and warrant that they are duly authorized to enter into this Agreement on behalf of the respective parties.

In witness whereof, this Agreement has been executed to take effect as of the day and year set forth above by the respective officers of the respective Member Agencies, being duly authorized by their respective governing bodies so to do.

Village of Bayside

Village President

Village Clerk

Village of Fox Point

Village President

Village Clerk

Village of River Hills

Village President

Village Clerk

City of Glendale

Mayor

City Clerk

NSL Joint Agreement 4-23-23

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JOINT LIBRARY SERVICES
AGREEMENT

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VILLAGES OF BAYSIDE, FOX POINT, RIVER HILLS, AND THE CITY OF GLENDALE

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June 27, 2022
Amended April 23, 2023

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THE AMENDED AND RESTATED
FOX POINT-BAYSIDE-GLENDALE-
RIVER HILLS JOINT LIBRARY
AGREEMENT

This Agreement is an Intergovernmental Cooperation Agreement pursuant to Sections 66.0301 and 43.53, Wis. Stats., made and entered into as of the 23rd day of April 2023 (hereinafter referred to as either "this Agreement" or "the 2023 Agreement" by and between the Village of Bayside (hereinafter referred to as "Bayside"), City of Glendale (hereinafter referred to as "Glendale"), Village of Fox Point (hereinafter referred to as "Fox Point"), and Village of River Hills (hereinafter referred to as "River Hills"). Each of the four communities shall be referred hereinafter as a "Member Agency". Collectively, the four communities shall be referred hereinafter to as the "Member Agencies".

Whereas, Bayside, Fox Point, Glendale, and River Hills have operated and funded the North Shore Library pursuant to the Joint Library Agreement that the Member Agencies entered into as of January 1, 1985 ("1985 Agreement") to serve the needs of the public, and

Whereas, Bayside, Fox Point, Glendale, and River Hills have mutually benefited, both financially and through the provision of services, and

Whereas, Bayside, Fox Point, Glendale, and River Hills have found it advisable to continue the operation and funding of the North Shore Library with the changes and amendments as set forth in this 2023 Amended Agreement,

NOW, THEREFORE, for and in consideration of the following mutual covenants and terms contained herein, the Member Agencies agree as follows:

1. **LIBRARY BOARD** The 1985 Agreement created and established a Joint Library Board ("Board") for the purpose of operating a public library to be known as the "North Shore Library" ("Library"). The Member Agencies will agree to the location of the facility. The Board shall be given the facility from the Member Agencies for use by residents and others. The Board shall administer all future contractual relationships between the Member Agencies and the Milwaukee County Federated Library System for continuing library privileges for the public.

1.1 **BOARD MEMBERS** The Board shall have ten (10) members, each of whom shall be a resident of the Member Agencies. Four members shall be appointed by the Mayor of Glendale and confirmed by the Glendale Common Council; Two members shall be appointed by the Village President of Fox Point and confirmed by the Fox Point Village Board; Two members shall be appointed by the Village President of Bayside and confirmed by the Bayside Village Board; One member shall be appointed by the Village President of River Hills and confirmed by the River Hills Village Board. One school district representative shall be appointed by the Mayor or Village President and confirmed by the Common Council or Village Board of the member agency in which the library physically resides. Each Member Agency shall appoint one member of its governing body to serve as one of its appointed members of the Board for three-year terms to expire April 30 of any year.

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Vacancies on the Board shall be filled by appointment for any unexpired term by the appointing authority in the same manner as original appointments are made.

1.3 **OFFICERS** The Board shall elect a President, Vice President, Secretary/Treasurer, and such other officers as they deem necessary. The Board shall conduct an organizational meeting for the election of officers at its annual May meeting.

1.4 **MEETINGS** Meetings of the Board shall be held not less frequently than once per month, and otherwise upon the written request of a least three Board members. Meeting locations shall rotate between the Library and the Member Agency City/Village Hall(s). A majority of the members of the Board shall constitute a quorum for the transaction of any business at a meeting of the Board, and the Board shall determine Rules of Order to adopt for conducting business. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Board.

1.5 **COMPENSATION** No compensation shall be paid to members of the Board for their services.

1.6 **POWERS** Except as limited by this 2023 Agreement or amendments hereto, the Board shall have all the powers and duties authorized for library boards by Chapter 43, Wisconsin Statutes. Among others, the Library Director, subject to Library Board approval, shall have the following powers and duties:

1.6.1 Provide library services to Member Agencies and others.

1.6.2 Purchase, install, and maintain programming, technology, equipment, collection and circulation materials and services as necessary to provide services associated directly with the joint library operation within approved budget allocations.

1.6.3 Manage, operate, and administer the personnel and operations of the Library.

1.6.4 Repair, maintain, and renew the physical assets of the Library including, but not limited to, its premises, equipment, and collection.

1.6.5 Prepare and adopt an annual budget for the Library's annual operating expenses as well as a capital budget.

1.6.6 Establish and make public rules and regulations governing the use of facilities operated by the Board pursuant to § 43.52, Wisconsin Statutes.

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1.6.7 Discontinue library privileges to any person who violates the rules and regulations adopted and published by the Board.

1.6.8 Created by this Agreement shall not be considered a separate legal entity, unless specifically required by State Statute.

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2.2 No expenditures shall be made or contracted for by the Board or any Library employee with respect to any current or proposed item of operating expense until such time that it has been approved by the Board.

2.3 All annual unspent operating monies shall be placed in an operating fund balance account with the fiscal agent.

2.4 Should a significant community specific event occur or be requested by a Member Agency served by the Library, and the Library incurs additional costs related to the event, the Member Agency involved shall be responsible for any additional costs incurred.

3. CAPITAL EXPENSE BUDGET The Library shall prepare and adopt an annual budget for the Library's capital expenses and a five-year capital improvement plan, by September 15, each year. For purposes of this Agreement, capital expenses are expenses, other than operating expenses, that are intended to provide a long-term benefit, such as the purchase of real property or fixtures attached to real property, and physical equipment with an expected useful life of more than five (5) years.

3.1 No expenditures shall be made or contracted for by the Board or any Library employee with respect to any current or proposed Item of capital expense until such time that it has been approved by the Board.

3.2 Upon unanimous approval of the annual capital improvements budget by the governing bodies of the Member Agencies, the Library may make or contract for approved capital project expenditures of up to approved budget amount for each

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specific capital funding request.

3.3 A designated Capital Reserve Fund shall be established and funded annually at the same percentage as the respective Member Agency's current Member Agency Cost Allocation. This Capital Reserve Fund shall be used for current, anticipated, unforeseen, or future major capital purchases. The Library will include an annual report of capital fund related activities by June 30, annually. The Capital Reserve Fund balance will be capped at \$100,000, as of September 1 each year. If the Capital Reserve Fund balance exceeds \$100,000 on September 1 of any year, the Library Director shall provide the fiscal agent with the appropriate allocation to reduce the community contribution proportionally in the subsequent year(s) by the then current Member Agency Cost Allocation.

3.4 All annual unspent capital monies shall be placed in the Capital Reserve Fund with the fiscal agent.

4. EMPLOYEES. The Board shall appoint a Library Director. The Library Director shall appoint other employees within the prescribed duties, compensation, and approved Library budget. The Library Director and other employees appointed by the Director shall be employees of the fiscal agent.

4.1 The power to control the activities of those employees and to establish their compensation shall be delegated to and exercised by the Library Director, subject to approval by the Library Board. Said employees shall be entitled to such fringe benefits as are provided administrative employees of the fiscal agent. Including, where applicable, group, life, health, and dental insurance and FICA and participation in the Wisconsin Retirement System.

4.2 The Library Director shall develop and maintain personnel policies for Library employees and as necessary, shall budget accordingly, subject to approval by the Library Board. All personnel costs of Library employees shall be included in the annual budget referred to within this Agreement and shared by the Member Agencies as specified within this Agreement.

5. FISCAL AGENT. The fiscal agent shall be established by a separate Memorandum of Understanding ("MOU"), which shall include terms and compensation deemed necessary by the Board as necessitated by Library operations, between the Library and a Member Agency, currently the Village of Bayside. The fiscal agent is designated to pay all expenditures approved by the Board and to receive all Library revenues. Said fiscal agent may co-mingle Library funds with other funds of their Member Agency but shall keep separate records of all Library receipts and expenditures.

5.1 The fiscal agent shall provide payroll and accounts payable services in an electronic method as well as other services in a manner that enhances the efficiency of the administration of the Library.

5.2 The fiscal agent shall procure and maintain for the Library, at Library expense, during the term of this Agreement, insurance to cover this operation. Such insurance shall include, but not be limited to property, workers' compensation, general and auto liability, energy systems, errors and omissions, and employee dishonesty insurance coverage. Such liability policies shall name each of the Member Agencies as an

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additional insured.

5.3 The fiscal agent shall keep complete and provide accurate records of all receipts expenditures of the Board as well as an annual audit, which shall be available for public inspection.

6. **MEMBER AGENCIES CONTRIBUTION.** The Member Agencies shall bear and pay the net operating expenses and capital expenditures of the Library as established according to the following formula.

- a. Each Member Agency shall pay a fixed allocation of five (5) percent of the annual Library budgets.
- b. The remaining ninety-five percent (95%) contribution of each Member Agency shall be proportional to the population of each Member Agency as determined by the most recent decennial United States Census.

6.1 The Board shall provide the fiscal agent with its annual operating and capital budget and Member Agency Cost Allocation, by September 15 each year. The Library Director shall provide the Member Agencies their community allocation within three business days of approval by the Board. Member Agencies shall have ten (10) business days after receipt of the annual operating and capital budget to object to the implementation of the formula allocation of the budget. The Board shall resolve any such objections by a majority vote of the Board. After the objection period concludes, the Member Agency Cost Allocations shall be considered final and accepted by each Member Agency.

7. **PAYMENTS.** Operating budget payments shall be made in advance for each calendar quarter fifteen (15) days prior to the last day of the first, fourth, seventh, and tenth month of the year. Capital contributions shall be due and payable by Member Agencies by January 31, unless modified annually through written mutual agreement by the Board and the Member Agency.

7.1 If a Member Agency fails to pay in full any payment to be made by it as provided by this Agreement on the due date, the Member Agency shall be Indebted to the Library for the payment due, plus interest at an annual percentage rate of eighteen percent (18%), from the due date until full payment. In the event a Member Agency commences legal action regarding payments due under this Agreement, the prevailing party in such action shall be entitled to its costs, disbursements, and reasonable attorney's fees.

7.2 On September 15 of each year, the Library Director shall compute the amount of revenue received by the Library from non-resident usage fees during the preceding year. If non-resident usage fees are greater than \$1,000 in the preceding fiscal year, the fiscal agent shall credit the amount of such revenues against the amounts due from the Member Agencies in accordance with the Member Agency Cost Allocation In effect during the preceding year for the upcoming year.

8. **MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM.** The Library shall participate in the Milwaukee County Federated Library System (hereinafter "MCFLS") until such time as the Member Agencies shall unanimously agree that such participation should cease or this 2023 Agreement is terminated, Nothing contained in this 2023 Agreement shall require any

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participating Member Agency to continue its participation in the MCFLS provided, however, that in the absence of unanimous agreement by the Member Agencies, the decision of any participating Member Agency to cease its participation in the MCFLS shall not affect the Library's continuing participation in the MCFLS and further provided that the Library shall make whatever reductions in service to the residents of such non-participating Member Agency as may be required as a result of such Member Agency's decision to cease its participation in the MCFLS by the provisions of the agreement or agreements governing the Library's continuing participation in the MCFLS.

8.1 The Board has the power to recommend to the governing bodies of the Member Agencies as to the desirability of continuing the contractual relationships of the Member Agencies with the MCFLS, and to make such recommendations it deems appropriate with respect to the specific terms of such continuing contractual relationships.

9. COMMUNITY COORDINATION COUNCIL. A Community Coordination Council ("CCC") is created and shall be composed of a representative of the fiscal agent; the Chief Administrative Officer, or designee, of each Member Agency; and the Library Director. The CCC is advisory in nature and shall discuss and provide input and recommendations on matters that enhance the service delivery, efficiency, and facility management between the Library and Member Agencies. Meetings of the CCC shall be held not less frequently than once each calendar quarter, and otherwise upon the written request of a least two CCC members.

10. OWNERSHIP OF ASSETS. Physical assets acquired by the Board shall be owned by the Library, subject to the provisions for division of assets on termination of this Agreement. The Member Agencies entered into an Amendment to the 1985 Agreement as of the date of December 18, 2015 (hereinafter "2015 Amendment") for the purpose of acquiring ownership of a portion of the space that was being leased for library purposes. Nothing in this 2023 Agreement shall be construed to amend or supersede the 2015 Amendment. The remainder of the existing facility at 6800 N. Port Washington Road is two condominiums, one owned by the City of Glendale and the other by the City of Glendale and Villages of Bayside, Fox Point and River Hills. Any future physical facility, excluding the existing Library at 6800 Port Washington Road, Glendale, WI 53217, in which the Library is located, shall be owned and operated by the North Shore Library, subject to execution of a separate agreement.

11. PARTICIPATION. Should municipalities not currently a Member Agency contract for the services of the Library, contribute assets, capital, revenue, or personnel, or make any other contribution which reduces the cost to the Library for its services, a credit shall be issued to the Member Agencies. The credit shall be the reasonable estimated amount of the pro-rata cost savings of such contribution both for a reduction in on-going operating costs allocation and operating cost budget. Adding an additional municipality would require an amendment of this Agreement.

12. TERM OF AGREEMENT AND WITHDRAWAL. This Agreement shall take effect upon the effective date stated herein after adoption by the governing body of each Member Agency of a resolution approving the Agreement and authorizing its execution. This Agreement shall remain in effect in perpetuity subject to the following:

12.1 Any Member Agency wishing to withdraw from the 2022 Agreement may do so any time after January 1, 2042, with at least three (3) years written notice delivered to the Clerk for and addressed to the governing bodies of each of the other Member Agencies. Any notice to withdraw shall specify a withdrawal date of December 31, of the year that the Member Agency intends to withdraw so that a withdrawing Member Agency shall continue to participate for at least three

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full calendar years after delivering its notice of withdrawal.

12.2 Withdrawal of any participating Member Agency without the express written consent of each of the other Member Agencies shall not result in dissolution of the Library and no withdrawing Member Agency shall ever have any claim against any of the assets used by the Library or the proceeds thereof.

12.3 Should any Member Agency withdraw from the 2022 Agreement, it shall be obligated for its share of any debt service (principal and Interest) incurred while that Member Agency was under the Agreement, unless such debt is assumed by another Member Agency or some third person or entity. This section shall not apply to any new debt incurred during the withdrawal notice period.

12.4 The fact that a Member Agency is paying or is required to pay on debt service (principal and interest) incurred while that Member Agency was a member of the Library shall not entitle a terminated Member Agency after termination to any of the services provided by the Library.

12.5 This Agreement may be terminated and unilaterally dissolved only by express written agreement of all of the Member Agencies which are participating in this Agreement and which have maintained in a current status their financial obligation hereunder. Upon such dissolution, the assets used by the Library shall be divided among the Member Agencies, then participating in accordance with the ratio of expense sharing in existence in the year of termination. In the event of a dispute with respect to such distribution, all assets shall be sold with proceeds thereof distributed on the same basis.

12.6 All notices of withdrawal issued prior to the effective date of the 2022 Agreement are rendered null and void upon the full execution of the 2022 Agreement.

13. **WARRANTIES AND DAMAGES.** Member Agencies agree that there are no warranties, express or implied, by this Agreement or otherwise, as to the service and as to any parts of any systems design, program, implementation, modification or other service provided by the Library. There is no implied warranty of merchantability or fitness for a particular purpose. There is no warranty of any other kind. Nothing herein is intended to limit or preclude any claims Member Agencies may have against any third parties, including manufacturers, sellers, dealers, repairers, service providers, installers or others, nor shall this provision be construed as relating to, or defining in any way, liability as to third parties.

14. **THIRD PARTY LIABILITY.** It is expressly understood by and between the parties that each party shall be responsible, in the event of a claim, or judgment by a court of competent jurisdiction, for liability to a third party, to the extent liability of the party shall be found. Nothing in this Agreement shall be construed to limit the right of contribution of any party against the other in the event of liability to a third party. This Agreement is intended to be solely between the parties hereto and its terms shall not be construed to add, supplement, or grant any rights, benefits or privileges of any kind whatsoever to any third party or parties.

15. **DISPUTE RESOLUTION.** The parties agree that in the event of any dispute over the terms, performance, or administration of this Agreement they will submit first to mediation through the Wisconsin Policy Forum, or a mediator mutually agreed upon by all parties. In any litigation thereafter, the substantially prevailing party shall be entitled to its attorneys' fees and

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costs.

16. AMENDMENTS Any amendments to this Agreement or any exhibit hereto shall be approved by the governing bodies of all Member Agencies.

17. HOLD HARMLESS Any uninsured liability, costs of damages for personal Injury, property damage, or any other loss of whatever nature incurred by the Library shall be the liability of the Library, subject to the contributions of the Member Agencies herein described. Any such uninsured liability, costs, or damage shall be paid proportionately by each of the Member Agencies in accordance with the Member Agency Cost Allocation.

18. ASSIGNMENT This Agreement may not be assigned.

19. SEVERABILITY If any provision of this Agreement shall be held or declared Invalid, illegal, or unenforceable under any law applicable thereto, such provision shall be deemed deleted from this Agreement without impairing or prejudicing the validity, legality, and enforceability of the remaining provisions hereof.

20. WISCONSIN LAW This Agreement is to be interpreted in accordance with the laws of the State of Wisconsin.

21. NO WAIVER OF IMMUNITIES Nothing in this Agreement shall constitute a waiver in whole or in part, of any immunities of the Member Agencies under § 893.80 Wis. Stats. or any other statutory or common law.

22. ACKNOWLEDGMENT Member Agencies acknowledge by the signature of its duly authorized representative below that Member Agency or its authorized agent has read and understands all the terms and conditions of this Agreement as set forth herein, and Member Agency fully understands that the Library is a provider of equipment and service and not an insurer, and Member Agency agrees to be bound by such terms and conditions.

23. ENTIRE AGREEMENT This document, including any and all attachments, unless specified as illustrative, constitutes the entire agreement between Member Agencies on this subject matter and is intended as a final expression of the agreement of the parties and the complete and exclusive statement of the terms of the agreement. This 2023 Agreement is intended to amend and restate the 2022 agreement except for the current lease described in Section 9.2 of the 1985 Agreement (and documents that show, evidence, or discuss the current lease) and the 2015 Amendment to the 1985 Agreement described in Section 11 of the 2022 Agreement. The items excepted shall continue in force undisturbed. No provision of this Agreement shall be deemed waived, amended or modified by any party unless such waiver, amendment or modification is in writing signed by the party sought to be bound by the waiver, amendment or modification. This Agreement is not binding unless approved in writing by an authorized representative of each Member Agency.

24. PRESUMPTIONS This Agreement is the result of negotiations between the parties, each of whom was represented by counsel. No party may claim or enjoy any presumption with regard to the interpretation of this Agreement based on its draftsmanship.

25. AUTHORITY The undersigned represent and warrant that they are duly authorized to enter into this Agreement on behalf of the respective parties.

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In witness whereof, this Agreement has been executed to take effect as of the day and year set forth above by the respective officers of the respective Member Agencies, being duly authorized by their respective governing bodies so to do.

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Village of Bayside

Village President

Village Clerk

Village of Fox Point

Village President

Village Clerk

Village of River Hills

Village President

Village Clerk

City of Glendale

Mayor

City Clerk

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Department of Public Works

April 2023

Highlights and Accomplishments

- The DPW crew opened the Ellsworth Park Pavilion for the season. In this work, the Ellsworth Park tennis courts were also opened.
- The snow removal equipment was removed from the Village plow trucks. Salt bins were emptied and will be stored for the season. Snow stakes were removed, and Village wide plowing restoration was completed.
- The Indian Creek drainage swale was walked and clear of litter and debris. The main drainage pipes had brush cut and removed to prevent localized water backups in the area.
- The DPW team hosted a successful Clean Up Day for residents to participate in.
- The DPW fleet has begun its transformation to green and amber emergency lighting.
- The DPW participated in the Bayside Citizens Academy hosting residents from the community on the inner workings of the Department of Public Works.

Metric	Measurement	2022 Total	2023 YTD	5 Year Average	Target	Status (comp. 5 yr avg)
Garbage Collected	Tons	1,273	355	1,273	1,200	
Recycling Collected	Tons	446	131	485	500	
Diversion Rate	=Rec/(Rec+Garb)	26%	27%	28%	30%	
Yard Waste Collection	Stops	7,463	1,662	6,964	7,500	
Yard Waste Collected	Yards	1,987	525	2,735	2,500	
Recycling/ Clean Up Day Participants	Cars	1,162	344	1,004	800	
Access Bayside Requests	Requests Closed	682	367	761	700	
Special Pickups	Pickups	147	30	171	165	
Mulch Deliveries	Deliveries	42	17	57	60	
Mulch Delivered	Yards	540	125	497	500	
Sewer Main Cleaned	Feet	23,361	0	25,730	26,000	
Manholes Rehabilitated	Manholes	57	0	12	12	
Ditch Line	Feet	8,150	0	7,870	5,000	
Culvert Replacement	Culverts	38	0	34	30	
Tree Removal	Trees	187	8	125	<10	
Trees Planted	Trees	75	0	88	50	

**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTY
VILLAGE OF BAYSIDE**

RESOLUTION NO. 23-07

**A Resolution regarding the Wisconsin Department of Natural Resources NR 208,
2023 Compliance Maintenance Annual Report**

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file an Compliance Maintenance Annual Report (CMAR) for its wastewater treatment/wastewater collection system under Wisconsin Administrative Code NR 208;

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR);

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades (of “C” or less) and/or an overall grade point average (< 3.00);

BE IT THEREFORE RESOLVED by the Village Board of the Village of Bayside that the following recommendations or actions will be taken to address or correct problems/ deficiencies of the wastewater treatment or collection system as identified in the Compliance Maintenance Annual Report (CMAR):

- (1) None

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Bayside this eighteenth day of May 2023.

VILLAGE OF BAYSIDE

Eido M. Walny, Village President

Rachel A. Safstrom, Administrative Services
Director

Compliance Maintenance Annual Report

Bayside Sewage Collection System

Last Updated: Reporting For:
5/15/2023 2022

Financial Management

1. Provider of Financial Information Name: <input type="text" value="Rachel Safstrom"/> Telephone: <input type="text" value="414-206-3913"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="rsafstrom@baysidewi.gov"/>		
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ No (40 points) If No, please explain: <input type="text"/> 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2022"/> ● 0-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A (private facility) 2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		0
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2022"/> ● 1-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A If N/A, please explain: <input type="text"/>		
3.2 Equipment Replacement Fund Activity		
3.2.1 Ending Balance Reported on Last Year's CMAR	\$ <input type="text" value="32,867.73"/>	
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$ <input type="text" value="0.00"/>	
3.2.3 Adjusted January 1st Beginning Balance	\$ <input type="text" value="32,867.73"/>	
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$ <input type="text" value="383.42"/>	
	+	

Compliance Maintenance Annual Report

Bayside Sewage Collection System

Last Updated: Reporting For:
5/15/2023 **2022**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 33,251.15

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 33,251.15

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
None reported			

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

Compliance Maintenance Annual Report

Bayside Sewage Collection System

Last Updated: Reporting For:
5/15/2023 **2022**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	2,499	4
February	2,550	5
March	2,161	6
April	4,096	6
May	3,408	11
June	2,318	7
July	1,599	5
August	1,599	6
September	2,682	6
October	1,455	7
November	3,109	12
December	3,529	6
Total	31,005	81
Average	2,584	7

6.1.2 Comments:

gas powers the back up generators, which fire weekly as a test and are used in case of an emergency.

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Bayside Sewage Collection System

Last Updated: Reporting For:
5/15/2023 **2022**

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Bayside Sewage Collection System

Last Updated: Reporting For:
5/15/2023 2022

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

No SSO's or backups.

Did you accomplish them?

- Yes
- No

If No, explain:

There was a SSO occurrence on Feb 28, 2023. There is a monitoring level alarm in manhole, BA113. It triggers when the sewer system becomes full and is at critical level creating immediate sewage back ups into homes down Bayside Dr and Tennyson Dr and the surrounding homes. Quick action was required to prevent significant property damage from occurring and was unavoidable. There were no alternatives to this event, but the Village is actively working on a sewer overflow pip to remove future concerns and potential SSO.

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY)

2000-06-01

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance
- Operation and Maintenance [NR 210.23 (4) (d)]

Compliance Maintenance Annual Report

Bayside Sewage Collection System

Last Updated: Reporting For:
5/15/2023 **2022**

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input style="width: 50px; height: 20px;" type="text" value="18"/>	% of system/year
Root removal	<input style="width: 50px; height: 20px;" type="text" value="0"/>	% of system/year
Flow monitoring	<input style="width: 50px; height: 20px;" type="text" value="0"/>	% of system/year
Smoke testing	<input style="width: 50px; height: 20px;" type="text" value="0"/>	% of system/year
Sewer line televising	<input style="width: 50px; height: 20px;" type="text" value="0"/>	% of system/year
Manhole inspections	<input style="width: 50px; height: 20px;" type="text" value="16.5"/>	% of system/year
Lift station O&M	<input style="width: 50px; height: 20px;" type="text" value="12"/>	# per L.S./year
Manhole rehabilitation	<input style="width: 50px; height: 20px;" type="text" value="9.5"/>	% of manholes rehabbed
Mainline rehabilitation	<input style="width: 50px; height: 20px;" type="text" value="6.4"/>	% of sewer lines rehabbed

Compliance Maintenance Annual Report

Bayside Sewage Collection System

Last Updated: Reporting For:
5/15/2023 **2022**

Private sewer inspections % of system/year
 Private sewer I/I removal % of private services
 River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

Total actual amount of precipitation last year in inches
 Annual average precipitation (for your location)
 Miles of sanitary sewer
 Number of lift stations
 Number of lift station failures
 Number of sewer pipe failures
 Number of basement backup occurrences
 Number of complaints
 Average daily flow in MGD (if available)
 Peak monthly flow in MGD (if available)
 Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

Lift station failures (failures/year)
 Sewer pipe failures (pipe failures/sewer mile/yr)
 Sanitary sewer overflows (number/sewer mile/yr)
 Basement backups (number/sewer mile)
 Complaints (number/sewer mile)
 Peaking factor ratio (Peak Monthly:Annual Daily Avg)
 Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

Compliance Maintenance Annual Report

Bayside Sewage Collection System

Last Updated: Reporting For:
5/15/2023 **2022**

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Yes

No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

The Village worked with MMSD to figure out problems areas of the Village to complete PPII work at. The Village applied and received funds for the projects.

5.4 What is being done to address infiltration/inflow in your collection system?

Private I&I public work plan has been completed.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Bayside Sewage Collection System

Last Updated: Reporting For:
5/15/2023 **2022**

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Bayside Sewage Collection System

Last Updated: Reporting For:
5/15/2023 **2022**

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

Village of Bayside

SAFETY SPOTLIGHT

Green warning lights make DPW equipment and trucks more visible

The Wisconsin State Legislature recently passed the Wisconsin Act 255 that gives county and municipal departments the ability to add green lights to their current amber or white lights on their vehicles. The Village of Bayside Public Works Department has begun the upgrade from solely amber lighting to a combination of amber and green flashing lights. This upgrade will occur for the entire DPW fleet by the end of the year. One of the main goals for this upgrade is safety of the crew by added visibility.

Garbage trucks, pickup trucks, snowplow trucks, and any other equipment that the crew has on the road needs to be seen by other drivers. Public Works vehicles and equipment may be driving at slower speeds or stopping on the road to get out and perform work, increasing the vehicle and crew's risk of collision. Green and amber flashing lights will increase visibility on the road and differentiate DPW vehicles from other construction or private vehicles.

The move towards the combination of green and amber lights comes from backed research. Research has shown that green shines through low visibility conditions better than just amber or just white lighting. Green lighting also offers a higher degree of contrast during the daytime hours. Also, due to the Act 255 being only for municipalities, the community will know that it is Village crew out there working.

Regardless of the color of lights on Village vehicles, it is always recommended that when driving into a work zone, into adverse weather, or any other situation, that you drive with caution, always slow down, put your phone down, and give them plenty of work to perform their job. The lighting transition is being funded through a series of grants.

Stormwater Management Plan

Village of Bayside



Clark>Dietz

Engineering Quality of Life®

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EXECUTIVE SUMMARY

Current Stormwater Permit

For the Village of Bayside, the Department first issued the WPDES Permit No. WI-061565-01 in March 2000, expiring December 31, 2005. This permit is also referred to as the North Shore Permit. The seven North Shore Permittees affected by this proposed permit are: Village of Bayside, Village of Brown Deer, Village of Fox Point, City of Glendale, Village of River Hills, Village of Shorewood, Village of Whitefish Bay.

The Department renewed the North Shore Permit WPDES Permit No. WI-061565-02 on February 1, 2007 to expire on December 31, 2011. The Department renewed the WPDES Permit No. WI-061565-03 on June 12, 2013, expiring June 11, 2018.

New Stormwater Discharge Permit

In June 2021, the Department of Natural Resources (DNR) has reissued WPDES Permit No. WI-061565-04 to continue the coverage of storm water discharges. The proposed permit requires an MS4 permittee to develop, implement, and maintain storm water management programs to reduce the discharge of pollutants from the MS4 to waters of the state.

The Bayside Stormwater Management Plan matches the structure of the permit to facilitate compliance activities and reporting requirements included in the permit. In addition, the permit includes requirements to meet TOTAL MAXIMUM DAILY LOAD (TMDL) requirements that were recently promulgated by the DNR.

The production of this Stormwater Management Plan is in fact a requirement of the MS4 permit, which requires development of written storm water management program (SWMP) documents describing how the permittee will comply with the permit's requirements for each of the six minimum control measures, consistent with 40 CFR 122.34 (b).

Structure of the Stormwater Management Plan report

The Stormwater management plan includes the conditions required by s. NR 216.07, Wis. Adm. Code, which consists of the following six categories, or minimum control measures:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention

In addition, the Stormwater Management Plan includes the following compliance elements:

- TMDL Pollutant Load Reduction Evaluation
- WLA Attainment Analysis

- Establishment of WLA Attainment Benchmarks
- Fecal Coliform Reduction Efforts

Current Compliance Status

Since the first Stormwater Discharge WPDES permits were promulgated in Wisconsin in 2000, Bayside has achieved compliance with all permit requirements. Each and every year of permit coverage in the last two decades, the Village has provided the Department with an annual report of stormwater management activities and permit compliance.

Each annual report has been accepted by the Department as evidence of successful permit compliance. The following is a summary of the relevant activities that the Village currently performs in compliance with its MS4 permit.

Compliance with the New Permit

With the new permit, there will be some modifications and, in some cases, additions to the operations currently underway in the Village. In this sense, the recommendations contained in this Plan aim to build on existing practices and achieve a smooth transition from how Village personnel operated under the previous permit to a slightly different framework under the current/new permit.

The report provides recommendations for program updates to assist in meeting the compliance schedule the DNR has written into the new permit. Additionally, immediate program updates needed for compliance have been completed such as a new Stormwater Pollution Prevention Plan for the Public Works Department.

Total Maximum Daily Load and Waste Load Allocation

As with all communities along Milwaukee River, the pollutant load allocations assigned to Bayside mean that, in the coming years, Bayside will continue its practice of stormwater management when development occurs. In addition, Bayside will continue to exercise good housekeeping practices like maintaining the proper function of ponds, ditches, and culvert conveyance networks to further reduce the amount of solids and phosphorus to the Milwaukee River and Lake Michigan.

Like many other communities, Bayside has a way to go to achieve the required pollutant load reductions for the Milwaukee River. The only way to achieve these targets is to continue the Village's current efforts and remain consistent in enforcing stormwater regulations.

Drainage Management Plan

The stormwater management identifies flood prone areas and drainage improvement intervention areas. In each identified area, further evaluation of the drainage conveyance and stormwater infrastructure will result stormwater capture, treatment, and conveyance improvements over the next couple of years.

DEFINITIONS

Best Management Practices (BMP): Structural or non-structural measures, practices, techniques or devices employed to avoid or minimize sediment or pollutants carried in runoff to waters of the state; or manage the rate of volume of runoff.

Catch Basins: An inlet to a storm sewer constructed with a sediment sump on its outlet pipe to the downstream storm sewer.

Control Structure: The manmade structure that controls the water released from a stormwater facility to the outfall.

Curve Number: Also called the runoff curve number or CN, is an empirical parameter used in hydrology for predicting direct runoff or infiltration from rainfall excess, based on the area's hydrologic soil group, land use, treatment and hydrologic condition.

Design Storm: A hypothetical discrete rainstorm characterized by a specific duration, temporal distribution, rainfall intensity, return frequency, and total rainfall depth.

Detention Basin: An excavated area installed on, or adjacent to, tributaries of rivers, streams, lakes or bays to protect against flooding and, in some cases, downstream erosion by storing water for a limited period of time.

Discharge Volume: The quantity of runoff discharged from the land surface as the result of a rainfall event.

Drainage Basin: Any area of land where precipitation collects and drains off into a common outlet, such as into a river, lake, or other body of water.

Erosion: The detachment and movement of soil, sediment, or rock fragments by water, wind, ice or gravity.

Floodplain: The relatively flat lowland that borders a river, usually dry but subject to flooding.

Illicit Discharge: Any discharge to a municipal separate storm sewer system (MS4) that is not composed entirely of stormwater runoff, except discharges authorized by a WPDES permit or any other discharge not requiring a WPDES permit.

Impervious Surface: Any pavement or structural element that prevents rain, surface water runoff, or melting snow from infiltrating into the ground below, including, but not limited to, roofs and paved roads, driveways, and parking lots.

Infiltration: The process by which rainfall or surface runoff percolates or penetrates into the underlying soil.

Maximum Extent Practicable (MEP): A level of implementing BMPs to achieve a performance standard that takes into account the best available technology, cost-effectiveness, and other competing issues such as human safety and welfare, endangered and threatened resources, historic properties, and geographic features.

Municipal Separate Storm Sewer System (MS4): A conveyance or system of conveyances that is: owned by a state, city, town, village, or other public entity that discharges to waters of the U.S.; designed or used to collect or convey stormwater; not a combined sewer; and not part of a sewage treatment plant, or publicly owned treatment works (POTW).

New Development: A development that results from a conversion of a previous undeveloped land or agricultural land use.

Non-Storm Discharge: A discharge to the storm sewer system created by some process other than stormwater runoff.

Outfall: The location of where a drain, sewer, or stream discharges.

Peak Flow Discharge Rate: The maximum rate at which a unit of volume of stormwater is discharged.

Performance Standard: A measurable number or narrative indicating the minimum acceptable outcome for a practice or facility.

Pervious Surface: A surface that infiltrates rainfall during a large portion of the design rainfall event. Well-managed lawns, fields, and woodlands are examples of pervious surfaces.

Post-Construction Stormwater Discharge: Any stormwater discharged from a site following the completion of land disturbing construction activity and final site stabilization.

Post-Development Condition: The extent and distribution of land cover types, anticipated to occur under conditions of full development, that will influence stormwater runoff and infiltration.

Pre-Development Condition: The extent and distribution of land cover types present before the initiation of land disturbing activity.

Redevelopment: The area where a development replaces an older development.

Retention Basin: A permanent pool of standing water with vegetation around the perimeter that plays an important role in controlling stormwater runoff. Eventually empties into a receiving body of water.

Sheet Flow Runoff: An overland flow or downslope movement of water that forms a thin film and spreads across the soil surface.

Stormwater Management Plan: A document that identifies what actions will be taken to reduce stormwater quantity and pollutant loads within the municipality.

Stormwater Runoff: That portion of the precipitation fall during a rainfall event, or that portion of snow-melt, that runs off the surface of the land and into the natural or artificial conveyance or drainage network.

Structural Measure: Source area practices, conveyance measures, and end-of-pipe treatment that are designed to control stormwater runoff pollutant loads, discharge volumes, and peak flow discharge rates.

Sub-basin: An area where all the surface run-off flows through a series of rivers, lakes, or stream to a point in a water course.

Total Maximum Daily Load (TMDL): It is the calculations of the maximum amount of pollutants allowed to discharge per day in a waterbody to meet water body quality standards.

1 - INTRODUCTION

1.1 Regulatory and Permit Background

In 1978 the Wisconsin Legislature created the Nonpoint Source Water Pollution Abatement Program (nonpoint source program). The program goal is to reduce pollutants from urban and rural nonpoint sources to improve and protect the water quality of streams, lakes, wetlands, and groundwater.

In 1987, Congress amended the Clean Water Act, authorizing a national program of comprehensive storm water pollution control for Municipal Separate Storm Sewer Systems (MS4s), certain industries, and construction sites.

In 1993, Ch. 147, Wis. Stats., (now Ch. 283, Wis. Stats.) was amended to include storm water as a "point source" discharge and to require that the Department promulgate administrative rules for permitting the discharge of storm water.

Nonpoint sources include eroding agricultural lands, eroding stream banks and roadsides, runoff from livestock wastes, erosion from developing urban areas, and runoff from established urban areas. Pollutants from nonpoint sources are carried to the surface water or groundwater through the action of rainfall runoff or seepage, and snowmelt.

In December 2015, the United States Environmental Protection Agency (USEPA) promulgated the National Pollution Discharge Elimination System (NPDES) Electronic Reporting Rule (40 CFR Parts 9, 122, 123, 124, 127, 403, 501, and 503). This regulation requires the electronic reporting and sharing of NPDES program information. The USEPA identifies specific NPDES information, or data elements, that NPDES permitting authorities, such as the Department, are to electronically collect, manage, and share to the USEPA. The Department's electronic reporting system was built to collect these data elements.

In November 2016, the USEPA promulgated the MS4 General Permit Remand Rule (40 CFR Part 122). USEPA amended its regulations governing how small MS4s obtain coverage under NPDES general permits. In addition to establishing two alternative approaches to obtaining permit coverage, the rule clarifies that the permitting authority must establish the necessary "clear, specific, and measurable goals" for the MS4 to "reduce the discharge of pollutants from the MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act." Referred to as the "MS4 permit standard," both approaches ensure that the public participation requirements of the CWA are met. The Department is applying the Comprehensive Approach to issue this group permit. Under the Comprehensive Approach, all requirements are contained within the permit. For more information on the MS4 General Permit Remand Rule, use a standard Internet search engine and type in "EPA remand rule."

1.2 North Shore Stormwater Discharge Permit

In Wisconsin, the Wisconsin Department of Natural Resources (WDNR, DNR, or Department) created Ch. NR 216, Wis. Adm. Code, for permitting storm water discharges from certain municipalities that own or operate MS4s, storm water discharges associated with industrial activity, and storm water discharges associated with land disturbing construction activity. Within this context, Bayside has been designated eligible and responsible to participate in the nonpoint source control effort through NR 216.

The Wisconsin Pollution Discharge Elimination System (WPDES) permits are issued by the Department with federal oversight from the United States Environmental Protection Agency (USEPA).

The WDNR is responsible for the issuance, reissuance, modification, and enforcement of all WPDES permits issued for discharges into the waters of the state, except discharges occurring in Native American Reservations, which are regulated directly by the USEPA. No person may legally discharge to waters of the state without a WPDES permit issued under this authority.

This permit is issued under the statutory authority granted to the WDNR pursuant s. 283.33, Wis. Stats. (Storm water discharge permits) and implements applicable federal and state law relating to municipal separate storm sewer systems. The specific federal requirements for MS4 permits are found in U.S. Code § 1342 (p)(3)(b) and 40 CFR 122.26. The specific state requirements for MS4 permits are found in s. NR 216 Subchapter I, Wis. Adm. Code.

The current Wisconsin MS4 Permit conditions were developed to meet the MS4 permit standard; reduce pollutants to the maximum extent practicable, protect local water quality, and meet Clean Water Act Standards. This permit requires continued implementation of the six minimum control measure programs, development of a storm water management plan to achieve the reduction goals outlined in the Milwaukee River TMDL, and completion of special requirements specific to each MS4 which provide improvements in water quality. Permittees satisfy the MS4 permit standard through successful implementation of the storm water management programs and compliance with the WPDES permit.

This MS4 permit incorporates USEPA's clarification on permit requirements, specifically to address 40 CFR 122.34 (a), that "Terms and conditions (...) must be expressed in clear, specific, and measurable terms." To accomplish this, the permit terms that included caveat terms such as "if feasible" or "as necessary" are revised to provide more clarity on when a specific action is required.

For the Village of Bayside, the Department first issued the WPDES Permit No. WI-061565-01 in March 2000, expiring December 31, 2005. This permit is also referred to as the North Shore Permit. The 7 North Shore Permittees affected by this proposed permit were/are: Village of Bayside, Village of Brown Deer, Village of Fox Point, City of Glendale, Village of River Hills, Village of Shorewood, and the Village of Whitefish Bay.

Little known fact: The Village of Bayside was initially NOT required to be covered by this permit. The Village was later included in the permit by a petition from the City of Mequon who claimed that their water quality efforts would be for naught if Bayside was not subject to the same requirements.

The Department renewed the North Shore Permit WPDES Permit No. WI-061565-02 on February 1, 2007 to expire on December 31, 2011.

The Department renewed the WPDES Permit No. WI-061565-03 on June 12, 2013. This permit officially expired on June 11, 2018, but because WDNR had not prepared a renewal, the permit stayed in effect until June 2021.

In June 2021, WDNR reissued WPDES Permit No. WI-061565-04 to continue permit coverage of storm water discharges. This version of the permit requires each MS4 permittee to develop, implement, and maintain storm water management programs to reduce the discharge of pollutants from the MS4 to waters of the state.

1.3 Bayside's Stormwater Management Plan Outline

First and foremost, the Bayside Stormwater Management Plan is a collection of information, analysis, and policy development document guiding the Village's compliance with the current MS4 permit.

The Department appears to have considered the Village's annual reports and previous storm water management plan documents when developing the permit conditions. Multiple meetings were held with the North Shore Permittees and partners to discuss permit conditions. Additionally, individual meetings were held with each permittee to discuss individual requirements. The following document provides an explanation for major permit requirements and summarizes changes from the previous permit.

The Bayside Stormwater Management Plan matches the structure of the permit to facilitate compliance activities and reporting requirements included in the permit. In addition, the permit includes requirements to meet TOTAL MAXIMUM DAILY LOAD (TMDL) requirements that were recently promulgated by the Department.

The production of this Stormwater Management Plan is in fact a requirement of the MS4 permit, which requires development of written storm water management program (SWMP) documents describing how the permittee will comply with the permit's requirements for each of the six minimum control measures, consistent with 40 CFR 122.34 (b).

As explained in the EPA Rule, "the written SWMP provides [the Department] something concrete to review to understand how the MS4 will comply with permit requirements and implement its storm water management program."

The Plan also provides an opportunity for the Department to assess compliance with the permit requirements. The permittees are expected to develop written documents if they do not already exist and submit them to the Department. Existing and new SWMP documents describing the permittees approach to each minimum control measure must be submitted to the Department by June 1, 2023.

The Stormwater management plan includes the conditions required by s. NR 216.07, Wis. Adm. Code, which consists of the following six categories, or minimum control measures:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention

In addition, the Stormwater Management Plan includes the following compliance elements:

- TMDL Pollutant Load Reduction Evaluation
- WLA Attainment Analysis
- Establishment of WLA Attainment Benchmarks
- Fecal Coliform Reduction Efforts

2 - GEOGRAPHICAL AND WATERSHED SETTING

Located along the shores of beautiful Lake Michigan, and only minutes from major transportation routes and downtown Milwaukee, Bayside offers spectacular views, accessibility, and small town atmosphere without giving up the perks of the city. The Village of Bayside is predominately residential, with over 4,400 citizens spread out over 2.39 square miles in both Milwaukee and Ozaukee Counties.

Included as one of seven communities making up the “North Shore,” Bayside boasts strong school districts, a safe environment for residents, and service delivery that is second to none. Situated along I- 43, Bayside brings access which makes some of the premier Wisconsin destinations just a short drive away.

While mainly residential, Bayside’s location gives it a rural, natura feel. The Schlitz-Audubon Nature Center, positioned in the Southeast corner of the Village, offers an environmental haven for wildlife to live and visitors to view. In addition, the natural layout of the area provides spectacular foliage along with many beautiful ravines.

2.1 Land Use – Land Cover

The land in Bayside is used for housing, commercial businesses, public facilities, transportation, and recreation. About 81% of the total acreage is zoned for residential use; 15% is natural conservancy (the 225-acre Schlitz Audubon Nature Center and the northern ravines of Nature Conservancy); and 4% comprises commercial, recreational and transportation use. The existing land pattern has developed over time largely because of the Village’s proximity to Lake Michigan, as well as the focused residential- only development.

Because the Village is a fully built community, there is only a small percentage of total acreage that can be considered for development or redevelopment. Growth forecasts indicated a stable residential population through the year 2035. Perhaps the greatest potential lies within the opportunity for existing homes to be razed to make way for new (and possibly larger) single-family homes. Regional land supply and demands will most likely be met in adjacent suburban communities that have yet to experience full build-out.

2.2 Wetlands

Wetlands do not make up much of the land space, but their health and quality often correlate to community health. These areas serve to provide a habitat for a variety of wildlife, and much of the area in the Village can be found within the Schlitz Audubon Nature Center located in the southeastern section along Lake Michigan. While the maps published by the WDNR can be used to show some of the wetland delineation, much more of the area may be identified as such through physical examination of the site. Protection of wetlands is endorsed through federal and state regulations because of their value for wildlife, flood control, water filtering capacity, and diversity.

2.3 Precipitation and Climate

The annual precipitation in Southeastern Wisconsin is an average of 31 inches. The driest months are December, January, and February, with an average of 1.54 inches, 1.31 inches, and 0.95 inches of precipitation, respectively. These are also the months of greatest snow accumulation, when more than 30 inches or 68 percent of the average annual snowfall occurs. The wettest months are June, July, August, and September when more than 14 inches, or 47 percent of the average annual rainfall takes place. Most runoff occurs in March, April, and May when soil is either frozen or saturated.

2.4 Environmental Corridors

There are several acres of Primary Environmental Corridor (PEC) in Bayside as identified by SEWRPC's Regional Natural Areas and Critical Species Habitat Protection and Management Plan for Southeastern Wisconsin (Planning Report No. 42, 1997). The major corridor includes a large portion of the Schlitz Audubon Nature Center, which has the ability to support rare, threatened, or endangered species.

The entire Lake Michigan coastline in the Village has been designated a PEC. Many areas of the Village remain in natural condition and continue to support a spectrum of native and migratory wildlife species. Non-game species, such as songbirds and waterfowl, as well as deer in limited populations are present in the Village.

2.5 Groundwater

The direction of groundwater flow is predominantly toward Lake Michigan and respective ravines as each area allows. The average depth of groundwater varies throughout the area but reaches a maximum of depth of 45 feet below surface.

2.6 Drainage and Runoff Management in Bayside

Bayside is predominantly a lakeside community, and only a limited area of the Village is in the Milwaukee River watershed. About 60 percent of Bayside drains directly into Lake Michigan via a series of deep ravines that collect surface water from the otherwise flat topography of the Village.

Most of the northern two thirds of the Village drains into Fish Creek along the northern limits of Bayside. Fish Creek is a deep ravine traversing the Village from east to west before discharging into Lake Michigan. Over 80% of the Fish Creek watershed is outside Bayside, and by the time the Creek enters the Village, it is carrying a substantial flow originating from approximately 5.32 square miles in Mequon and River Hills. Along the Lake Michigan bluff, surface flow is directly discharged into the Lake. The southern third of the Village drains into Indian Creek which is a tributary to Milwaukee River.

Overall, Bayside generates only a moderate amount of runoff due to its predominantly residential character and the resulting abundance of vegetated pervious surfaces. The stormwater conveyance system mainly consists of roadside ditches and backyard swales that also help in slowing the rate of runoff discharge. The highest runoff generating area of the Village is the business-commercial district at the E. Brown Deer Rd. and N. Port Washington Rd. intersection and the multiple family residential buildings to the north of this intersection.

Fish Creek

Fish Creek is a direct tributary to Lake Michigan. The Fish Creek sub-watershed is located within the City of Mequon and the Villages of Bayside and River Hills. From its origin at a storm sewer outfall located in Donges Bay Road near its intersection with Port Washington Road in the City of Mequon, Fish Creek drains in a generally easterly direction for a distance of about 3.43 miles, and drains an area of about 5.32 square miles. Of that total drainage area, 2.94 square miles, or about 55 percent, lies within the City of Mequon; 1.33 square miles, or about 25 percent, lies within the Village of Bayside; and 1.05 square miles, or about 20 percent, lies within the Village of River Hills.

More specifically, from its origin near the intersection of Donges Bay and Port Washington Roads, Fish Creek flows in a generally southerly direction to the intersection of Port Washington Road and Zedler Lane. From there it flows southeasterly to County Line Road, thence easterly to a concrete

dam located about 0.35 mile downstream of N. Broadmoor Road, and thence northeasterly to its confluence with Lake Michigan. All of the 3.43 mile reach described is classified as perennial.

In the Village of River Hills, residential development is of a country estates nature, characterized by large lots, generally five acres or more in area. Also, runoff from the developed areas of the Fish Creek sub-watershed is conveyed mainly by a series of grassed swales and roadside ditches which serve to attenuate the peak runoff rates. Therefore, peak flood discharges on Fish Creek can be expected to be much less than from areas devoted to more intensive urban use and served by a curb and gutter drainage system with attendant storm sewers.

Channel modifications have been made along about 0.9 mile of Fish Creek, all upstream of Katherine Kearney Carpenter Park in the City of Mequon. These modifications include deepening, straightening, and, in some reaches, lining with concrete. Downstream of the dog park, the creek entering the Village is characterized by a deep and wide channel. Downstream of N. Broadmoor Road, the creek flows through a ravine up to 60 feet deep before entering Lake Michigan.

A state-designated scientific area known as Fairy Chasm is located along the downstream reach of Fish Creek. This area extends from the mouth of the creek at Lake Michigan upstream for a distance of about 1.25 miles, covering an area of about 60 acres and including several tributaries. The area is characterized by the deep gorges cut by the creek and its tributaries through glacial and lacustrine deposits. The north-facing slopes of the ravine support northern tree species such as white pine, yellow birch, and white cedar, while the warmer and more exposed south-facing slopes support a xeric hardwood forest. The area has special significance in that many of the plant species found there, such as leatherwood (*Dirca palustris*), occur only in cold air drainages in southern Wisconsin.

Stream bank erosion occurs along scattered reaches of Fish Creek downstream of Katherine Drive. This erosion may have been exacerbated with the development of the tributary drainage area. Currently, most of the erosion is limited to the "low-flow" channel and does not threaten the downstream ravine slopes such as those along Fairy Chasm. This situation could change as further development occurs within the watershed.

An investigation of historical flood problems along Fish Creek indicated few problems. This lack of any serious flooding problems can be attributed, in part, to the fact that the natural channel through the Village of Bayside is contained in a deep ravine, and to completed channel modifications within the City of Mequon.

Indian Creek

Indian Creek is a tributary of the Milwaukee River. The Indian Creek sub-watershed is located largely within the Villages of Fox Point and River Hills, with small portions located within the City of Glendale and the Village of Bayside. From its origin near the intersection of E. Brown Deer Road and N. Rexleigh Drive in the Village of Bayside, Indian Creek flows in a generally southwesterly direction for approximately 2.64 miles and drains an area of about 3.12 square miles. Of this total drainage area, 0.19 square mile, or about 6 percent, lies within the City of Glendale; 0.38 square mile, or about 12 percent, lies within the Village of Bayside; 1.45 square miles, or about 47 percent, lie within the Village of Fox Point; and 1.10 square miles, or about 35 percent, lie within the Village of River Hills.

More specifically, from its origin near the intersection of E. Brown Deer Road and N. Rexleigh Drive, Indian Creek flows in a generally southerly direction to E. Spooner Avenue. From there it flows westerly to a point about 700 feet west of Interstate 43, thence southerly for about 0.3 miles, and thence westerly again to its confluence with the Milwaukee River about 500 feet south of W. Bradley

Road. Of the 2.64-mile reach described, 1.94 miles, or 73 percent, is classified as perennial, while the remaining 0.70 mile, or 27 percent, is classified as intermittent.

Channel modifications have been made along about 0.54 mile of perennial stream length in the Village of Fox Point and along the entire 0.70-mile intermittent stream length to accommodate increased stream flows. The channel has been physically altered by deepening, straightening, and in some reaches lining with concrete.

Investigations of historic flood problems along Indian Creek indicate that few problems exist within the watershed except along Indian Creek Parkway in the Village of Fox Point. All of the homes which may be expected to incur direct flood damages are located within the Village of Fox Point along that reach of the stream between N. Port Washington Road and N. Seneca Road.

Milwaukee River

While the actual River is not located within Village boundaries, the Milwaukee River is directly contributed to by Indian Creek, and about 40 percent of the Village falls within the River's 700 square mile watershed boundary.

Lake Michigan

Arguably the most influential surface water feature, many homes are adjacent to the shores of Lake Michigan. Erosion potential has been analyzed by SEWRPC, and shoreline prevention measures have been recommended, including bluff stabilization. However, many of these recommendations were made after Lake Michigan experienced some of the highest water levels recorded in the mid 1980s, then again between 2019 and 2021.

The Village has taken the necessary precautions through ordinances to ensure both bluff and ravine stability. Those residents wishing to modify property adjacent to the bluff must receive permission through the permitting process as to avoid possible erosion to the area.

2.7 Floodplain Regulations

There are many areas within the Village boundaries that are not designated floodplains, but are susceptible to flooding, as was evidenced during 1997, 1998, and as recently as 2019. To this end, the Village continues to improve upon its stormwater management plan. Village ordinances have been used strategically as a regulating tool to help prevent unnecessary harm on property owners through policy making, including:

- Created in early 2008, the ordinance requires oversight and minimum setbacks for the creation of impervious surfaces (driveways, sidewalks) for residential districts. This was designed to protect homeowners from the burden of runoff due to the creation of new impervious surfaces.
- Also included in this ordinance is a proper drainage requirement to help direct the flow of stormwater that is created by expansion, additions and redevelopment; to not burden adjacent properties.

2.8 Drainage Infrastructure

Surface water conveyance in the Village is predominantly achieved through open ditches and overland flow, along with some underground stormwater sewers or drain tiles, though reliable design and construction information is generally not available on these underground structures. An important component of the drainage system are the culverts across streets and driveways. The detailed analysis of each culvert is outside the scope of this planning study. However, several

potential problem spots have been identified through input from Village staff, residents, and visual inspection.

Culverts, ditches, and other conveyance features that connect the sub-watersheds have been included in the hydraulic review of the watershed. In addition, Fish Creek extends into the Village of River Hills to the west and to the City of Mequon to the north. Both tributaries can potentially convey a considerable amount of surface flow through the Village of Bayside. The western tributary has a drainage area of 590 acres entirely located in the Village of River Hills, while the norther tributary has a drainage area of 1670 acres located predominantly in the City of Mequon. The main stem of Fish Creek also receives direct drainage from an area of 390 acres in the City of Mequon.

2.9 Urban Water Quality Conditions

With nearly fully developed conditions such as in Bayside, the amount of runoff generated has already increased as compared to pre-development times. This is due to increased impervious surfaces, the disturbance of the native soils (which reduces infiltration), and the tendency to prevent flooding by quickly draining away stormwater to provide the maximum amount of developable land.

Traditionally this has meant that drainage systems are designed and engineered to efficiently convey stormwater off the site downstream into a large watercourse such as Fish Creek or Indian Creek. In Bayside, this is most often achieved via roadside ditches that tend to maximize the conveyance capacity of the system while minimizing the land area needed for stormwater.

This tendency has meant that natural drainage systems are usually completely replaced with structural systems and the natural drainage system. With this system in place, the water quality treatment capacity of the natural environment would have been drastically reduced at the same time the pollutant loads would have been increasing.

Urban areas produce a wide array of pollutants, some of which are unique to urban area runoff and some of which are also produced by agricultural land uses. Pollutants produced in common with agricultural land uses include sediment, nutrients, bacteria and other pathogens, and pesticides. Pollutants generated primarily in urban areas include a wide range of heavy metals such as lead, copper, zinc, cadmium, chromium, and a large number of toxic organic chemicals.

In addition, creation of urban areas causes extreme changes in the hydrology of streams. This occurs as runoff volume not only increases in magnitude but is produced in a shorter period creating large increases in peak stream discharge. In some areas, groundwater recharge is also significantly reduced as concrete and other impervious surfaces prevent rainwater and snowmelt from soaking into the ground. This reduces base flows needed to sustain fish and aquatic life during periods of low rainfall.

These urban impacts produce "flashy" streams which are thermally and chemically polluted, hydrologically unstable environments for fish and aquatic life. Streambank erosion is increased as the stream attempts to continually cut a channel in equilibrium with widely variable stream flows. Flooding problems that may result in personal and property damage are also created. Ultimately, such streams may be channelized and even lined with concrete to increase hydraulic capacity and reduce risk of damage. Such practices create, in effect, an open storm sewer which destroys the natural stream.

The delivery to surface waters of urban pollutants from established urban areas varies greatly depending on the type of urban land use, the stormwater conveyance system, and urban housekeeping practices. The pollutants include suspended sediment phosphorus, indicative of

pollutants also produced in the agricultural areas, and two heavy metals, lead and zinc, which represent toxicants produced primarily in urban areas.

Generally, freeways, industrial areas, and commercial areas are the greatest generators of urban pollutants on a per acre basis. High density residential lands are also significant for some pollutants. Medium density residential areas are of much less importance for sediment and lead on a per acre basis, but continue to be significant as sources of pesticides, bacteria, and household or automotive maintenance products dumped into the storm sewer system.

Low density residential areas such as Bayside, are generally important only if certain harmful housekeeping practices, including use of pesticides and fertilizers, are prevalent.

These source areas vary in the types and amounts of pollutants available for transport by rainfall and runoff and vary in the extent to which pollutant-producing surfaces are hydrologically "connected" to the storm sewer system. These two factors are at the core of what makes urban land uses significant as pollution sources.

- For example, traffic density, a prime determinant in the production of lead, asbestos, cadmium, and street dirt is highest for street surfaces in commercial areas and freeways.
- Commercial areas and urban freeways are also highly connected to storm sewers and have little or no pollutant buffering.
- Lawn areas, important contributors of nutrients, pesticides, and sediment, are more prevalent in residential areas.
- Rooftops are important sources of zinc and asbestos, vary in the proportion of land they cover in each urban land use, and vary in the degree to which they are connected to the storm sewer system. Generally, connectedness is higher in commercial areas than residential areas.

Grassed swales reduce pollutants primarily through stormwater infiltration, and secondarily through pollutant filtration. Although grassed swales can be highly effective pollution reduction practices, it is assumed that existing swales in the watershed are minimally effective due to past construction techniques that have reduced their capability to infiltrate stormwater.

It is important to identify those land uses that are most important in contributing to the total urban pollutant load. Land uses gain significance based on a combination of factors, including the unit area rate of pollutant production for the land use and the total mass loading from a particular land use. In most sub-watersheds throughout the Milwaukee River South Watershed, commercial and industrial areas produce the most significant portion of the lead loading. These land uses also have significantly higher unit area lead loads than the other land uses.

When considering sources of sediment, medium and high-density residential areas take on greater significance across the watershed, competing more closely with commercial and industrial areas as important sources of the urban sediment loading.

It is important to note that urban renewal of established urban areas should be considered as new development for purposes of water quality control. Renovation of buildings and utilities can cause pollution from construction site erosion like new construction. In addition, even though urban renewal projects will not necessarily increase the amount of established urban surface, they do represent an opportunity to install stormwater quality controls that benefit the entire community.

3 - CURRENT STORMWATER PERMIT COMPLIANCE STATUS

Since the first Stormwater Discharge WPDES permits were promulgated in Wisconsin in 2000, Bayside has achieved compliance with all permit requirements. Each year of permit coverage in the last two decades, the Village has provided the Department with an annual report of stormwater management activities and permit compliance.

Each annual report has been accepted by the Department as evidence of successful permit compliance. The following is a summary of the relevant activities that the Village currently performs in compliance with its MS4 permit.

3.1 Current Education and Outreach Practices

Bayside has identified their targeted audiences as residents, riparian landowners, Lake Michigan property owners, pet owners, and residential landscaping contractors. These audiences are the focus of this program.

Targeting these profiles will have a more significant impact to the environment than providing a random array of information that may not spark any interest. The Village's Education and Outreach program include the following actions:

1. The Village of Bayside allocates funding annually to the Respect our Waters Campaign, which is put on by SWWT Water (Southeastern Wisconsin Watersheds Trust) also known as Sweet Water. This non-governmental organization utilizes funding from participating municipalities to educate the community about stormwater related issues by attending events, airing TV commercials, and maintaining an interactive website. They provide education to a much larger audience than what Village staff would be able to do on their own. Their website and outreach actions cover all the topics identified in the Group Permit Part II.A.1 a-j.

3.2 Current Public Participation and Involvement Practices

The following procedures are part of the Bayside's Public Participation and Involvement Efforts:

1. The Village of Bayside provides financial support to Sweet Water's, 'Respect Our Waters' educational campaign that is designed to assist the North Shore Group with meeting the Public Involvement and Participation permit requirements. The Village's support and participation furthers the campaign's reach in educating the public about storm water issues through television advertisements, radio and news interviews, and a variety of community events.
2. The Village distributes public notices for all public meetings through the website, official posting boards, and other media.

3.3 Current Illicit Discharge Detection and Elimination Practices

In addition to stormwater runoff, the drainage system has the potential to carry other discharges introduced to the stormwater drainage system such as sanitary sewage, waste oil, and other substances that may harm downstream water quality.

The term "illicit discharge" is generally used to refer to any discharge to a storm drainage system that is not composed entirely of stormwater, except those discharges allowed by an ordinance or permit.

In recognition of the potentially harmful impacts of illicit discharges, DNR has identified development of an Illicit Discharge Detection and Elimination (IDDE) program as a condition of the Village's

Stormwater Discharge Permit. Bayside’s current illicit discharge detection and elimination program include the following compliance measures:

1. The Village maintains a stormwater management ordinance that prohibits non-stormwater discharges.
2. On-going dry weather outfall screenings have not been part of the Village’s IDDE program. An evaluation of the stormwater conveyance network was completed. The outfall locations have been identified for screening. Following DNR Guidance Manual on IDDE Outfall Screenings, none the outfalls qualify as a “major” outfall, or as a “priority” outfall.

3.4 Current Construction Site Pollution Prevention Practices

Pollution from construction sites, construction materials and specifically erosion of exposed dirt poses a threat to the natural waterways of the Village. Construction sites within the Village are required to incorporate erosion control measures whenever there is land disturbance on a property. The Villages current Construction Site Pollution Control program includes the following practices:

1. The Village maintains and enforces their Section 104-6 Excavation and Transfer of Solid Fill. The ordinance requires a permit from the Village for any excavation, filling, or grading of 50 cubic yards or more per acre.
2. Typically, the Village receives less than 5 applications per year.
3. As permit applications are received either in person or by email, they are reviewed and approved by the Village Engineer. Permits are then given after all requirements of the application are met.
4. Inspections are performed either by the Building Inspector, Village Engineer, or Public Works Superintendent as necessary for the life of the project.

3.5 Current Post-Construction Stormwater Management Practices

To comply with the MS4 Permit the Village is required to continue to implement and enforce a program that establishes measurable goals and controls the quantity and quality of discharges from areas of new development and redevelopment, after construction is completed.

1. The Village has an intake protocol for the review of development within those non-residential parcels. The building inspection department and hired engineering consultant review the project for compliance with Village Ordinances and make recommendations to the Village Board.
2. The Village’s ordinance for post-construction stormwater management standards are dictated by MMSD’s Chapter 13 for stormwater quantity discharge and by WDNR’s NR151.121 for stormwater quality discharge.
3. The Village maintains a record of all maintenance agreements for stormwater management facilities that have been installed in the Village.

3.6 Current Pollution Prevention Practices

3.6.1 Winter Road Management

- The staff calibrate all salt applying machinery at the beginning of each season, following the manufacturer’s guidelines for calibration. Each piece of equipment is calibrated before the snow removal season begins in order to ensure that the correct amount of material is used.

- The Public Works Superintendent and/or the operators set the application rate of all equipment based on the snow event, the temperature and road conditions.
- Department of Public Works staff attends salt reduction workshops and works with other local municipalities to ensure that Best Management Practices are implemented.
- All salt is stored at the Public Works Yard in a covered building. The Village is able to ensure that all material is stored away from storm drains that lead to surrounding waterways.
- Roadways considered major collectors and arterials will be treated with salt, as necessary.
- Roadways considered secondary, will only be treated with salt in the intersections, along curves and hills, and mid-block, as necessary.
- The Village regularly cleans and inspects all salt and brine applying equipment.
- Any deicing material that remains at the end of the season is stored securely on an impervious surface in a securely covered building.

3.6.2 Nutrient Management

The Village contracts out the application of pesticides or herbicides as needed throughout the season. The Village follows specific guidelines when purchasing, storing and applying chemicals:

- Only a Certified Pesticide Applicator may apply pesticides or herbicides.
- Use proper Personal Protection Equipment (PPE) when handling and applying chemicals.
- All personnel handling, mixing and applying chemicals to be trained on the location and use of Safety Data Sheets (SDS).
- Personnel applying chemicals are to read the SDS for each product they use.
- Calibrate application equipment to ensure proper amount of product is applied.
- Follow manufacturer's recommendations for handling, mixing and applying chemicals.
- Mix only enough chemicals for immediate use.
- Purchase products only as needed and use before the end of the spraying season.
- Use caution when spraying product near a waterway or storm drain structure.
- Use a designated wash station to wash equipment.
- Do not apply products when the ground is frozen.
- Do not apply products when public is utilizing parks or green spaces.

3.6.3 Street Sweeping and Catch Basin Cleaning

- The Village does not have a street sweeping practice at this time.
- The Village has a catch basin cleaning practice.

3.6.4 Management of Leaves and Grass Clippings

- The Village of Bayside offers roadside leaf collection to its residents.
- The Village of Bayside offers roadside yard waste collection to its residents.
- The Village informs its residents about this service through the Village website, newsletter, and use of social media.

- Leaf material is collected using Village equipment, including: a leaf vacuum unit, and a yard waste truck. Each collection location is thoroughly cleaned at time of leaf collection to prevent any debris from entering the storm sewer system.
- The Village of Bayside will pick up leaves beginning early in October into December (contingent upon the weather) provided the following procedures are followed:
 - Leaves raked to the road shoulder should be collected by the Department of Public Works.
 - Leaves placed on right of way for pickup should be raked in long narrow piles that are within reach of the leaf vacuum tube.
 - Piles should not extend into traffic lanes, thereby creating traffic hazards.
 - Crews will not pick up leaves mixed with debris, logs, branches, rocks, plastic, metal or glass containers or any other type of refuse.
 - Leaves should not be placed on cul-de-sacs, vacant land or public property except on the public right-of-way along the road shoulder areas.

3.7 Current Stormwater Quality Management Practices

The Village has a stormwater management plan that addresses flooding and water quality. The existing stormwater management practices are implemented through Bayside's stormwater management ordinance, which requires all new development and redevelopment in the Village to implement water quality improvement practices.

4 - NEW STORMWATER PERMIT REQUIREMENTS

4.1 Introduction

The Village of Bayside, along with the City of Glendale, Villages of Brown Deer, Fox Point, Whitefish Bay, River Hills, and Shorewood, referred to as the North Shore Group, own and operate municipal separate storm sewer systems (MS4) that discharge to waters of the State.

The North Shore Group has been issued a permit to discharge under the Wisconsin Pollutant Discharge Elimination Systems (WPDES) in accordance with s. 283.33, Wis. Stats., and subch. I. of NR 216, Wis. Adm. Code. State and Federal regulations require that MS4 operators develop and implement a program to ensure that municipal operations are performed in ways that will reduce contamination of storm water discharges.

This Stormwater Management plan includes the conditions required by s. NR 216.07, Wis. Adm. Code, which consists of the following six categories, or minimum control measures:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention

In addition, the Stormwater Management Plan includes the following compliance elements:

- TMDL Pollutant Load Reduction Evaluation
- WLA Attainment Analysis
- Establishment of WLA Attainment Benchmarks
- Fecal Coliform Reduction Efforts

Bayside has been in compliance with its MS4 permit since the permit's inception in 2000. The most recent iteration of the MS4 Permit has additional compliance elements that must be incorporated into the Village's current compliance practices. The new/additional requirements are described below.

4.2 NEW REQUIREMENTS: Public Education and Outreach

To comply with their MS4 permit, the Village is required to implement a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state to encourage changes in public behavior to reduce such impacts. The intention is for the program to be implemented as a group (North Shore group co-permittees) but the Village is not prohibited from implementing their own community program. The program may also incorporate cooperative efforts with other entities which are not regulated by the permit.

The previous permit required the North Shore Permittees as a group to increase awareness of how the combined actions of human behavior influence storm water pollution and its effects on the environment. The permittees were to identify target audiences, establish measurable goals, and develop a mechanism for evaluating effectiveness. The specific education topics included items

such as illicit discharge impacts, habitat degradation, yard waste management, proper BMP design and installation, and BMPs for snow and ice removal.

The North Shore Permittees, and other MS4s in the region, have combined resources to support Southeastern Wisconsin Watersheds Trust's Respect Our Waters campaign to provide broad education and outreach to the watershed. The reissued permit will build upon this foundation and broad education program and provide for more targeted education and outreach.

During permit development the permittees expressed interest continuing the group Education and Outreach program. Therefore, the requirements to address the nine broad education topics will remain a group condition and the permittees will need to track and report the education topics, target audiences, targeted pollutants, and delivery mechanism on the annual report.

4.2.1 Localized Education Requirement:

This permit requires focused, localized education by each MS4 permittee. The goal of the individual education program is to identify storm water education needs of the community and provide targeted education based on the identified needs.

The permit specifies 18 months (by November 30, 2022) for each permittee to identify and prioritize the specific storm water quality issues or pollutants of concern in the community. The permittees have flexibility to use a survey or other methods to learn what their MS4 education needs are.

4.2.2 Targeted Education Requirement:

Bayside intends to use the results of the evaluation and prioritization to select a topic for targeted education within their MS4. The permittees will have an additional 24 months (by November 30, 2024) to develop and provide the education material. The permittees will need to identify metrics which will be used to measure the effectiveness of their targeted education.

For example, if leaf collection and disposal methods are identified by residents as an education need, the permittee could assess quantity of leaf litter in roadways before and after education is provided. After completion of the targeted education, the permittees will have to submit a summary of the results with the next permit application along with plans for targeted education in the next permit term.

4.3 NEW REQUIREMENTS: Public Participation and Involvement

The previous permit required permittees to notify the public of activities required by the permit and to encourage input from the public regarding these activities. The new permit contains a similar requirement but identifies more specific activities for public input.

The permittees must now allow for public comment and consider comments on annual reports, storm water management plan revisions, adoption of storm water related ordinances, and development of benchmarks for TMDL pollutant reduction.

Lastly, to satisfy the eReporting Rule, the permittee needs to track and report the delivery mechanism for input activity and target participants for each activity.

4.3.1 Public Notification requirement

Compliance with the MS4 permit requires the Village to implement a program to notify the public of activities required by the permit and to encourage input and participation from the public regarding these activities.

This program needs to include measurable goals for public involvement and participation, from various interest groups such as river partnerships, and comply with applicable state and local public notice requirements.

4.4 NEW REQUIREMENTS: Illicit Discharge Detection and Elimination

The Village storm drainage system discharges to the Milwaukee River through Indian Creek and Lake Michigan through direct runoff and Fisch Creek. In addition to stormwater runoff, the storm drainage system connected to each of these outfalls has the potential to carry other discharges introduced to the stormwater drainage system such as sanitary sewage, waste oil, and other substances that may harm downstream water quality. The term “illicit discharge” is generally used to refer to any discharge to a storm drainage system that is not composed entirely of stormwater, except those discharges allowed by an ordinance or permit.

In recognition of the potentially harmful impacts of illicit discharges, WDNR has identified development of an Illicit Discharge Detection and Elimination (IDDE) program as a condition of the Village’s Stormwater Discharge Permit. The program must include the following:

1. An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4. At a minimum, the ordinance or other regulator mechanism must prohibit the discharge, spilling, or dumping of non-stormwater substances or materials into waters of the state or the MS4, identify non-stormwater discharges or flows that are not considered illicit discharges, and establish inspection and enforcement authority.
2. Ongoing field screening at outfalls during dry weather periods during the term of the permit. At a minimum, field screening shall be documented and shall include visual observation and field analysis if flow is observed.
3. Procedures for responding to known or suspected illicit discharges.
4. Procedures to remove illicit discharges from its MS4 system as soon as possible (according to the permit, within three working days to the maximum extent practicable).
5. Immediately notify WDNR in accordance with Ch. NR 706 Wis. Adm. Code. Contact shall be made with the WDNR via the WDNR 24-hour toll-free spill hotline at 1-800-943-0003.
6. Notice to the affected municipality within one working day in the case of an illicit discharge that originates from the permittee’s permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality.
7. The name, title, and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department of Public Works.

Both the existing and reissued permit require MS4s to have an ordinance or regulatory provision which prohibits non-storm water discharges into the MS4 system or waters of the state. The ordinance coupled with inspection and enforcement authority are necessary for the MS4 to prevent illicit discharges or improper disposal. As these are existing requirements, the Department expects MS4s to already be enforcing the ordinance or regulatory mechanism.

Section II. D. 4 of the new permit requires development of an enforcement response plan that documents how the MS4 will enforce its illicit discharge ordinance. The enforcement response plan is intended to provide clarity and consistency in enforcement actions the MS4 will complete once an illicit discharge is identified. The enforcement response to all identified illicit discharges may not be

the same, consider illegal dumping verses cross connections, so the permittee may identify specific actions for all illicit discharges or identify actions for certain types of discharges. The enforcement response plan must also identify the person responsible for responding to illicit discharge reports.

Field screening remains an effective way to identify illicit discharges or which storm water pipes may have illicit connections. Similar to the previous permit, the permittee needs to identify pollutant parameter action levels used during outfall screening. Based upon the sampling result for a specific pollutant, the permittee may need to take additional action. For example, the concentration of ammonia detected at the outfall may require the permittee to collect a sample for lab analysis and complete a sewer shed investigation to find the source. Other times only follow up monitoring is needed.

The permittee has the flexibility to determine the action levels and corresponding response steps provided the pollutants and specified parameter action levels are identified in the written IDDE field screening procedures or similar document. The Department has developed guidance to assist with developing parameter action levels, and permittees are encouraged to adapt their IDDE programs based upon the results of screening and characteristics of the sewer sheds. The IDDE field screening procedures or similar document shall also explain when a certified lab sample needs to be collected, as these are more accurate and hold greater weight during enforcement.

4.4.1 Outfall Prioritization

Prioritization of outfalls to screen is an effective practice to identify illicit discharges and eliminate the pollutant loads. Similar to the previous permit, this permit calls for identifying priority outfalls. Permittees may consider factors such as pipe age, condition, material, number of overlapping sanitary service, or other factors when developing their prioritization scheme.

An example prioritization scheme is the Human Illicit Discharge Potential (HIDP) analysis developed by the Menomonee permittees. The HIDP analysis is used to identify outfalls having a high likelihood of illicit discharge based upon multiple variables. The analysis looks at all MS4 outfalls, not just major outfalls.

The North Shore permittees can use a similar prioritization or develop their own methods. Once the prioritization analysis is complete, the permittee should select 1/5 of the major outfalls and priority outfalls to screen each year. Any major outfall showing evidence of illicit discharges or exceeding a parameter action level, needs to be monitored at least once per year.

4.4.2 Outfall Screening

Outfall screening consists of visual observation, field analysis, documentation, and potentially lab analysis. Each permittee is required to develop its own screening procedures. The procedures should include the information the permittee collects, a description of the decision-making process for further investigation and follow up, and documentation of results.

Typically, if flowing water is observed at the outfall, a field analysis should be conducted to determine the source of the flow and the appropriate parameter action levels followed. If general observations and screening indicate the presence of illicit discharge, and the source cannot be readily identified, the permittee should collect a water sample for lab analysis. The water sample should then be analyzed for parameters to aid in determining the source of illicit discharge. Documentation of field screening activities shall be kept for at least 5 years. A summary of the results must be submitted with the annual report. This can be a spreadsheet summarizing the

sample results for each outfall. The permit includes a provision for alternative field analysis procedures that can be implemented upon approval by the Department.

4.4.3 Illicit Discharge Investigation

The final requirement of the IDDE program is investigation and elimination procedures for responding to known or suspected illicit discharges. Where enforcement response procedures outline how the ordinance is enforced once an illicit contributor is identified, the investigation and elimination procedures outline the actions the permittee will take to respond when illicit discharges are suspected or identified through screening, notification, complaints, or other sources.

Each permittee should have procedures for immediately investigating portions of the MS4 suspected to contain illicit discharge based upon field screening, complaints, visual observation or other relevant information. These procedures shall identify the person responsible, the response time, investigation techniques to employ, and equipment necessary. Each permittee must also have a plan for responding to spills which discharge into or out of the storm sewer, including prevention and containment.

The current permit changes the response time for eliminating illicit discharges or connections. The previous permit required the removal of the discharge or connection within 3 days to the maximum extent practicable and required follow up screening if the source was indeterminant but did not specify a timeframe for resolution outside of the 3-day period.

The permittee must take appropriate actions to eliminate the illicit discharge within 30 days. For public sources, this can mean beginning to take steps to stop the illicit discharge. For private sources, this can mean beginning to use the enforcement response procedures (written notice, NON, etc.). Within the 30-day time period, an initial assessment of feasibility to remove the discharge should be made. If the illicit discharge cannot be removed in 30 days, the permittee must contact the Department. If after initial assessment, the permittee determines it will take longer than 30 days to remove the illicit connection, the permittee must submit an illicit discharge elimination plan within 45 days which identifies the actions and timeframe the permittee will follow to remove the illicit discharge.

For example, if a sanitary sewer is leaking into a storm sewer under a major roadway, significant resources and time may be needed to plan and complete the repair. The permittee will be expected to follow the submitted elimination plan and remove the illicit connection as soon as practicable.

The IDDE investigation and elimination procedures should also include specific notification procedures. Permittees must immediately notify the Department in the case of a spill or release of hazardous substance. The permittees are also required to contact the Department within 24 hours of identifying an illicit discharge. Advance notification of dye testing is also required because dyes are often confused with illicit dumping. Finally, the permittee should contact adjacent MS4s if it identifies an illicit discharge which flows from or into the adjacent permittee's storm sewer.

Each permittee must also maintain a system for documenting illicit discharge activities including complaints, referrals, and investigation activities. Records shall be kept for at least 5 years.

4.4.4 Staff Training on Illicit Discharge Detection

This permit also requires training for those staff responsible for implementing the illicit discharge program at least once during the permit term. This can include police and fire staff, if they are responsible for responding after hours. They may not need to be trained in investigation and clean up, but should understand what an illicit discharge is, and who to report findings to.

4.5 NEW REQUIREMENTS: Construction Site Pollution (Erosion) Control

Pollution from construction sites, construction materials and specifically erosion of exposed dirt poses a threat to the natural waterways of the Village. Construction sites within the Village are required to incorporate erosion control measures whenever there is land disturbance on a property.

This permit continues the requirement to implement a construction site pollutant control program to reduce the discharge of sediment from construction sites. The requirements are similar to the last permit and the changes are intended to add clarity to the permit. The permittees are expected to have a construction site ordinance in place which requires construction plans which meet the performance standards in s. NR 151, Wis. Adm Code, allows for inspection and enforcement to ensure compliance with performance standards, and requires site operators to properly manage waste materials on construction sites.

The requirement for the MS4 to notify landowners of other potentially required permits has been removed because it is the landowner's responsibility to obtain all applicable permits, and the municipality does not always know what are the latest DNR wetland and waterway permitting requirements that could apply to a site.

New requirements in this permit include written plan review procedures, specific construction site inspection frequencies, and written enforcement procedures. The permittees also need to include in the construction program documents how they will respond to information submitted from the public, including complaints.

4.5.1 Written Erosion Control Plan and Permit Procedures

The permittee's plan review procedures should identify the steps construction site operators will follow to obtain a construction permit and the procedures the plan review staff (MS4 permittee) will follow to review and issue construction site permits.

The procedures should also describe how the permittee will consider water quality impacts through its plan review process as required in s. NR 216.07 (4) (b). Wis. Adm. Code. The considerations can be in the form of a checklist or specific BMPs for certain site conditions but must describe a consistent process or evaluation that is applied to all sites within the permittee's jurisdiction. For example, the permittee may require certain BMPs on high slope or large sites or additional barriers if the site is adjacent to wetlands or other waterbodies.

The permittees may also require identification of portable toilets on construction sites and require them to be on impervious surfaces and in locations of low traffic to limit bacteria runoff.

4.5.2 Erosion Control Inspection Frequency

Each Permittee is required to develop a construction site inspection procedure which consider multiple factors affecting the potential water quality impact. These factors include, site size, slope, soil type, nature of construction, proximity to receiving water, receiving water quality (exceptional, outstanding, impaired, etc.) and previous site operator compliance issues. The EPA Permit Improvement Guidance gives recommended inspection frequencies based upon certain site factors. The sites with higher chance of impacting the receiving water should receive the most inspection attention. Permittees are also required to keep record of all inspections and follow up for 5 years.

All sites with one or more acres of disturbance:

- New projects shall be inspected within the first two weeks of commencement of land disturbing activity.

- All active sites shall be inspected at least once every 45 days.
- All inactive sites shall be inspected at least once every 60 days.

Follow up Inspections:

- Follow up inspections are required within 7 days of any sediment discharge or inadequate control measure, unless corrections were made and observed by the inspector during initial inspection or corrections were verified via photographs submitted to the inspector.

Final Inspection:

- Confirm that all graded areas have reached final stabilization and that all temporary control measures are removed, and permanent storm water management BMPs are installed as designed.

4.5.3 Erosion Control Enforcement Plan Requirement

The new requirement of the construction program is for permittees to develop an enforcement response plan or similar document. The enforcement response plan should describe how and when the permittee will use the enforcement provisions in their local ordinance to ensure the discharge of sediment and pollutants is controlled accordingly. For example, a permittee may elect to issue a stop work order after an initial inspection and follow up inspection 7 days later, to a site which has not installed erosion and sediment control practices but has begun mass site grading.

4.6 NEW REQUIREMENTS: Post-Construction Stormwater Management

To comply with the MS4 Permit the Village is required to continue to implement and enforce a program that establishes measurable goals and controls the quantity and quality of discharges from areas of new development and redevelopment, after construction is completed.

The post-construction program is intended to control the quality of storm water discharges from the MS4 after construction is complete. The discharges should be controlled for the life of the site or until redevelopment takes place.

This permit continues the requirement for permittees to have an ordinance or regulatory mechanism that applies to sites of specific size and requires post-construction standards equal to or more restrictive than Ch. NR 151, Wis. Adm. Code, and Department technical standards. The ordinance shall also require permit a storm water management plan for the site, permit application and associated fees, long term maintenance for post-construction BMPs, and provide the MS4 with inspection and enforcement authority.

4.6.1 Written Procedures for Stormwater Plan Reviews

Similar to the construction site (erosion control) program, the permit requires written procedures the permittee will employ for reviewing plans for sites which require post-construction BMPs. The procedures should describe the permittee's review process and items the permittee reviews to consider water quality impacts. The procedures should also describe how permittees review requests for regional storm water controls if proposed by the site developer.

4.6.2 Creating a Tracking System for Stormwater Permits

New to this permit is the requirement for the permittees to develop and maintain a system for tracking all post-construction BMPs.

Tracking post-construction BMPs is critical for documenting TMDL progress as well as ensuring BMPs are functioning as designed and meeting the performance standards.

1. **INVENTORY:** The tracking system must include an inventory of all BMPs the permittee uses for credit towards pollutant reduction goals. In order for the MS4 to take credit for a private BMP, there must be a maintenance agreement in place or the MS4 needs to have authority to maintain or require maintenance of the private BMPs.
2. **MAINTENANCE:** The tracking system should also include the procedures the permittee will follow to ensure long-term maintenance is completed to maintain BMP function.
3. **INSPECTION:** A long-term inspection of each BMP is also required at least once per permit term, and the permittee needs to maintain a system for tracking these inspections.
4. **ENFORCEMENT:** The final piece of the post-construction tracking system is a description of when and how the permittees will use their enforcement authority in the post-construction ordinance to address compliance issue. For example, if the permittees ordinance provides authority to make repairs and bill the property owner, the enforcement response procedures should describe when this authority will be used and steps the permittee will undergo to complete the repairs.

4.6.3 Removing Barriers to Green Infrastructure

The last new requirement of the post-construction program is for permittees to remove barriers to green infrastructure (GI) from their ordinances. Removal of these GI barriers is essential for adoption of innovative storm water management techniques and provides developers and landowners with more alternatives to meet the post-construction performance standards. The permittees should review zoning, site development, storm water management, public works (parking, streets, etc.), landscaping and other ordinances to identify barriers to GI practices and update the ordinances by May 31, 2023. An ordinance audit tool titled “Tackling Barriers to Green Infrastructure: An Audit of Municipal Codes and Ordinances” was developed by Wisconsin Sea Grant in partnership with 1000 Friends of Wisconsin, Orion Planning and Design, and Milwaukee Metropolitan Sewerage District.

The permittees are encouraged to use this tool or similar methods when reviewing their ordinances to identify GI Barriers. Clean Wisconsin, on behalf of MMSD, completed a review of each municipality’s ordinances within its service area and developed recommendations based upon the methodology above. Lastly, if permittees are made aware of barriers in their codes and ordinances after May 31, 2023, they are required to modify the ordinance within 18 Months.

The Village of Bayside has implemented all recommended changes.

4.6.4 Existing BMP Maintenance Requirement

The maintenance requirements for municipality-owned or -operated BMPs has also been moved to the post-construction section because this activity fits within the BMP maintenance and tracking requirements.

The permittees are expected to maintain all BMPs used to achieve their existing control level in accordance with s. 281.16 (2) am (3), Wis. Stats. Maintenance and continued operation of BMPs is necessary to prevent backsliding.

4.7 NEW REQUIREMENTS: Pollution Prevention

Permittee shall continue to implement and enforce a pollution prevention program that establishes measurable goals to prevent or reduce the discharge of pollutants in storm water runoff. In this context, “measurable goals” will be met by implementing the pollution prevention activities as described in the following sections.

Bayside will demonstrate (i.e., provide a measure) that it is meeting its goals by documenting its pollution prevention activities as outlined in this report.

The pollution prevention activities consist of multiple programs and training which are employed to reduce municipal sources of pollution. These include winter road management, nutrient management, street sweeping and catch basin cleaning, management of leaves and grass clipping, good housekeeping at municipal properties, and employee training. Each of the program is described in more detail below.

4.7.1 Winter Road Management – Salt Use Management

This permit continues the requirement for municipalities to not apply road salt or deicers in quantities larger than required to maintain public safety.

1. **WRITTEN SALT APPLICATION STRATEGY:** To reduce overapplication of salt and deicers, this permit requires permittees to develop and implement a salt application strategy, salt reduction strategy, or similar document which describes the conditions, equipment and strategy which will be followed during deicing events. The Wisconsin Department of Transportation (WisDOT) Highway Maintenance Manual -Chapter 6, contains guidelines on winter maintenance including application of road salt and other deicers. This document can be used to assist with development of the permittees salt reduction strategy. The permit also requires training on the permittee's salt reduction strategy for municipal staff involved in deicing operations every other year.
2. **SPREADER CALIBRATION/DOCUMENTATION:** The permit requires annual calibration for salt application machinery. The permittee's winter road management program should describe how calibration is completed for each piece of equipment. Factory calibration is not considered acceptable for annual calibration as new machinery has been shown to significantly over apply salt based on factor settings. Calibration is also key for properly using the quantity of deicers used for reporting on the annual report.

4.7.2 Nutrient Management – Fertilizer Use Management

Nutrient management plans are required for fertilizer application on all municipally controlled properties (parks, athletic fields, golf courses, lawns, etc.) with five acres of pervious area. This includes soil samples for each individual property.

The Village does not store or apply fertilizers.

4.7.3 Street Sweeping and Catch Basin Cleaning

Street sweeping and catch basin cleaning activities are an effective way to remove large sediment particles that would otherwise be washed away during precipitation events. If sweeping is used, this permit requires the permittees to track the number of lane miles swept, number of catch basins cleaned, and the weight in tons of material collected annually.

If permittees use street sweeping or catch basin cleaning as part of their efforts to meet a performance standard or TMDL reduction goal, the sweeping and cleaning frequencies must be consistent with those identified in the pollutant loading analysis.

Collected material is considered solid waste and must be disposed of in an appropriate manner. If the permittee dewateres the material prior to disposal, BMPs should be employed to prevent contamination with storm water runoff to surface or ground water.

All material should be disposed of in a landfill unless the permittee has an approved beneficial reuse exemption from the DNR Solid Waste Program. Currently, none of the North Shore permittees have an approved beneficial reuse for street sweeping and catch basin material.

The Village does not have a street sweeping program.

4.7.4 Management of Leaves

Collection of leaves is an effective measure for reducing nutrient input from urban storm water runoff. While many BMPs are designed to settle out solid materials, leaf matter leaches dissolved phosphorus, which is not captured by traditional settling devices. Collection of leaves before precipitation is essential for reducing dissolved phosphorus contributions from the MS4.

This permit requires permittees to provide a description of their leaf collection program including the methodology and equipment used for collection, the frequency and timing of collection, and instructions for residents and landowners on where to locate leaves for collection. Consistent with the previous permit, the permittee must identify where leaves are disposed of and track the quantity of leaves collected on an annual basis.

A new requirement for the leaf collection program during this permit term is for the permittee to identify BMPs it will employ to the leaf management program to reduce nutrient loading. The permittees should evaluate their current leaf collection strategies and look for opportunities to improve collection practices with the goal of reducing the amount of time leaves are on streets. The overall leaf management strategy should consider the source of leaves, transport (curb and gutter vs. swale), and fate (infiltration practice vs. pond vs. direct discharge). Recent leaf management research shows the phosphorus loading is tied to the quantity of leaves on the streets and the frequency of removing leaves from the street is more important than the method of removing the leaves. Permittees are encouraged to pilot new leaf management techniques as part of the iterative process and identify collection practices best fitting the needs of their residents, street characteristics, and resources while reducing nutrients in runoff.

4.7.5 Storm Water Pollution Prevention Planning – Public Works Yard Management

This permit continues the requirement for municipal garages, storage areas, and other public works related facilities to have storm water pollution prevention plans (SWPPP) for each site under the permittee's control. These sites would normally be covered by an industrial storm water permit, but to minimize the duplication of permits, the requirements for these sites are contained in the MS4 permit. The requirements for each SWPPP are outlined in s. NR 216.27 (3), Wis. Adm. Code, excluding the pollutant monitoring requirements. These include a map of the site, potential sources of pollution, description of housekeeping activities, and description of BMPs to reduce the runoff of pollutants from the site.

If the permittee operates at a site without a SWPPP, one must be developed within 8 months of permit issuance, or by December 31, 2021. New SWPPPs must be submitted to the Department for review.

Quarterly visual inspections should be conducted at each site, and inspections documented. Additionally, an annual inspection should be completed for each site. Any deficiencies found during the inspections should be corrected and the SWPPP updated. Updated SWPPPs should be submitted with the annual report any time revisions are made.

4.7.6 Village Staff Education and Training

Like the previous permit, the permittees are also required to provide training to municipal staff involved in pollution prevention activities. One training event must be held during the permit term to cover each pollution prevention topic, except Winter Road Management which education must occur every other year.

4.7.7 Annual Report Submittal

The permit requires that the Village submit its annual reports and other permit compliance documents electronically through the Department's electronic reporting system.

4.8 NEW REQUIREMENTS: Storm Water Quality Management

The storm water quality management conditions are continued from the previous permit, except for the REMOVAL of the requirement to develop a plan to achieve a 20 percent TSS reduction from the pre-2004 urbanized area.

This requirement was removed because the permittees in the region have collectively achieved a 23.6% reduction and the Milwaukee River TMDL sets much higher reduction goals for TSS. Instead, the quantitative water quality goals have been established through the approval of the Milwaukee River TMDL.

4.8.1 SPECIAL CONDITIONS: TMDL Pollutant Load Reduction Evaluation for TSS and TP

The first step in the TMDL planning process is identifying which reaches the MS4 discharges to and the associated reduction goal.

The permit requires updates to the MS4 map identifying the specific TMDL reach boundaries, structural BMPs and associated drainage areas, and excluded areas. For any excluded areas, the MS4 should specify why the area will not be included in the load reduction evaluation.

Pollutant Load Calculations:

Once the individual TMDL subwatersheds and drainage areas are identified, the permittee is required to estimate the pollutant loading from each watershed with and without controls. The difference between the with controls and without controls pollutant loading is the load reduction. The calculated load reductions can then be compared to the reach goal to determine how much additional control is needed for each reach.

Pollutant Load Reduction Calculations:

The permittee can utilize WinSLAMM software to develop load reduction estimates, even though the permittees are not required to use this program.

Through this plan, Bayside has developed its pollutant load reduction calculations using WinSLAMM. This analysis can be easily updated based upon changes to the individual watershed. Rather than updating the whole analysis, it will be more cost effective to update one model or subset of models. This will be a useful approach for evaluating progress in future permit terms.

Pollutant Removal Efficiency of BMPs

Lastly for each BMP, the permittee needs to compile a tabular summary documenting the pollutant removal efficiency of the BMP, area treated, and a maintenance agreement for any

privately-owned BMP. Any privately-owned BMP without a maintenance agreement should not be included in the pollutant load reduction evaluation.

The Table below lists the permittees' TMDL reachsheds and their current known TSS and TP reductions. The blank cells indicate where information is not available at the time of permit.

Required % Reduction of MS4 TP and TSS- FINAL From Baseline				Required % Reduction from No - Controls	
Reach	Area (acres)	Average TP Percent Reduction	Average TSS Percent Reduction	Average TP Percent Reduction	Average TSS Percent Reduction
MI-30	496.6	73%	57%	76%	66%
Note: Percent reduction is calculated as the average of the monthly					

4.8.2 SPECIAL CONDITIONS: Establishment of WLA Benchmarks for TSS and TP

Where the TMDL pollutant reduction evaluation shows TMDL WLAs not met for TSS or TP, the permittee must develop pollutant load reduction benchmarks for those parameters and submit them with the permit application package.

The benchmarks should reflect structural controls implemented as part of the permittee's storm water management program as well as any additional reductions expected to result from BMPs proposed to be completed during the next permit term. Nonstructural controls can be included where effectiveness information is available.

The Department expects the TMDL benchmarks to be permit cycle (5-year basis) targets used to assess progress towards meeting the final WLA goal. The permittee should continue to iteratively manage its storm water programs to reduce pollutants and identify the TMDL benchmarks accordingly.

4.8.3 SPECIAL CONDITIONS: Fecal Coliform Reduction Efforts

The third TMDL pollutant with WLAs from the Milwaukee River TMDL is fecal coliform. While the TMDL allocations in the Milwaukee River Basin TMDL are expressed only in terms of fecal coliform, both fecal coliform and E. coli have been listed as sources of recreational use impairments that the TMDL was completed to address.

Unlike TSS and TP, fecal coliform WLAs are based on a load reduction curve rather than a mass reduction. For permittees, this means that depending upon the moisture conditions, the allowable loading of fecal coliforms changes. Currently, fecal coliform loads greatly exceed the water quality standard under all flow conditions, so efforts are needed across the board.

Parameter Action Level Development

The first new requirement in this permit to address fecal coliform is for the permittees to develop a parameter action level to use during illicit discharge screening by June 1, 2022. This parameter action level shall set a level for bacteria indicator in the sample, that if exceeded, requires specific follow up action or investigation. The permittee has the flexibility to select which bacteria indicator it wishes to use and the associated action benchmark. It is expected the permittee will adjust its action benchmark as more data on dry flow conditions are collected.

The PAL was submitted to WDNR prior to the submittal deadline.

While the TMDL WLAs are specified in fecal coliform, which is used as an indicator of enteric pathogens,¹ the specific indicator selected for illicit discharge is not as important as the action level. This is because the goal of this requirement is to identify illicit cross connections or discharges rather than monitor the level of instream fecal coliform. It is expected that an illicit connection will result in a strong positive result for the selected indicator. The permittee shall provide explanation for why it chooses a specific indicator and include how the tests will be completed.

Fecal Coliform Source Inventory

Permittees are required to complete a Fecal Coliform Source Inventory by May 31, 2024. For this effort, the permittees will need to identify and locate on a map, other potential sources of fecal coliform entering the MS4. The permit provides a list of potential sources, but this list is not considered inclusive of all sources within the permitted MS4 area.

It is likely that the fecal coliform source inventory will be performed by a consultant team on behalf of the Village. The inventory will consist of investigating the storm sewer outfalls for presence of fecal coliform. If found, this will be an indication of cross contamination between sanitary sewers and storm sewers. Such cross contamination is the result of leaky sanitary sewers that can introduce human waste into nearby storm sewers.

Fecal Coliform Source Prioritization

Once the fecal coliform source inventory is complete, the permittee will need to prioritize the sources and identify BMPs to be employed to remove the sources in a Source Elimination Plan. The Plan shall explain the rationale for the prioritization system and provide a cost estimate of the BMPs that will be employed. Lastly, the permittee must develop a schedule for addressing the sources which includes specific actions or benchmarks the permittee will complete during the next permit term.

This Source Elimination plan is due with the permit application on November 30, 2025.

Southeastern Wisconsin Watersheds Trust developed a Bacteria White Paper² which outlines an example approach to addressing bacterial pollution in storm water. Permittees are encouraged to review this paper as they develop their strategy to address Fecal Coliform.

4.8.4 SPECIAL CONDITIONS: Individual Benchmarks

The individual benchmarks specify the permittee specific actions which will be completed during the next permit term. These requirements were proposed by the individual MS4s.

Where the individually specified goal is a requirement elsewhere in the permit, it is not repeated in this section. These benchmarks should be completed by the end of the permit term unless otherwise specified. The following activities are specifically included in the permit:

1. *Conduct outfall investigation and condition assessment on all outfalls in the Village.*
2. *Complete Phase II of the Fairy Chasm Road stormwater ditch management project.*
3. *Expand existing Adopt A Tree program to include private property owners.*

¹ Final Report: Total Maximum Daily Loads for Total Phosphorus, Total Suspended Solids, and Fecal Coliform Milwaukee River Basin, Wisconsin. Approved by USEPA on March 9, 2018.

² The Bacteria White Paper can be found at this link: <https://www.swwtwater.org/bacteria-white-paper>.

5 – VILLAGE OF BAYSIDE MS4 PERMIT COMPLIANCE STRATEGY

As outlined in the previous chapter, Bayside has a track record of successful compliance with its Stormwater Permit since its implementation. With the new permit, there will be some modifications and, in some cases, additions to the operations currently underway in the Village. In this sense, the recommendations contained in this Plan aim to build on existing practices and achieve a smooth transition from how Village personnel operated under the previous permit to a slightly different framework under the current/new permit.

For each compliance element, we created standalone Compliance Manual (CM) that contain all required compliance activities. Each CM will become a comprehensive tool for not only compliance with the permit, but also a useful way to assemble the reports needed to be submitted to WDNR each year.

5.1 Compliance Strategy for Education and Outreach Practices

To comply with the MS4 Permit, the Village shall maintain a written document that can be referenced by staff for tracking procedures of the Education and Outreach efforts as outlined in Part II.A.

Additions to the current practices consist of:

1. Providing additional pamphlets or brochures that address topics pertinent to the target audiences and keep track annually of how many pamphlets were handed out from Village Hall. Brochures can be obtained from the Southeast Wisconsin Watershed Trust. An even more targeted approach should include audience surveys after each year of outreach to find out if the provided information was helpful or not. These surveys will provide feedback to restructure the program after each year.
2. Create a stormwater education section on the Village website with links to Respect Our Waters (ROW) and SWWT website information. Targeted audiences will have a better chance of following up on information if there is redundant information provided from different media.
3. Work directly with ROW on very specific and direct topics, focusing on one target audience for a specific duration of time. This would allow the Village to measure and report on the results from that time period.
4. A Compliance Manual for Education and Outreach has been provided in *Appendix 1*.

5.2 Compliance Strategy for Public Participation and Involvement Practices

To comply with the MS4 Permit, the Village shall maintain a written document that can be referenced by staff for tracking procedures of the Public Involvement and Participation efforts as outlined in Part II.B.

Additions to the current Village practices consist of:

1. Providing annual updates at a Village Board meeting to summarize the MS4 annual reports submitted to the DNR. During this meeting the Village will provide an opportunity for public comment and questions relating to the Village's storm water program.
2. Post the MS4 Annual Reports to the Village website.
3. A Compliance Manual for Education and Outreach has been provided in *Appendix 2*.

5.3 Compliance Strategy for Illicit Discharge Detection and Elimination Practices

To comply with the MS4 Permit, the Village shall maintain a written document that can be referenced by staff for tracking procedures of the Illicit Discharge Detection and Elimination (IDDE) Program efforts as outlined in Part III.A.

Additions to the current Village practices consist of:

1. Create specific ordinance language that directly addresses illicit discharge. Language at a minimum should “prohibit the discharge, spill or dumping of non-storm water substances or material into waters of the state or the MS4s.”
2. Include information on the Village website for homeowners to report illicit discharges.
3. A Compliance Manual for Education and Outreach has been provided in *Appendix 3*.

5.4 Compliance Strategy for Construction Site Pollution Prevention (Erosion Control) Practices

To comply with the MS4 Permit, the Village shall maintain a written document that can be referenced by staff for tracking procedures of the Construction Site Pollution (Erosion) Control Program as outlined in Part III.B.

Additions to the current Village practices consist of:

1. Recording and tracking individual inspections of construction sites.
2. A Compliance Manual for Education and Outreach has been provided in *Appendix 4*.

5.5 Compliance Strategy for Post Construction Stormwater Management Practices

Additional practices the Village should incorporate in the Post-Construction Stormwater Management Program consist of:

1. Maintain a record of all maintenance agreements for stormwater management facilities that have been installed in the Village.
2. Collect and record annual inspection reports from the landowners that hold maintenance agreements with the Village to verify compliance with the maintenance activities listed in the agreements.
3. Implement a maintenance and inspection program of municipally and privately owned stormwater best management practices (BMPs). This includes routine and non-routine inspection and maintenance of Village and privately owned BMPs, including Detention Basins, Swales, and Bioretention Basins.
4. Train applicable Village personnel on inspection procedures, as well as where the document can be found.
5. A Compliance Manual for Post Construction Stormwater Management Practices has been provided in *Appendix 5*.

5.6 Compliance Strategy for Pollution Prevention Practices

To comply with the current MS4 Permit, the Village shall maintain a written document that can be referenced by staff for tracking procedures of the Pollution Prevention Program efforts as outlined in Part III.D.

A Compliance manual for Pollution Prevention has been provided in *Appendix 6*.

5.7 Compliance Strategy for Stormwater Quality Management Practices

The Village of Bayside has met its goal of 20 percent reduction of total Suspended Solids discharge to the Milwaukee River during the previous permit period. This was accomplished through the pollution prevention programs as well as the implementation of post construction stormwater management regulations.

No further action is required.

5.8 Stormwater Pollution Prevention Plan (SWPPP) for the DPW Yard

The Department of Public Works updated its SWPPP for the DPW facility.

The SWPPP document has been provided in *Appendix 7*.

5.9 TMDL Pollutant Load Evaluation

Bayside has performed the TMDL Pollutant Load evaluation as part of this Stormwater Management planning effort.

A summary of this evaluation is presented in this report.

5.10 WLA Attainment Benchmarks

Waste Load Allocation for Bayside is currently lower than the Village's pollutant reduction system can provide. In other words, additional pollutant reduction practices are needed for compliance with the WLA contained in the TMDL study.

Bayside has performed the TMDL WLA Attainment Analysis as part of this Stormwater Management planning effort. TMDL WLA reduction in Bayside will occur through the on-going construction of stormwater best management practices during development as well as limited number of Village owned stormwater projects that will be predominantly funded through various green infrastructure funding sources.

A summary of this WLA attainment evaluation is presented in Chapter 7 of this report. WLA Attainment plan is due to the Department by May 2024.

5.11 Fecal Coliform Reduction

Fecal Coliform reduction elements in the MS4 Permit seek to identify and eliminate sewage contamination in storm sewers. In many municipal systems, trace amounts of human waste is found to travel between the sanitary sewer system and the storm sewer system, mainly at each leaking sanitary lateral or sanitary sewer pipe that may be in the vicinity of a storm drain or pipe.

Bayside will propose that the fecal coliform reduction requirement be conducted using E. Coli as the indicator bacteria. Similar to E Coli limits in wastewater effluent analysis, Bayside will propose that the actionable limits for E Coli in the selected outfalls is 125 #/100 ml. monitored and tested between the months of May and September.

This will be proposed to the Department within the permit period, and testing for E Coli will be included in the Illicit Discharge monitoring program.

Should the IDDE program and testing identify sewage contamination in any of the stormwater outfalls, the Village will propose to conduct a detailed tracing study to identify and eliminate these contamination sources from the drainage system.

The commitment to do so will be included in the Village's Fecal Coliform Reduction Plan to be submitted to the Department by May 2024.

5.12 Individual Benchmarks for Bayside

Bayside has accepted three individual benchmarks as part of the MS4 Permit renewal process as described in the previous chapter.

1. *Conduct outfall investigation and condition assessment on all outfalls in the Village. Incorporate findings into the stormwater capital improvement plan by December 31, 2022.*
2. *Complete Phase II of the Fairy Chasm Road stormwater ditch management project.*
3. *Expand existing Adopt A Tree program to include private property owners.*

6 - TOTAL MAXIMUM DAILY LOAD (TMDL) EVALUATION

The Stormwater Management Plan update will focus on water quality and compliance with the Milwaukee River TMDL. Updating the sediment loading model computes the reduction of pollutants from Village maintained water quality practices.

The water quality modeling is done with the Wisconsin DNR approved and recommended software: WinSLAMM (Windows based “Source Loading and Management Model”) for modeling compliance with TSS removal rates for stormwater management. The findings in this report have been modeled with WinSLAMM Version 10.0.3 based on guidance from the Wisconsin DNR TMDL Guidance for MS4 Permits: Planning, Implementation, and Modeling Guidance #3800-2014-04 dated October 28, 2014

This program utilizes various inputs to approximately calculate pollutant loading and pollutant reductions in both large-scale areas such as entire municipal areas and small-scale areas on single parcels.

WinSLAMM’s History Webpage states: *“WinSLAMM calculates mass balances for both particulate and dissolved pollutants and runoff flow volumes for different development characteristics and rainfalls. It was designed to give relatively simple answers (pollutant mass discharges and control measure effects for a very large variety of potential conditions).”* Meteorological information, land use and ground cover information, soil characteristics, outfall control practices, particle sizes, and pollutant types are some examples of inputs to WinSLAMM that can help predict sediment loading and runoff volumes on an annual basis.

6.1 Pollution Generation Estimates

WinSLAMM is used to estimate the annual nonpoint source pollution generated from the drainage areas within Bayside. The calculations consider the land cover parameters and, from previous studies of similar land covers, estimate the amount of sediment and phosphorus (i.e., plant material) that could be accumulating and washing off during the course of the year.

To visualize nonpoint source pollution accumulation with time, consider the progressively darkening color of roadside snowbanks in winter. Now consider that the same amount of accumulation occurs throughout the year and that rainfall throughout the year carries that debris to our rivers and streams.

6.1.1 Rainfall Data

WinSLAMM utilizes a parameter file with rainfall data that can include many years or decades of rainfall information for specific metropolitan areas around Wisconsin and other states. For Bayside, the rainfall parameter file recommended for MS4 water quality modeling is the Milwaukee five-year rainfall starting in 1966. The winter seasons of the precipitation data has been removed as snow and ice cannot be accommodated by WinSLAMM. The Milwaukee rainfall is not modeled between December 6th to March 28th.

6.1.2 Runoff Coefficient File

This contains the parameters specific to different land uses and relates runoff volumes with different rainfall events on these areas.

6.1.3 Particulate Solid Concentration File

These parameters allowing the WinSLAMM model to determine the weight of particulate solids loadings from different source area types such as residential areas or freeways.

6.1.4 Pollutant Probability Distribution File

This file describes the pollutant loadings that come from different land use types.

6.1.5 Watershed Boundaries

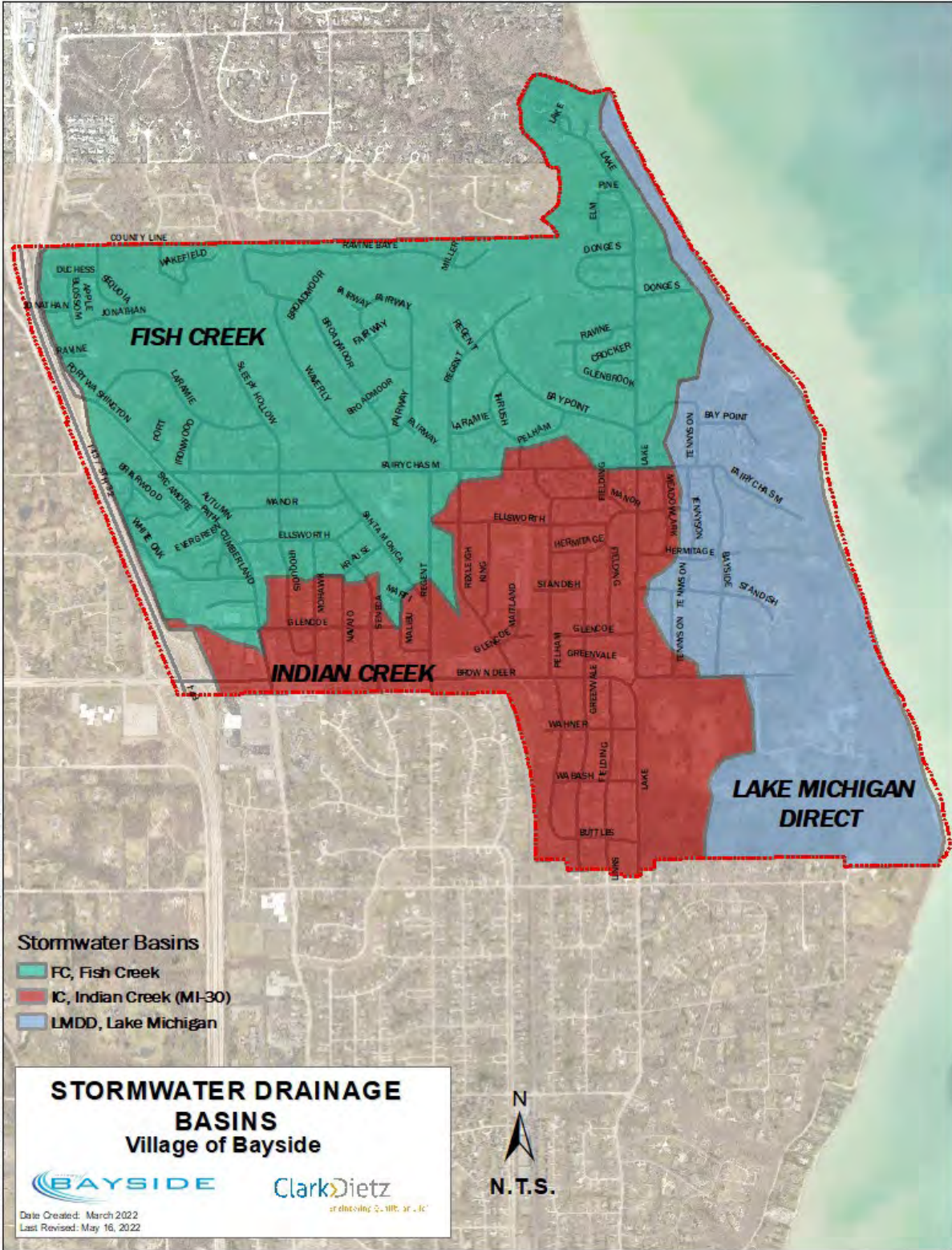
Watershed boundaries for each Stormwater Basin reach were delineated based on the 2018 1-foot topographic contours available from Milwaukee County Land Information GIS (Geographic Information Systems) data and analyzing the stormwater conveyance network.

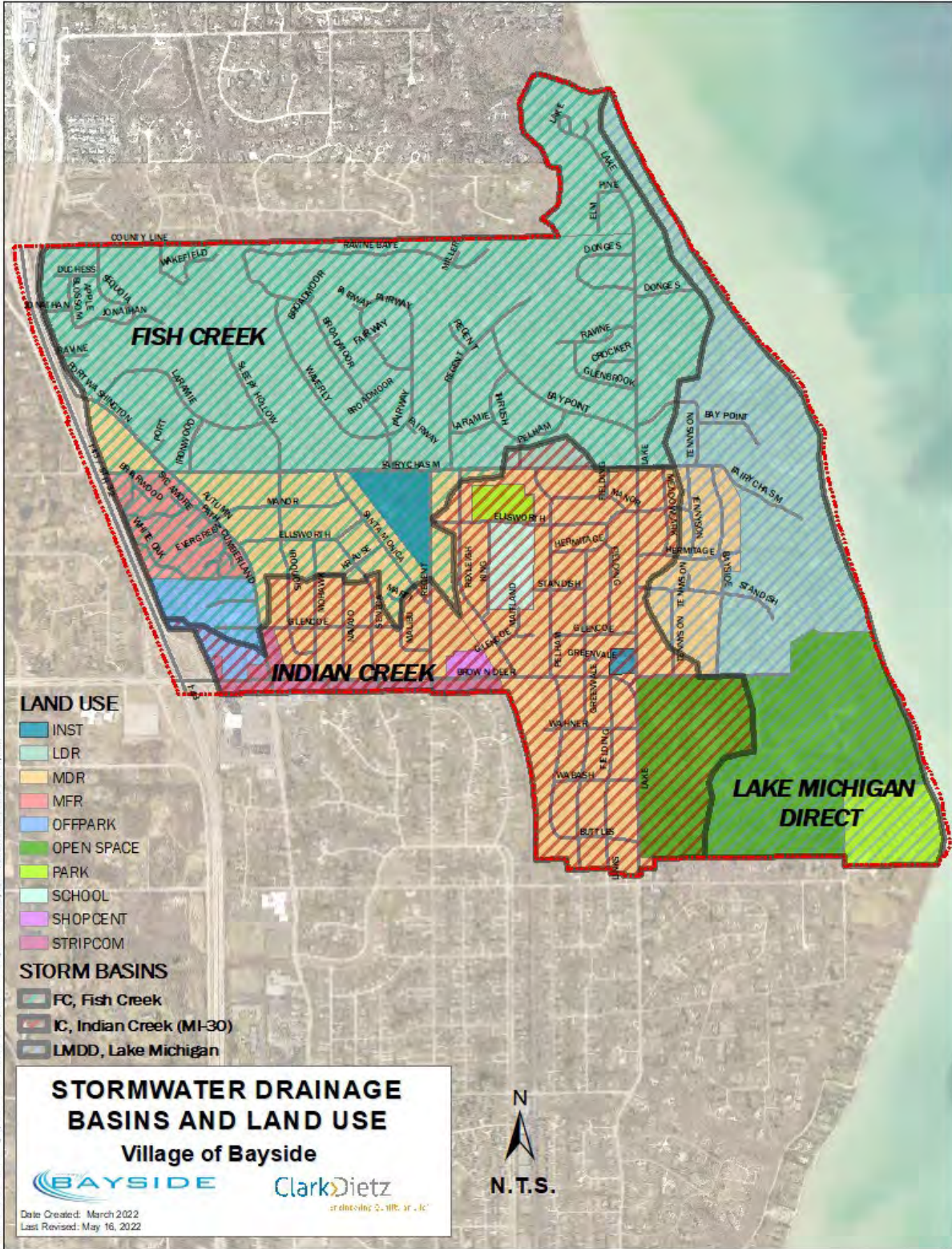
Each drainage area is named after a “reach” of the Milwaukee River. TMDL reports focus on individual river reaches to achieve pollutant reduction targets in each of those reaches. Therefore, we must individually identify pollutant sources in each drainage area to each reach, and then seek to reduce those pollutant loads within that reach. Bayside’s Indian Creek drainage basin is part of the Milwaukee River MI-30 reach.

Other communities or jurisdictions that have lands in the same reach have the same pollutant reduction targets.

6.1.6 Land Use and Source Area Data

With the help of GIS planimetric data, parcels in Bayside were assigned a Land Use attribute based on the most recent land use information from the Village’s GIS Zoning Map as well as visual inspection. These characteristics were associated with an appropriate WinSLAMM Standard Land Use to be included in the Model.





FISH CREEK - LAND USE (Acres)	
Total:	641.3
<u>Commerical</u>	20.4
<i>Office Park</i>	20.4
<u>Institutional</u>	17.4
<i>Misc</i>	17.4
<u>Residential</u>	603.6
<i>Low Density</i>	469.5
<i>Medium Density</i>	97.3
<i>Multi-Family</i>	36.8

INDIAN CREEK - LAND USE (Acres)	
Total:	496.6
<u>Commerical</u>	31.7
<i>Shopping Center</i>	5
<i>Strip Mall</i>	18.5
<i>Office Park</i>	8.2
<u>Institutional</u>	17.3
<i>Misc</i>	2.6
<i>School</i>	14.7
<u>Residential</u>	378.5
<i>Low Density</i>	98.2
<i>Medium Density</i>	280.3
<u>Other Urban</u>	69.1
<i>Parks</i>	8.1
<i>Open Space</i>	61

L. MICHIGAN - LAND USE (Acres)	
Total:	351
<u>Residential</u>	203.3
<i>Low Density</i>	157.7
<i>Medium Density</i>	45.6
<u>Other Urban</u>	119.3
<i>Parks</i>	28.3
<i>Open Space</i>	119.3

6.2 Pollution Reduction Estimates

Bayside’s waste load allocation (WLA) requires that stormwater management best practices are implemented so that the discharge of pollutants into the Milwaukee River is less than the pollution that normal life creates in our Village.

The Village of Bayside implements several different types of best management practices for controlling and reducing stormwater pollution, most of which can be modeled in WinSLAMM and accepted by DNR. Each of the detention basins, ditches, and bioswales contribute to the pollution reduction within each of our drainage areas.

Current stormwater management elements that help **reduce** the NO CONTROLS pollution generated within the drainage areas in Bayside are included in the calculations as follows:

6.2.1 Grassed Swales

Nearly 100 percent of Bayside has roadside ditch/swale drainage. The average swale geometry was assumed to have 3:1 side slopes with a 2-foot bottom width. For each reach area the total swale lengths were calculated from doubling the roadway lengths.

A typical grass height was determined to be 6 inches with a swale retardance factor “C” for Bermuda Grass/Blue Grass at a 6” height. The typical swale longitudinal slope was determined to be very minimal throughout the Village at 1%.

The swale dynamic infiltration rate input has a significant effect on the grassed swale efficiency. The infiltration rate determination was made using the DNR Technical Standard, No. 1002– Site Evaluation for Stormwater Infiltration. There are three methods for determining the static infiltration

rate outlined in Step C.3. Infiltration Rate Determination of the Technical Standard, No. 1002. The first method utilizes soil test pits to determine the soil type and infiltration rates are determined based on Table 2. The second method utilizes tested infiltration rates with in-field devices. The third method that was used for this report based the soil type off of the NRCS Web Soils Map as discussed in section 3.2 and determined the dynamic infiltration rate the same way as method one with the design rates from Table 2.

The swale dynamic infiltration rate of 0.067in/hr. was determined by comparing the silt loam soil type (static infiltration rate of 0.13 in/hr) within the Village to DNR Technical Standard, No. 1002 – Site Evaluation for Stormwater Infiltration. The swale modeling guidance mentioned in Chapter 3.1 states “Prior to entering an infiltration rate in the model, the design infiltration rate from Table 2, must be reduced by 50%.”

6.2.2 Detention Ponds

The Village owns and maintains a number of stormwater detention ponds that benefit water quality. Each of these ponds have been included in the models, taking credit for the sediment and phosphorous reduction properties.

The Village owned detention ponds are as follows:

- Ellsworth Park Pond and filter bed
- 621 Pond and overflow pond
- Village Hall Pond

6.2.3 Green Infrastructure

The Village owns and maintains a number of bioretention facilities classified as green infrastructure. The most recent of these facilities is located on Tennyson Dr between Manor and Hermitage, and a bioswale constructed along the railroad tracks behind Village Hall/Public Works Yard.

6.2.4 Private BMPs

It has come to our team’s attention that several stormwater facilities constructed in the Village have not been properly recorded with binding maintenance agreements recorded at the County Register of Deeds. Therefore, the Village is unable to take pollution reduction credits for these facilities at this time.

Significant stormwater facilities that will add to Bayside’s WLA efforts are:

- Fox Point - Bayside Middle School
- Lone North development

The Village is currently cataloguing maintenance agreements for the above list and potentially others and will soon update the pollutant reduction estimates based on these structural best management practices in the Village.

It is expected that the inclusion of these facilities in the pollutant reduction calculations will bring the Village closer to its WLA.

6.3 WinSLAMM Calculation of Generated Pollution

A WinSLAMM Model was created for each TMDL reach area in the Village. The results of the run model are shown below.

Existing Modeled Reduction from No - Controls							
Reach	Area (acres)	TP Yield (lbs/year)	TSS Yield (lbs/year)	Average TP (lbs/year) MODELED Reduction	Average TP Percent MODELED Reduction	Average TSS (lbs/year) MODELED Reduction	Average TSS Percent MODELED Reduction
IC (MI-30)	497	350	99,535	153	44%	47,510	47.7%
FC	641	443	118,426	204	46%	59,551	50.3%
LMDD	351	183	42,521	54	30%	14,718	34.6%

The table above describes how Bayside’s current stormwater efforts help reduce pollution discharges to the Milwaukee River. We note that these efforts are/were in full compliance with Bayside’s previous MS4 permit.

We see that phosphorus generated in the Village is reduced by an average of 40 percent and total solids (sediment, dirt, and grit) are reduced by an average of 44 percent before being discharged to surface water.

Previous targets for reduction were 20 percent in each category and Bayside met those goals throughout the life of the permit, since 1999.

6.4 Comparison with Milwaukee River Basin TMDL Requirements

Pollution reduction targets are more stringent under the new permit. The Village is part of the MI-30 Milwaukee River TMDL Reach Basin. Fish Creek and the Lake Michigan district flow to the lake. The Total Maximum Daily Loads for Total Phosphorous, Total Suspended Solids, and Fecal Coliform – Final Report (DNR TMDL Report) contains specific loading reduction requirements for the Village is summarized below.

Required % Reduction of MS4 TP and TSS- FINAL From Baseline				Required % Reduction from No - Controls	
Reach	Area (acres)	Average TP Percent Reduction	Average TSS Percent Reduction	Average TP Percent Reduction	Average TSS Percent Reduction
MI-30	496.6	73%	57%	76%	66%
Note: Percent reduction is calculated as the average of the monthly					

The required reductions are presented in the DNR TMDL Report as a percentage from a baseline condition. The baseline condition is considered by the DNR to be a 20% reduction of TSS from a no-controls condition. TP baseline condition is considered a 11.3% reduction from a no-controls condition.

These percentages reflect the stormwater quality regulations in s. NR 151.13 and set the starting point for the TMDL allocations. TMDLs are required, at a minimum, to one day meet regulatory requirements.

The reductions from baseline are given as a percentage above and beyond the regulatory requirement. The WinSLAMM Modeling results are given as reductions from a no-controls condition.

The conversion between no-controls and baseline reductions is presented in the Wisconsin DNR - TMDL Guidance for MS4 Permits and shown below:

- No Controls Reduction of TSS = $20 + (0.8 * \% \text{ Baseline Reduction of TSS})$
- No Controls Reduction of TP = $11.3 + (0.887 * \% \text{ Baseline Reduction of TP})$

TMDL Pollution Reduction – Waste Load Allocation						
Reach	No Controls TP lbs/yr	No Controls TSS lbs/yr	Baseline TP lbs/yr	Baseline TSS lbs/yr	TP Allocation lbs/yr	TSS Allocation lbs/yr
MI-30	350	99535	310.45	79628	84	33842

The Bayside WLA for total phosphorus and total suspended solids is shown in the table above.

6.5 Summary of Results

The modeling results are consistent throughout each reach area with TSS reductions within 10% of each other and the TP reductions within 16% where the least amount of TP is reduced in the Lake Michigan district. The Village’s basins contain equally diverse land use areas contributing to the sediment loading.

The modeled reductions show that the TMDL requirements are not being met by the current Village treatment practices for the Indian Creek Watershed.

The gap between Bayside’s current pollution reduction performance and the prescribed WLA represents the compliance effort to be performed in the coming years. As a whole, the effort to bridge this gap will be called WLA Attainment Plan, due for submittal to DNR by May 2024.

The summary of the WLA attainment gap is as follows.

TMDL Pollution Reduction – Waste Load Allocation Attainment Gap						
Reach	Current TP Discharge lbs/yr	Current TSS Discharge lbs/yr	TP Allocation lbs/yr	TSS Allocation lbs/yr	TP WLA Gap lbs/yr	TSS WLA Gap lbs/yr
MI-30	153	47510	84	33842	69	13,668

The comparison between the current TP and TSS discharges to the Milwaukee River shows that significant future water pollution reduction efforts will be needed.

The WLA attainment gaps indicated above will be the stormwater target for the Village for the years to come. We recommend that the attainment plan extends into the second permit renewal and that the Village go about its attainment effort in a steady and methodical manner.

7 - WLA ATTAINMENT PLAN

This chapter discusses opportunities for the Village to close the pollutant reduction gap between the current and the required TMDL reductions. Both nonstructural and structural alternatives are presented. Structural alternatives considered for water quality improvements were chosen to blend into the urban surroundings and build upon the Village's proactive approach to analyzing all capital improvement projects for the inclusion of stormwater management structural controls.

7.1 Roadside water quality enhancement

The objective of this water quality installation practice is to retrofit existing ditches and swales to enhance the water quality treatment. The Village's ditches convey nearly all the stormwater throughout. There are opportunities to enhance the efficiency of grassed swales by rethinking the ditch cross sections by promoting infiltration and providing storage to settle out pollutants.

Roadways contain oil, heavy metals, sediments, and other runoff that area attributed to vehicle traffic. Break dust, tire particles, leaky engines, soils, fine dust, and litter are all pollutants that get tracked onto roadways and then washed off with the rain or melted snow into the adjacent lands. Just look at the melting snow piles on roadsides at the end of winter for proof.



The roadside ditches we see throughout the Village today are there mainly to lower the flooding risk of the adjacent roadways. While this is the number one priority of all ditches, they can do more. Several mechanisms are required to promote water quality improvements: Filtration, Sedimentation, Infiltration, contact with engineered soil, and flow attenuation.

The initial filtration of water is provided by the plant vegetation. Properly vegetated ditches will help slow down flows and filter pollutants. Sedimentation is provided by check dams that create pools of water to settle out large particles. Soils below the swales are replaced with engineered soil and stone storage for infiltration and contact with organic matter that chemically bind with heavy metals to further clean the runoff from the roadways. Stone storage, check dams, vegetation, and engineered soil all help promote flow attenuation for reduced erosion and gives water more time to infiltrate and filter pollutants.

The water quality improvements recognized by the installation of the proposed cross section are shown in the below example:

For every 500 ft of Grass Swale cross section removed and replaced with the Biofiltration Swale cross section, a 1% additional reduction of Total Phosphorous and Total Suspended Solids is

achieved in the MI-30 basin. This calculation is based on comparing the original modeled grass swale inputs with 5 acres of Low-Density Residential (LDR) Source Area.

7.1.1 Total Phosphorous Reduction

- 100 ft Grass Swale with 5 Acres LDR Source = 18% efficiency = reduction of 3 lbs. of TP
- 100 ft Bio Swale with 5 Acres LDR Source = 46% efficiency = reduction of 7.5 lbs. of TP
- MI-30: 449 lbs. of TP yield with No - Controls
- $= (4.5 \text{ lbs.} / 5 \text{ years}) / 449 \text{ lbs.} = 0.2\% \text{ Increase in TP Reduction per 100ft of Swale}$

7.1.2 Total Suspended Solids Reduction

- 100 ft Grass Swale with 5 Acres LDR Source = 24% efficiency = reduction of 922 lbs. of TSS
- 100 ft Bio Swale with 5 Acres LDR Source = 54% efficiency = reduction of 2080 lbs. of TSS
- MI-30: 109,314 lbs. of TP yield with No - Controls
- $= (1,166 \text{ lbs.} / 5 \text{ years}) / 109,314 \text{ lbs.} = 0.2\% \text{ Increase in TSS Reduction per 100ft of Swales Converted}$

An estimated cost to convert grassed swales to biofiltration swales is between \$15,000 and \$30,000 per 100 feet. The final price will be based on contractor bid prices and the final retro-fitted cross section design.

7.2 Infiltration Rate Testing in Ditches

The WinSLAMM models have been created with Wisconsin DNR approved methodology. Without scientifically tested infiltration rates, the best available data was used from the NRCS soils map and then correlated with design rates provided by the DNR technical standard. The Villages modeled reductions in pollutants could be more accurately reported by following Technical Standard 1002 – infiltration rate determination Option 2. Procedures for infiltration rate testing are outlined in the technical standard.

The Village could contract with a DNR suggested geotechnical consultant to perform tests in 8 to 10 swale locations within the TMDL area. The results will reduce the safety factors of DNR design infiltration rates used in the current models.

If increases in infiltration rates are found, this will increase the efficiency of the modeled grassed swales and increase the reduction of the pollutants.

7.3 Maintenance Agreement Compliance

As previously discussed, Bayside can realize additional TSS reductions from existing private developments. A partial list was provided in the previous chapter. Bayside must follow up with existing stormwater facility installation to secure maintenance agreements.

This will allow these practices to be added to the WinSLAMM Model and overall pollutant reduction.

1. Verify maintenance agreements have been recorded with past land developments, and follow-up to obtain them if records are not found.
2. Collect and record annual inspection reports from the landowners that hold maintenance agreements with the Village to verify compliance with the maintenance activities listed in the agreements.

7.4 Structural Stormwater Facilities

Many engineered systems can be effectively used to increase Bayside’s pollution reduction performance and get the Village closer to its WLA attainment. Many of these systems have already been used in the Village, and their continued application will be an important element in MS4 TMDL compliance.

The expected pollution reduction benefits each structural stormwater management practice is presented in the following table. We note that these benefits accrue to the Village regardless of ownership, as long as properly recorded maintenance agreements are enforced.

It is recommended that the Village target a pollution reduction improvement of 5 percent per year for the next 10 years. The reduction ranges indicated in the table below show the types of activities to be included in the Village’s annual infrastructure plan.

MMSD Green Solutions Approved - Green Infrastructure Pollutant Reduction Strategies	Description	REDUCTION POTENTIAL	TSS REDUCTION EFF.	TP REDUCTION EFF.	Notes
Green Alleys/Streets/Parking Lots/Sidewalks	Permeable/Porous Pavements	High	65%	35%	Assumed 24" Stone storage with underdrain
Terrace Bioswales/ Bioretention	Biofiltration	High	80%	35%	Requires filtering through an engineered soil and discharge via an underdrain.
Stormwater Trees (Tree Pits)/Bioretention	Perhaps to replace Ash trees? Tree Pits	High	80%	35%	Possible to use current tree locations and existing trees. < \$1000 to remove and put back 6" diameter tree
Green Roofs	Municipal buildings	Low	-	-	No WinSLAMM Modeling. Not recognized by DNR as a pollutant reduction strategy
Constructed Wetlands	Depressional areas with slow release	High	80%	67%	Similar to Wisconsin
Native Landscaping	Well rooted plants trap and filter pollutants	Low	30%	21%	Depends if designed as filter strip or grassed swale
Rain Gardens with Engineered Soil	Soils help infiltrate and treat pollutants	High/Average	60%	60%	Micro scale, runoff areas less than 4000SF, Max 300 SF footprint
Infiltration Basins	infiltrating soils help pollutant reduction	High	100%	100%	No underdrain, require good infiltrating soils
Cisterns	Capture runoff, slow release for pollutant settling	Average	80%	67%	Depends on size and flow
Regenerative Stormwater Conveyance	Stone plunge pools with sand/mulch filter layer below	High	70%	20%	Depends on size and flow, good for channelized stormsewer outfalls

7.5 Funding Options

7.5.1 MMSD Green Solutions Program Funding

The MMSD Green Solutions funding is provided annually to municipalities. More information is found at the below website:

<https://www.freshcoastguardians.com/take-action/municipal>

The program overview as stated from the website reads,

“To assist the municipalities served by the Milwaukee Metropolitan Sewerage District (District) with Total Maximum Daily Load (TMDL) compliance and to improve municipal stormwater management that may affect the District’s system, the District’s 2015-2024 Capital Budget includes a project, Green Solutions (GS), that will serve as a funding mechanism to the municipalities for Commission-approved types of green infrastructure and combined sewer separation.”

7.5.2 Wisconsin DNR Grant Funding

Targeted Runoff Management Program

The DNR TRM Grant is given to municipalities with a 70% cost share for BMP’s to help meet TMDL’s.

Website: <https://dnr.wisconsin.gov/aid/TargetedRunoff.html>

Urban Non-point Source Construction Grant Program

Additional grant funding that is most geared towards TMDL compliance projects in Urban areas is the grant opportunity provide every odd year, (2021, 2023, 2025, etc.). The DNR ranks the grant applications and provides 50% cost share for a total reimbursement that cannot exceed \$150,000 for construction and engineering, plus an additional \$50,000 for land acquisition.

Website: <https://dnr.wisconsin.gov/aid/UrbanNonpoint.html>

7.5.3 Fund for Lake Michigan

Each year until 2035 the Fund for Lake Michigan provides \$4 million for projects that support and promotes their mission:

“The mission of the Fund for Lake Michigan is to improve the health of Lake Michigan, its shoreline and river systems, for the benefit of the people and communities that depend on it for water, recreation and commerce.”

Clark Dietz, Inc.
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Appendix 1



Public Education and Outreach

**VILLAGE OF BAYSIDE, WI
MUNICIPAL OPERATIONS
WPDES Permit #WI-S061565-04**



MS4 COMPLIANCE MANUAL (CM) FOR:

PUBLIC EDUCATION AND OUTREACH

CM Number: MS4-CM-1

Created December 2021

Prepared by:



Clark Dietz, Inc.
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Milwaukee, WI 53202

BACKGROUND

The Village of Bayside, along with the Villages of River Hills, Brown Deer, Fox Point, Whitefish Bay, Shorewood, and Village of Bayside referred to as the North Shore Group, own and operate municipal separate storm sewer systems (MS4) that discharge to waters of the state. The North Shore Group has been issued a permit to discharge under the Wisconsin Pollutant Discharge Elimination Systems (WPDES Permit #WI-S061565-04) in accordance with s. 283.33, Wis. Stats., and subch. I. of NR 216, Wis. Adm. Code. State and Federal regulations require that MS4 operators shall develop and implement a program to ensure that municipal operations are performed in ways that will reduce contamination of stormwater discharges.

Per the State and Federal regulations, the program **must include** written documentation of maintenance activities, maintenance schedules, and long term inspection procedures for Best Management practices (BMPs) to reduce floatables and other pollutants discharged from the separate storm sewers. Specifically, the Village of Bayside, as part of the North Shore Group, WPDES permit requires the following for the Public Education and Outreach portion of the permit:

II.A Group Public Education And Outreach Conditions

The North Shore Group Permittees shall implement a written public education and outreach program to increase the awareness of how the combined actions of human behavior influence storm water pollution and its effects on the environment. The public education and outreach program may incorporate cooperative efforts with other entities not regulated by this permit provided a mechanism is developed and implemented to track the results of these cooperative efforts and reported annually.

The North Shore Group intends to collaborate and satisfy these conditions collectively. This does not prohibit the North Shore Group Permittees from continuing to develop and implement unique programs within their respective jurisdictional municipal boundaries.

The program shall:

1. For each topic in Table 1, identify targeted pollutants of concern, the targeted audience, delivery mechanism and the entity responsible for implementation.
2. Address all topics at least once during the permit term with a minimum of 3 topics being addressed, either collectively or individually, each year. Topics may be repeated as necessary.
3. Address the topics in Table 1 below:

#	Topic Area	Description
1	Illicit Discharge Detection and Elimination	Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.
2	Household Hazardous Waste Disposal / Pet Waste Management / Vehicle Washing	Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.
3	Yard Waste Management / Pesticide and Fertilizer Application	Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.
4	Stream and Shoreline Management	Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.
5	Residential Infiltration	Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks through implementation of green infrastructure best management practices (BMPs) such as rain barrels, rain gardens and permeable pavements.
6	Construction Sites and Post-Construction Storm Water Management	Inform and educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.

7	Pollution Prevention	Storm water runoff from commercial properties and, where appropriate, educate specific businesses such as lawn care companies, golf courses, carwashes, and restaurants on storm water pollution prevention planning to reduce pollutant sources.
8	Green Infrastructure / Low Impact Development	Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.
9	Snow and Ice Control	Promote BMPs for snow and ice removal and inform specific audiences such as snow removal/deicing companies, private residences, industrial and commercial facilities, and residents about resources that provide further information on methods of reducing application of chemical deicers while maintaining public safety.

II.B Individual Education and Outreach Conditions

Each MS4, must implement an education and outreach program designed to achieve measurable goals based upon target audiences, specific storm water quality issues in the community, or identified pollutants of concern. The permittee must:

1. Evaluate the Storm Water Education Needs of their individual community by October 31, 2022. The permittee shall:
 - a. Conduct a survey or use other appropriate methods to identify their education needs.
 - b. Submit a list of prioritized storm water education needs for their community including the methods and rationale used for prioritization.
2. Complete Targeted Education. The permittee shall:
 - a. By October 31, 2024, provide education and outreach within the MS4 boundary for at least one prioritized education topic identified in Section II.B.1.
 - b. Develop metrics that will be used for measuring progress after the education event has been held.
 - c. Submit as part of the permit application (due October 31, 2025), a summary of the results of the education efforts and planned targeted education for the next permit term.

Failure to implement the state regulations cited above in Part II.A and II.B will result in the Village of Bayside being found in non-compliance with the North Shore Group’s WPDES storm water permit. An accepted practice for establishing written documentation of maintenance activities is through the use of CMs. This CM has been prepared and issued for Public Education and Outreach and has been named Village of Bayside CM No. MS4-CM-1.

INTRODUCTION

Objectives: This CM prescribes the procedures to be used when performing Public Education and Outreach activities in the Village of Bayside MS4 area as follows:

- Provide background to the Village staff regarding permit requirements for Public Education and Outreach.
- Provide procedures to the Village staff for implementing and maintaining a Public Education and Outreach Program.
- Provide tools for tracking and documenting efforts towards achieving the goals for Public Education and Outreach.
- Create general acceptance of Stormwater Regulations throughout the Village.

Applicable/Responsible Personnel: All Village staff performing and managing activities related to Public Education and Outreach in the Village of Bayside. See the Contact Information on page three (3) of this document for specific Village personnel responsible for the Public Education and Outreach program.

Previous Policy and Procedures Canceled/Superseded: MS4 program procedures governing Public Education and Outreach that were in use at the time of the effective date of this CM.

POLICY

The Village of Bayside will maintain a Public Education and Outreach Program for the purpose of reducing floatables and other pollutants from the Village's separate storm sewers and conveyance system. This CM will identify the components of the program that address the WPDES permit requirements. Each component will address procedures and record keeping and reporting methods and requirements. Each section requires identification of a person(s) responsible for overseeing the program and ensuring that all permit requirements are being met and are able to provide the necessary documentation to the WDNR as requested, or on the MS4 annual report. The program components will be assessed annually to determine if any modifications need to be made in order to improve efficiencies and/or to meet all permit requirements.

PROCEDURES

1. North Shore Group Annual Meeting

The Village will attend and participate in the annual meeting conducted by the North Shore Group. This schedule is set by the North Shore Group and meets at least once per year to discuss current issues regarding stormwater runoff throughout the North Shore Group MS4s. The North Shore Group have indicated that they plan to meet quarterly to exchange information and set group priorities. While attendance is not mandatory at the quarterly meetings, the Village will attempt to attend all meetings, while ensuring a Village representative will attend at minimum one meeting per year.

2. Participation in SWWT Water's Respect Our Waters (ROW) Educational Campaign

The Village will work directly with ROW on specific and direct topics, focusing on one target audience for a specific duration of time. This allows the Village to measure and report on the results from that time period.

3. Evaluate Storm Water Education Needs

The Village will conduct a survey to identify education needs within the community. This survey will be used to prioritize storm water education needs for the community to meet the Individual permit requirements. Once the survey is completed by October 31, 2022, this information will be used to develop metrics for measuring progress towards public education and outreach. The initial measurable goal will be identifying target audience through the survey results.

4. Identification of Topics

Public Education and Outreach materials that are distributed will focus on ways to protect and improve water quality in the Village’s MS4 area. The schedule below outlines the topics that the Village will focus on each year. The letter next to the topic refers to the requirement within the WPDES Permit. For more detailed information about each topic, please see Part II.A.1 of the permit that is found on page ii of this CM. Additionally, the schedule references the Appendix in which each year’s educational materials can be found. It is the responsibility of the Director of Public Works to ensure that at the beginning of the calendar year, the materials are the most current version and are distributed to Village Hall.

YEAR	TOPIC	MATERIAL	TARGET AUDIENCE(S)	APPENDIX
1	Illicit Discharge Detection and Elimination (1); Pollution Prevention (7)	"1_SW_Basics.pdf"; "1_Watershed"; "1_Urban.pdf"; "1_MMSD_HHW.pdf"	Entire Community - Residential & Commercial	A
2	Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing (2); Snow and Ice Removal (9)	"2_AfterTheStorm.pdf"; "2_CarMaint.pdf"; "2_IceAndSnow.pdf"; "2_MMSD_HHW.pdf"; "2_PetWaste.pdf"; "2_SaltWise.pdf"	Residential, Pet Owners, Commercial	B
3	Pollution Prevention (7); Construction Sites and Post-Construction Storm Water Management (6)	"3_AfterTheStorm.pdf"; "3_Construction.pdf"; "3_ConstructionPermit.pdf"	Commercial; Properties with LTMA	C
4	Yard Waste Management/Pesticide and Fertilizer Application (3); Residential Infiltration (5); Green Infrastructure/Low Impact Development (8)	"4_BenefitsofTrees.pdf"; "4_RainBarrels.pdf"; "4_RainBarrels_MMSD.pdf"; "4_RainGardens.pdf"; "4_RainGardens_MMSD.pdf"; "4_YardMaintenance.pdf"	Residential, Commercial	D
5	Stream and Shoreline Management (4); Construction Sites and Post-Construction Storm Water Management(6)	"5_ShorelandZoning.pdf"; "5_Erosion.pdf"; "5_Ponds.pdf"	Shoreline Properties; Contractors	E

Table 1. Public Education and Outreach Material Schedule

5. Identification of Target Audiences

The Village has identified target audiences according to the schedule in Table 1.

6. Distribution of Educational Materials

The Village has identified various opportunities to distribute educational material to residents and businesses to continue to educate the public on stormwater issues and how they may work toward improving the water quality in their watershed.

- At the beginning of each calendar year, the Director of Public Works, or their designee, will ensure that the educational brochures are updated and displayed in a designated area at Village Hall. The materials will follow the schedule outlined in Table 1.
- The Village will maintain updated and relevant educational information, as well as relevant links to supporting websites, on the Village website to help assist residents, businesses, contractors, and developers to make informed choices about residential and business practices affecting stormwater quantity and quality.

PLAN IMPLEMENTATION

The Village has a Public Education and Outreach plan implementation method in place, consisting of:

- a. Completion and utilization of community survey that identifies topics, delivery method of information and target audience
- b. Designation of the person(s) responsible for the plan implementation

REPORTING & RECORD KEEPING

The Village has a procedure to document the Public Education and Outreach plan. The program documentation consists of the following:

- a. Track public education and outreach activities for annual reporting to the WDNR. Tracking includes, but is not limited to, amount of materials distributed, target audience, how the materials were distributed, topics covered. The current tracking forms can be found in Appendix F of this CM.
- b. Identification and description of any specific stormwater related issues identified by the Village throughout the calendar year. If specific issues arise throughout the year, the Village will incorporate those known issues into Public Education events or presentations.
- c. Tracking documents will be kept in the MS4 Binder located in the office of the Director of Public Works and provided to the WDNR at the time of the annual report, or as requested.

CONTACT INFORMATION

The Village of Bayside has identified the person(s) responsible for overseeing the Public Education and Outreach Program as outline in this CM. The Village Staff identified below is responsible for ensuring that all permit requirements are being met and necessary documentation is being maintained to conduct a program evaluation and to complete the MS4 Annual Report.

NAME	TITLE	PHONE	EMAIL
Leah Hofer	Assistant to the Village Manager	(414) 206-3914	lhofer@baysidewi.gov

MODIFICATIONS

Any changes to this CM shall be documented in the table below. If a change to the document occurs, the updated CM shall be submitted to the WDNR with the MS4 Annual Report.

DATE	DESCRIPTION	NAME

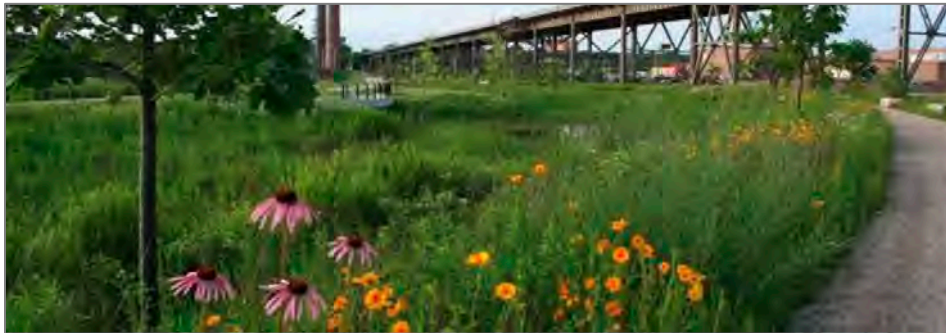
CM APPROVAL/ADOPTION

This CM has been approved and adopted by the following individuals and is effective immediately:

Leah Hofer
Assistant to Village Manager
Village of Bayside

Date

**APPENDIX A YEAR 1 PUBLIC EDUCATION & OUTREACH
LITERATURE**



RESPECT OUR WATERS

What is stormwater pollution?

Rain is great for our lawns and gardens but the extra water that isn't absorbed by the ground can cause problems for Lake Michigan, our rivers and small inland lakes.

Many people don't realize that rain water that runs off of driveways and parking lots and flows down streets and into storm sewers becomes contaminated. It picks up litter, yard waste, lawn and auto chemicals and other debris. That flow of polluted water travels through underground pipes that lead directly to our rivers, streams and Lake Michigan. Unlike sewage, this water isn't normally treated.

The polluted mix dumps into our waterways with the dog poop, lawn fertilizer, car oil, cigarette butts, plastic water bottles and anything else the water picked up along the way.

This mixture of rain water and pollution is call stormwater runoff. If you visit Lake Michigan or a river after it's rained, you can see stormwater spreading out into the surrounding clean water. It's noticeable because it's a muddy color and often carries litter with it.

Contaminated stormwater can lead to beach closings, fish die offs and detrimental ecological changes. The most effective way to reduce stormwater pollution is to stop it from entering the system in the first place.

Everyone can make a difference just by picking up after their dogs, keeping leaves and other yard waste out of the street, using less lawn fertilizer and chemicals, attending to car leaks and throwing away litter. Those simple actions can have an enormous cumulative impact on our waterways. In reality, every little bit helps.

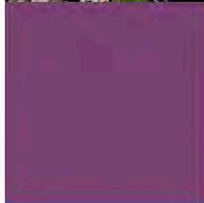
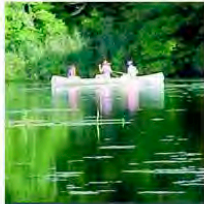
Quick tip!

Looking for a easy way to make a change? Try diverting your drain spouts into your yard instead of into your driveway or sidewalk. This allows the water to filter through the soil before it enters groundwater and reduces the amount of runoff from your home!

This information was brought to you by Southeastern Wisconsin Watersheds Trust, Inc. in accordance with WDNr NR.216

Get more information online at RespectOurWaters.org



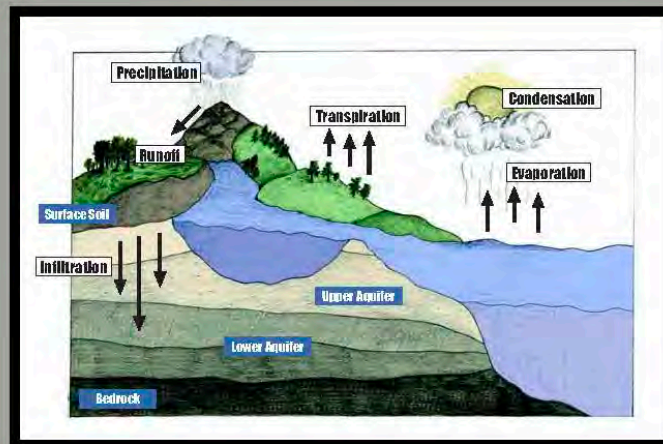


what's a watershed?

A watershed is the area of land that drains into a body of water such as a river, lake, stream or bay. It is separated from other watersheds by high points in the area such as hills or slopes. It includes not only the waterway itself but also the entire land area that drains to it. For example, the watershed of a lake would include not only the streams entering that lake but also the land area that drains into those streams and eventually the lake. Drainage basins generally refer to large watersheds that encompass the watersheds of many smaller rivers and streams.

what's the water cycle?

For millions of years, water has been constantly recycled and reused. When it rains, the rainwater flows over land into waterways or is absorbed by the ground or plants. Water evaporates from land and water bodies becoming water vapor in the atmosphere. Water is also released from trees and other plants through "transpiration." The water vapor from evaporation and transpiration forms clouds in the atmosphere which in turn provide precipitation (rain, hail, snow, sleet) to start the cycle over again. This process of water recycling, known as the water cycle, repeats itself continuously.



what's ground water?

A sizable amount of rainwater runoff seeps into the ground to become ground water. Ground water moves into water-filled layers of porous geological formations called aquifers. If the aquifer is close to the surface, its ground water can flow into nearby waterways or wetlands, providing a base flow. Depending on your location, aquifers containing ground water can range from a few feet below the surface to several hundred feet underground. Contrary to popular belief, aquifers are not flowing underground streams or lakes.

Ground water is the primary drinking water source for half of the state's population. Most of this water is obtained from individual domestic wells or public water supplies which tap into aquifers. The other sources of drinking water are surface water reservoirs and rivers.

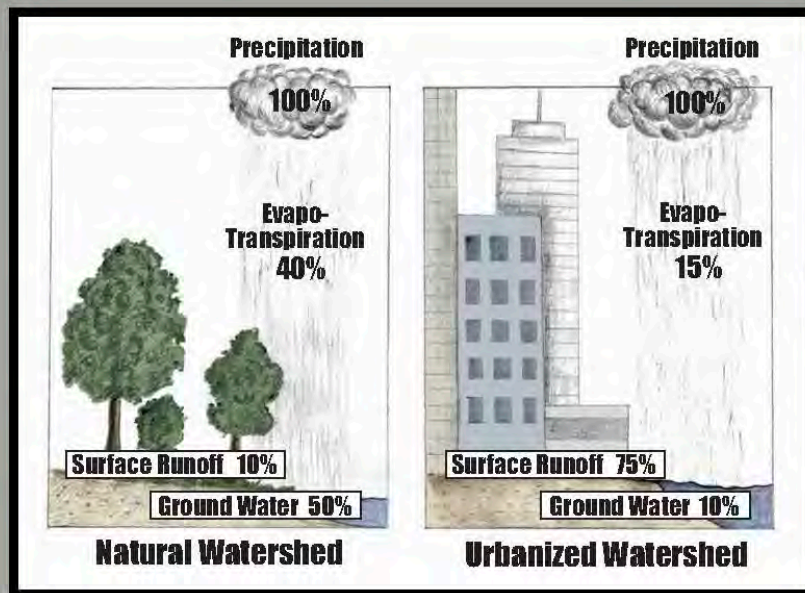
how does urbanization change a watershed?

Urbanization (or development) has a great effect on local water resources. It changes how water flows in the watershed and what flows in the water. Both surface and ground water flow are changed.

As a watershed becomes developed, trees, shrubs and other plants are replaced with impervious surfaces (roads, rooftops, parking lots and other hard surfaces that do not allow stormwater to soak into the ground). Without the plants to store and slow the flow of stormwater, the rate of stormwater runoff is increased. Less stormwater soaks into the ground because the sidewalks, roads, parking lots and rooftops block this infiltration. This means a greater volume of water reaches the waterway faster and less water infiltrates to ground water. This in turn leads to more flooding after storms and reduced flow in streams and rivers during dry periods. The reduced amount of infiltrating water can lower ground water levels, which in turn can stress local waterways that depend on steadier flows of water.

In the stream, more erosion of stream banks and scouring of channels will occur due to volume increase. This in turn degrades habitat for plant and animal life that depend on clean water. Sediment from eroded stream banks clogs the gills of fish and blocks light needed for plants. The sediment settles to fill in stream channels, lakes and reservoirs. This also increases flooding and the need for dredging to clear streams or lakes for boating.

In addition to the high flows caused by urbanization, the increased runoff also contains increased contaminants. These include litter, cigarette butts and other debris from sidewalks and streets, motor oil poured into storm sewers, heavy metals from brake linings, settled air pollutants from car exhaust and pesticides and fertilizers from lawn care. These contaminants reach local waterways quickly after a storm.



Polluted Urban Runoff:



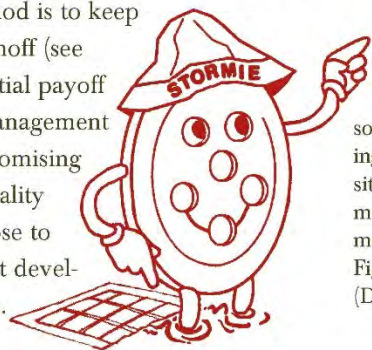
A Source of Concern

What we do on our land is reflected in our water

During the last twenty years, urban areas have invested billions of dollars in new wastewater treatment facilities to control water pollution. Despite this effort, many of our local lakes and streams are still plagued with pollution and cannot be used for fishing and swimming. Why? The answer lies in the ways we use our land and in the aftermath of a storm.

When rain falls or snow melts, the runoff washes pollutants off our streets, parking lots, construction sites, industrial storage yards, and lawns. Urban runoff carries a mixture of pollutants from our cars and trucks, outdoor storage piles, muddy construction sites and pesticide spills. Efficient systems of ditches, gutters and storm sewers carry the polluted runoff to nearby lakes and streams, bypassing wastewater treatment systems.

One way of cleaning up polluted urban runoff is to install stormwater treatment facilities. Another less expensive method is to keep pollutants out of runoff (see sidebar). The potential payoff from better land management practices is high, promising healthier waters, quality water recreation close to home and riverfront development possibilities.



From Streets to Streams

Urban runoff is a relatively recent concern, but it is not an insignificant issue. Although we have less urban area than rural area in Wisconsin, urban areas have more impervious surfaces. That means more water runs off instead of soaking in, and more enters lakes and streams unfiltered by soil or vegetation.

Some of the pollutants found in urban runoff are similar to pollutants found in rural runoff. These are the “conventional” pollutants – sediment, nutrients, oxygen-demanding materials, and bacteria. Urban areas on a per-acre basis deliver as much or more of these conventional pollutants as rural areas.

Sediment

Like rural runoff, urban runoff is loaded with sediment. Cities may have less soil erosion than rural areas, but urban areas produce their own distinctive mix of sediment – flakes of metal from rusting vehicles, particles from vehicle exhaust, bits of tires and brake linings, chunks of pavement, and soot from residential chimneys as well as industrial smokestacks.

As Figure 1 on the following page shows, the leading

Although we have less urban area than rural area in Wisconsin, urban areas have more impervious surfaces. That means more water runs off instead of soaking in ...

sources of sediment in existing urban areas are industrial sites, commercial development and freeways. But by far the highest loads of sediment come from areas under construction (not shown in Figure 1). The Wisconsin Department of Natural Resources (DNR) estimates that an average acre under construction

Keeping It Clean

Keeping pollutants out of stormwater runoff is less expensive than installing stormwater treatment facilities. Here are some ways that you can help prevent stormwater pollution:

Individuals

- Recycle oil
- Direct downspouts to lawns
- Sweep paved areas to keep waste out of stormsewers
- Keep your car tuned, repair leaks
- Limit fertilizer and pesticide use, leave grass clippings on lawn
- Clean up pet waste
- Dispose of toxic wastes properly
- Wash your car on your lawn or at a car wash

Municipalities

- Enforce construction site erosion control laws
- Enact laws requiring stormwater management in new development
- Develop and implement a comprehensive stormwater management plan
- Sponsor household hazardous waste collections

delivers 60,000 pounds (30 tons) of sediment per year to downstream waterways, which is much more than any other land use.

Two factors account for the large amount of sediment coming from construction sites – high erosion rates and high delivery rates. Construction sites have high *erosion*

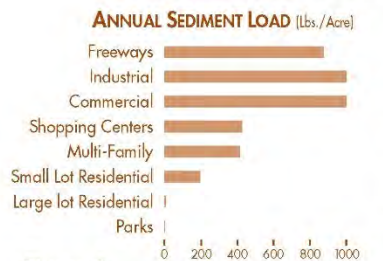
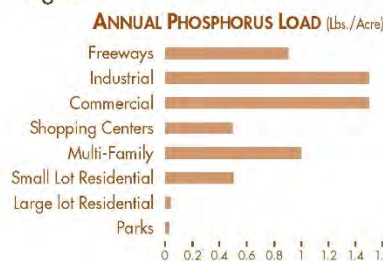


Figure 1



rates because they are usually stripped of vegetation and topsoil for a year or more. Typical erosion rates for construction sites are 35 tons to 45 tons per acre per year as compared to 1 to 10 tons per acre per year for cropland.

Even more importantly, construction sites have very high *delivery rates* compared to cropland. During the first phase of construction, the land is graded and ditches or storm sewers are installed to provide good drainage. This also provides an efficient delivery system for pollutants. Typically, 50% to 100% of the soil eroded from

a construction site is delivered to a lake or stream, compared to only 3% to 10% of the soil from cropland delivered to lakes or streams.

Nutrients

Runoff from both urban and rural areas is loaded with nutrients such as phosphorus and nitrogen. **Phosphorus** is the nutrient of greatest concern because it promotes weed and algae growth in lakes and streams. Like sediment, phosphorus *concentrations* are lower in urban runoff than in rural runoff, but annual phosphorus *loads* per acre are at least comparable to rural areas.

Because phosphorus compounds attach to soil particles, areas with high sediment loads also produce high phosphorus loads (see Figure 1). This means that construction sites are significant sources of phosphorus as well as sediment. Other sources of phosphorus include fertilizer spills, leaves and grass left on paved areas, and orthophosphate in vehicle exhaust.

Oxygen Demanding Material

Urban runoff carries organic material such as pet waste, leaves, grass clippings and litter. As these materials decay, they use up oxygen needed by fish and other aquatic life.

Shallow, slow-moving waterways are especially vulnerable to fish kills caused by oxygen demand from the organic materials in urban runoff. Indeed, the surge of oxygen demand after a storm dumps organic waste into an urban waterway can totally deplete its oxygen supply. Runoff from older residential areas (with more pavement, more pets, and combined storm and sanitary sewers) carries the highest load of oxygen demanding materials.

Bacteria

The levels of bacteria found in urban runoff almost always exceed public health standards for recreational swimming and wading. Generally, fecal coliform bacteria counts for urban runoff are 20 to 40 times higher than the health standard for swimming. Research shows these high levels of bacteria are typical of runoff from small as well as large cities in Wisconsin. Sources of bacteria in urban runoff include sanitary sewer overflows, pets, and populations of urban wildlife such as pigeons, geese and deer.

The DNR estimates that an average acre under construction delivers 60,000 pounds (30 tons) of sediment per year to downstream waterways, which is much more than any other land use.

Toxic Pollutants

One of the special challenges of urban watersheds is toxic pollution. Toxic pollutants are substances that may cause death, disease or birth defects or that may interfere with reproduction, child development or disease resistance. According to DNR studies, the toxic pollutants of most concern in urban runoff are metals, pesticides, polychlorinated biphenyls (PCBs) and polycyclic aromatic hydrocarbons (PAHs).

Metals

Metals are the best understood toxic pollutants in urban runoff. They were extensively monitored as part of the National Urban Runoff Program during the early 1980s. Recent data from Wisconsin cities confirms that runoff from small as well as large cities is contaminated with metals such as lead and zinc.

Lead has historically been used as an “indicator” for other toxic pollutants in urban stormwater because it is relatively easy to monitor and its dangers are well documented. Lead is a problem for both humans and aquatic life. Its human health effects include damage to the nervous system and kidneys, high blood pressure and digestive disorders.

Lead can also be toxic to aquatic life. Wisconsin monitoring shows that about 40% of the samples from

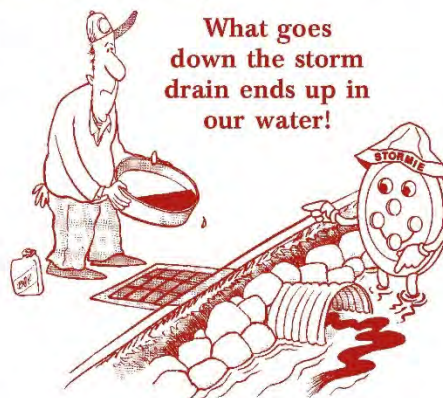
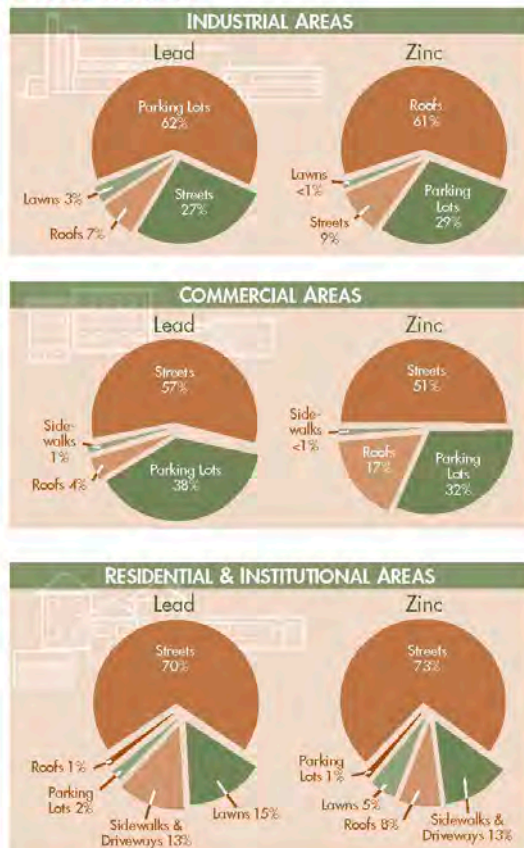


Figure 2
Sources of Total Lead and Zinc
in Urban Runoff



storm sewer discharges in a primarily residential area and 70% of the samples from a commercial area had lead levels high enough to kill aquatic life. Although lead levels still exceed water quality standards, they are much lower today than they were before the shift to unleaded gasoline.

Zinc is another metal in urban runoff which commonly violates water quality standards. While zinc does not create human health problems, it can be toxic to aquatic life. In fact, zinc is even more likely than lead to exceed levels that kill aquatic life.

The primary source of many metals in urban runoff is vehicle traffic. Concentrations of zinc, cadmium, chromium and lead appear to be directly correlated with the volume of traffic on streets that drain into a storm sewer system. As Figure 2 shows, streets and parking lots are the primary sources of lead in urban areas.

Roofs can also be a significant source of metals. Galvanized metal rooftops, gutters and downspouts are

the primary source of zinc (61%) in industrial areas where downspouts discharge onto pavement or directly into storm sewers. Roofs are a less significant source of zinc (8%) in residential areas where downspouts discharge onto lawns. On some roofs, copper flashing contaminates runoff with copper and lead.

In some cities, a significant source of metals is outdoor storage of scrap metal, coal, and salt. According to U.S. Geological Survey monitoring, scrap metal piles are the primary source of mercury in the area surrounding the Milwaukee harbor. Other metals found in runoff from outdoor storage include chromium and lead from road salt piles and arsenic from scrap metal and coal piles.

The list of other sources of metals is long, ranging from combustion to deteriorating metal and paint. Airborne emissions from burning coal, oil or municipal waste may carry cadmium, copper, lead or mercury. In fact, this is the primary source of mercury for many Wisconsin lakes. Other sources of metals include paints and plated metals which commonly contain cadmium or chromium. Bullets, fishing weights, and paint sold before 1977 may contain lead. Wood used in outdoor construction may contain arsenic, chromium, copper or zinc to prevent rotting.

Pesticides

Wisconsin stormwater monitoring documents the presence of many pesticides in urban runoff. However, how they got there is currently the subject of some debate. Tests indicate that most

properly applied pesticides are bound up in plants and soil; therefore, little runs off. Nevertheless, the pesticides listed above are frequently found in urban runoff at levels that violate surface and/or ground water quality standards.

Regulated insecticides may no longer be widely used, but they are persistent chemicals which do not degrade rapidly in the environment. Except for lindane, these insecticides are banned in Wisconsin. Lindane is still sold at garden centers for home use in controlling woody plant pests. It is also available for some commercial uses including treatment of seeds, Christmas trees, and farm animals.

Common **lawn and garden insecticides** such as diazinon and malathion may not be persistent in the environment, but they are toxic to bees, fish, aquatic insects, and other wildlife. Diazinon is especially toxic to birds. It has been banned from golf courses because there are documented cases of waterfowl dying while feeding on areas treated with diazinon.

Finding **agricultural herbicides** like alachlor, atrazine and cyanazine in urban stormwater may seem surprising

PESTICIDES IN STORMWATER

Regulated Insecticides:
Aldrin, Chlordane, DDT, Endrin, Heptachlor, Lindane, Toxaphene.

Lawn & Garden Insecticides:
Diazinon, Malathion

Agricultural Herbicides:
Alachlor, Atrazine, Cyanazine.

The primary source of many metals in urban runoff is vehicle traffic. Concentrations of zinc, cadmium, chromium and lead appear to be directly correlated with the volume of traffic in streets ...

since these herbicides are not used in lawn and garden compounds. However, Midwest studies suggest that concentrations of atrazine in urban stormwater are consistent with concentrations found in rainfall. Both atrazine and alachlor easily evaporate from treated farm fields and later end up in rainfall or snow. Atrazine contamination of rainfall is more widespread than alachlor contamination because atrazine is more widely used and more persistent in the environment.

Some regulations now apply to the use of alachlor, atrazine and cyanazine. Only certified applicators may apply these chemicals. Furthermore, atrazine use is restricted in many Wisconsin counties due to groundwater contamination.

Other Chemicals

Other potentially toxic chemicals found in urban runoff have such long names that we commonly refer to them by their initials. Some of these chemicals are hazardous even in very small doses and require water quality standards set to parts per *billion*. Because sampling for these chemicals can be difficult and costly, information on them is very limited. Monitoring of urban runoff in Wisconsin suggests that two groups of chemicals are present in large enough concentrations to be of concern – PAHs and PCBs.

Polycyclic aromatic hydrocarbons (also called polynuclear aromatic hydrocarbons) are a large group of about 10,000 compounds. They are common by-products of incomplete combustion from vehicles, wood and oil burning furnaces, and incinerators. Some PAHs are used as ingredients in gasoline, asphalt and wood preservatives. According to monitoring data of storm sewer discharges in Wisconsin cities, the PAHs that most frequently exceed surface or ground water standards include:

- Benzo-a-pyrene
- Benzo-ghi-perylene
- Chrysene
- Fluoranthene
- Phenanthrene
- Pyrene

PAHs affect human health in a variety of ways but they are of particular concern because several of these compounds are among the most potent carcinogens. Laboratory tests on animals indicate that benzo-a-pyrene causes cancer and reproductive and fetal development problems. Other tests indicate that some PAHs damage the lungs, liver, skin and kidneys. Some studies also suggest that PAHs are responsible for tumors and lesions in fish, especially those that feed on river bottoms.

PAHs affect human health in a variety of ways, but they are of particular concern because several of these compounds are among the most potent carcinogens.

According to Wisconsin monitoring, more than 95% of the samples from storm sewer discharges violate human cancer criteria for benzo-a-pyrene and benzo-ghi-perylene. (Human cancer criteria are set at levels to keep the incremental risk of cancer below 1 in 100,000 for people who eat fish from lakes and streams in Wisconsin.) More than 60% of the samples violate human cancer criteria for chrysene, phenanthrene and pyrene. PAHs accumulate in bottom sediments in urban streams and are taken up by aquatic organisms such as crayfish. Unlike PCBs, they do not accumulate in living tissue or build up in the food chain.

Polychlorinated biphenyls (PCBs) are a group of over 200 compounds. They are very stable compounds which do not easily degrade, burn, dissolve in water, or conduct electricity. Therefore, PCBs have been used for many purposes including insulation in transformers and in electrical capacitors for old fluorescent light fixtures and appliances. They have also been used as coolants or lubricants.

PCBs are of special concern because they remain in the environment for a long time, build up in the food chain, accumulate in human fatty tissue, and may eventually cause health problems. Short term effects of PCB exposure include skin sores and liver problems. Longer term effects may include cancer as well as problems with reproduction, fetal development, immunity to disease, and liver functions.

PCB production stopped in 1977, but virtually all of the storm sewer discharge samples from Madison and Milwaukee still violate the human cancer criteria for PCBs. Sources of PCBs include sediment contaminated by past industrial waste discharges, landfill leachate, spills, and waste incineration.

Steps for Clean Water

Knowing what’s in urban runoff is the first step in developing an effective stormwater strategy. Many communities in Wisconsin are already working on cleaning up urban runoff. Cities are sweeping streets more frequently and industries are covering outdoor storage piles. Youth groups are stenciling *Dump No Waste* beside storm drains. And many new developments have stormwater ponds or infiltration basins designed to filter pollutants from stormwater. What is your community doing?

A publication of the University of Wisconsin Extension, in cooperation with the Wisconsin Department of Natural Resources under funding from the Wisconsin Nonpoint Source Water Pollution Abatement Program, Carolyn D. Johnson, UWEX Southeast Area Urban Water Quality Educator and Dotty Juengst, UWEX Northeast Urban Water Quality Educator. University of Wisconsin-Extension is an EEO/Affirmative Action employer and provides equal opportunities in employment and programming, including Title IX requirements. **GWQ020 Polluted Urban Runoff – A Source of Concern I-02-97-5M-20-S DNR: WT-483-97**

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Editing and design by the Environmental Resources Center, University of Wisconsin-Extension.



Home HazMat COLLECTION

KEEP IT OUT OF OUR WATER



HOME HAZMAT COLLECTION 2021 THINGS TO BRING & THINGS TO NOT AT OUR MOBILE & YEAR-ROUND DROP-OFFS

Garage & Workshop

Acetone
Artist's paints and media
Antifreeze
Auto body repair products
Automobile oil
Ballasts
Battery acid
Brake fluid
Car wax, solvent-based
Contact cement
Deck strippers
(wood bleach, sealers
and preservatives)
Driveway sealer
Fuel additives
Fiberglass epoxy
Fluorescent light bulbs
Gasoline/oil mixtures
Gasoline and other fuels
Glue, solvent-based
Glue, water-based
Joint compound
Kerosene
Latex paint

Lighter fluid
Non-automotive oils
Oil filters
Oil-based paint
Paint thinner
Paint stripper
Parts cleaner
Pepper spray
Photographic chemicals
Road flares
Roofing tar
Rust remover
Sealers (wood & concrete)
Shellac
Stain
Transmission fluid
Turpentine
Varnish
Wood filler
Wood preservative

Kitchen & Bathroom

Cleaners, solvent-based
Disinfectants
Floor care products
Hair remover

Nail polish
Nail polish remover
Oven cleaner
Thermometers

Home & Garden

Aerosol cans, full
Batteries, button
Batteries, rechargeable
Dry cleaning solvent
Fertilizer (with pesticides)
Fungicide
Furniture polish
Metal polish, solvent-based
Insect spray
Lamp Oil
Light ballasts
Mothballs
Pesticides
Pool chemicals
Rat poison
Shoe polish
Spot remover
Stump remover
Thermostats
Weed killer

Do Not Bring

Ammunition
Compressed gas cylinders
Car batteries
Clothes dryers
Computers
Containers larger
than 15 gallons
Explosives
Fire extinguishers
Fireworks
Marine flares
Medical waste
Microwaves
Prescription drugs
Propane cylinders
Radioactive wastes
Refrigerators
Sharps/Needles
Smoke detectors
Stereos
Televisions
Tires of any type
Washing machines



For more information please call
(414) 225-2066 or go to mmsd.com
Milwaukee County Residents Only. No Businesses.

For Locations & Hours
See Other Side ➡

Home HazMat COLLECTION

Got yuck in your house or garage? Drop off your old and unused household hazardous waste at one of our permanent or mobile collection locations. It's a great way for you to help keep our land and water clean and safe!



Milwaukee County Residents Only
No Businesses

2021 YEAR-ROUND DROP-OFF

MILWAUKEE •NEW LOCATION• 6060 S 13th St

Tuesday 11am - 6pm
Saturday 8am - 2pm

Closed 5/29, 7/3, 9/4, 11/27,
12/25, 1/1/22

MILWAUKEE 3879 W Lincoln Ave

Thursday 7am - 3pm
Friday 7am - 3pm
Saturday 7am - 3pm

Closed 7/3, 11/25, 11/26, 12/24,
12/25, 1/1/22

MENOMONEE FALLS W124 N9451 Boundary Rd

Monday 11am - 6pm
Wednesday 11am - 6pm
Saturday 8am - 2pm

Closed 5/29, 5/31, 7/3, 9/4, 11/26,
11/27, 12/24, 12/25, 1/1/22

2021 MOBILE COLLECTIONS

STATE FAIR PARK
(Gate 1 off Greenfield Ave)
April 30 11am - 2pm
May 1 8am - 2pm

NICOLET HIGH SCHOOL
(Front Parking Lot)
6701 N Jean Nicolet Rd, Glendale
June 26 8am - 2pm

WAUWATOSA - CITY HALL
7725 W North Ave
September 18 8am - 2pm

STATE FAIR PARK
(Gate 1 off Greenfield Ave)
October 22 11am - 2pm
October 23 8am - 2pm



Look! Comprehensive List of
Items You Can Bring

24-002

**APPENDIX B YEAR 2 PUBLIC EDUCATION & OUTREACH
LITERATURE**

A Citizen's Guide to Understanding Stormwater

January 2008

EPA 833-B-03-002

www.epa.gov/epa/govtopp

For more information contact:

After the Storm

When It Rains

What is stormwater runoff?



Stormwater runoff occurs when precipitation from rain or snowmelt flows over the ground. Impervious surfaces like driveways, sidewalks, and streets prevent stormwater from naturally soaking into the ground.

The effects of pollution

Polluted stormwater runoff can have many adverse effects on plants, fish, animals, and people.

- ◆ Sediment can cloud the water and make it difficult or impossible for aquatic plants to grow. Sediment also can destroy aquatic habitats.
- ◆ Excess nutrients can cause algae blooms. When algae die, they sink to the bottom and decompose in a process that removes oxygen from the water. Fish and other aquatic organisms can't exist in water with low dissolved oxygen levels.
- ◆ Bacteria and other pathogens can wash into swimming areas and create health hazards, often making beach closures necessary.
- ◆ Debris—plastic bags, six-pack rings, bottles, and cigarette butts—washed into waterbodies can choke, suffocate, or disable aquatic life like ducks, fish, turtles, and birds.
- ◆ Household hazardous wastes like insecticides, pesticides, paint, solvents, used motor oil, and other auto fluids can poison aquatic life. Land animals and people can become sick or die from eating diseased fish and shellfish or ingesting polluted water.




Why is stormwater runoff a problem?



Stormwater can pick up debris, chemicals, dirt, and other pollutants and flow into a storm sewer system or directly to a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the waterbodies we use for swimming, fishing, and providing drinking water.



- ◆ Polluted stormwater often affects drinking water sources. This, in turn, can affect human health and increase drinking water treatment costs.

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Stormwater Pollution Solutions

Residential



Recycle or properly dispose of household products that contain chemicals, such as insecticides, pesticides, paint, solvents, and used motor oil and other auto fluids. Don't pour them into the ground or into storm drains.

Lawn care

Excess fertilizers and pesticides applied to lawns and gardens wash off and pollute streams. In addition, yard clippings and leaves can wash into storm drains and contribute nutrients and organic matter to streams.

- ◆ Don't overwater your lawn. Consider using a soaker hose instead of a sprinkler.
- ◆ Use pesticides and fertilizers sparingly. When use is necessary, use these chemicals in the recommended amounts. Use organic mulch or safer pest control methods whenever possible.
- ◆ Compost or mulch yard waste. Don't leave it in the street or sweep it into storm drains or streams.
- ◆ Cover piles of dirt or mulch being used in landscaping projects.

Auto care

Washing your car and degreasing auto parts at home can send detergents and other contaminants through the storm sewer system. Dumping automotive fluids into storm drains has the same result as dumping the materials directly into a waterbody.

- ◆ Use a commercial car wash that treats or recycles its wastewater, or wash your car on your yard so the water infiltrates into the ground.
- ◆ Repair leaks and dispose of used auto fluids and batteries at designated drop-off or recycling locations.

Septic systems

Leaking and poorly maintained septic systems release nutrients and pathogens (bacteria and viruses) that can be picked up by stormwater and discharged into nearby waterbodies. Pathogens can cause public health problems and environmental concerns.

- ◆ Inspect your system every 3 years and pump your tank as necessary (every 3 to 5 years).
- ◆ Don't dispose of household hazardous waste in sinks or toilets.

Pet waste

Pet waste can be a major source of bacteria and excess nutrients in local waters.

- ◆ When walking your pet, remember to pick up the waste and dispose of it properly. Flushing pet waste is the best disposal method. Leaving pet waste on the ground increases public health risks by allowing harmful bacteria and nutrients to wash into the storm drain and eventually into local waterbodies.

Education

Education is essential to changing people's behavior. Signs and workers' voice storm drains warn residents that pollutants entering the drains will be carried untreated into a local waterbody.

Residential landscaping

Permeable Pavement—Traditional concrete and asphalt don't allow water to soak into the ground. Instead these surfaces rely on storm drains to divert unwanted water. Permeable pavement systems allow rain and snowmelt to soak through, decreasing stormwater runoff.

Rain Barrels—You can collect rainwater from rooftops in mosquito-proof containers. The water can be used later on lawn or garden areas.

Rain Gardens and Grassy Swales—Specially designed areas planted with native plants can provide natural places for rainwater to collect and soak into the ground. Rain from rooftop areas or paved areas can be diverted into these areas rather than into storm drains.

Vegetated Filter Strips—Filter strips are areas of native grass or plants created along roadways or streams. They trap the pollutants stormwater picks up as it flows across driveways and streets.

Commercial



Dirt, oil, and debris that collect in parking lots and paved areas can be washed into the storm sewer system and eventually enter local waterbodies.

- ◆ Sweep up litter and debris from sidewalks, driveways and parking lots, especially around storm drains.
- ◆ Cover grease storage and dumpsters and keep them clean to avoid leaks.
- ◆ Report any chemical spill to the local hazardous waste cleanup team. They'll know the best way to keep spills from harming the environment.

Erosion controls that aren't maintained can cause excessive amounts of sediment and debris to be carried into the stormwater system. Construction vehicles can leak fuel, oil, and other harmful fluids that can be picked up by stormwater and deposited into local waterbodies.

- ◆ Divert stormwater away from disturbed or exposed areas of the construction site.
- ◆ Install silt fences, vehicle mud removal areas, vegetative cover, and other sediment and erosion controls and properly maintain them, especially after rainstorms.
- ◆ Prevent soil erosion by minimizing disturbed areas during construction projects, and seed and mulch bare areas as soon as possible.

Construction



Agriculture



Lack of vegetation on streambanks can lead to erosion. Overgrazed pastures can also contribute excessive amounts of sediment to local waterbodies. Excess fertilizers and pesticides can poison aquatic animals and lead to destructive algae blooms. Livestock in streams can contaminate waterways with bacteria, making them unsafe for human contact.

- ◆ Keep livestock away from streambanks and provide them a water source away from waterbodies.
- ◆ Store and apply manure away from waterbodies and in accordance with a nutrient management plan.
- ◆ Vegetate riparian areas along waterways.
- ◆ Rotate animal grazing to prevent soil erosion in fields.
- ◆ Apply fertilizers and pesticides according to label instructions to save money and minimize pollution.

Automotive Facilities



Uncovered fueling stations allow spills to be washed into storm drains. Cars waiting to be repaired can leak fuel, oil, and other harmful fluids that can be picked up by stormwater.

- ◆ Clean up spills immediately and properly dispose of cleanup materials.
- ◆ Provide cover over fueling stations and design or retrofit facilities for spill containment.
- ◆ Properly maintain fleet vehicles to prevent oil, gas, and other discharges from being washed into local waterbodies.
- ◆ Install and maintain oil/water separators.

Forestry



Improperly managed logging operations can result in erosion and sedimentation.

- ◆ Conduct preharvest planning to prevent erosion and lower costs.
- ◆ Use logging methods and equipment that minimize soil disturbance.
- ◆ Plan and design skid trails, yard areas, and truck access roads to minimize stream crossings and avoid disturbing the forest floor.
- ◆ Construct stream crossings so that they minimize erosion and physical changes to streams.
- ◆ Expedite revegetation of cleared areas.

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RESPECT OUR WATERS

Car Maintenance

Some of the harshest household chemicals are those used to maintain automobiles. The easiest way to reduce the impact of your automobile on the health of our waterways is to check your car , boat, motorcycle, and other machinery regularly for leaks and spills from oils, antifreeze, and other hazardous fluids. If your car leaks onto a surface such as a road, parking lot, or driveway, the chemicals are carried directly into our rivers and lakes. These chemicals can harm ecological habitats and kill aquatic life. They can also harm humans and other land animals by polluting drinking water and recreational areas.

If you notice a leak, clean up spilled fluids with an absorbent material like cat litter or sand, and don't rinse spills into a nearby storm drain. Remember to properly dispose of the absorbent material and the fluids.

Maintaining a car at home creates more runoff than maintenance at a commercial facility such as an automotive repair shop or a car wash. These professional have treatment systems that remove harmful chemicals before they leave the property. This spares our local rivers and lakes from the brake fluid, oil and automotive fluids. Many carwashes also recycle their wastewater, and use less than half the amount of water a home carwash does.

If you prefer to maintain your car at home, keep these tips in mind:

- Never pour waste oil or cleaning products onto the ground, the driveway, or the gutter. A single quart of motor oil that seeps into groundwater can pollute 250,000 gallons of drinking water.
- Make sure to recycle any leftover oil or chemicals that you have instead of dumping them in the sewer. Find resources for recycling options on your municipality's website.
- Do your best to reduce the amount of water you use when maintaining your vehicle. The less water that we use, the less runoff ends up in our rivers and streams!

Quick tip!

Looking for a easy way to lower the impact your car has on the environment? Take a few minutes each week to check over your vehicle and ensure that it is not leaking any fluids or oils onto your driveway and into lakes and rivers!

This information was brought to you by Southeastern Wisconsin Watersheds Trust, Inc. in accordance with WDNR NR.216

Get more information online at RespectOurWaters.org



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RESPECT OUR WATERS

Ice and Snow Control

Winter time is an important time for the health of our rivers and lakes. With the amount of snow and ice on the roads, salt and sand are added in liberal quantities to provide some safety for drivers, bikers, pedestrians. Unfortunately, the salt and other chemicals can cause major problems when melting ice and snow carries them into our storm drains and directly out into the watershed. Road salt is also corrosive and can damage vehicles and infrastructure.

Here are some winter tips that make a difference for water quality:

- Don't overuse salt and other deicing chemicals! These may seem harmless, but when they dissolve, they flow into storm drains that lead directly to our rivers and lake.
- Once salt enters a body of water, it is extremely difficult to remove and high salinity is toxic to aquatic life, birds, and other organisms. A good guide to follow is to use a coffee mug full of salt for every 10 sidewalk squares or 20 feet of driveway.
- Take preventative measures to reduce salt usage. If possible, shovel necessary areas throughout snowfall. This will reduce the amount of salt needed and make it more effective. If the ice is thicker than ½", salting won't be helpful - use a heavy ice chopper instead.
- If the temperature dips below 15 degrees Fahrenheit, road salt won't work. Use sand for traction or an alternative ice melt product that is effective at colder temps.
- Take your car to the shop to ensure that it is running smoothly and not leaking chemicals that could end up in our waterways. It is easy to miss small leakages in the winter so take a minute to inspect your vehicle regularly.
- Sweep up excess salt or sand after every storm. Not only will you keep it out of the storm sewers, you'll be able to use it again and save money in the process!
- If you hire help for snow removal, please ask your contractor to use salt sparingly, use sand or another alternative, or perform more manual labor to reduce ice formation.

Quick tip!

Looking for an easy way to reduce your impact?

Check out alternatives to traditional road salt! There are many alternative options that have a lower impact on water quality available including sand, vinegar solutions, and other de-icing products available.

This information was brought to you by Southeastern Wisconsin Watersheds Trust, Inc. in accordance with WDNR NR.216

Get more information online at RespectOurWaters.org





HOME HAZMAT COLLECTION

THINGS TO BRING & THINGS TO NOT AT OUR MOBILE & YEAR-ROUND DROP-OFFS

Garage & Workshop

Acetone
 Artist's paints and media
 Antifreeze
 Auto body repair products
 Automobile oil
 Ballasts
 Battery acid
 Brake fluid
 Car wax, solvent-based
 Contact cement
 Deck strippers
 (wood bleach, sealers and preservatives)
 Driveway sealer
 Fuel additives
 Fiberglass epoxy
 Fluorescent light bulbs
 Gasoline/oil mixtures
 Gasoline and other fuels
 Glue, solvent-based
 Glue, water-based
 Joint compound
 Kerosene
 Latex paint

Lighter fluid
 Non-automotive oils
 Oil filters
 Oil-based paint
 Paint thinner
 Paint stripper
 Parts cleaner
 Pepper spray
 Photographic chemicals
 Road flares
 Roofing tar
 Rust remover
 Sealers (wood & concrete)
 Shellac
 Stain
 Transmission fluid
 Turpentine
 Varnish
 Wood filler
 Wood preservative

Kitchen & Bathroom

Cleaners, solvent-based
 Disinfectants
 Floor care products
 Hair remover

Nail polish
 Nail polish remover
 Oven cleaner
 Thermometers

Home & Garden

Aerosol cans, full
 Batteries, button
 Batteries, rechargeable
 Dry cleaning solvent
 Fertilizer (with pesticides)
 Fungicide
 Furniture polish
 Metal polish, solvent-based
 Insect spray
 Lamp Oil
 Light ballasts
 Mothballs
 Pesticides
 Pool chemicals
 Rat poison
 Shoe polish
 Spot remover
 Stump remover
 Thermostats
 Weed killer

Do Not Bring

Ammunition
 Compressed gas cylinders
 Car batteries
 Clothes dryers
 Computers
 Containers larger than 15 gallons
 Explosives
 Fire extinguishers
 Fireworks
 Marine flares
 Medical waste
 Microwaves
 Prescription drugs
 Propane cylinders
 Radioactive wastes
 Refrigerators
 Sharps/ Needles
 Smoke detectors
 Stereos
 Televisions
 Tires of any type
 Washing machines



For more information please call (414) 225-2066 or go to mmsd.com
 MKE Co. Residents Only. Please No Businesses.

For Locations & Hours
 See Other Side ➡

If it doesn't bring joy, DROP IT OFF.

HOME HAZMAT COLLECTION

Got yuck in your house or garage? Drop off your old and unused household hazardous waste at one of our permanent or mobile collection locations. It's a great way for you to help keep our land and water clean and safe!



MKE Co. Residents Only.
Please No Businesses.

2020 YEAR-ROUND DROP-OFF

FRANKLIN

10518 S. 124th St.

Tuesday 11am - 6pm
Saturday 8am - 2pm

Closed 5/23, 7/4, 9/5

**** This site is closing early fall, 2020.
A new location will be announced
as soon as possible.**

MILWAUKEE

3879 W. Lincoln Ave.

Thursday 7am - 3pm
Friday 7am - 3pm
Saturday 7am - 3pm

Closed 4/10, 7/4, 11/26, 11/27, 12/24,
12/25, 1/1/2021

MENOMONEE FALLS

W124 N9451 Boundary Rd.

Monday 11am - 6pm
Wednesday 11am - 6pm
Saturday 8am - 2pm

Closed 5/23, 5/25, 7/4, 9/5, 9/7, 11/28,
12/26, 1/2/2021

2020 MOBILE COLLECTIONS

STATE FAIR PARK

(Gate 1 off Greenfield Ave.)

May 1 11am - 2pm
May 2 8am - 2pm

NICOLET HIGH SCHOOL

(Front Parking Lot) 6701 N
Jean Nicolet Rd, Glendale, WI

June 27 8am - 2pm

WAUWATOSA CITY HALL

(7725 W. North Ave.)

Sept. 12 8am - 2pm

STATE FAIR PARK

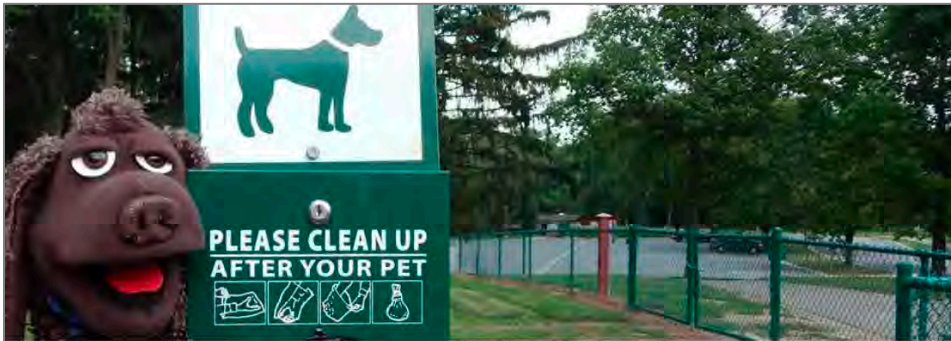
(Gate 1 off Greenfield Ave.)

Oct. 9 11am - 2pm

Oct. 10 8am - 2pm



Look! Comprehensive List of
Items You Can Bring ➡



RESPECT OUR WATERS

Dog Poop

Always pick up your pet's waste!

Did you know that dog poop is toxic for the health of waterways? Pet waste contains nutrients that encourage weed and algae growth. Overly fertile water becomes cloudy and green making it unattractive for swimming, boating and fishing.

Additionally, pet waste can contain fecal coliform bacteria which directly harms aquatic life and human health. Dog poop often contains antibiotics. When dog poop isn't picked up, whether in your yard or in a public area, these bacteria and medications are carried off by rain and sent directly through the stormwater system into our rivers and lakes without any treatment or filtration.

The EPA estimates that two or three days' worth of droppings from 100 dogs in a watershed can contribute enough bacteria to impact the surrounding 20 miles and make them unsafe for fishing and swimming.

There is no perfect solution for pet waste disposal but here are some of the smartest options:

- Put it in a bag and throw it in the trash. This is not the ideal solution because it can create problems at landfills or incinerators but is still better than leaving it in your yard.
- Flush it down the toilet where it will be treated before being released.
- Dig a hole or trench that is about 5 inches deep and away from vegetable gardens and any lake, stream, ditch or well. Microorganisms in the top layer of the soil will break down the waste and release nutrients to fertilize nearby plants.
- Use an underground pet waste digester. The digester works like a small septic tank by using environment-friendly enzymes and bacteria to turn dog waste into a liquid that's absorbed by the ground.
- If you are away from home, look for a pet waste station where you can often find baggies and a disposal bin.

Quick tip!

Flushing pet waste is a great option for disposal of waste from many different pets, including cats, dogs, and other small mammals. If you choose to flush, take care to remove all litter, bedding, and other debris which can clog pipes and damage plumbing.

This information was brought to you by Southeastern Wisconsin Watersheds Trust, Inc. in accordance with WDNR NR.216

Get more information online at RespectOurWaters.org



Be Salt **WI**se!



Safe winter driving is as easy as 1-2-3:



1. Wait
Wait to allow time for plowing and deicers.



2. Know
Know the current road conditions before you hit the road.



3. Slow
Travel slowly, and use caution and reason.

WI Salt Wise Partnership

Follow WI Salt Wise on:



www.wisaltwise.com

Reduce your winter salt use to help protect our lakes, streams and drinking water.

Once you put salt down, it doesn't go away

Salt alters the composition of soil, slows plant growth and weakens the concrete, brick and stone that make up our homes, garages, bridges, and roads.

It travels into our lakes, rivers, streams and wetlands, putting our aquatic life at risk and endangering our freshwater resources.

It only takes **1 teaspoon of salt**

to **permanently pollute** 5 gallons of water



Every year, we use about...



... of salt on our roads
This doesn't include what we use on sidewalks, driveways, and parking lots.

Reduce your salt use to help protect our lakes, streams, and drinking water.

1. Shovel



Clear walkways and other areas before the snow turns to ice. The more snow you remove manually, the less salt you will have to use and the more effective it will be.

2. Scatter



If you use salt, scatter it so that there is space between the grains. Believe it or not, a coffee mug of salt is enough to treat an entire 20-foot driveway or 10 sidewalk squares.

3. Switch



When pavement temperatures drop below 15 degrees, salt won't work. Switch to sand for traction or a different ice melter that works at lower temperatures.

4. Select a Certified Applicator



Encourage your maintenance professional to get certified through the City of Madison's Winter Salt Certification Program and ask businesses in your community to do the same.

5. Love the Lines



Stripes on roads before a storm are anti-icing. They show that your professional maintenance crew is concerned about safety and is saving money, time and protecting our environment!

6. Be Salt Wise All Year



Water softener salt ends up in local freshwater bodies. If your household softener uses more than 1 bag of salt per month, have a professional tune it up or replace it with a high-efficiency model.

**APPENDIX C YEAR 3 PUBLIC EDUCATION & OUTREACH
LITERATURE**

A Citizen's Guide to Understanding Stormwater

After the Storm

The effects of pollution

What is stormwater runoff?

Stormwater runoff occurs when precipitation from rain or snowmelt flows over the ground. Impervious surfaces like driveways, sidewalks, and streets prevent stormwater from naturally soaking into the ground.

Why is stormwater runoff a problem?

Stormwater can pick up debris, chemicals, dirt, and other pollutants and flow into a storm sewer system or directly to a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the waterbodies we use for swimming, fishing, and providing drinking water.

Polluted stormwater runoff can have many adverse effects on plants, fish, animals, and people.

- ◆ Sediment can cloud the water and make it difficult or impossible for aquatic plants to grow. Sediment also can destroy aquatic habitats.
- ◆ Excess nutrients can cause algae blooms. When algae die, they sink to the bottom and decompose in a process that removes oxygen from the water. Fish and other aquatic organisms can't exist in water with low dissolved oxygen levels.
- ◆ Bacteria and other pathogens can wash into swimming areas and create health hazards, often making beach closures necessary.
- ◆ Debris—plastic bags, six-pack rings, bottles, and cigarette butts—washed into waterbodies can choke, suffocate, or disable aquatic life like ducks, fish, turtles, and birds.
- ◆ Household hazardous wastes like insecticides, pesticides, paint, solvents, used motor oil, and other auto fluids can poison aquatic life. Land animals and people can become sick or die from eating diseased fish and shellfish or ingesting polluted water.
- ◆ Polluted stormwater often affects drinking water sources. This, in turn, can affect human health and increase drinking water treatment costs.

For more information contact: www.epa.gov/stormwater or visit www.epa.gov/stormwater

EPA 833-B-03-002
January 2003

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Village of Bayside, Wisconsin

Stormwater Pollution Solutions

Residential



Recycle or properly dispose of household products that contain chemicals, such as insecticides, pesticides, paint, solvents, and used motor oil and other auto fluids. Don't pour them into the ground or into storm drains.

Lawn care

Excess fertilizers and pesticides applied to lawns and gardens wash off and pollute streams. In addition, yard clippings and leaves can wash into storm drains and contribute nutrients and organic matter to streams.

- ◆ Don't overwater your lawn. Consider using a soaker hose instead of a sprinkler.
- ◆ Use pesticides and fertilizers sparingly. When use is necessary, use these chemicals in the recommended amounts. Use organic mulch or safer pest control methods whenever possible.
- ◆ Compost or mulch yard waste. Don't leave it in the street or sweep it into storm drains or streams.
- ◆ Cover piles of dirt or mulch being used in landscaping projects.

Auto care

Washing your car and degreasing auto parts at home can send detergents and other contaminants through the storm sewer system. Dumping automotive fluids into storm drains has the same result as dumping the materials directly into a waterbody.

- ◆ Use a commercial car wash that treats or recycles its wastewater, or wash your car on your yard so the water infiltrates into the ground.
- ◆ Repair leaks and dispose of used auto fluids and batteries at designated drop-off or recycling locations.

Septic systems

Leaking and poorly maintained septic systems release nutrients and pathogens (bacteria and viruses) that can be picked up by stormwater and discharged into nearby waterbodies. Pathogens can cause public health problems and environmental concerns.

- ◆ Inspect your system every 3 years and pump your tank as necessary (every 3 to 5 years).
- ◆ Don't dispose of household hazardous waste in sinks or toilets.

Pet waste

Pet waste can be a major source of bacteria and excess nutrients in local waters.

- ◆ When walking your pet, remember to pick up the waste and dispose of it properly. Flushing pet waste is the best disposal method. Leaving pet waste on the ground increases public health risks by allowing harmful bacteria and nutrients to wash into the storm drain and eventually into local waterbodies.

Residential landscaping

Permeable Pavement—Traditional concrete and asphalt don't allow water to soak into the ground. Instead these surfaces rely on storm drains to divert unwanted water. Permeable pavement systems allow rain and snowmelt to soak through, decreasing stormwater runoff.

Rain Barrels—You can collect rainwater from rooftops in mosquito-proof containers. The water can be used later on lawn or garden areas.

Rain Gardens and Grassy Swales—Specially designed areas planted with native plants can provide natural places for rainwater to collect and soak into the ground. Rain from rooftop areas or paved areas can be diverted into these areas rather than into storm drains.

Vegetated Filter Strips—Filter strips are areas of native grass or plants created along roadways or streams. They trap the pollutants stormwater picks up as it flows across driveways and streets.

Commercial



Dirt, oil, and debris that collect in parking lots and paved areas can be washed into the storm sewer system and eventually enter local waterbodies.

- ◆ Sweep up litter and debris from sidewalks, driveways and parking lots, especially around storm drains.
- ◆ Cover grease storage and dumpsters and keep them clean to avoid leaks.
- ◆ Report any chemical spill to the local hazardous waste clean up team. They'll know the best way to keep spills from harming the environment.

Construction



Erosion controls that aren't maintained can cause excessive amounts of sediment and debris to be carried into the stormwater system. Construction vehicles can leak fuel, oil, and other harmful fluids that can be picked up by stormwater and deposited into local waterbodies.

- ◆ Divert stormwater away from disturbed or exposed areas of the construction site.
- ◆ Install silt fences, vehicle mud removal areas, vegetative cover, and other sediment and erosion controls and properly maintain them, especially after rainstorms.
- ◆ Prevent soil erosion by minimizing disturbed areas during construction projects, and seed and mulch bare areas as soon as possible.

Agriculture



Lack of vegetation on streambanks can lead to erosion. Overgrazed pastures can also contribute excessive amounts of sediment to local waterbodies. Excess fertilizers and pesticides can poison aquatic animals and lead to destructive algae blooms. Livestock in streams can contaminate waterways with bacteria, making them unsafe for human contact.

- ◆ Keep livestock away from streambanks and provide them a water source away from waterbodies.
- ◆ Store and apply manure away from waterbodies and in accordance with a nutrient management plan.
- ◆ Vegetate riparian areas along waterways.
- ◆ Rotate animal grazing to prevent soil erosion in fields.
- ◆ Apply fertilizers and pesticides according to label instructions to save money and minimize pollution.

Automotive Facilities



Uncovered fueling stations allow spills to be washed into storm drains. Cars waiting to be repaired can leak fuel, oil, and other harmful fluids that can be picked up by stormwater.

- ◆ Clean up spills immediately and properly dispose of cleanup materials.
- ◆ Provide cover over fueling stations and design or retrofit facilities for spill containment.
- ◆ Properly maintain fleet vehicles to prevent oil, gas, and other discharges from being washed into local waterbodies.
- ◆ Install and maintain oil/water separators.

Forestry



Improperly managed logging operations can result in erosion and sedimentation.

- ◆ Conduct preharvest planning to prevent erosion and lower costs.
- ◆ Use logging methods and equipment that minimize soil disturbance.
- ◆ Plan and design skid trails, yard areas, and truck access roads to minimize stream crossings and avoid disturbing the forest floor.
- ◆ Construct stream crossings so that they minimize erosion and physical changes to streams.
- ◆ Expedite revegetation of cleared areas.

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Stormwater and the Construction Industry

Protect Natural Features



- Minimize clearing.
- Minimize the amount of exposed soil.
- Identify and protect areas where existing vegetation, such as trees, will not be disturbed by construction activity.
- Protect streams, stream buffers, wild woodlands, wetlands, or other sensitive areas from any disturbance or construction activity by fencing or otherwise clearly marking these areas.

Silt Fencing



- Inspect and maintain silt fences after each rainstorm.
- Make sure the bottom of the silt fence is buried in the ground.
- Securely attach the material to the stakes.
- Don't place silt fences in the middle of a waterway or use them as a check dam.
- Make sure stormwater is not flowing around the silt fence.

Construction Phasing



- Sequence construction activities so that the soil is not exposed for long periods of time.
- Schedule or limit grading to small areas.
- Install key sediment control practices before site grading begins.
- Schedule site stabilization activities, such as landscaping, to be completed immediately after the land has been graded to its final contour.

Vegetative Buffers



- Protect and install vegetative buffers along waterbodies to slow and filter stormwater runoff.
- Maintain buffers by mowing or replanting periodically to ensure their effectiveness.

Site Stabilization



- Vegetate, mulch, or otherwise stabilize all exposed areas as soon as land alterations have been completed.

Maintain your BMPs!

www.epa.gov/npdes/menuofbmps

Construction Entrances



- Remove mud and dirt from the tires of construction vehicles before they enter a paved roadway.
- Properly size entrance BMPs for all anticipated vehicles.
- Make sure that the construction entrance does not become buried in soil.

Slopes



- Rough grade or terrace slopes.
- Break up long slopes with sediment barriers, or under drains, or divert stormwater away from slopes.

Dirt Stockpiles



- Cover or seed all dirt stockpiles.

Storm Drain Inlet Protection



- Use rock or other appropriate material to cover the storm drain inlet to filter out trash and debris.
- Make sure the rock size is appropriate (usually 1 to 2 inches in diameter).
- If you use inlet filters, maintain them regularly.

Stormwater and the Construction Industry Planning and Implementing Erosion and Sediment Control Practices

The construction industry is a critical participant in the nation's efforts to protect streams, rivers, lakes, wetlands, and oceans. Through the use of best management practices (BMPs), construction site operators use site-specific erosion control and sedimentation.

A stormwater flows over a construction site, it picks up pollutants like sediment, silt, and chemicals. High concentrations of these pollutants can harm riparian habitat, deplete oxygen levels, and cause erosion and sedimentation in the receiving water body.

In addition to the environmental impacts, sedimented material can block a pipe. Excessive siltation in a stormwater pipe can cause it to clog, and if it clogs, it can cause flooding and property damage.

Construction BMPs (Best Management Practices) are the methods used to control sediment runoff and reduce the risk of pollution, including sediment traps, silt fences, silt curtains, and sedimentation basins.

Operator

An operator is someone who has control over and the ability to modify construction plans and specifications for any other person.

Some construction contracts require the operator to take the operator's control over the site. The operator's control over the site is essential to ensure compliance with the permit. The operator's control over the site is essential to ensure compliance with the permit. The operator's control over the site is essential to ensure compliance with the permit.

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So what's being done about polluted runoff?

- The Clean Water Act includes the National Pollution Discharge Elimination System (NPDES) permit program.
- On January 2005, EPA's NPDES program was reauthorized by the Clean Water Act (CWA) reauthorization, which includes a new section on stormwater runoff from construction sites.
- The CWA requires NPDES permits for all construction sites that disturb one acre or more of land or construct a building or other structure.
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The NPDES permit requires the construction operator to implement a Stormwater Pollution Prevention Plan (SWPPP). The SWPPP is a document that describes how the construction operator will prevent stormwater pollution from the construction site. The SWPPP is a document that describes how the construction operator will prevent stormwater pollution from the construction site.

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Construction sites that disturb one acre or more of land or construct a building or other structure are required to obtain a permit from the U.S. EPA or an authorized state agency.

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Developing and Implementing a Plan

- Advance planning and training to prevent sediment and erosion.
- Prepare a plan for the construction site.
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4. Certification and Notification

- Submit permit application or notice of intent.
- Obtain permit approval.
- Obtain permit approval.
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5. Implementing and Maintaining a Plan

- Implement controls.
- Monitor and maintain controls.
- Report releases of hazardous materials.
- Implement controls.
- Monitor and maintain controls.
- Report releases of hazardous materials.
- Implement controls.
- Monitor and maintain controls.
- Report releases of hazardous materials.
- Implement controls.

6. Completing the Project: Final Stabilization and Termination of the Permit

- Final stabilization.
- Record retention.
- Notice of Termination.
- Final stabilization.
- Record retention.
- Notice of Termination.
- Final stabilization.
- Record retention.
- Notice of Termination.
- Final stabilization.

1. Site Evaluation and Design Development

- Develop project overview and design.
- Prepare site plan design.
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2. Assessment

- Measure site area.
- Calculate the runoff coefficient.
- Review site plan design.
- Measure site area.
- Calculate the runoff coefficient.
- Review site plan design.
- Measure site area.
- Calculate the runoff coefficient.
- Review site plan design.
- Measure site area.

3. Control Selection and Plan Design

- Review and incorporate state or local requirements.
- Select erosion and sediment controls.
- Select stormwater management controls.
- Identify the location of controls on the site map.
- Prepare an inspection and maintenance plan.
- Prepare a schedule of maintenance activities.
- Prepare a schedule of maintenance activities.
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- Prepare a schedule of maintenance activities.

Other BMPs and Activities to Control Polluted Runoff

- Sedimentation basins.
- Silt fences.
- Silt curtains.
- Silt fences.
- Silt curtains.
- Silt fences.
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Determine your eligibility

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Read and understand your stormwater permit requirements

- Read and understand your stormwater permit requirements.
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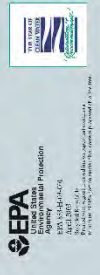
Develop a plan

- Develop a plan.
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Apply for permit coverage

- Apply for permit coverage.
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An ounce of prevention is worth a pound of cure! It's far more efficient and cost-effective to prevent pollution than it is to try to correct problems later. Installing and maintaining simple BMPs and pollution prevention techniques on site can greatly reduce the potential for stormwater pollution and can also save you money!




Visit www.epa.gov/mpdes/stormwater for more information.



Does Your Construction Site Need a Stormwater Permit?

A Construction Site Operator's Guide to EPA's
Stormwater Permit Program



File Name: 3_ConstructionPermit.pdf

Why do I have to get permit coverage?

EPA's National Pollutant Discharge Elimination System (NPDES) program regulates stormwater runoff from construction sites. On July 1, 2003, EPA reissued the Construction General Permit (CGP) to extend coverage to construction sites that disturb 1 or more acres, including smaller sites that are part of a larger plan of development. For example, if you are building a house on a half-acre lot in a 10-acre development, you need permit coverage. Construction site operators need to submit an application called a Notice of Intent (NOI) to be covered under EPA's CGP.



This brochure describes how to meet the requirements of EPA's permit which applies to construction sites in several states and territories (see list below). Most states, however, are authorized to implement the NPDES stormwater program. Authorized states have similar requirements for construction sites. If your construction project is not in one of the areas listed below, you will need to obtain permit coverage from the appropriate state authority. A list of state permitting authorities can be found at www.epa.gov/npdes/stormwater.

EPA's Construction General Permit applies to the following areas:

- Alaska
- District of Columbia
- Idaho
- Massachusetts
- New Hampshire
- New Mexico
- Puerto Rico
- Most Indian Country lands
- Federal facilities in Vermont, Colorado, Delaware, and Washington
- Oil and gas operations and other activities in Texas and Oklahoma
- U.S. Territories (e.g., Guam, American Samoa), except the Virgin Islands



Photo by Tim McCahay, 1992

Visit www.epa.gov/npdes/pubs/cgp_appendixb.pdf for a detailed list of the areas under EPA's jurisdiction.

Why is stormwater runoff so bad?

Runoff from rainstorms and snowmelt picks up pollutants like sediment, oil and grease, nitrogen and phosphorus, and other chemicals and carries them into storm drains or directly into waterbodies. Because most storm drain systems do not provide any treatment to the water they collect, preventing contamination of stormwater is critically important or polluted runoff will be discharged untreated into the waterbodies we use for swimming, fishing, and drinking water.



Why is sediment harmful to a waterbody?

Too much sediment in a waterbody can cloud the water and make it difficult or impossible for aquatic plants to receive the sunlight they need to grow. Excess sediment also smothers aquatic habitat, clogs fish gills, and impedes navigation in our waterways, which can lead to expensive dredging.

I need permit coverage. Where do I start?

1. Read EPA's Construction General Permit (CGP)

You can download a copy of EPA's permit at www.epa.gov/npdes/stormwater/cgp. Read EPA's permit carefully, and remember that operators are legally responsible for complying with all its provisions.

Who submits an NOI?

The "operator" submits a Notice of Intent (NOI) form. The operator is the entity (generally company, corporation, etc.) that has operational control over the construction plans or day-to-day activities that are necessary to implement the Stormwater Pollution Prevention Plan (SWPPP) (see below). On some sites, several entities may meet the definition of operator and all must file NOIs. Operators may include owners, general contractors, and subcontractors.

It is the responsibility of the operator(s) to develop and implement a SWPPP and maintain all best management practices (BMPs) during each stage of the project. Best management practices are the techniques (buffers, silt fences, detention ponds, swales, etc.), schedules of activities, prohibitions of practices, and maintenance procedures to prevent or reduce the discharge of pollutants.

2. Develop a stormwater pollution prevention plan (SWPPP)

The SWPPP is a plan for how you will control stormwater runoff from your construction site. It is broader and more complicated than a typical erosion and sediment control plan, so operators might want to enlist the assistance of a professional to save time. The SWPPP must be completed before you file an NOI to apply for coverage under EPA's permit. You don't have to submit the SWPPP with your NOI to obtain permit coverage, but the plan must be available on-site for review during inspection.

Because every site is unique, every SWPPP is unique. The SWPPP needs to be updated as your work progresses. Please visit www.epa.gov/npdes/stormwater/cgp for more information on how to develop your SWPPP.

Basic SWPPP Principles

- Divert stormwater away from disturbed or exposed areas of the construction site.
- Install BMPs to control erosion and sediment and manage stormwater.
- Inspect the site regularly and properly maintain BMPs, especially after rainstorms.
- Revise the SWPPP as site conditions change during construction and improve the SWPPP if BMPs are not effectively controlling erosion and sediment.
- Minimize exposure of bare soils to precipitation to the extent practicable.
- Keep the construction site clean by putting trash in trash cans, keeping storage bins covered, and sweeping up excess sediment on roads and other impervious surfaces.

3. Complete an endangered species determination for the project site

The operator must assess the potential effects of stormwater runoff on federally listed endangered and threatened species and any designated critical habitat on or near the site. In making this determination, the operator needs to consider areas beyond the immediate footprint of the construction activity and beyond the property line—areas that could be affected directly or indirectly by stormwater discharges.

The local offices of U.S. Fish and Wildlife Service, National Marine Fisheries Service, and State or Tribal Heritage Centers often maintain lists of federally listed endangered or threatened species on their Web sites. Visit www.epa.gov/npdes/stormwater/esa for more information.

How to get a stormwater permit

File Name: 3_ConstructionPermit.pdf

4. File a Notice of Intent (NOI)

The Notice of Intent (NOI) form lets EPA know that you are filing for permit coverage. It is also your certification that you have read, understood, and implemented the requirements of EPA's permit. The fastest and easiest way to obtain permit coverage is through EPA's new online permit application system (www.epa.gov/npdes/enoi). EPA's permit requires a 7-day waiting period after an NOI is filed and posted on EPA's Web site (www.epa.gov/npdes/noisearch). Using EPA's eNOI system is the fastest way to begin this process. Mailing a paper NOI to EPA can add 2 or more weeks to your processing time. During the waiting period, NOIs are reviewed for endangered species impacts and other concerns. Permit coverage begins at the conclusion of the 7-day period unless you are notified otherwise. Your completed NOI should be posted at the construction site in a place accessible to the public.



5. Implement all BMPs outlined in your SWPPP

Remember to follow your SWPPP. All BMPs must be inspected and maintained regularly. Inspections are required either (1) at least once every 7 days or (2) at least once every 14 days and within 24 hours of the end of a rain event of 1/2-inch or more. The plan must also be updated as site conditions and BMPs change. Remember to keep records of your maintenance activities and any SWPPP modifications for review during inspection.

6. File an electronic Notice of Termination

You should terminate permit coverage when your project is completed (generally, when 70% of the density of the original vegetation is reestablished on unpaved areas), when the property has been stabilized and ownership has been transferred to the homeowner (residential projects only), or when another operator has assumed control over the site (new operators will need to file an NOI and meet the requirements of EPA's permit). The electronic Notice of Termination form informs EPA that your construction project is complete and ends your responsibilities under the permit. The form can be completed and filed using the eNOI system at www.epa.gov/npdes/enoi.



Printed with vegetable-based ink on paper that contains a minimum of 50% post-consumer fiber content processed chlorine-free.
EPA 833-F-04-002 February 2004

File Name: 3_ConstructionPermit.pdf

All construction sites disturbing 1 or more acres (with few exceptions) need stormwater permit coverage!

- Does your construction project disturb 1 or more acres of land through clearing, grading, excavating, or stockpiling of fill material? Remember to count the acreage of the entire project, even if you are responsible for only a small portion.
- Is there any possibility that stormwater could run off of your site? (In almost every case, the answer to this question is yes. However, if the topography of your site is such that there is no possibility that rainfall or snow melt could leave the site or enter a waterway under any condition, you would not need permit coverage.)



If you answered “yes” to both of these questions, YOU NEED PERMIT COVERAGE! If you don’t have permit coverage, you could be fined up to \$32,500 per day!

File Name: 3_ConstructionPermit.pdf

**APPENDIX D YEAR 4 PUBLIC EDUCATION & OUTREACH
LITERATURE**



RESPECT OUR WATERS

Benefits of Trees

Planting a tree is a great way to keep our waterways clean, healthy and beautiful. They're a natural barrier that helps reduce stormwater runoff into our streams, rivers and lakes. Trees can hold rainwater on their leaves, needles, and branches and capture water by absorbing it through root systems.

Here are just a few benefits that come from having trees on your property:

- When it rains, trees hold the water in their leaves and branches.
- They direct water into the soil and filter it with their roots.
- Their roots hold soil in place to prevent erosion.
- They capture polluted stormwater runoff from sidewalks, driveways and parking lots so it doesn't flow into our area waterways.
- A single mature tree with a 30-foot crown can intercept more than 700 gallons of rain each year.

Planting a tree can be intimidating, but armed with the right tools and information, it can be a very simple process. Before you plant a tree, check the designated spot carefully. Avoid planting a tree in close proximity to underground utilities, power lines, or buildings. Trees need space to grow and thrive in order to remain healthy. Call Diggers Hotline (1-800-242-8511) before you start planting to avoid hitting buried utilities.

Once you have located the perfect spot, talk to your local nursery to find the tree that's right for your location and soil type. There are many trees that are native to Wisconsin that are naturally suited for retaining water and surviving the winter. Keep in mind that during the first year after it is planted, your new tree will most likely need extra care. It should be staked loosely, watered during the summer and protected from the wind. Some trees may require more maintenance than others, so talk to your nursery about best practices to keep your tree healthy in the long term.

Quick tip!

Tired of spending hours raking the leaves from trees in your yard? Try mulching them and leaving them in the yard instead! This will cut down on your work and the leaves will compost during the winter to provide a layer of nutrients for your grass.

This information was brought to you by Southeastern Wisconsin Watersheds Trust, Inc. in accordance with WDNR NR.216

Get more information online at RespectOurWaters.org





RESPECT OUR WATERS

Rain Barrels

Use a rain barrel to collect rain water where it falls!

One of the best ways to reduce pollution in our rivers and lakes is to reduce the amount of water that runs off your property into sewers and out into the watershed. Rain barrels are an efficient way to keep the rain that falls on your home from running directly into lakes and rivers and carrying pollutants with it.

Here are just a few benefits of adding a rain barrel to your property:

- Rain barrels collect water where it falls and reduce the amount of runoff from your property.
- Rain water collected in rain barrels is an excellent source of water for yard maintenance during dry spells and can help you reduce your overall water consumption and utility fees.
- Rain barrels can also reduce the risk of basement flooding by directing rain water away from a home’s foundation.
- For every inch of rain that falls on 1,000 square feet of a roof, about 600 gallons of water can be collected.

Rain barrels are connected to the bottom of downspouts to collect rain as it runs off a roof. They should be installed only on level surfaces and elevated using concrete or cinder blocks or a sturdy wooden stand. Elevating a rain barrel increases pressure, so, when you’re ready to use it, the water flows more quickly.

Most rain barrels have a lid or mesh screen on top to prevent leaves and insects from getting into the barrel; spigots for easy drainage; valves that can be used to connect multiple barrels together with hoses; and overflow valves to direct excess water away from sensitive areas – like a house foundation.

If you are interested in installing a rain barrel on your property, you can find more information and resources on the Respect Our Waters website or through your municipality.

Quick tip!

Looking for a easy way to make a change?

Try diverting your drain spouts into your yard instead of into your driveway or sidewalk.

This allows the water to filter through the soil before it enters groundwater and reduces the amount of runoff from your home!

This information was brought to you by Southeastern Wisconsin Watersheds Trust, Inc. in accordance with WDNR NR.216

Get more information online at RespectOurWaters.org



Visit our website for how-to videos on rain barrel installation and other ways you can help protect Lake Michigan and other local waterways.
www.freshcoastguardians.com

ADDITIONAL TIPS

- Elevate barrel on cinder blocks for increased pressure
- WATER NOT FOR POTABLE USE**

Plastic not recycled paper.

CONTACT US
 WEB www.freshcoastguardians.com/about-us/contact
 PHONE (414) 225-2222

FRESH COAST GUARDIANS RESOURCE CENTER

MMSD
 WATERS FOR A CLEANER ENVIRONMENT

DIVERTER RAIN BARREL CARE
 Manage Water Where it Falls

File Name: 4_RainBarrels_MMSD.pdf

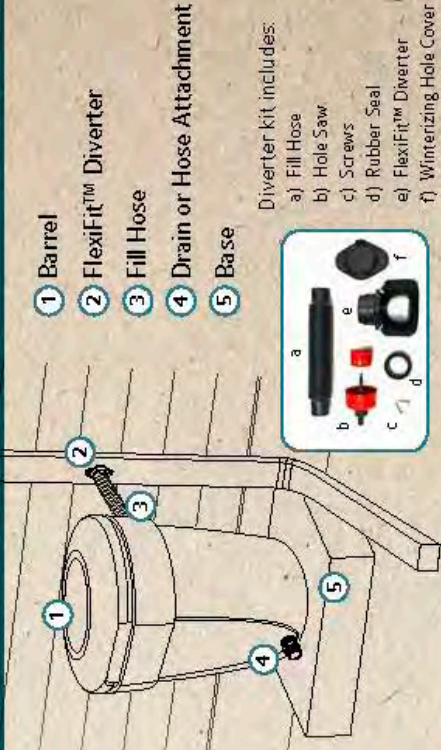


TOOLS NEEDED

- Safety Glasses
- Safety Gloves
- Measuring Tape
- Level
- Pencil
- Scissors
- Phillips Screwdriver
- Drill

 Diverter Kit & Instructions

INSTALLATION See instructions inside the barrel.



MAINTENANCE

SPRING	SUMMER	FALL	WINTER
<ul style="list-style-type: none"> • Hook your rain barrel back up (directions in diverter kit) <ul style="list-style-type: none"> * <i>Make sure rain barrel is level and that the diverter piece is below the top of the rain barrel</i> • Check the seals around the spigot and drain/hose attachment <ul style="list-style-type: none"> * <i>Additional pieces can be ordered online at www.rainbarrelparts.com</i> • Make sure your downspout is directed away from your house (minimum of 4', preferred 10') • Check your gutters for debris • Use the water in the rain barrel within 3 days, if possible 	<ul style="list-style-type: none"> • Use the water in the rain barrel within 3 days, if possible • Regularly check & remove debris from your gutters and FlexiFit™ Diverter 	<ul style="list-style-type: none"> • Check your gutters for debris <p>AT SEASON'S END (When temperature falls below 40°F):</p> <ul style="list-style-type: none"> • Remove leaves and empty the water out of the rain barrel <ul style="list-style-type: none"> - Remove leaves from the rain barrel by removing the lid - Spray the inside of the barrel with water and shake leaves out • Remove the diverter piece from the downspout • Secure winter cap over the hole in the downspout and screw into place • Turn the rain barrel upside down and store in your garage or basement 	<ul style="list-style-type: none"> • Let your rain barrel hibernate

Rain barrels capture rainwater from your roof to use later when it's dry outside to give thirsty gardens, flowers and trees a drink. Rain barrels help keep excess water out of the sewer system when it rains. They also help prevent rain from becoming polluted stormwater runoff—the biggest remaining threat to clean rivers and lakes in the United States.



PAINTING TIPS / HOW-TO

- Wipe down the barrel with a one-to-one mixture of vinegar and water
- Rough the surface of the barrel with a piece of fine-grit sandpaper
- Apply a coat of latex bonding primer
- Paint your design with "exterior latex" paint

File Name: 4_RainBarrels_MMMSD.pdf

Village Village of Bayside, Wisconsin



RESPECT OUR WATERS

Rain Gardens

Filter rain water before it leaves your property!

A rain garden is a great way to beautify your home and absorb stormwater. In a rain garden, rain water filters down through the soil before it becomes groundwater. If no rain garden is present, stormwater tends to end up in the street where it picks up garbage and pollutants and dumps them into our streams, rivers and lakes.

Here are a few strategies for building a successful rain garden:

- To make the most efficient rain garden, aim to make your garden about 1/3 of the size of your roof, locating it 10 feet or more away from your home and foundation.
- Position the garden in a natural low point where it can receive water from your sump pump or downspout. Call the Diggers Hotline (1-800-242-8511) to check for buried utilities before you dig.
- Dig the garden 4 to 6 inches deep. Ensure that the deepest part of the garden is in the center. Depending on your soil type, it can be helpful to dig a test hole and fill it with water to ensure that your garden will drain properly.
- Build a a raised or terraced portion of the rain garden, often called a berm. A berm is necessary to keep water in the garden so it can soak into the ground. The berm can be built with many different materials, including the dirt removed from the rest of the garden.
- Pick out native plants that are drought tolerant. With the plants in their containers, set them one foot apart to ensure they fit before planting them in the soil. Spread three inches of mulch throughout the garden and on the berm to keep in moisture and prevent weeds.
- Water immediately after planting and continue to water twice a week until the plants appear established or until a good rain. During the first year, water if there is an official drought. Do not water after the first year.

Find more resources on the Respect Our Waters website.

Quick tip!

Do you have a smaller yard that won't fit the rain garden you want? Try adding a rain barrel to your yard instead! Rain barrels collect rain water from your roof to reduce stormwater runoff and can be used to water your yard and garden during dry spells.

This information was brought to you by Southeastern Wisconsin Watersheds Trust, Inc. in accordance with WDNR NR.216

Get more information online at RespectOurWaters.org



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GUARDIANS

RAIN GARDEN CARE
Manage Water Where it Falls

MORE DETAILS & REFERENCE MATERIALS

- Rain Gardens: A Household Way to Improve Water Quality in Your Community**
<http://clean-water.wux.edu/pubs/pdf/gardens.pdf>
- Rain Gardens: A How-To Manual for Homeowners**
<http://dnr.wi.gov/topic/Stormwater/documents/RgManual.pdf>
- Home and Garden: Reduce Runoff with a Rain Garden**
www.lakesuperiorstreams.org/citizen/wet_garden.html

CONTACT US

WEB www.freshcoastguardians.com/about-us/contact

PHONE (414) 225-2222

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File Name: 4_RainGardens_MMSD.pdf

Village Village of Bayside, Wisconsin



DESIGN & INSTALLATION

- **CALL DIGGERS HOTLINE** (1-800-242-8511) at least three business days before you plan to dig.
- If you have the room, make your garden about 1/3 of the size of your roof, locating it 10 feet or more away from your home and foundation.
- Position the garden where it can receive water from your sump pump, downspout, and/or a natural low point in your yard.
- **DO NOT PLANT** your rain garden above the sanitary sewer lateral, the pipe that transports water used inside your home out to the city sewer in the street.
- Use string or spray paint to mark the area and shape of your rain garden before digging.
- Dig the garden 4 to 6 inches deep.
- Plant one plant per square foot of the garden.
- Consider plant color, height and bloom season to get the most beauty and wildlife habitat.
- Place your downspout and/or sump pump discharge into the garden. To prevent erosion, install a small area of rocks at the end of the downspout or discharge pipe.
- You can decide to trim the plants in the spring or fall; just make sure not to pull plants' roots out.
- If sized correctly, stormwater should soak into the ground within 4 to 6 hours.
- Provide water during dry periods for the first two years until the rain garden is established.

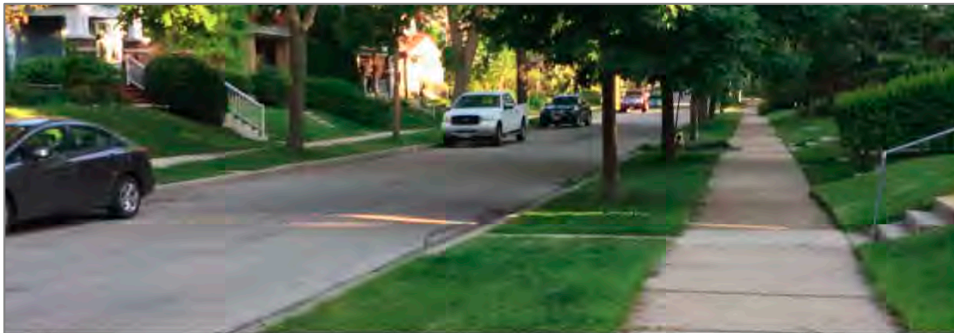
MAINTENANCE

SPRING	Thin crowded vegetation Add Milorganite® fertilizer and compost (early spring)
SUMMER	Watch your rain garden grow Add Milorganite® after blooming
FALL	Trim vegetation back
ANYTIME	Watch for and remove weeds before they bloom and go to seed

Rain gardens help reduce water pollution by collecting rain or melting snow from roofs, driveways, and yards, absorbing water into the ground naturally. Some people use only native plants in their rain gardens. Some homeowners use a combination of native and ornamental plants. It's up to you.

File Name: 4_RainGardens_MMSD.pdf

Village Village of Bayside, Wisconsin



RESPECT OUR WATERS

Yard Care

Use fertilizers and other chemicals with care!

There are many ways to care for your yard and garden without harming our freshwater resources. Changing the methods and the products you use are great ways to reduce the amount of stormwater pollution that runs off from your property.

Here are a few tips:

- If you typically apply fertilizer to your lawn, get a soil test first to determine what nutrients it really needs. This will save you money and will keep unused nutrients from flowing into the watershed where they can create algae blooms, lowered oxygen levels, and ammonia which is toxic to fish.
- If you apply fertilizer to your yard, keep in mind that fertilizer is most effective when used in the late spring (May-June) or mid-fall. Fertilizing too often or applying too early can result in the grass being unable to absorb the fertilizer.
- If you're looking for an alternative to the traditional fertilizers and pesticides, there are two common programs that are recommended – organic or reduced-risk. Find more information on these options on the Respect Our Waters website.
- Mulch leaves into your yard instead of raking them. Not only does this save time and energy, but it provides a layer of protection for your yard through the winter and provides nutrients in the spring.
- Use shredded yard waste such as grass clippings or leaves as a mulch cover for your garden beds to protect them during the winter and also start your gardening year off right with extra nutrients. Take care to always chop leaves before using them as mulch so that water can still reach the soil in the winter.
- If you are going to rake, be sure to bag up your leaves. Raking them into the street or the gutter will cause blockages in storm sewers and drains. Most municipalities have information on bagging and pickup schedules on their websites.

Quick tip!

If you apply pesticides, always read the instructions on the product. This will help you determine how much is recommended to use and whether the product should be diluted before use.

This information was brought to you by Southeastern Wisconsin Watersheds Trust, Inc. in accordance with WDNR NR.216

Get more information online at RespectOurWaters.org



**APPENDIX E YEAR 5 PUBLIC EDUCATION & OUTREACH
LITERATURE**



Coastal Permitting Factsheet

STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES

DATE CREATED: JUNE 2016

Factsheet for Landowners: Great Lakes Permitting for Placing Permanent Erosion Control Structures

The Great Lakes coast is a very dynamic environment. Water levels on Lake Michigan have been below average since the late 1990's. The recent increase in water levels raises the potential for shoreline erosion and bluff failure.

The Department understands landowner and municipality concerns about structures that may be at risk from bluff erosion on the Great Lakes and recognizes the large investments residents have in their homes. Shore protection projects are a significant investment and have the potential to impact neighboring properties. Landowners should be aware of considerations to invest wisely and protect the Great Lakes environment.

State law requires any material that is placed in the Great Lakes be authorized by the Department. Furthermore, additional State permits may also be needed to:

- Authorize earth-moving (grading) activities on the shoreline needed to stabilize the slope of a bank.
- Authorize removal of material below the Ordinary High Water Mark* (dredging), in order to properly install material to stabilize the base of the slope.

The Great Lakes near shore environment plays an important role for fish and wildlife habitat. The wave energy, longshore currents, and sediment dynamics combine to support beaches and to create unique environmental conditions characteristic of few freshwater ecosystems.

Erosion control must be done in a way to minimize the amount of lakebed fill and minimize impacts to near shore areas and adjacent shoreline properties. The Department reviews project proposals to balance the right of a property owner to protect their shoreline while ensuring that the cumulative impacts of filling lakebed are minimized.

Designing shore protection in the Great Lakes can be complex. Considerations include engineering analysis of water level changes, wave heights, and storm surges. In addition, geotechnical analysis of the lake bed contours, sediments, and potential impacts to neighboring properties should be considered.

*"Ordinary high water mark" or "OHWM" means the point on the bank or shore up to which the presence and action of water is so continuous as to leave a distinct mark either by erosion, destruction of terrestrial vegetation or other easily recognized characteristic.

The *type* of material used can impact longevity of a shore protection structure. Material should be large enough to be stable and should not crack and fragment. Demolition debris like cinder blocks, concrete rubble and dirt are not acceptable since they can break apart easily. Multi-faceted boulders with round surfaces can work well. Flat surfaces do not work well because they can bounce waves and undercut the bluff.

Proper installation is key. Dumping demolition debris from the top onto the bluff face may further destabilize the bluff. A safer way to place material near the bottom of the bluff is to keep weight away from the top edge by either creating an access road, using a crane, or a barge.

The Department encourages landowners to seek experienced coastal engineering professionals to assist with your project. Coastal engineering professionals have the expertise necessary to influence the success of a shoreline project, including:

- assessing the impacts of the planned project on adjacent properties,
- minimizing construction and maintenance costs,
- managing the performance and longevity of the project, and
- preparing state and federal permit applications.

An investment in the services of experienced professionals is the best way to ensure the long-term success of a shore protection project and minimize costs during ownership.

The Department has a permit application checklist for Great Lakes shoreline projects to assist you and the professional you choose in planning and designing your project so that your project can be reviewed efficiently through the permitting process.

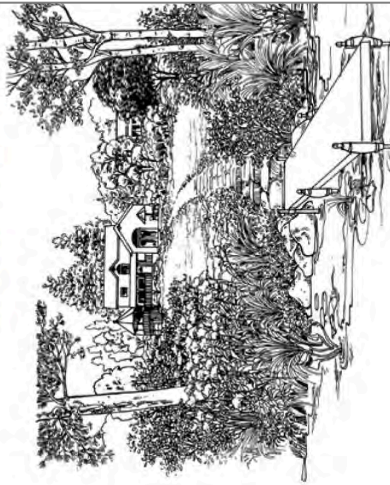
ADDITIONAL RESOURCES

LIVING ON THE COAST <http://aqua.wisc.edu/publications/ProductDetails.aspx?productID=439>
WORKING WITH CONTRACTORS <http://aqua.wisc.edu/publications/ProductDetails.aspx?ProductID=478>
STABILIZING COASTAL SLOPES <http://aqua.wisc.edu/publications/ProductDetails.aspx?ProductID=479>
TYPES OF SHORE STRUCTURES <http://coastal.ohiodnr.gov/shorestructures>
COASTAL DESIGN MANUAL <http://coastal.ohiodnr.gov/design>

Department of Natural Resources
Watershed Management, WT/3
101 South Webster Street
Box 7921
Madison, WI 53707-7921

Visit the Wisconsin DNR
on the Web at <http://www.dnr.wi.gov>
Information about applying for permits:
<http://dnr.wi.gov/topic/waterways>

What the LANDOWNER Needs to Know



CAN I REMODEL OR ADD TO MY EXISTING COTTAGE?

County permits are required for any work above ordinary maintenance such as painting. To find out if your project needs a permit or meets the standards, contact the county zoning office.

HOW DO I OBTAIN APPROVALS FOR MY PROJECT?

Before planning the project know and understand your county's shoreland zoning rules. Contact the local zoning office.

WHAT IF I SEE A PROJECT THAT MAY BE AFFECTING THE LAKE OR STREAM?

Promptly get the information to your local zoning administrator or DNR office so that the situation can be resolved before the project goes too far and damages property or the waterbody. When you call you will need to provide:

- An address, fire number, map or directions
- Description of the activity
- Name of the property owner

The zoning administrator can tell you if a violation has occurred and if so, what steps will be taken. Correcting a violation can be a lengthy process, especially if the landowner is unwilling to correct the problem voluntarily.

For more information find your local contact at:
<http://dnr.wi.gov/org/water/wm/dsfm/shore/county.htm>



There are many advantages to maintaining a natural shoreline. Trees and shrubs provide wildlife habitat, shade for fish and privacy for the landowner. They create a natural buffer that helps protect the water body from erosion and sedimentation when it rains. Manicured lawns, on the other hand, seldom provide this protection. If they are fertilized, heavy rains carry nutrients directly into the lake. The cumulative effect of many lawns along a lake shore will adversely affect water quality, fish, wildlife and esthetics.

CAN I FILL IN A LOW, SWAMPY AREA ON MY SHORELAND PROPERTY?

Wetlands merit special protection under shoreland zoning. They provide wildlife habitat, fish spawning grounds, and serve as a filter to prevent water pollution and help control flooding problems. Wetlands are seldom suitable as building sites because they flood frequently and can't adequately support roads or building foundations. A permit is needed to fill any area that is a wetland. If there is a practicable alternative to filling the wetland, the permit can almost never be granted.

CAN I PROTECT MY SHORELINE FROM EROSION?

Yes, there are many options for reasonable shoreline protection. Since this usually involves placing materials on the bed of a waterway, a permit from the DNR is necessary. Check with both your zoning administrator and the DNR for recommendations and permits.

October 2008 • Publ. WZ009

Wisconsin's lakes, streams and rivers are one of our state's greatest natural assets. As a waterfront property owner, a fisherman, a state park visitor, or even a walker along one of our renowned riverwalks, the impacts of development along these waterways can be seen. Wisconsin citizens value our clean water, our canoeable streams, and the natural scenic beauty of our wooded shoreline habitats. Every county in this state has a shoreland zoning ordinance that helps protect these valuable shoreland resources through a system of regulations that require permits for activities near the lakes and rivers.

Shoreland zoning regulations promote wise use of lands surrounding our lakes and streams. Protecting and enhancing our waters is so essential to our economy and way of life that Wisconsin was one of the first states to require shoreland zoning.

WHAT AREAS DOES THIS SHORELAND ZONING REGULATION APPLY?

- All land within 1000' of lakes, ponds, or flowages
- All lands within 300' of river or streams or the extent of the floodplain, whichever is greater
- All shoreland areas in unincorporated areas
- Only shoreland wetlands in cities or villages

SHORELAND ZONING REGULATES LAND USE AND CONSTRUCTION

Each county has adopted regulations that meet or exceed minimum state standards to protect water quality, natural scenic beauty, recreation, navigation, and fish and wildlife. These regulations include:

- Setbacks for structures from property lines and waterways.
- Minimum lot sizes and land division review.
- Restrictions on cutting of shoreline vegetation.
- Standards for earth moving activities.
- Protection for shoreland-wetlands.
- Regulation of septic system and wells.
- Restrictions on improvements to older structures or uses that don't meet the shoreland standards.

Although many waterfront properties haven't changed ownership over time, the development on those family-owned parcels has changed. In the past, the small cottages seemed to blend right into the surrounding landscape. Today's families are spending more time at the lake, have more outdoor gear and have changed that surrounding landscape. For the future, waterfront property owners are learning that the benefits of natural vegetation include more and better wildlife viewing, better fishing, and better water quality in that lake or river.



CAN I INSTALL A WALKWAY OR STAIRS TO ACCESS THE WATER?

Yes, most counties have some type of permitting system to allow reasonable access to the water. The permit process helps assure that projects are designed to reduce erosion during and after excavation. Generally, you'll be required to:

- Avoid sensitive areas like wetlands and steep slopes.
- Replant quickly.
- Keep runoff away from exposed areas.
- Provide a stable slope.
- Implement any erosion control measures specifically prescribed for your site.

CAN I BUILD A BOATHOUSE NEAR THE SHORELINE?

Each county has some regulation concerning boathouses that may limit where they can be placed or how large they can be. Talk to your local county zoning administrator to find out what specific regulations are in place in your county.

DO I NEED A PERMIT TO CUT VEGETATION ALONG THE SHORELINE?

Each county regulates vegetation removal. Some counties will require permits for clearing trees and brush and some will require a vegetation management plan to exceed certain limits.



Erosion Control for Home Builders

By controlling erosion, home builders help keep our lakes and streams clean.

Eroding construction sites are a leading cause of water quality problems in Wisconsin. For every acre under construction, about a dump truck and a half of soil washes into a nearby lake or stream unless the builder uses erosion controls. Problems caused by this sediment include:



Taxes

Cleaning up sediment in streets, sewers and ditches adds extra costs to local government budgets.

Lower property values

Neighboring property values are damaged when a lake or stream fills with sediment. Shallow areas encourage weed growth and create boating hazards.

Poor fishing

Muddy water drives away fish like northern pike that rely on sight to feed. As it settles, sediment smothers gravel beds where fish like smallmouth bass find food and lay their eggs. Soil particles in suspension can act like a sand blaster during a storm and damage fish gills.

Nuisance growth of weeds and algae

Sediment carries fertilizers that fuel algae and weed growth.

Dredging

The expense of dredging sediment from lakes, harbors and navigation channels is paid for by taxpayers.

This fact sheet includes the diagrams and step-by-step instructions needed by builders on most home sites. Additional controls may be needed for sites that have steep slopes, are adjacent to lakes and streams, receive a lot of runoff from adjacent land, or are larger than an acre.

If you need help developing an erosion control plan or training your staff, contact your local building inspection, zoning or erosion control office.

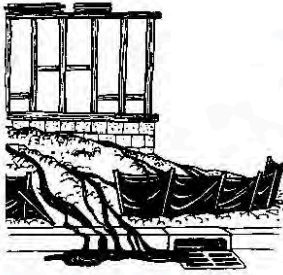
Controlling Erosion is Easy

Erosion control is important even for home sites of an acre or less. The materials needed are easy to find and relatively inexpensive – straw bales or silt fence, stakes, gravel, plastic tubes, and grass seed. Putting these materials to use is a straightforward process. Only a few controls are needed on most sites:

- Preserving existing trees and grass where possible to prevent erosion;
- Revegetating the site as soon as possible;
- Silt fence or straw bales to trap sediment on the downslope sides of the lot;
- Placing soil piles away from any roads or waterways;
- Diversions on upslope side and around stockpiles;
- Stone/rock access drive used by all vehicles to limit tracking of mud onto streets;
- Cleanup of sediment carried off-site by vehicles or storms; and
- Downspout extenders to prevent erosion from roof runoff.

GW0001 Erosion Control for Home Builders. Additional copies are available from Cooperative Extension Publications, 45 N. Charter St., Madison, WI 53715, 608/262-3346 (toll-free 877-947-7827) or Dept. of Commerce, P.O. Box 2509, Madison, WI 53701-2509, 608/267-4405.

EROSION CONTROL PRACTICES FOR HOME SITES



A poorly installed silt fence will not prevent soil erosion. Fabric must be buried in a trench and sections must overlap (see diagram on back of this fact sheet).

WARNING! Extra measures may be needed if your site:

- is within 300 feet of a stream or wetland;
- is within 1000 feet of a lake;
- is steep (slopes of 12% or more);
- receives runoff from 10,000 sq. ft. or more of adjacent land;
- has more than an acre of disturbed ground.

For information on appropriate measures for these sites, contact your local building inspection, zoning or erosion control office.

Straw Bale or Silt Fence

- Install within 24 hours of land disturbance.
- Install on downslope sides of site parallel to contour of the land.
- Extended ends upslope enough to allow water to pond behind fence.
- Bury eight inches of fabric in trench (see back page).
- Stake (two stakes per bale).
- Leave no gaps. Stuff straw between bales, overlap sections of silt fence, or twist ends of silt fence together.
- Inspect and repair once a week and after every ½-inch rain. Remove sediment if deposits reach half the fence height. Replace bales after three months.
- Maintain until a lawn is established.

Soil Piles

- Cover with plastic and locate away from any downslope street, driveway, stream, lake, wetland, ditch or drainageway.
- Temporary seed such as annual rye or winter wheat is recommended for topsoil piles.

Access Drive

- Install an access drive using two-to-three-inch aggregate prior to placing the first floor decking on foundation.
- Lay stone six inches deep and at least seven feet wide from the foundation to the street (or 50 feet if less).
- Use to prevent tracking mud onto the road by all vehicles.
- Maintain throughout construction.
- In clay soils, use of geotextile under the stone is recommended.

Sediment Cleanup

- By the end of each work day, sweep or scrape up soil tracked onto the road.
- By the end of the next work day after a storm, clean up soil washed off-site.

Sewer Inlet Protection

- Protect on-site storm sewer inlets with straw bales, silt fences or equivalent measures.
- Inspect, repair and remove sediment deposits after every storm.

Downspout Extenders

- Not required, but highly recommended.
- Install as soon as gutters and downspouts are completed to prevent erosion from roof runoff.
- Use plastic drainage pipe to route water to a grassed or paved area. Once a lawn is established, direct runoff to the lawn or other pervious areas.
- Maintain until a lawn is established.

Preserving Existing Vegetation

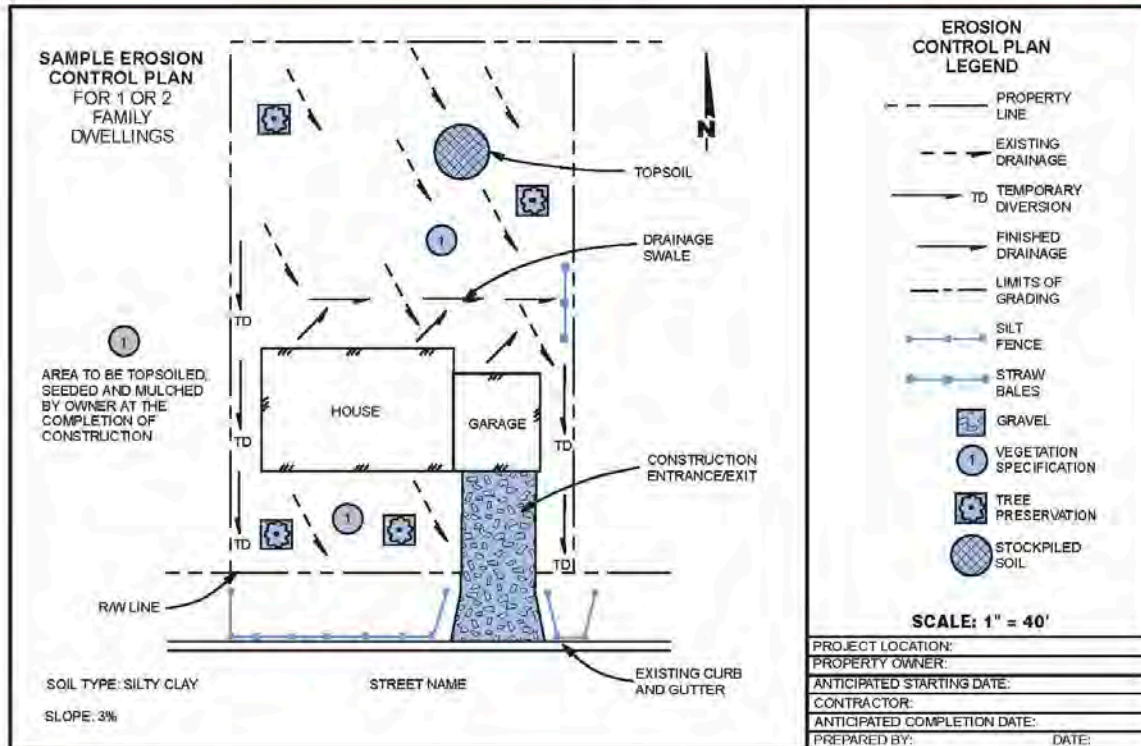
- Wherever possible, preserve existing trees, shrubs, and other vegetation.
- To prevent root damage, do not grade, place soil piles, or park vehicles near trees marked for preservation.
- Place plastic mesh or snow fence barriers around trees to protect the root area below their branches.

Revegetation

- Seed, sod or mulch bare soil as soon as possible. Vegetation is the most effective way to control erosion.

Seeding and Mulching

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Seed with an appropriate mix for the site (see table).
- Rake lightly to cover seed with ¼" of soil. Roll lightly.
- Mulch with straw (70-90 lb. or one bale per 1000 sq. ft.).
- Anchor mulch by punching into the soil, watering, or by using netting or other measures on steep slopes.
- Water gently every day or two to keep soil moist. Less watering is needed once grass is two inches tall.



Sodding

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Lightly water the soil.
- Lay sod. Tamp or roll lightly.
- On slopes, lay sod starting at the bottom and work toward the top. Laying in a brickwork pattern. Peg each piece down in several places.
- Initial watering should wet soil six inches deep (or until water stands one inch deep in a straight-sided container). Then water lightly every day or two to keep soil moist but not saturated for two weeks.
- Generally, the best times to sod and seed are early fall (Aug. 15-Sept. 15) or spring (May). If construction is completed after September 15, final seeding should be delayed. Sod may be laid until November 1. Temporary seed (such as rye or winter wheat) may be planted until October 15.

Mulch or matting may be applied after October 15, if weather permits. Straw bale or silt fences must be maintained until final seeding or sodding is completed in spring (by June 1).

Concrete Wash Water

- Dispose of concrete wash water in an area of soil away from surface waters where soil can act as a filter or evaporate the water. Dispose of remaining cement. Be aware that this water can kill vegetation.

De-Watering

- Dispose of de-watering water in a pervious area. Prevent the discharge of sediment from de-watering operations into storm sewers and surface waters.

Material Storage

- Manage chemicals, materials and other compounds to avoid contamination of runoff.

Typical Lawn Seed Mixtures

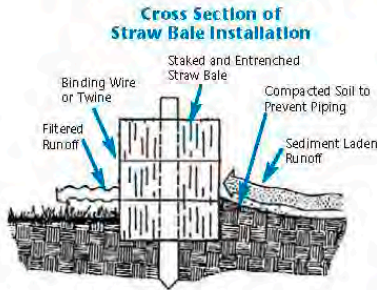
Grass	Percent by Weight	
	Sunny Site	Shady Site
Kentucky bluegrass	65%	15%
Fine fescue	20%	70%
Perennial ryegrass	15%	15%

Seeding rate 3-4 4-5 (lb./1000 sq. ft.)

Source: R.C. Newman, Lawn Establishment, UW Extension, 1988.

COMMONLY USED EROSION CONTROLS

Straw Bale Fences



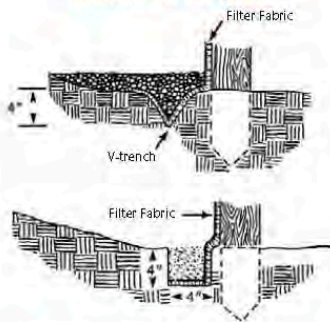
Source: Michigan Soil Erosion and Sedimentation Control Guidebook, 1975.

How to Install a Straw Bale Fence



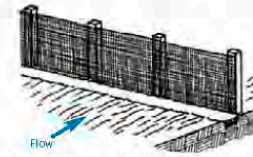
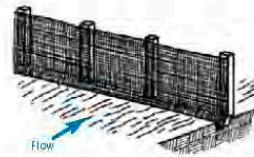
Silt Fences

Cross Sections of Trenches for Silt Fences



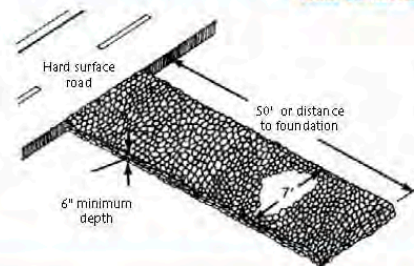
Sources: North Carolina Erosion and Sediment Control Planning and Design Manual, 1988.

How to Install a Silt Fence



Access Drive

How to Install an Access Drive



1. Install as soon as possible after start of grading.
2. Use two-to-three-inch aggregate stone.
3. Drive must be at least seven feet wide and 50 feet long or the distance to the foundation, whichever is less.
4. Replace as needed to maintain six-inch depth.



GWQ001 Erosion Control for Home Builders
 DNR WT-457-96
 R-1-00-10M-25-S

This publication is available from county UW-Extension offices or from Extension Publications, 630 W. Mifflin St., Madison, WI 53703. (608) 262-3346.

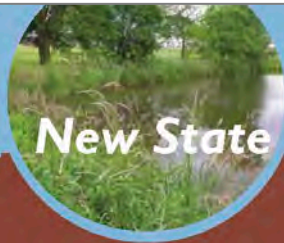
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Author: Carolyn Johnson, UW-Extension.

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Editing and design by the Environmental Resources Center, University of Wisconsin-Extension.





New State Storm Water Rules:

WHAT MUNICIPALITIES NEED TO KNOW

Storm Water Detention Ponds Site Safety & Design

Storm water detention ponds are widely used and are among the most effective storm water treatment practices. They remove pollutants by slowing the flow of rushing storm water and holding it long enough to allow sediment, nutrients and other pollutants to settle out. They can also help communities meet the “control measures” required by new federal and state regulations.

In addition to removing pollutants, many ponds are designed to create an aesthetic site amenity, wildlife habitat and/or a development focal point or recreational area. Inviting as they may look, However, storm water ponds can also pose hazards including strong currents during storm events, steep side slopes and drop-offs, unsafe winter ice and contaminated water and sediment. This fact sheet discusses the potential safety hazards that can be associated with detention ponds, and techniques to reduce the risk of such hazards.



Many communities with storm sewer systems are now required to obtain state permits before discharging storm water to streams and lakes. These permits are required by federal and state laws, and are administered by the Wisconsin Department of Natural Resources. The permit program has been phased in over time. Phase I mainly affected large communities such as Milwaukee and Madison. Phase II is now affecting many more communities.

Federal rules that require storm water permits are referred to as Phase I or Phase II rules. The state rule is found in Chapter NR 216 of the WI Administrative Code. This fact sheet refers specifically to Wisconsin’s NR 216 rule, but be aware that the “Phase II” term is often used to refer to required permit programs.

Communities must meet the requirements of six “minimum control measures.” These are:

- Post-construction runoff control
- Pollution prevention/Good housekeeping
- Public education and outreach
- Public participation and involvement
- Illicit discharge detection and elimination
- Construction site runoff control

Storm Water Detention Ponds Site Safety & Design

Typical Safety Concerns

Steep embankments

Steep embankments can make it difficult to climb out if someone is wading in the pond. Steep embankments can also be hazardous to maintenance staff, such as those operating lawnmowers, pruning or cleaning out inlet/outlet structures.

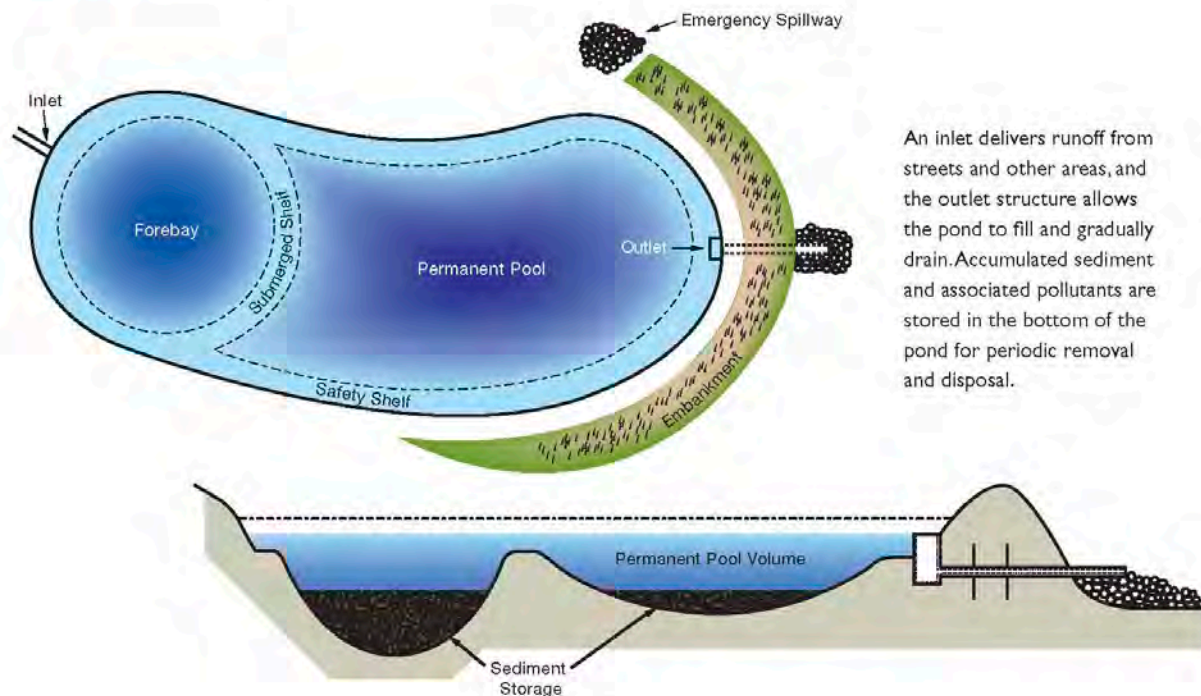
Inlet/Outlet structures

During large rainfall events, strong currents moving through inlet and outlet drains can be hazardous. Outlets that are open and unprotected by trash/safety racks pose a danger. Racks that are too close to the outlet do not sufficiently slow water velocity and could trap a person against them. Storm water ponds are also a collection point for debris of all types.

Unsafe sediment

A properly designed storm water pond protects our lakes and streams by holding runoff contaminants such as sediment and phosphorous. Storm water ponds located in commercial-industrial areas, or near transportation corridors, also concentrate heavy metals like chromium or lead and organic chemicals such as polyaromatic hydrocarbons (PAHs). These ponds can also accumulate enough phosphorus to support toxic algae blooms that can be life-threatening to pets and people.

FIGURE 1 General schematic of a detention pond.



File Name: 5_Ponds.pdf



Reducing Risks through Good Design

Reducing risks starts before preliminary designs are drawn up. Members of the design team must view public safety as an essential design objective. Design staff should review preliminary designs with the facility owner, municipality, state staff and parties responsible for long-term operation and maintenance, and modify as needed. Landscape architects can recommend ways to enhance appearance and improve safety.



Public education

Education of community members, maintenance staff and public officials is critical in reducing safety risks. Designers can fail to anticipate the amount of public use that will occur; especially when the pond is located near a park, playground or bike trail, and fail to provide adequate information and education. A complicating factor is that children and teens may be drawn to detention ponds.

“No Swimming” signs can warn of rapidly rising storm water runoff. Other signs can explain the purpose of the ponds and include a telephone number to call if citizens observe damage, outlet clogging or other problems. Education about possible hazards should include school children and teachers as well as property owner associations.

Pond access

Ponds are often located near parks, trails and other recreational settings, which can encourage the public to view the pond as an amenity, rather than a device treating polluted water. Discouraging people and pets from entering storm water ponds should be a primary design consideration.



Safety shelf

A safety shelf around the perimeter of the detention pond reduces the risk of someone falling into the permanent pool. Wetland plants on the safety shelf combined with shrubs and tall grasses on the slopes and an unmowed buffer around the pond will discourage wading and swimming. This approach can also create wildlife habitat and an attractive natural shoreline.

Outlets

Outlets pose particular risks and merit special attention. When feasible, place the outlet away from areas of heavy public use such as playgrounds, parks, and schools. Screen the outlet so that the public will not be drawn to it. Thick shrubs, grading techniques, and aesthetic fencing or railing can be used. Embankment side slopes and the rack itself should be sloped enough to allow a person to crawl away from the structure when the pond waters rise.

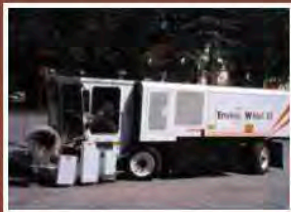


Fencing

Fencing is sometimes considered an additional safeguard at some sites. However, it can hamper mowing, collect debris and detract from the area’s open space. Fencing might discourage toddlers and other people from accessing ponds, but can be viewed as a worthy and exciting challenge to some children and older youth. If an accident does occur, the fence may hamper rescue efforts. Generally, fencing should not be necessary if other appropriate design practices are used.



Sweeping parking lots and streets can be part of a larger effort to keep pollutants out of streams and lakes.



Pollution Prevention: *Look at the Big Picture*

An effective storm water pollution prevention plan begins where debris and pollutants are washed into storm drains. Reducing pollutants before they enter the storm water system improves pond performance and lowers maintenance costs. An effective, storm water pollution prevention plan involves community members and governmental officials. Street sweeping, leaf collection, fertilizer and pesticide application restrictions, and commercial and industrial pollution prevention all serve to minimize health related hazards, and extend the service life of storm water detention ponds.

For more information on storm water pollution prevention, see the Wisconsin Department of Natural Resources runoff management website:

www.dnr.wi.gov/runoff/stormwater
or runoffinfo.uwex.edu

This publication is available from county UW-Extension offices, Cooperative Extension Publications 1-877-947-7827, and from DNR Service Centers.

Storm Water Detention Ponds Site Safety & Design

Written by David S. Liebl, Solid and Hazardous Waste Education Center (SHWEC), University of Wisconsin-Extension

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DNR PUB WT-849 2006



UWEX PUB GWQ 047
1-08-06-3M-25

**APPENDIX F PUBLIC EDUCATION & OUTREACH
TRACKING FORM**

Village of Bayside Tracking Spreadsheet (Public Education Materials)				
Date	Location/Address	Publication Name	Topic	Quantity Printed

Appendix 2



Public Involvement and Participation

**VILLAGE OF BAYSIDE, WI
MUNICIPAL OPERATIONS
WPDES Permit #WI-S061565-04**



MS4 COMPLIANCE MANUAL (CM) FOR:

PUBLIC INVOLVEMENT AND PARTICIPATION

CM Number: MS4-CM-2

Created June 2021

Prepared by:



Clark Dietz, Inc.
759 N. Milwaukee Street
Suite 624
Milwaukee, WI 53202

BACKGROUND

The Village of Bayside, along with the Villages of River Hills, Brown Deer, Fox Point, Whitefish Bay, Shorewood, and City of Glendale referred to as the North Shore Group, own and operate municipal separate storm sewer systems (MS4) that discharge to waters of the state. The North Shore Group has been issued a permit to discharge under the Wisconsin Pollutant Discharge Elimination Systems (WPDES Permit #WI-S061565-04) in accordance with s. 283.33, Wis. Stats., and subch. I. of NR 216, Wis. Adm. Code. State and Federal regulations require that MS4 operators shall develop and implement a program to ensure that municipal operations are performed in ways that will reduce contamination of stormwater discharges.

Per the State and Federal regulations, the program **must include** written documentation of maintenance activities, maintenance schedules, and long term inspection procedures for Best Management practices (BMPs) to reduce floatables and other pollutants discharged from the separate storm sewers. Specifically, the Village of Bayside, as part of the North Shore Group, WPDES permit requires the following for the Public Involvement and Participation portion of the permit:

II.C Public Involvement and Participation

The permittee shall implement a public involvement and participation program that provides opportunities for the public to effectively participate in the development, implementation, and modification of the permittee's storm water management program. The approach must include provisions for receiving and considering public comments on the following permit activities: annual reports, SWMP revisions, adoption of storm water related ordinances, and TMDL pollutant load reduction benchmark development. The permittee shall also identify delivery mechanism and target participants associated with each permit activity. Delivery mechanisms may include public workshop, presentation of storm water information, government event (public hearing, council meeting, etc.) citizen committee meeting, or website.

Failure to implement the state regulations cited above in Part II.C will result in the Village of Bayside being found in non-compliance with the North Shore Group's WPDES stormwater permit. An accepted practice for establishing written documentation of maintenance activities is through the use of Compliance Manuals, or CMs. This CM has been prepared and issued for Public Involvement and Participation and has been named Village of Bayside CM No. MS4-CM-2.

INTRODUCTION

Objective: This Compliance Manual (CM) prescribes the procedures to be used when performing Public Involvement and Participation activities in the Village of BaysideMS4 area as follows:

- Provide background to the Village staff regarding permit requirements for Public Involvement and Participation.
- Provide procedures to the Village staff for implementing and maintaining a Public Involvement and Participation Program.
- Provide tools for tracking and documenting efforts towards achieving the goals for Public Involvement and Participation.
- Create general acceptance of Stormwater Regulations throughout the Village.

Applicable/Responsible Personnel: All Village staff performing and managing activities related to Public Involvement and Participation in the Village of Bayside. See the Contact Information on page three (3) of this document for specific Village personnel responsible for the Public Involvement and Participation program.

Previous Policy and Procedures Canceled/Superseded: MS4 program procedures governing Public Involvement and Participation that were in use at the time of the effective date of this CM.

POLICY

The Village of Bayside will maintain a Public Involvement and Participation Program for the purpose of reducing floatables and other pollutants from the Village's separate storm sewers and conveyance systems. This CM will identify the components of the program that address the WPDES permit requirements. Each component will address procedures and record keeping and reporting methods and requirements. Each section requires identification of a person(s) responsible for overseeing the program and ensuring that all permit requirements are being met and are able to provide the necessary documentation to the WDNR as requested, or on the MS4 annual report. The program components will be assessed annually to determine if any modifications need to be made in order to improve efficiencies and/or to meet all permit requirements.

PROCEDURES

1. Public Notices

The Village will continue to provide public notices for all public meetings through the Village website, newsletter, and other media.

2. Village Website

The Village will continue to post information on their website relating to the stormwater program. This will include, but is not limited to, the Stormwater Management Plan and the MS4 Annual Report. Additionally, all ordinances will continue to be available on the Village website.

3. Public Meetings

The Village will continue to provide an opportunity for public comments and questions relating to the Village's stormwater program during regularly scheduled council meetings. This will include, but is not limited to, any stormwater ordinance updates, updates to the Stormwater Management Plan, and the MS4 Annual Report. The Village will continue to hold an annual meeting to approve the MS4 annual report and to update Village officials, residents, regulatory agencies, local contractors, and interested stakeholders on progress of the Village's stormwater program.

PLAN IMPLEMENTATION

The Village has a Public Involvement and Participation plan implementation method in place, consisting of:

- a. Designation of the person(s) responsible for the plan implementation
- b. An annual evaluation of events supporting public involvement and participation.

REPORTING & RECORD KEEPING

The Village has a procedure to document the Public Involvement and Participation plan. The Village evaluates and assesses the effectiveness of the program annually, during the permit term. The program documentation consists of the following:

- a. Maintain record of public notices for all public meetings held relating to stormwater issues.
- b. Identification and description of any specific stormwater related issues identified by the Village throughout the calendar year. If specific issues arise throughout the year, the Village will incorporate those known issues into Public Involvement events.
- c. Tracking documents will be kept at the Department of Public Works and provided to the WDNR at the time of the MS4 Annual Report, or as requested.

CONTACT INFORMATION

The Village of Bayside has identified the person(s) responsible for overseeing the Public Involvement and Participation Program as outline in this CM. The Village Staff identified below is responsible for ensuring that all permit requirements are being met and necessary documentation is being maintained to conduct a program evaluation and to complete the MS4 Annual Report.

NAME	TITLE	PHONE	EMAIL
Leah Hofer	Assistant to the Village Manager	(414) 206-3914	lhofer@baysidewi.gov

MODIFICATIONS

Any changes to this CM shall be documented in the table below. If a change to the CM occurs, the updated CM shall be submitted to the WDNR with the MS4 Annual Report.

DATE	DESCRIPTION	NAME

CM APPROVAL/ADOPTION

This CM has been approved and adopted by the following individuals and is effective immediately:

Leah Hofer
Assistant to Village Manager
Village of Bayside

Date

Village of Bayside Tracking Spreadsheet (Public Involvement & Participation)			
Date	Delivery Mechanism	Topics	Target Participants

Appendix 3



Illicit Discharge, Detection, and Elimination

Compliance Manual for Illicit Discharge Detection and Elimination (IDDE)



Village of Bayside, WI
9075 N Regent Rd
Bayside, WI 53217

Adopted _____ 2023

Prepared by:



Clark Dietz, Inc.
759 N. Milwaukee Street
Suite 624
Milwaukee, WI 53202

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Section 1: Overview

1.1 Introduction

The Village of Bayside, WI is one of several communities in Milwaukee County that own and operate municipal separate storm sewer systems that discharge to waters of the state of Wisconsin. The other communities include: The Villages of Brown Deer, Fox Point, River Hills, Whitefish Bay, Shorewood and City of Glendale. These seven communities, referred to as the North Shore Group, have joined together to ensure their part in restoring and maintaining the integrity of Wisconsin waters through pollution prevention and stormwater management.

The State of Wisconsin Department of Natural Resources (WDNR) has issued the North Shore Group a permit to discharge stormwater from all portions of the Municipal Separate Storm Sewer Systems (MS4) under the Wisconsin Pollutant Discharge Elimination Systems (WPDES Permit No. WI-S061565-03). This WPDES permit regulates discharges from the North Shore Group's MS4 in accordance with s. 283.33, Wis. Stats., and subch. I. of NR 216, Wis. Adm. Code.

The North Shore Group Permit requires that each community address each of the following:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination (IDDE)
4. Construction Site Pollutant Control
5. Post-Construction Stormwater Management
6. Pollution Prevention
7. Stormwater Quality Management
8. Storm Sewer Systems Map

The Compliance Manual (CM) for Illicit Discharge Detection and Elimination (IDDE) has been developed by the Village of Bayside to address the requirements of the North Shore Group WPDES Permit. See Appendix C for Part III.A of the WPDES permit that addresses requirements for the Village's Illicit Discharge Detection and Elimination program.

1.2 Background and Definitions

The Village of Bayside storm drainage system discharges to the Milwaukee River, Fish Creek, and Lake Michigan. In addition to stormwater runoff, the storm drainage system connected to each of these outfalls has the potential to carry other discharges introduced to the stormwater drainage system such as sanitary sewage, waste oil, industrial waste, and other substances that may harm downstream water quality. The term "illicit discharge" is generally used to refer to any discharge to a storm drainage system that is not composed entirely of stormwater, except those discharges allowed by an ordinance or permit.

The Center for Watershed Protection (CWP) has published a manual titled *Illicit Discharge Detection and Elimination, A Guidance Manual for Program Development and Technical Assessments* (October 2004).

This document, referred to as the “CWP Guide”, uses a four-part definition for illicit discharges, including the following:

1. Illicit discharges have a measurable flow during dry weather containing pollutants and/or pathogens. Storm drains having measurable flow but no pollutants are simply considered a discharge.
2. Illicit discharges have a unique frequency, composition, and mode of entry in the storm drainage system.
3. Illicit discharges may be caused when the sewage disposal system interacts with the storm drainage system through illegal cross connections or other sources.
4. Illicit discharges may be produced from specific source areas and operations known as “generating sites.” An understanding of the interaction between these potential generating sites and the storm drainage system can be helpful in locating and preventing illicit discharges.

The North Shore Group WPDES Permit and the Village of Bayside Title 6 Public Works Ordinance, Sec. 6.5.13 Illicit Discharges and Unauthorized Connections, prohibit any person from discharging, spilling or dumping “substances or materials which are not entirely composed of stormwater into receiving bodies of water, storm sewers or drainage facilities, or onto driveways, sidewalks, parking lots or other ways that discharge into the drainage system.”

Several exceptions are in place, so long as they do not adversely impact the stormwater:

1. Discharges authorized by a permit issued by the Wisconsin Department of Natural Resources;
2. Discharges resulting from firefighting activities;
3. Discharges in compliance with construction site erosion controls or stormwater management regulations applicable to already developed or currently vacant property;
4. Discharges from uncontaminated groundwater, potable water source, roof drains, foundation drain and sump pump, air-conditioning condensation, springs, lawn watering or irrigation, individual residential car washing, watermain and hydrant flushing, and swimming pools if the water has been dechlorinated.

Modes of Entry

The CWP Guide describes potential direct and indirect modes of entry for illicit discharges to the storm drainage system. Direct entry means the discharge is directly connected to the storm drain through a sewage pipe, shop drain, or other kinds of pipe. Indirect entry means that flow generated outside the storm drainage system enter through storm drain inlets or by infiltrating through the joints of the pipe.

Primary sources of direct entry include the following:

1. Sewage cross connections.
2. Straight pipe connections – straight pipe connections refer to small diameter (typically) pipes that intentionally bypass the sanitary connection or septic drain fields, producing direct discharge to open channels, streams, lakes, or other water resources.
3. Industrial and commercial cross connections – These occur when industrial or commercial wash water, process water, or other illicit flows enter the storm drainage system, typically through floor drains connected to systems improperly connected to the storm drainage system. These are most prevalent in older industrial areas.

Primary sources of indirect entry to the storm drainage system include the following:

1. Groundwater seepage – Groundwater seepage usually consists of relatively clean water but can mask other illicit discharges. For example, groundwater seepage may include diluted sewage if the storm and sanitary sewer systems are close together.
2. Spills – These may occur when a spill travels across an impervious surface and enters a storm drain inlet.
3. Dumping liquid into a storm drain inlet – This occurs when liquid wastes such as oil, grease, paint, solvents, and various automotive fluids are dumped into the storm drain. One example of an intermittent discharge of this type is cleaning deep fryers in the parking lot of fast food operations.
4. Outdoor washing activities – This may or may not produce illicit discharges, depending on the nature of the activity. Routine washing of fueling or outdoor storage areas, power washing of parking lots, and cleaning construction equipment outdoors are examples of activities that may produce illicit discharges.

Land Use and Generating Sites

Experience in other communities indicates that land use can be a good predictor of the likelihood of illicit discharges. For example, residential areas may be sources of indirect discharges from activities such as waste oil dumping, or car washing. Commercial areas are the most prominent sources of discharges from outdoor washing, disposal of food wastes, car fueling, repair, washing, and other activities. Figure 1, an excerpt from the CWP Guide, provides an overview of common discharges from various land use types. It should be noted that WDNR regulations exempt some of the activities listed in this table, such as individual residential car washing.

Land Use	Generating Site	Activity that Produces Discharge
Residential	<ul style="list-style-type: none"> • Apartments • Multi-family • Single Family Detached 	<ul style="list-style-type: none"> • Car Washing • Driveway Cleaning • Dumping/Spills (e.g., leaf litter and RV/boat holding tank effluent) • Equipment Washdowns • Lawn/Landscape Watering • Septic System Maintenance • Swimming Pool Discharges
Commercial	<ul style="list-style-type: none"> • Campgrounds/RV parks • Car Dealers/Rental Car Companies • Car Washes • Commercial Laundry/Dry Cleaning • Gas Stations/Auto Repair Shops • Marinas • Nurseries and Garden Centers • Oil Change Shops • Restaurants • Swimming Pools 	<ul style="list-style-type: none"> • Building Maintenance (power washing) • Dumping/Spills • Landscaping/Grounds Care (irrigation) • Outdoor Fluid Storage • Parking Lot Maintenance (power washing) • Vehicle Fueling • Vehicle Maintenance/Repair • Vehicle Washing • Washdown of greasy equipment and grease traps
Industrial	<ul style="list-style-type: none"> • Auto recyclers • Beverages and brewing • Construction vehicle washouts • Distribution centers • Food processing • Garbage truck washouts • Marinas, boat building and repair • Metal plating operations • Paper and wood products • Petroleum storage and refining • Printing 	<ul style="list-style-type: none"> • All commercial activities • Industrial process water or rinse water • Loading and un-loading area washdowns • Outdoor material storage (fluids)
Institutional	<ul style="list-style-type: none"> • Cemeteries • Churches • Corporate Campuses • Hospitals • Schools and Universities 	<ul style="list-style-type: none"> • Building Maintenance (e.g., power washing) • Dumping/Spills • Landscaping/Grounds Care (irrigation) • Parking Lot Maintenance (power washing) • Vehicle Washing
Municipal	<ul style="list-style-type: none"> • Airports • Landfills • Maintenance Depots • Municipal Fleet Storage Areas • Ports • Public Works Yards • Streets and Highways 	<ul style="list-style-type: none"> • Building Maintenance (power washing) • Dumping/Spills • Landscaping/Grounds Care (irrigation) • Outdoor Fluid Storage • Parking Lot Maintenance (power washing) • Road Maintenance • Spill Prevention/Response • Vehicle Fueling • Vehicle Maintenance/Repair • Vehicle Washing

Figure 1. Land Uses, Generating Sites and Activities that Produce Indirect Discharges

Regulatory Requirements

In recognition of the potentially harmful impacts of illicit discharges, WNDR has identified development of an Illicit Discharge Detection and Elimination (IDDE) program as a condition of the Village's Stormwater Discharge Permit. Specific program requirements are included in Part II, Section D of the WPDES Municipal Separate Storm Sewer System Permit No. WI-S061565-04 (included in Appendix C). The WPDES permit requires the following for the Illicit Discharge Detection and Elimination portion of the permit:

II.D Illicit Discharge Detection and Elimination

Each municipality shall continue to implement a program to detect, remove, and eliminate illicit connections and discharges to the municipal separate storm sewer system. The program must include:

1. **Ordinance:** An ordinance or other regulatory mechanism, at a minimum, to:
 - a. Prohibit illicit discharge, spilling or dumping of non-storm water substances or material into the permittee's MS4 or waters of the state.
 - b. Identify non-storm water discharges or flows that are not considered illicit discharges. Non-storm water discharges that are not considered illicit discharges including water line flushing, landscape irrigation, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, firefighting, and discharges authorized under a WPDES permit unless identified by the permittee as significant source of pollutants to waters of the state.
 - c. Establish inspection and enforcement authority.
 - d. The ordinance shall be updated no later than November 30, 2021. If after November 30, 2021, the permittee becomes aware the ordinance is out of date, the permittee shall update the ordinance within 3 months.
2. **Dry Weather Outfall Screening:** A written IDDE field screening procedure. At a minimum, the procedure must include:
 - a. The name, title, and phone number of the individual(s) responsible for field screening activities.
 - b. Field screening during dry weather periods (72 hours after measurable rainfall) at the MS4 outfalls.
 - i. Location. Screening locations shall be selected by the following criteria:
 1. All major outfalls which showed no indication of illicit discharges during the previous permit term. Annually, at least 20 percent of such major outfalls shall be screened, on a rolling basis, such that at the end of the permit term all major outfalls which showed no indication of illicit discharges during the previous permit term have been screened.
 2. All major outfalls which showed evidence of illicit discharges or exceeded a parameter action level during the last two

samplings under the preceding permit term shall be evaluated at a minimum one time per year.

3. All other outfalls regardless of size, which have been identified as a priority screening location. Each permittee shall develop a prioritization structure begin inspecting priority outfalls by May 1, 2022. At least 20 percent of such priority outfalls shall be screened annually.
 - ii. Visual Observation. A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, trash, flow rate, condition of conveyance system or outfall, and any other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping shall be completed for each outfall visited.
 - iii. Field Analysis. If flow is observed, a field analysis must be conducted to determine the cause of the dry weather flow. The field analysis shall include sampling for pH, total chlorine, total copper, total phenol, and detergents unless the permittee elects to use alternative indicator parameters such as ammonia, potassium, and fluoride. Other alternative indicator parameters may be authorized by the Department in writing. Where appropriate, pollutant parameter action levels identified by the permittee must be considered. Field analysis procedures shall describe when other investigation methods such as dye testing or televising will be used.
 - iv. Pollutant parameter action levels that will be used as part of the field screening and analysis under Section II. D. 2. b) (3). The action levels will identify concentrations for identified pollutants that, if exceeded, will require further investigation, which may include laboratory analysis, to identify the source the illicit discharge.
 - v. Laboratory Analysis. If general observations and field screening indicate the presence of a suspected illicit discharge and the source or cause of the illicit discharge cannot be determined through other investigatory methods, the permittee shall collect a water quality sample for laboratory analysis for ongoing discharges. The water quality sample must be analyzed for pollutant parameters or identifiers which will aid in the determination of the sources of the illicit discharge.
 - c. Documentation. Visual observation and field screening results shall be recorded for each outfall and kept for 5 years. A summary of results shall be included with the annual report.
3. **Investigation and Elimination Procedures.** The permittee shall have written procedures for investigating and responding to known or suspected illicit discharges. Procedures must be developed for all of the following:
- a. The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills.
 - b. Immediately investigating portions of the municipal separate storm sewer system that, based on the results of visual observation, field screening,

- laboratory analysis, or other relevant information, such as a complaint or referral, indicates a reasonable potential for containing illicit discharges.
- c. Responding to spills that discharge into and/or from the MS4 including tracking the source of the spill if unknown.
 - d. Preventing and containing spills that may discharge into or are already within the MS4.
 - e. Immediately notifying the Department in accordance with ch. NR 706, Wis. Adm. Code, if the permittee identifies a spill or release of a hazardous substance, which results in the discharge of pollutants into waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The permittee shall cooperate with Department in efforts to investigate and prevent such discharges from polluting waters of the state.
 - f. Elimination of the illicit discharge as soon as practicable.
 - i. Once the source of an illicit discharge is determined, the permittee must take appropriate action to seek to eliminate the illicit discharges within 30 days. This includes an initial evaluation of the feasibility to eliminate the discharge within 30 days. The permittee shall contact the Department if the illicit discharge cannot be eliminated in the 30-day time period.
 - ii. If the permittee determines the elimination of the illicit discharge will take more than 30 days due to technical, logistical or other reasonable issues, the permittee must develop and implement an illicit discharge elimination plan to remove the illicit discharge in an expeditious manner. The elimination plan must be submitted to the Department within 45 days of determining the source of an illicit discharge. In lieu of developing and implementing an individual elimination plan for common types of illicit discharges, the permittee may document and implement response procedures, a response plan, or similar document. The action plan, response procedures, response plan or similar document must include a timeframe for elimination of the illicit discharge as soon as practicable.
 - g. Elimination of any leakage or discharge from sanitary conveyance systems into the MS4 as required in s. NR 216.07 (3) (h), Wis. Adm. Code.
 - h. Providing the Department with advance notice of the time and location of dye testing within a MS4.
 - i. Notification of adjacent municipality. In the case of an illicit discharge that originates from the municipality's permitted area and discharges directly to a storm sewer system or property under the jurisdiction the adjacent municipality, the first municipality shall notify the affected municipality within one working day.
 - j. Documentation. The permittee shall maintain a system for documenting complaints, referrals, and any actions taken to investigate or eliminate an illicit discharge. A summary of illicit discharge activities for each year shall be included in the annual report.

4. **Enforcement Response.** Include documentation in an enforcement response plan or similar document, by April 30, 2023, a description of the enforcement response procedures the permittee implements when an illicit discharge investigation identifies a responsible party.
5. **Training:** All staff responsible for implementation of the IDDE program shall receive training at least once per permit term. This includes office staff, field staff, and emergency response staff.

III.A.4 FECAL COLIFORM REDUCTION EFFORTS:

- a) Each permittee shall develop an action benchmark for bacteria for their Illicit Discharge Screening program as described in Section II. D. 2. b) 4 by May 1, 2022.
- b) Fecal Coliform Inventory: By April 30, 2024, the permittee shall develop and submit to the Department an inventory of fecal coliform sources and a map indicating the locations of the potential sources of fecal coliform entering the MS4. The inventory shall be in tabular format and include a label code, location, description, and ownership of the source. The map shall identify the location of the sources by label code. The inventory shall consider flow variation in its identification of sources. The inventory and map shall include the following sources:
 - (1) Known or suspected leaking or failing septic systems
 - (2) Sanitary sewer overflow locations
 - (3) Livestock and domesticated animals housed or raised within the MS4 permitted area and discharging into the MS4, but not including household pets
 - (4) Zoos, kennels, animal breeders, pet stores, and dog training facilities
 - (5) Waste hauling, storage, and transfer facilities
 - (6) Areas that attract congregations of nuisance urban birds and wildlife
 - (7) Known or suspected properties with inadequate food or organic waste handling or storage
 - (8) Composting sites or facilities
 - (9) Known or suspected areas with improper human sanitation use
 - (10) Any other source that the permittee identifies as discharging to the MS4
- c) By October 31, 2025, the permittee shall develop and submit to the Department a fecal coliform source elimination plan. The plan shall include:
 - (1) Prioritization of source removal with and explanation of the prioritization criteria. Prioritization criteria shall include, at a minimum, fecal coliform source, exposure risk, ease of removal, and cost.
 - (2) A description of the type and extent BMPs to be employed to address each source.
 - (3) A cost estimate of BMP implementation, operation, and maintenance.
 - (4) A schedule for implementation of the bacteria elimination plan that reflects expeditious reduction with specific actions or benchmarks identified to be implemented during the next permit term.
 - (5) BMPs identified may be structural, non-structural, targeted outreach, new or revised ordinances, new design criteria, or new plan review considerations, but the plan shall include rationale for using each BMP, the reasons selection of each BMP, and the expected result of BMP implementation.

1.3 Receiving Waters and Impairments

Section 303(d) of the Clean Water Act requires each state to assess and publish a list of impaired waters every two years. The information from Table 1 is derived from the 2020 Wisconsin DNR Impaired Waters List. Impaired waters do not meet water quality standards and may not support recreation or public health and welfare.

Waterbody Name	Pollutant	Probable Source Contributing to Pollutant
Indian Creek	Chloride	Road Salt
	Metals	Contaminated Sediments, Industrial Point Source Discharge
	Total Phosphorus	Discharges from MS4, Non-Point Source (Urban)
	Sediment/Total Suspended Solids	Discharges from MS4, Non-Point Source (Urban)
Fish Creek	Chloride	Road salt
	Total Phosphorus	Discharges from MS4, Non-Point Source (Urban)
Fish Creek Beach (Lake Michigan)	E. Coli	Source Unknown

Table 1. 2020 Wisconsin DNR Impaired Waters List

Indian Creek, Fish Creek, and Fish Creek Beach are listed on the 2020 303(d) list of impaired waterbodies. Indian Creek is listed for Chloride, metals, and phosphorous. Fish Creek is listed for chloride, and phosphorous. And Fish Creek Beach is listed for E. Coli. Each of these pollutants are defined below.

E. Coli

E. coli is a bacteria present in the feces of warm-blooded animals. E. coli in surface waters indicates the presence of pathogens that can cause illness in humans.

Metals

Heavy metals, such as zinc, nickel copper and lead when dissolved in surface waters can have harmful effects on aquatic life. When dissolved, metals can interfere with the bodily functions of fish and aquatic insects.

Total Phosphorus

Phosphorus promotes plant growth. Excessive phosphorous can cause an excess of algae blooms which affect the amount of oxygen in the water and decrease light penetration.

Chloride

Chloride in fresh water occurs naturally, however, recent increases in chloride concentrations are attributed to human activities, such as road salt, sewage contaminates and water softeners.

Sediment/Total Suspended Solids

Sediment is made up of loose particles of sand, silt and clay. While it is a natural part of rivers and streams, in excess amounts, sediment can cloud the waters and its tributaries, harming wildlife. Sources of sediment include eroding land, streambanks, and shorelines.

1.4 Objective

The primary goal of the stormwater permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the stormwater runoff.

This CM will:

1. Provide regulatory and technical background regarding illicit discharges;
2. Identify and describe Village owned outfall locations;
3. Outline procedures for visual inspections and field screening of outfalls;
4. Outline procedures for responding to known or suspected illicit discharges;

1.5 Illicit Discharge Detection and Elimination Team

The Illicit Discharge Detection and Elimination team is responsible for developing, implementing, maintaining, and revising the Guidelines and Compliance Manual. The members of the team are familiar with the management and operations of the Village of Bayside's procedures

The member(s) of the team and their responsibilities are as follows:

Chief: Leah Hofer **Title:** Assistant to the Village Manager

Phone: 414-206-3914

Responsibilities: Implementing and maintaining program, record keeping, submitting reports, conducting inspections, conducting the annual compliance evaluation, signing and submitting the required certifications, point-of-contact for regulatory officials.

Leader: _____ **Title:** _____

Phone: _____

Responsibilities: Implementing and maintaining program, record keeping, conducting inspections, employee training, daily onsite housekeeping.

1.6 Compliance Manual for Illicit Discharge Detection and Elimination Certification

Operator: Village of Bayside

Operator Address: 9075 N Regent Rd
Bayside, WI 53217

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.

Name: Leah Hofer Title: Assistant to the Village Manager

Signature: _____ Date: _____

Section 2: Outfall Screening

2.1 Outfall Locations

Based on the WPDES Permit language, an outfall is defined as, “the point at which stormwater is discharged to waters of the state or leaves one municipality and enters another.” The Village of Bayside MS4 area discharges into the Indian Creek, Fish Creek, and Lake Michigan. Table 2 outlines all major and priority outfalls located in Village’s MS4 area. See Figure 2 for a map showing all outfall locations. Note only outfall IC-2 has been determined to be a major outfall requiring screening.

Outfall Classification

The outfalls throughout the Village have been classified as either major or minor, as well as if it is a priority outfall. This determination has been made based on the following criteria:

1. Major Outfall means a municipal separate storm sewer outfall that meets one of the following criteria:
 - a. A single pipe with an inside diameter of 36 inches or more or equivalent conveyance (cross sectional area of 1,018 square inches) which is associated with a drainage area of more than 50 acres.
 - b. A municipal separate storm sewer system that receives storm water runoff from lands zoned for industrial activity that is associated with a drainage area of more than 2 acres or from other lands with 2 or more acres of industrial activity, but not land zoned for industrial activity that does not have any industrial activity present.
2. Priority outfalls can be either major or minor outfalls that have a higher potential for illicit discharges. Contributing drainage area characteristics or land uses that should be considered when selecting priority outfalls include:
 - a. History of known or suspected illicit discharges reported within the last five (5) years.
 - b. Section of storm sewer and/or sanitary sewer infrastructure that have exceeded or are approaching their design/useful life.
 - c. Contributing drainage areas with 80 or more percent impervious.
 - d. Business or industrial parks with frequent changes in property ownership or operations.
 - e. Schools or other institutional facilities.
 - f. Commercial or industrial operations that generate wastewater or wash water including food processing, metal plating or machining shops, auto and scrap recyclers, commercial car washes and chemical manufacturers or users.

*Compliance Manual for Illicit Discharge Detection and Elimination
Village of Bayside, WI*

ID	Size (in.)	Type	Priority	Inspect	Basin	Drainage Area (Acres)	Discharge Location
FC-1	60	Minor	N	N	Fish Creek	3	1030 W Ravine Ln
FC-2	18	Minor	N	N	Fish Creek	11	935 W Jonathan Ln
FC-3	18	Minor	N	N	Fish Creek	11	867 W Jonathan Ln
FC-4	18	Minor	N	N	Fish Creek	10	9515 N Wakefield Ct
FC-5	18	Minor	N	N	Fish Creek	47	700 W Laramie Ln
FC-6	42	Minor	Y	Y	Fish Creek	45	N Broadmoor SE Corner of Bridge structure
FC-7	18	Minor	N	N	Fish Creek	17	9484 N Broadmoor Rd
FC-8	18	Minor	N	N	Fish Creek	9	9328 N Broadmoor Rd
FC-9	18	Minor	N	N	Fish Creek	15	9397 N Fairway Cir
FC-10	18	Minor	N	N	Fish Creek	23	9470 N Fairway Dr
FC-11	24	Minor	N	N	Fish Creek	32	9540 N Regent Rd
FC-12	18	Minor	N	N	Fish Creek	21	850 E Baypoint Rd
FC-13	18	Minor	N	N	Fish Creek	12	910 E Donges Ln
IC-1	Ditch	Minor	N	N	Indian Creek	59	SW Brown Deer and Seneca
IC-2	72	Major	N	Y	Indian Creek	300	8511 N Pelham Pkwy
LM-1	18	Minor	N	N	Lake Michigan	19	9150 N Bayside Dr
LM-2	18	Minor	N	N	Lake Michigan	9	1400 E Fairy Chasm Rd
LM-3	36	Minor	N	N	Lake Michigan	24	1451 E Standish Pl
LM-4	18	Minor	N	N	Lake Michigan	5	1434 E Brown Deer Rd

Table 2. Village of Bayside Major & Priority Outfall Locations

IDDE Outfall Map

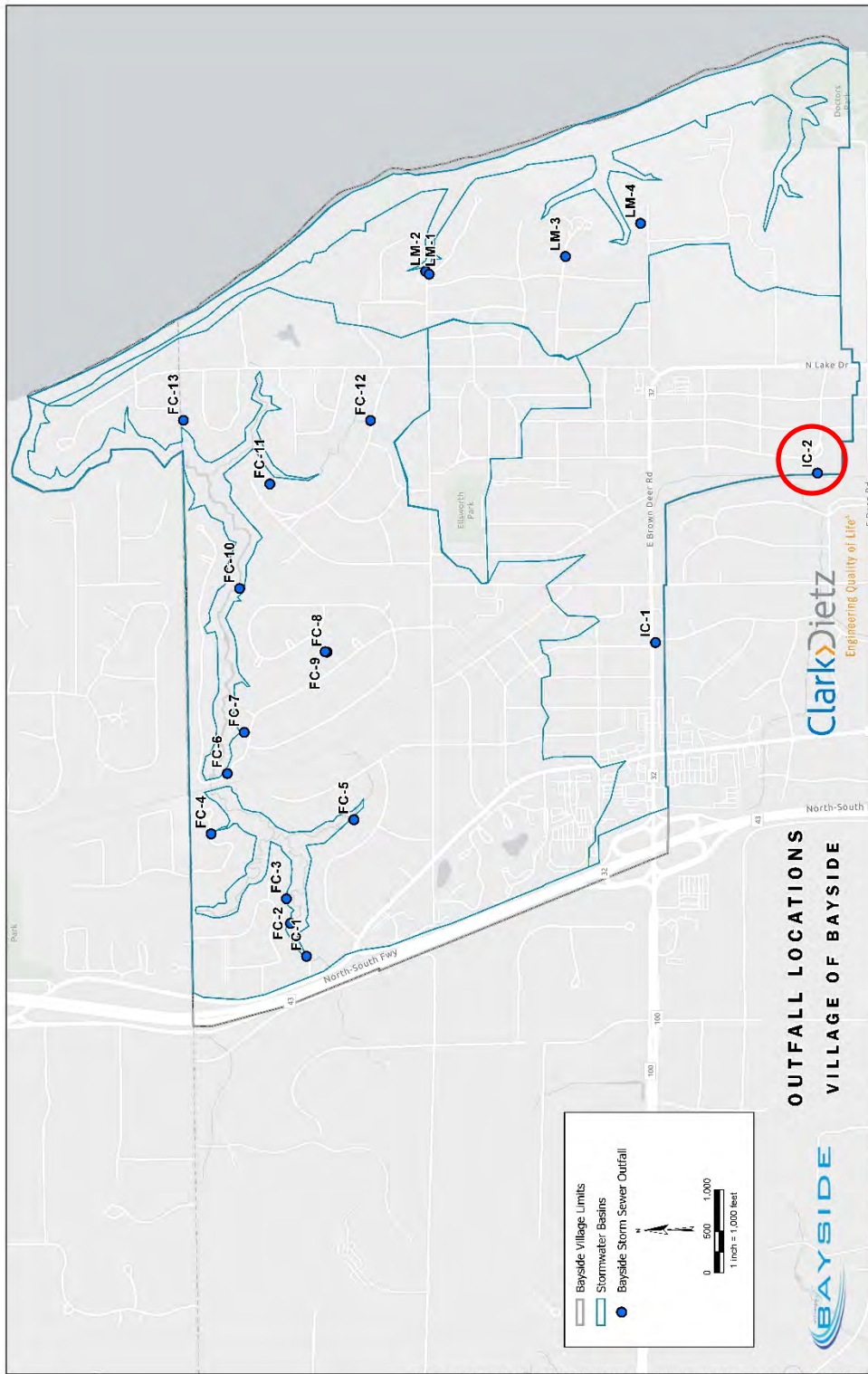


Figure 2. Village of Bayside Major & Priority Outfall Locations

2.2 Outfall Inspections

Inspection Frequency & Timing

Based on permit requirements, the Village must conduct the field screening of each major outfall at least one (1) time during the five (5) year permit term. If an outfall is found to have an illicit discharge, then that outfall must be inspected annually during the remaining permit term, as well as annually during the following permit term. Each year, the Village conducts a field screening of at a minimum, 20% of major and priority outfalls.

Scheduling outfall inspections is dependent on weather. Annual Outfall Field Screenings are to take place during the month of August and September. This time of year is more likely to have extended dry periods with little or no precipitation, which is required for inspection activities. The most important timing criteria is the requirement of a preceding dry-weather period. In order to ensure that samples collected are representative of dry-weather flows, **a period of 72 hours of dry weather should occur prior to conducting the outfall inspection.** A period of 72 hours is required to allow local detention facilities to drain and local groundwater flows to recede after precipitation events.

Field Screening Requirements

Field screening shall be conducted at all major outfalls during dry weather periods. In the event that now or in the future a major outfall is a ditch rather than a pipe, the nearest upstream pipe discharge point should be used as a field screening point. Field screening shall be documented on the form included in Appendix B and will include the following:

- Visual Observation
 - Visual Observation. A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, trash, flow rate, condition of conveyance system or outfall, and any other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping shall be completed for each outfall visited.
- Field Analysis
 - If flow is observed, a field analysis shall be conducted to determine the presence of non-stormwater illicit discharges. The field analysis shall include sampling for pH, total chlorine, total copper, total phenols, and detergents or surfactants as illicit discharge indicator parameters. Alternative indicator parameters may be considered including ammonia, potassium, fluoride, E. coli, or bacteriodes based on specific MS4 outfall conditions.
 - Field screening point shall, where possible, be located downstream of any source of suspected illicit activity.
 - Field screening points shall be located where practicable at the farthest manhole or other accessible locations downstream in the system. Safety of personnel and accessibility of the location shall be considered in making this determination.
 - Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area, and land use types.

- If field analysis indicates higher than expected range for pH, total chlorine, total copper, total phenol, and/or detergents, the discharge will need to be tracked upstream and eliminated.
- Documentation
 - The Village maintains an MS4 binder located in the Director of Public Works' Office. All outfall inspections and findings will be filed in this binder. Filed screening results will be reported to the WDNR annually in the MS4 Annual Report. Visual observation and field screening results shall be recorded for each outfall and kept for 5 years.

Outfall Screening Procedures

The following outfall screening procedures have been adopted from the "Lake County Illicit Discharge Detection and Elimination (IDDE) Manual", dated November 2006. As the Village continues to maintain their IDDE program, these procedures will be assessed and if any changes occur, the Compliance Manual will be updated. As changes occur to this document, it shall be recorded in Section 4, *Modifications* and submitted with the MS4 Annual Report.

The outfall screening component of the IDDE Program is where the presence or absence of a dry-weather flow is determined and data of the characteristics of observed flows are obtained. With this information, sources of illicit discharges can be identified and corrected. Outfall screening consists of the following three major tasks:

1. Daily setup;
2. Outfall Inspection;
3. Daily closeout

Daily Setup

The outfall screening schedule should be reviewed to determine which outfalls have been screened and which outfalls are scheduled for screening. In this step, an attempt should be made to visualize the outfall locations and anticipate any potential problems that could affect the day’s screening activities. Of particular concern in daily setup is whether any safety issues will be associated with the day’s screening activities. For example, will traffic need to be controlled or will access to the outfall be difficult. Before leaving on daily outfall inspections, field crews must ensure that all necessary equipment is available and operable. Prior to outfall screenings, the field crew is to obtain a sampling kit from North Shore Water Commission. The address and contact information for North Shore Water Commission can be found in the Emergency Contacts of this CM. See Figure 27 for a list of field equipment:

Sampling	Extended Sampler
	1-liter Polyethylene Container
	Glass Sample Jar
	Sampling Kit from North Shore Water Commission
Inspections	Blank Outfall Visual Inspection forms or Field Screening Forms
	Clipboard and Pens
	Marker
	IDDE CM
	Storm Sewer Map
	Flashlight
	Manhole Cover Hook
Safety	Taper Measurer
	Traffic Cones / Traffic Control
	Safety Vest
Personal	Safety Glasses
	Rubber Boots
	Disposable Gloves
	Insect Repellant
	ID Badge
	Sunscreen
	Work Gloves

Figure 3. Field Equipment for Visual Inspections and Field Screenings

Outfall Inspection

Upon arriving at an outfall, the field crew should inspect the outfall by approaching the outfall on foot to a proximity that will allow visual observation to be made. Access to each outfall should be assessed for potential hazards. Examples of hazards are steep slopes, dense brush, excessive heights and deep water. Field crews must decide on a case-by-case basis whether an outfall can be safely accessed for inspection.

Outfalls should be screened to determine which one of the three following conditions applies (Figure 28 provides a flow chart for this process, adapted from the Lake County IDDE Manual):

1. The outfall is dry or damp with no observed flow
 - a. Field crew should photograph the outfall and complete sections 1, 2, 5, 6, 7, and 8 of the *Stormwater Outfall Screening Data Form*, found in Appendix B of this document.
2. Flowing discharges are observed from the outfall
 - a. Field crew should complete all sections of the *Stormwater Outfall Screening Data Form*, found in Appendix B of this document, and obtain a grab sample to conduct the required laboratory analysis. The intent is to gather additional information to determine if an illicit discharge is present. Laboratory results will be used to identify potential sources, and to document the event for future removal and/or enforcement actions.
3. The outfall is partially or completely submerged with no observed flow or is inaccessible
 - a. If standing water is present in an outfall or if it is inaccessible, then Section 1 of the outfall screening data form should be completed, with appropriate comments being written in the "Remarks" section of the data form. Locating an upstream sampling point may be required if any of the following conditions exist at an outfall:
 - i. The outfall discharge is submerged or partially submerged due to backwater conditions
 - ii. Site access and safety considerations prevent sample collection
 - iii. The outfall is from a facility providing water quality treatment (for example, detention basin outlet)

Special Consideration for Inspecting at a Storm Sewer Structure

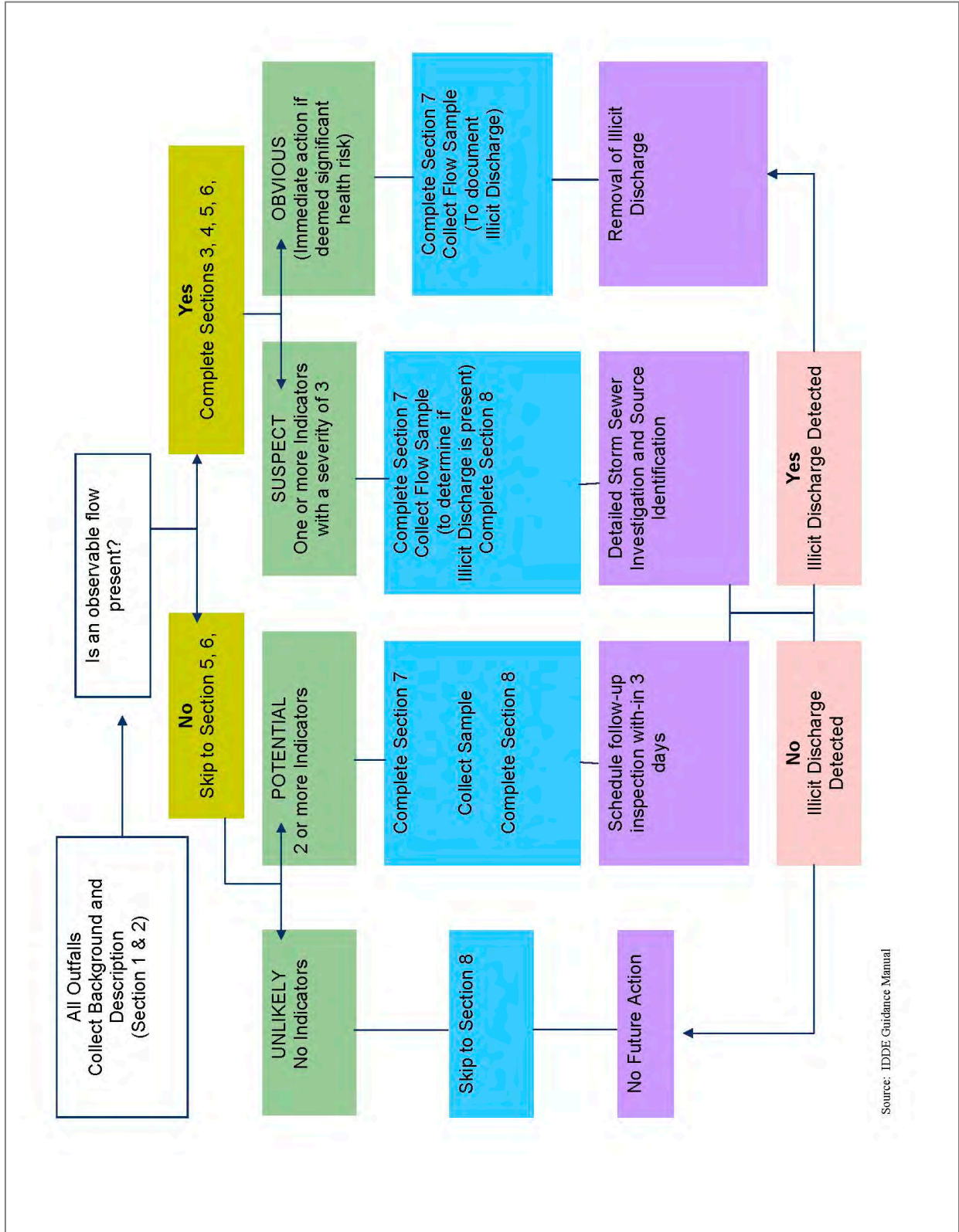
Any outfall that is inaccessible and must be inspected at the nearest upstream storm structure, should be given special consideration in regards to safety and additional inspection equipment.

Manholes, catch basins, or culvert crossings can be used for sampling locations. Collection of a sample may be more difficult for these locations. Safety should be the primary consideration while inspecting and sampling these locations. Safety concerns related to removing manhole lids or catch basin covers include:

1. Traffic Hazards
2. Personal injuries to the back, hands, and fingers
3. Possible hazardous conditions in the structure

If traffic is heavy and removal of a manhole lid would cause traffic obstructions, the manhole should not be selected for sampling. Likewise, if strong gasoline or solvent odors are noticed from a manhole, the manhole should not be selected for sampling.

In no case should field crew members who are untrained, uncertified, or unequipped for confined space entry attempt to enter confined spaces. Confined space entry includes climbing into or inserting a head or a limb into pipes or manholes. A horizontal or vertical plane should be established at the end of an outfall pipe or level with a manhole surface. This plane should not be crossed by field crews. If it is necessary to take a sample at any of these locations, an extended sample collection device should be used in these situations.



Source: IDDE Guidance Manual

Figure 4. Flow Chart of Outfall Screening Process

Data Recording

All outfall inspections and outfall analyses must be documented in the *Stormwater Outfall Screening Data Form* (a blank form is provided in Appendix B). All completed forms must be dated, legible, and should contain accurate documentation of each outfall inspection. A separate form must be completed for each outfall. Once completed, these data forms will become official documents and will be maintained as part of the Village's files and submitted with the MS4 Annual Report.

Instructions for completing the outfall screening data form are as follows:

Section 1 – Background Data (To be completed for every outfall inspection, once the field crew arrives at the outfall)

- Subwatershed: The identified receiving water of the outfall (Lake Michigan or Milwaukee River)
- Outfall ID: The outfall identification number (See the outfall location map in Figure 2)
- Today's Date: Date of the outfall inspection
- Time: Time that the field crew arrived at the outfall
- Investigators: The name(s) of the field sampling crew
- Temperature: A concise description of the weather conditions at the time of screening
- Precipitation: The total amount of precipitation during the 72 hours preceding the inspection. Precipitation totals could be obtained through a weather reporting service or a rain gauge.
- Outfall Location Description: A concise description of the outfall location. The description should be sufficient to relocate outfall for future inspections.
- Camera: Photos should be taken at each outfall inspection. Note here which device was used to take photos of the inspection.
- Photo #s: Photos should be downloaded and organized per each inspection. Note here the name of the file that has been given to the photo(s).
- Land Use: Check all that apply, noting which land use is predominate.
- Notes: A description of the actual sampling location is to be recorded (for example, at the end of the outfall pipe, or manhole location). If the outfall is submerged or is inaccessible for sampling, an upstream sampling location may be required. A description of any upstream sampling location should be recorded here.

Section 2 – Outfall Description

- Type of Outfall (Closed Pipe or Open Drainage): First check if the outfall inventoried is either from a Closed Pipe or Open Drainage system, or In-Stream (if collecting samples). Then complete table row to describe outfall characteristics. See Figure 29 for typical outfall types found in the field.
- Dry-Weather Flow Observed (Yes/No): A Yes or No should be entered here to indicate the presence or absence of a dry-weather flow. If the outfall is submerged or inaccessible, "See Remarks" should be entered and an explanation should be provided in the "Remarks" section. See Figure 30 for examples of characterizing submersion and flow.

Note: *If an upstream sampling location is located, then a new data form should be completed describing the actual location sampled.* If no upstream site is located in the field, an alternative site should be located in the office by reviewing storm sewer and drainage maps.

- Flow Present: If No is entered in the “Flow Present” block, the skip to Section 5. If Yes is entered in the “Flow Present” block, the remainder of the outfall screening data form should be filled out.

 <p>Ductile iron round pipe</p>	 <p>4-6" HDPE; Check if roof leader connection (legal)</p>	 <p>Field connection to inside of culvert; Always mark and record.</p>
 <p>Small diameter (<2") HDPE; Often a sump pump (legal), or may be used to discharge laundry water (illicit).</p>	 <p>Elliptical RCP; Measure both horizontal and vertical diameters.</p>	 <p>Double RCP round pipes; Mark as separate outfalls unless known to connect immediately up-pipe</p>
 <p>Culvert (can see to other side); Don't mark as an outfall</p>	 <p>Open channel "chute" from commercial parking lot; Very unlikely illicit discharge. Mark, but do not return to sample (unless there is an obvious problem).</p>	 <p>Small diameter PVC pipe; Mark, and look up-pipe to find the origin.</p>
 <p>CMP outfall; Crews should also note upstream sewer crossing.</p>	 <p>Box shaped outfall</p>	 <p>CMP round pipe with two weep holes at bridge crossing. (Don't mark weep holes)</p>

Source: *Illicit Discharge Detection and Elimination: A Guidance Manual*

Figure 5. Typical Outfall Types Found in the Field



Source: *Illicit Discharge Detection and Elimination: A Guidance Manual*

Figure 6. Characterizing Submersion and Flow

Section 3 – Quantitative Characterization

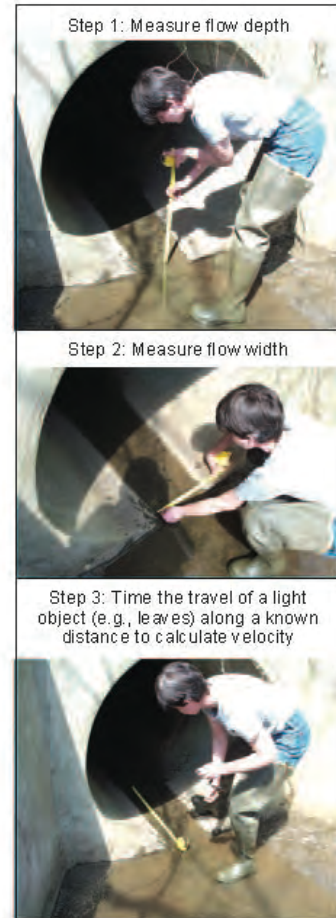
A grab sample should be collected from the middle, both vertically and horizontally, of the dry-weather flow discharge. The grab sample should be collected in a 1-liter polyethylene container. Samples can be collected by manually dipping a sample container into the flow.

Grab samples may also be collected using a bucket and lien or extended sample collection rod by standing on the top of an outfall or manhole. Care should be taken to ensure that a representative sample is obtained from the dry-weather discharge.

- Flow: A description of the dry-weather flow should be provided. See Figure 31 for an example of measuring the flow rate (as velocity times cross-sectional area).

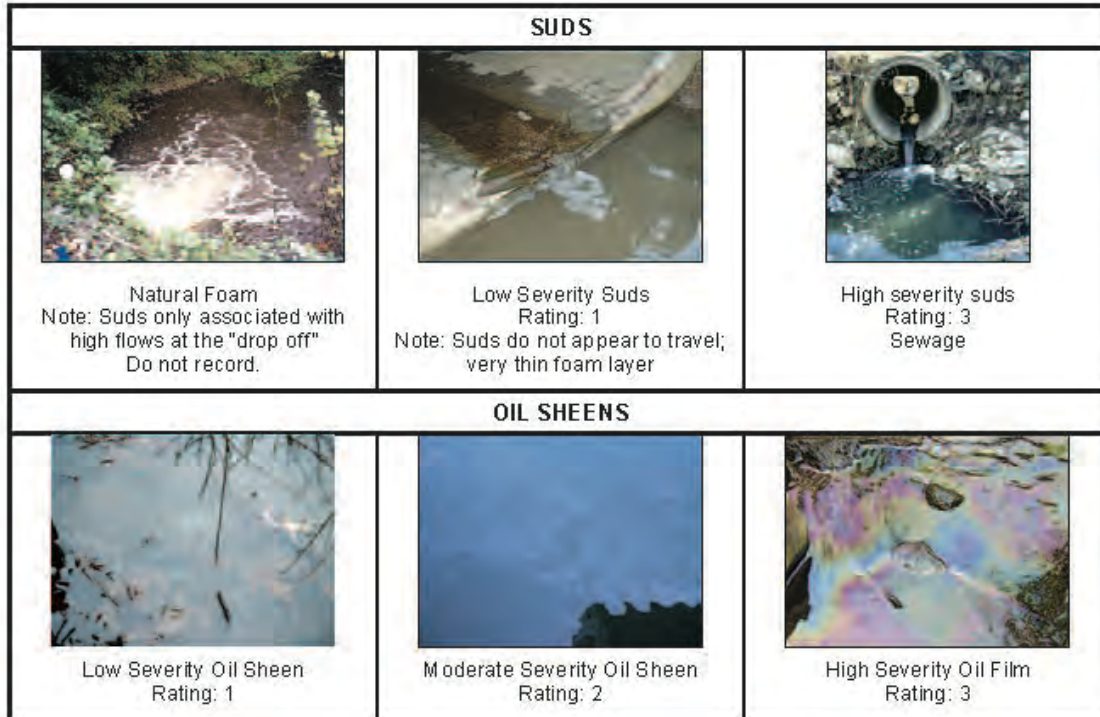
Section 4 – Physical Indicators for Flowing Outfalls Only

- Odor: The presence of an odor is to be assessed by fanning the hand toward the nose over a wide-mouth container of the sample, keeping the sample about 6 to 8 inches from the face. Be careful not to be distracted by odors in the air. If present a description of the odor should be provided.
- Color: The presence of color in the discharge is to be assessed by filling a clean glass sample container with a portion of the grab sample. Color should not be assessed by looking into the discharge.
- Turbidity: Turbidity is the measure of the clarity of water. Turbidity may be caused by many factors, including suspended matter such as clay, silt, or finely divided organic and inorganic matter. Turbidity is a measure of the optical properties that cause light to be scattered and not transmitted through a sample. Turbidity should be described as: Clear, Cloudy or Opaque.
- Floatables: The presence of flowing scum, foam, oil sheen, or other materials on the surface of the discharge are to be noted. A concise description of any floatables present should be provided. Trash originating from areas adjacent to the outfall should not be included in this observation; and description of floatables should be attributable to discharges from the outfall. See Figure 32 for examples of how to determine the severity of floatables.



Source: *Illicit Discharge Detection and Elimination: A Guidance Manual*

Figure 7. Measuring Flow



Source: *Illicit Discharge Detection and Elimination: A Guidance Manual*

Figure 8. Determining the Severity of Floatables

Section 5 – Physical Indicators for Both Flowing and Non-Flowing Outfalls

No flow during the time of the inspection, should not rule out the potential of illicit discharges. Corroding or stained pipes, dead or absence of vegetation, are potential indicators of illicit discharges from direct or indirect (i.e. dumping) sources.

Section 6 – Overall Outfall Characterization

Check the appropriate characterization based on the indicators present in Sections 4 and 5.

- Unlikely: No flow present or physical indicators present. No future action needed.
- Potential: Two or more indicators present. Follow-up inspection low priority.
- Suspect: One or more indicators with severity of 3 present. Follow-up inspection high priority.
- Obvious: When obvious discharges are encountered, field crews should stop the survey, track down the source of the discharge and immediately contact the Director of Public Works. Crews should photo-document the discharge and estimate its flow volume. If it can be done safely, field crew should collect a sample for water quality analysis. All three kinds of evidence are extremely helpful to support subsequent enforcement.

Section 8 – Any Non-Illicit Discharge Concerns

Any problems, unusual features, or necessary maintenance are to be recorded here.

Daily Closeout

In the office, copies of the completed data forms should be filed. Any problems locating outfalls should be discussed with appropriate supervisory personnel so that alternate sampling locations can be identified. If consistent access points are determined, the Outfall Location Map in Figure 2 will be updated, modifications will be documented in Section 4 of this document, and an updated CM will be submitted with the MS4 Annual Report.

Field Screening Definitions

- **Color:** Both industrial liquid wastes and sewage tend to have various colors. Some clean flow types can also have color characteristics other than clear. Overall, color may be a good first screen for problem outfalls but needs to be supplemented by other indicator parameters.
- **Odor:** Water is a neutral medium and does not produce odor; however, most organic and some inorganic chemicals contribute odor to water. Odor in water may originate from municipal and industrial waste discharges, from natural sources such as decomposition of vegetative matter, or from associated microbial activity. Odor is recognized as a quality factor affecting the acceptability of drinking water, tainting of aquatic life, and aesthetics of recreational waters. Odor is generally a good indicator of illicit sanitary sewer connections to a municipal sewer system.
- **Oil Sheen/Surface Scum:** The presence of an oil sheen in dry-weather flow discharges from a municipal storm sewer system may indicate the presence of a leaking underground storage tank in the vicinity or illegal dumping of items such used automobile oil into the storm sewer system. Surface scum in dry-weather flow may consist of floatable materials such as foam, grease, waxes, soaps, food wastes, hair, paper and cotton, grit particles, and other materials. Surface scum may also indicate the presence of detergents or other chemicals in dry-weather flow. In addition, surface scum is an important parameter to note in the outfall screening program because it is subject to wind-induced transport in the receiving water and may contain pathogenic bacteria and/or viruses associated with individual particles.
- **Surfactants:** Surfactants are the active ingredient in most commercial detergents, and are typically measured as Methyl Blue Active Substances (MBAS). They are a synthetic replacement for soap which builds up deposits on clothing over time. Since surfactants are not found in nature, but are always present in detergents, they are excellent indicators of sewage and wash waters. The presence of surfactants in cleansers, emulsifiers and lubricants also makes them an excellent indicator of industrial or commercial liquid wastes.
- **Surface Tension:** Surfactants remove dirt particles by reducing the surface tension of the bubbles formed in laundry water when it is agitated. Reduced surface tension makes dirt particles less likely to settle on a solid surface (e.g., clothes or dishes) and become suspended instead on the water's surface. The visible manifestation of reduced surface tension is the formation of foam or bubbles on the water surface. Surface tension may be a good indicator of surfactants, but only when they are present at relatively high concentrations.
- **Turbidity:** A measure of the cloudiness in water. While turbidity itself cannot always distinguish between contaminated flow types, it is a potentially useful screening indicator to determine if the discharge is contaminated.
- **Chlorine:** Chlorine is used throughout the country to disinfect tap water. Chlorine concentrations in tap water tend to be significantly higher than most other discharge types. Chlorine is extremely volatile, and even moderate levels of organic materials can cause chlorine

levels to drop below detection levels. Because chlorine is non-conservative, it is not a reliable indicator. However, if chlorine is detected, it is a reliable indicator of activity occurring that requires further investigation. If very high chlorine levels are measured, it is a strong indication of a water line break, swimming pool discharge, or industrial discharge from a chlorine bleaching process.

- **Copper:** Concentrations of copper in dry-weather flows can be a result of corrosion of water pipes and automotive sources (for example, radiators, brake lines, and electrical equipment). The occurrence of copper in dry-weather flows could also be caused by inappropriate discharges from facilities that either use or manufacture copper-based products.
- **Detergents:** Most illicit discharges have elevated concentration of detergents. Sewage and washwater discharges contain detergents used to clean clothes or dishes, whereas liquid wastes contain detergents from industrial or commercial cleansers. The nearly universal presence of detergents in illicit discharges, combined with their absence in natural waters or tap water, makes them an excellent indicator.
- **pH:** A measure of the hydrogen ion concentration of water. A pH of 7 is neutral. A pH less than 7 is acidic, and a pH greater than 7 is basic. Most discharge flow types are neutral, having a pH value around 7. pH is a reasonably good indicator for liquid wastes from industries, which can have very high or low pH (ranging from 3 to 12). The pH of residential wash water tends to be rather basic (pH of 8 or 9). Although pH data is often not conclusive by itself, it can identify problem outfalls that merit follow-up investigations using more effective indicators.
- **Phenols:** Phenol is a very commonly occurring chemical and can be found in foods, medicines, and cleaning products, as well as industrial products and by-products. Generally, the appearance of phenols in stormwater would indicate a misconnected industrial sewer to a storm drain or ditch. Exceptions would include runoff from treated wood storage yards (for example, treated lumber and telephone poles) and improper disposal of cleaning products and compounds by institutions such as hospitals and nursing homes.

Sample Collection & Processing

During a dry weather flow event or any time an illicit discharge is suspected, stormwater samples are collected by the Village and processed by North Shore Water Commission.

All batches of stormwater samples must be approved by the Plant Manager or Working Foreman in advance before North Shore Water Commission (Commission) personnel will accept them. Because the Commission has a small lab, it must be verified that they have adequate personnel and bench space on the requested analysis day before approval can be granted.

Collection Protocol

Stormwater samples are to be collected in vessels provided by the Commission. The vessels shall be pre-cleaned glass vials that have a capacity of 60 mL. The Village shall use the vessel to collect the sample taking every precaution to avoid contamination. It is the responsibility of the sampler to identify and to take the appropriate safety procedures in collecting the samples.

The Commission will perform only one analysis per collection vessel (unless alternative arrangements have been made in advance). In other words, if multiple tests are needed from one site, you need to use as many collection vessels.

Label each vessel with the following information (labels will be provided):

1. Sampler Name
2. Location of Sample
3. Analysis Requested
 - a. Total Chlorine
 - b. pH
 - c. Phenol
 - d. Detergents
 - e. Total Copper
 - f. Fecal coliform/E.coli
4. Date and Time Sample was collected

All samples must be collected the same day of analysis.

Storage Protocol

The Commission will provide the Village, a Styrofoam cooler with an insert for holding 48 vials as well as a cooler pack (multiple coolers available). Sample vessels will not be released by Commission personnel unless the Village has a cooler and a frozen cooler pack. All samples must be kept in cooler with cold cooler pack until sample is delivered to the Commission.

Data Recording

The Commission will return the sample analysis results to the Village the same day that the Commission lab receives the sample to process. The results will be emailed to the email address that was specified at time of sample delivery. The Commission will provide the Village with a results form stating the levels of each parameter tested.

Action Levels

Recommended action levels for indicator parameters are found in Table 3. Sample results above these levels suggest the presence of an illicit discharge is likely. However, illicit discharges or connections should not be automatically ruled out in cases where parameters are detected below the recommended action levels. In some instances, illicit discharges can be masked by non-illicit sources depending on the time of year, recent precipitation events, or other conditions, especially at outfalls with large contributing drainage areas. With this in mind, the recommended action levels should be considered as a starting point for making decisions. Table 3 has been adapted from the WDNR Illicit Discharge Detection and Elimination Program Guidance, document number 3800-2012-01, dated March 2012.

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

Table 3. Action Level Guidance

2.3 Fecal Coliform Reduction Efforts

Fecal Coliform reduction elements in the MS4 Permit seek to identify and eliminate sewage contamination in storm sewers. In many municipal systems, trace amounts of human waste is found to travel between the sanitary sewer system and the storm sewer system, mainly at each leaking sanitary lateral or sanitary sewer pipe that may be in the vicinity of a storm drain or pipe.

Bayside will propose that the fecal coliform reduction requirement be conducted using E. Coli as the indicator bacteria. Similar to e coli limits in wastewater effluent analysis, Bayside will propose that the actionable limits for E Coli in the selected outfalls is 125 #/100 ml. monitored and tested between the months of May and September.

This will be proposed to the Department within the permit period, and testing for E Coli will be included in the Illicit Discharge monitoring program.

Should the IDDE program and testing identify sewage contamination in any of the stormwater outfalls, the Village will propose to conduct a detailed tracing study to identify and eliminate these contamination sources from the drainage system.

The commitment to do so will be included in the Village's Fecal Coliform Reduction Plan to be submitted to the Department by May 2024.

2.4 Enforcement Response Plan

Identification of Suspected Spill or Illicit Discharge

If the outfall screening identified dry-weather flows, several of the screening indicators will more than likely test positive for pollutant discharges. The screening results should be reviewed to determine the magnitude of the dry-weather pollution problem and to determine the necessary steps to identify and remove the sources of any detected pollutants. Once an illicit discharge has been detected, the field crew will immediately contact the Director of Public Works to brief them on the details of the situation so that the Director, or their designee, can begin to immediately follow the Village response procedures.

- The suspected illicit discharge shall be tracked by screening manholes and other screening points upstream until the source of the spill or discharge is identified.
- Once the manhole inspection has identified an outfall or area (between two manholes) suspected of containing an inappropriate discharge, sample collection for laboratory analysis will be necessary. Collection of samples for laboratory analysis will be conducted following the North Shore Water Commission sampling protocol.
- Measures shall be taken to prevent or contain spills that have discharged or may discharge into the drainage system.
- The WDNR shall be notified immediately in accordance with NR 706, Wisconsin Administrative Code, in the event that a spill or release of a hazardous substance is identified that has resulted or may result in the discharge pollutants into waters of the state. The WDNR shall be notified via the 24-hour toll free spill hotline at (800) 943-0003. The Village will cooperate with WDNR staff in efforts to investigate and prevent such discharges from polluting waters of the state.
- Once an illicit discharge is identified, the Village will contact the WDNR within 24 hours.
- Identified illicit discharges shall be eliminated within three (3) working days to the maximum extent practicable. If the source is not identified within six (6) months, the Village must maintain written documentation of all actions taken to locate the source. Additionally, a minimum of three (3) separate investigations to observe and sample flow at the outfall must be made within the six (6) month period.
- If a suspected illicit discharge that originates from the Village's permitted area is found to discharge directly to a storm sewer or property under the jurisdiction of another municipality, the Village shall notify the affected municipality within one working day.

In order to remove an illicit discharge to the storm sewer system, the Village will follow the procedures outlined in the Title 6 Public Works Ordinance, Sec. 6.5.14:

- The Public Works Director shall notify the responsible owner or operator, by certified mail, of any non-complying land development activity. The notice shall describe the nature of the violation, remedial actions needed, a schedule for remedial action and additional enforcement action which may be taken.
- The responsible owner or operator shall remediate the illicit discharge within 24 hours of notification.
- If the illicit discharge is not remediated within this time, the Village may take such action itself and seek reimbursement in Municipal or Circuit Court.
- If the illicit discharge is likely to result in damage to properties, public facilities, or waters of the state, Village personnel may enter the land and take any emergency actions necessary to prevent such damage. The cost incurred by the Village, plus interest and legal costs, shall be billed to the owner of title of the property.

Leakage from Sanitary Conveyance System

Leakages from sanitary conveyance system into the MS4 shall be eliminated to the maximum extent practicable. Any actions taken to eliminate sanitary conveyance leakage will be recorded and reported to the WDNR in the Annual Report. The WDNR shall be notified immediately in accordance with NR 706, Wisconsin Administrative Code, in the event that a spill or release of a hazardous substance is identified that has resulted or may result in the discharge pollutants into waters of the state. The WDNR shall be notified via the 24-hour toll free spill hotline at (800) 943-0003. The Village will cooperate with WDNR staff in efforts to investigate and prevent such discharges from polluting waters of the state.

Dye Testing Notification

The Village will provide the WDNR with advance notice of the time and location of dye testing within the MS4.

2.5 Record Keeping & Reporting

Outfall inspections forms and documentation of any known or suspected illicit discharges, shall be maintained at the Village of Bayside, Department of Public Works along with a copy of this CM. The Village will submit inspection reports to the WDNR for outfalls with known or suspected illicit discharges within 30 days of the outfall inspection.

Employee training will be conducted at a minimum, once during the permit term. Training will also take place for all new employees and any time changes to the procedures in this CM are made. All training will be documented using the Employee Training Tracking Form located in Appendix D. The Village of Bayside conducts an IDDE training annually on the first Wednesday of December.

2.6 Program Evaluation

The IDDE Program is evaluated each year after the outfall screening process. The program evaluation portion seeks to find improvements or identify deficiencies within the IDDE program. Any changes

made to the program will be reflected in this CM, documented in the Section 4, and will result in the Village submitting the updated CM to the WDNR with the MS4 Annual Report.

Section 3: Public Illicit Discharge Reporting

3.1 Method of Reporting & Responding

The Village Website includes information for homeowners to report illicit discharges. The Village will have the ability to follow up with these reports and follow the procedures outlined below:

The public has the ability to report suspected illicit discharges by calling the Village of Bayside Public Works Department at 414-206-3919. When a suspected illicit discharge has been reported to the Village, the Director of Public Works' Designee will complete the following procedures:

- i. Designee completes the "Illicit Discharge Hotline Incident Tracking Sheet", that can be found in Appendix F.
- ii. Designee visits the reported location with field supplies to inspect for any evidence of an illicit discharge.
- iii. Designee inspects surrounding storm structures, and several storm manholes upstream and downstream of reported location.
- iv. If an illicit discharge is discovered, samples are taken based on sample protocols, source of discharge is traced, and proper spill materials are used to isolate the illicit discharge in order to prevent further contamination to the storm system.
- v. Established reporting and record keeping procedures are followed based on the procedures outlined in Section 2.2.

Section 4: Modifications

List below the updates or modifications made to the CM as necessary. Attach pages or files as necessary to illustrate the modification. If a change to the CM occurs, the updated CM shall be submitted to the WDNR with the MS4 Annual Report.

Date	Description	Name

Appendix A: Emergency Contacts

EMERGENCY CONTACTS

Contact	Telephone Number
Primary Contact – Assistant Village Manager Name – Leah Hofer	Office: 414-206-3919 Cell:
Alternate Contact – Operations Superintendent Name – Shane Albers	Office: 414-206-3921 Cell:
Emergency/Fire/Ambulance/Police/HazMat Response	911
Milwaukee County Office of Emergency Management	414-257-4709
Wisconsin Department of Natural Resources - 24 Hour Spill Reporting Hotline	800-943-0003
U.S. EPA Region V Spill Reporting	312-353-2318
National Response Center (may be contacted for any spill)	800-424-8802
Adjoining Community – Village of Fox Point Primary Contact – Director of Public Works Name – Scott Brandmeier	Office: 414-351-8900 ex 6624
Sample Processing Lab North Shore Water Commission 400 W Bender Rd, Glendale, WI 53217 Plant Manager: Eric Kiefer	414-963-0160

Appendix B: Stormwater Outfall Screening Data Form

VILLAGE OF BAYSIDE, WI
OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

Section 1: Background Data

Subwatershed:		Outfall ID:	
Today's date:		Time:	
Investigators:		Form completed by:	
Temperature (°F):	Precipitation (in.) Last 72 hours:		
Outfall Location Description:			
Camera:		Photo #s:	
Land Use in Drainage Area (Check all that apply):			
<input type="checkbox"/> Industrial	<input type="checkbox"/> Open Space		
<input type="checkbox"/> Ultra-Urban Residential	<input type="checkbox"/> Institutional		
<input type="checkbox"/> Suburban Residential	Other: _____		
<input type="checkbox"/> Commercial	Known Industries: _____		
Notes (e.g., origin of outfall, if known):			

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE	DIMENSIONS (IN.)	SUBMERGED
<input type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	Diameter/Dimensions: _____	In Water: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully With Sediment: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
<input type="checkbox"/> Open drainage	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> rip-rap <input type="checkbox"/> Other: _____	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other: _____	Depth: _____ Top Width: _____ Bottom Width: _____	
<input type="checkbox"/> In-Stream	(applicable when collecting samples)			
Flow Present?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<i>If No, Skip to Section 5</i>	
Flow Description (If present)	<input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial			

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER	RESULT	UNIT	EQUIPMENT	
<input type="checkbox"/> Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
<input type="checkbox"/> Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch

VILLAGE OF BAYSIDE, WI
Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? Yes No (If No, Skip to Section 5)

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)
Odor	<input type="checkbox"/>	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/sour <input type="checkbox"/> Petroleum/gas <input type="checkbox"/> Sulfide <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Faint <input type="checkbox"/> 2 - Easily detected <input type="checkbox"/> 3 - Noticeable from a distance
Color	<input type="checkbox"/>	<input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Faint colors in sample bottle <input type="checkbox"/> 2 - Clearly visible in sample bottle <input type="checkbox"/> 3 - Clearly visible in outfall flow
Turbidity	<input type="checkbox"/>	See severity	<input type="checkbox"/> 1 - Slight cloudiness <input type="checkbox"/> 2 - Cloudy <input type="checkbox"/> 3 - Opaque
Floatables -Does Not include Trash!!	<input type="checkbox"/>	<input type="checkbox"/> Sewage (Toilet Paper, etc.) <input type="checkbox"/> Petroleum (oil sheen) <input type="checkbox"/> Suds <input type="checkbox"/> Other:	<input type="checkbox"/> 1 - Few/slight, origin not obvious <input type="checkbox"/> 2 - Some; indications of origin (e.g., possible suds or oil sheen) <input type="checkbox"/> 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? Yes No (If No, Skip to Section 6)

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	<input type="checkbox"/>	<input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Corrosion <input type="checkbox"/> Peeling Paint	
Deposits/Stains	<input type="checkbox"/>	<input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other:	
Abnormal Vegetation	<input type="checkbox"/>	<input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited	
Poor pool quality	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other:	
Pipe benthic growth	<input type="checkbox"/>	<input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other:	

Section 6: Overall Outfall Characterization

Unlikely Potential (presence of two or more indicators) Suspect (one or more indicators with a severity of 3) Obvious

Section 7: Data Collection

1. Sample for the lab? Yes No

2. If yes, collected from: Flow Pool

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

Appendix C: The North Shore Group

WPDES Permit No. WI-S061565-04; Part II.D

- c) Submit as part of the permit application (due November 30, 2025), a summary of the results of the education efforts and planned targeted education for the next permit term.

C. PUBLIC INVOLVEMENT AND PARTICIPATION

The permittee shall implement a public involvement and participation program that provides opportunities for the public to effectively participate in the development, implementation, and modification of the permittee's storm water management program. The approach must include provisions for receiving and considering public comments on the following permit activities: annual reports, SWMP revisions, adoption of storm water related ordinances, and TMDL pollutant load reduction benchmark development. The permittee shall also identify delivery mechanism and target participants associated with each permit activity. Delivery mechanisms may include public workshop, presentation of storm water information, government event (public hearing, council meeting, etc.), citizen committee meeting, or website.

D. ILLICIT DISCHARGE DETECTION AND ELIMINATION

Each municipality shall continue to implement a program to detect, remove, and eliminate illicit connections and discharges to the municipal separate storm sewer system. The program must include:

1. **Ordinance:** An ordinance or other regulatory mechanism, at a minimum, to:
 - a) Prohibit illicit discharge, spilling or dumping of non-storm water substances or material into the permittee's MS4 or waters of the state.
 - b) Identify non-storm water discharges or flows that are not considered illicit discharges. Non-storm water discharges that are not considered illicit discharges including water line flushing, landscape irrigation, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, firefighting, and discharges authorized under a WPDES permit unless identified by the permittee as significant source of pollutants to waters of the state.
 - c) Establish inspection and enforcement authority.
 - d) The ordinance shall be updated no later than December 31, 2021. If after December 31, 2021, the permittee becomes aware the ordinance is out of date, the permittee shall update the ordinance within 3 months.

Note: Chapter NR 815, Wis. Adm. Code, regulates injection wells including storm water injection wells. Construction or use of a well to dispose of storm water directly into groundwater is prohibited under s. NR 815.11(5), Wis. Adm. Code.

2. **Dry Weather Outfall Screening:** A written IDDE field screening procedure. At a minimum, the procedure must include:
 - a) The name, title, and phone number of the individual(s) responsible for field screening activities.

b) Field screening during dry weather periods (72 hours after measurable rainfall) at the MS4 outfalls.

(1) Location. Screening locations shall be selected by the following criteria:

- (a) All major outfalls which showed no indication of illicit discharges during the previous permit term. Annually, at least 20 percent of such major outfalls shall be screened, on a rolling basis, such that at the end of the permit term all major outfalls which showed no indication of illicit discharges during the previous permit term have been screened.
- (b) All major outfalls which showed evidence of illicit discharges or exceeded a parameter action level during the last two samplings under the preceding permit term shall be evaluated at a minimum one time per year.
- (c) All other outfalls regardless of size, which have been identified as a priority screening location. Each permittee shall develop a prioritization structure begin inspecting priority outfalls by June 1, 2022. At least 20 percent of such priority outfalls shall be screened annually.

Note: The Menomonee Group Permittees developed the Human Illicit Discharge Potential methodology to prioritize non-major outfall screening. North Shore Permittees can use this methodology or develop their own system for prioritization. The prioritization of non-major outfalls should be periodically updated based upon the results of field screening.

(2) Visual Observation. A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, trash, flow rate, condition of conveyance system or outfall, and any other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping shall be completed for each outfall visited.

(3) Field Analysis. If flow is observed, a field analysis must be conducted to determine the cause of the dry weather flow. The field analysis shall include sampling for pH, total chlorine, total copper, total phenol, and detergents unless the permittee elects to use alternative indicator parameters such as ammonia, potassium, and fluoride. Other alternative indicator parameters may be authorized by the Department in writing. Where appropriate, pollutant parameter action levels identified by the permittee must be considered. Field analysis procedures shall describe when other investigation methods such as dye testing or televising will be used.

- (a) The Permittee may propose alternative field analysis procedures for review and approval. The permittee shall follow the field analysis procedures identified in subsection (3) unless alternative procedures are approved in writing by the Department.

- (4) Pollutant parameter action levels that will be used as part of the field screening and analysis under Section II. D. 2. b) (3). The action levels will identify concentrations for identified pollutants that, if exceeded, will require further investigation, which may include laboratory analysis, to identify the source the illicit discharge.
 - (5) Laboratory Analysis. If general observations and field screening indicate the presence of a suspected illicit discharge and the source or cause of the illicit discharge cannot be determined through other investigatory methods, the permittee shall collect a water quality sample for laboratory analysis for ongoing discharges. The water quality sample must be analyzed for pollutant parameters or identifiers which will aid in the determination of the sources of the illicit discharge.
- c) Documentation. Visual observation and field screening results shall be recorded for each outfall and kept for 5 years. A summary of results shall be included with the annual report.
3. **Investigation and Elimination Procedures.** The permittee shall have written procedures for investigating and responding to known or suspected illicit discharges. Procedures must be developed for all of the following:
- a) The name, title, and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills.
 - b) Immediately investigating portions of the municipal separate storm sewer system that, based on the results of visual observation, field screening, laboratory analysis, or other relevant information, such as a complaint or referral, indicates a reasonable potential for containing illicit discharges.
 - c) Responding to spills that discharge into and/or from the MS4 including tracking the source of the spill if unknown.
 - d) Preventing and containing spills that may discharge into or are already within the MS4.
 - e) Immediately notifying the Department in accordance with ch. NR 706, Wis. Adm. Code, if the permittee identifies a spill or release of a hazardous substance, which results in the discharge of pollutants into waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The permittee shall cooperate with Department in efforts to investigate and prevent such discharges from polluting waters of the state.
 - f) Elimination of the illicit discharge as soon as practicable.
 - (1) Once the source of an illicit discharge is determined, the permittee must take appropriate action to seek to eliminate the illicit discharges within 30 days. This includes an initial evaluation of the feasibility to eliminate the discharge within 30 days. The permittee shall contact the Department if the illicit discharge cannot be

eliminated in the 30-day time period.

(2) If the permittee determines the elimination of the illicit discharge will take more than 30 days due to technical, logistical or other reasonable issues, the permittee must develop and implement an illicit discharge elimination plan to remove the illicit discharge in an expeditious manner. The elimination plan must be submitted to the Department within 45 days of determining the source of an illicit discharge. In lieu of developing and implementing an individual elimination plan for common types of illicit discharges, the permittee may document and implement response procedures, a response plan, or similar document. The action plan, response procedures, response plan or similar document must include a timeframe for elimination of the illicit discharge as soon as practicable.

- g) Elimination of any leakage or discharge from sanitary conveyance systems into the MS4 as required in s. NR 216.07 (3) (h), Wis. Adm. Code.
 - h) Providing the Department with advance notice of the time and location of dye testing within a MS4.
 - i) Notification of adjacent municipality. In the case of an illicit discharge that originates from the municipality's permitted area and discharges directly to a storm sewer system or property under the jurisdiction of the adjacent municipality, the first municipality shall notify the affected municipality within one working day.
 - j) Documentation. The permittee shall maintain a system for documenting complaints, referrals, and any actions taken to investigate or eliminate an illicit discharge. A summary of illicit discharge activities for each year shall be included in the annual report.
4. **Enforcement Response.** Include documentation in an enforcement response plan or similar document, by May 31, 2023, a description of the enforcement response procedures the permittee implements when an illicit discharge investigation identifies a responsible party.
5. **Training:** All staff responsible for implementation of the IDDE program shall receive training at least once per permit term. This includes office staff, field staff, and emergency response staff.

E. CONSTRUCTION SITE POLLUTION CONTROL

The permittee shall continue to implement and enforce a written program that establishes measurable goals and reduces the discharge of sediment and construction materials from construction sites. The permittee through implementation of this program shall:

Appendix D: Employee Training Tracking Form

Village of Bayside, WI
Employee Training
Tracking Form

Training Date: _____ Time (Start – Finish): _____

Course Title / Topic: _____

Location: _____

Trainer Name / Organization: _____

EMPLOYEE NAME	EMPLOYEE SIGNATURE

Appendix E: Wisconsin DNR Spill Reporting Guidance



DNR Staff Provide Spill Response and Support

RR-559

July 2014

Rarely does anyone ever plan a spill. Spills are typically caused by accidents of some sort, but when they do occur, the people involved with a spill must comply with state requirements. Wisconsin law mandates that spills of hazardous substances be immediately reported and cleaned up to protect Wisconsin's citizens and natural resources. When a spill occurs, the DNR has staff located in regional offices around the state to help in a variety of ways.

Responding To Spills

During Normal Working Hours

When calls are made to the DNR spill hotline during the day, the information comes directly to the DNR office in Madison, and is forwarded to the Regional Spill Coordinator for follow-up.

After Hours

During the evening hours and on weekends, the phone calls are directed to the Wisconsin State Patrol, who will forward the information to a DNR duty officer. That duty officer will then alert the On-Call Spill Coordinator to the situation.

**The DNR encourages the
public to report
hazardous substance
spills using the
24-hour toll-free hotline:
1-800-943-0003**

DNR Field Response

DNR Wardens and Regional Spill Coordinators

The first responders to a hazardous substance spill for the DNR may be a field warden or regional spill coordinator. Wardens are more likely to respond in remote areas since they are widely distributed across the state. Each county has at least one warden. Wardens know local responders, such as fire and police personnel, are familiar with the natural resources impacted by a spill, and can assist the responsible party in managing the spill.

Spill coordinators (working in the DNR's Remediation and Redevelopment Program) are located in each of the regional DNR offices. These spill coordinators specialize in technical spill response issues and are available before, during, and after spills occur.

When a field warden or regional spill coordinator gets a call about a spill, their follow up may include additional phone calls to get more information about the nature of the spill, going to the site, and/or requesting other DNR assistance (e.g. fish managers, water resources staff and public information specialists).

When an emergency situation occurs and the responsible party is not available or willing to take action, DNR will call in a zone contractor to respond to the spill. Zone contractors are emergency response companies that provide statewide emergency response services in such situations.



Wisconsin Department of Natural Resources
P.O. Box 7921, Madison, WI 53707
dnr.wi.gov, search "brownfield"



Wisconsin DNR - Hazardous Substance Spills



Remediation and Redevelopment Program

November 2016

Immediate Reporting Required for Hazardous Substance Spills

If you are aware of a hazardous substance spill notify the Department of Natural Resources (DNR). State law requires the IMMEDIATE reporting of hazardous substance spills and other discharges to the environment.

**CALL 800-943-0003
TO REPORT SPILLS**

Use DNR Form 4400-225 to report other hazardous substance discharges



Other hazardous substance discharges, including historical contamination and contamination caused by an ongoing long-term release, discovered during an environmental assessment or laboratory analysis of soil, sediment, groundwater or vapor samples, should be reported to the DNR by filling out and submitting DNR Form 4400-225, "Notification for Hazardous Substance Discharge (Non-Emergency Only)," which is available at dnr.wi.gov.

- ✓ Report hazardous substance discharges as soon as visual or olfactory evidence confirms a discharge or laboratory data is available to document a discharge. **Do not wait** to complete a Phase II environmental assessment, or other similar report, to notify the DNR.

Reporting is everyone's responsibility

Individuals and entities that cause a hazardous substance spill or discharge to the environment are required by state law to notify the DNR immediately - as soon as the spill or discharge is identified. Individuals and entities that own or control property where the spill or discharge occurred must report the discharge immediately if it is not reported by the person or entity that caused the discharge.

For public health and safety, the DNR encourages everyone to report known hazardous substance discharges. Reporting a spill or other discharge, in itself, does not make a person or entity liable for the contamination.

Proper spill containment, cleanup, and disposal is always required

Every person/entity (including lenders and local governments) that causes a hazardous substance discharge, or owns or controls property at which a discharge occurred, must comply with the response action requirements in [Wis. Admin. Chs. NR 700 to 754](#). No spill or discharge is exempt from the duty to properly contain, clean up and dispose of the substance and associated contaminated media, such as soil, water and other affected materials.

Publication Number: DNR-RR-560

dnr.wi.gov, search "spills"

Spill reporting exemptions

All spills must be cleaned up, but it is generally not necessary to report recent spills that are:

- less than 1 gallon of gasoline
- less than 5 gallons of any petroleum product other than gasoline
- any amount of gasoline or other petroleum product that is completely contained on an impervious surface
- individual discharges authorized by a permit or program approved under Wis. Stats. Chs. 289 - 299
- less than 25 gallons of liquid fertilizer
- less than 250 pounds of dry fertilizer
- pesticides that would cover less than 1 acre of land if applied according to label instructions
 - * NOTE: Reporting is required if the ongoing, long-term release or application of a permitted pesticide, fertilizer or other substance accumulates to levels that exceed current health or safety standards.
- less than the federal reportable quantities listed in 40 C.F.R. §§ 117 or 302
 - * NOTE: U.S. EPA (federal) spill reporting requirements are outlined on the internet at <https://www.epa.gov/emergency-response/when-are-you-required-report-oil-spill-and-hazardous-substance-release>.

Spill reporting exemptions do not apply (and reporting is required) when:

- the spilled substance has not evaporated or been cleaned up in accordance with Wis. Admin. chs. NR 700 - 754
- the spilled substance is a potential fire, explosion or safety hazard
- the spilled substance causes, or threatens to cause, chronic or acute human health concerns
 - * NOTE: If you are unsure about potential human health effects, consult with local or state health officials.
- the spilled substance adversely impacts, or threatens to impact, the air, lands or waters of the state (as either a single discharge or when accumulated with past discharges) - even if the degree of the impact has not yet been thoroughly evaluated
 - * NOTE: If the substance causes sheen on surface water, has entered or is on the verge of entering the waters of the state, DNR will consider the spilled substance a threat to impact, or to have adversely impacted, waters of the state and reporting is required.

Terms, definitions, statutes and rules

Hazardous substance — Any substance that can cause harm to human health and safety, or the environment, because of where it is spilled, the amount spilled, its toxicity or its concentration. Even common products such as milk, butter, pickle juice, corn, beer, etc., may be considered a hazardous substance if discharged to a sensitive area.

Discharge — Spilling, leaking, pumping, pouring, emitting, emptying, dumping, etc., to land, air or water.

Spill — A discharge that is typically a one-time event or occurrence, and usually inadvertent.

Wis. Stat. § 292.11(2) and Wis. Admin. § NR 706.05 — Require individuals and entities that possess or control a hazardous substance, or that cause the discharge of a hazardous substance to the environment, to notify the DNR immediately about the discharge.

Wis. Stat. § 292.99 — Authorizes penalties up to \$5,000 for each violation of the notification requirement.

Consult Wis. Stat. Ch. 292 and Wis. Admin. §§ 700 - 754, and dnr.wi.gov for further information on hazardous substance spill and discharge reporting, investigation and cleanup.

DNR contact information

To report a discharge call 1-800-943-0003. For more information on the spills program, including [contact information](#), visit dnr.wi.gov, search "Spills".

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

Appendix F: Illicit Discharge Hotline Incident Tracking Sheet

Illicit Discharge Hotline Incident Tracking Sheet				
Incident ID:				
Responder Information				
Call taken by:		Call date:		
Call time:		Precipitation (inches) in past 24-48 hrs:		
Reporter Information				
Incident time:		Incident date:		
Caller contact information (optional):				
Incident Location (complete one or more below)				
Latitude and longitude:				
Stream address or outfall #:				
Closest street address:				
Nearby landmark:				
Primary Location Description		Secondary Location Description:		
<input type="checkbox"/> Stream corridor (In or adjacent to stream)		<input type="checkbox"/> Outfall		
<input type="checkbox"/> Upland area (Land not adjacent to stream)		<input type="checkbox"/> In-stream flow		
		<input type="checkbox"/> Along banks		
		<input type="checkbox"/> Near storm drain		
		<input type="checkbox"/> Near other water source (storm water pond, wetland, etc.):		
Narrative description of location:				
Upland Problem Indicator Description				
<input type="checkbox"/> Dumping		<input type="checkbox"/> Oil/solvents/chemicals		
<input type="checkbox"/> Wash water, suds, etc.		<input type="checkbox"/> Sewage		
		<input type="checkbox"/> Other: _____		
Stream Corridor Problem Indicator Description				
Odor	<input type="checkbox"/> None		<input type="checkbox"/> Sewage	
	<input type="checkbox"/> Sulfide (rotten eggs); natural gas		<input type="checkbox"/> Rancid/Sour	
<input type="checkbox"/> "Normal"		<input type="checkbox"/> Petroleum (gas)		
<input type="checkbox"/> Other: Describe in "Narrative" section		<input type="checkbox"/> Other: Describe in "Narrative" section		
Appearance	<input type="checkbox"/> Oil sheen		<input type="checkbox"/> Cloudy	
	<input type="checkbox"/> "Normal"		<input type="checkbox"/> Suds	
<input type="checkbox"/> Other: Describe in "Narrative" section		<input type="checkbox"/> Other: Describe in "Narrative" section		
Floatables	<input type="checkbox"/> None:		<input type="checkbox"/> Sewage (toilet paper, etc)	
	<input type="checkbox"/> Other: Describe in "Narrative" section		<input type="checkbox"/> Algae	
		<input type="checkbox"/> Dead fish		
Narrative description of problem indicators:				
Suspected Violator (name, personal or vehicle description, license plate #, etc.):				

Source: Illicit Discharge Detection and Elimination: Technical Appendices

Investigation Notes	
Initial investigation date:	Investigators:
<input type="checkbox"/> No investigation made:	Reason:
<input type="checkbox"/> Referred to different department/agency:	Department/Agency:
<input type="checkbox"/> Investigated: No action necessary:	
<input type="checkbox"/> Investigated: Requires action:	Description of actions:
Hours between call and investigation:	Hours to close incident:
Date case closed:	
Notes:	

Source: *Illicit Discharge Detection and Elimination: Technical Appendices*

Appendix 4



Construction Site Pollution Control

**VILLAGE OF BAYSIDE, WI
MUNICIPAL OPERATIONS
WPDES Permit #WI-S061565-04**



MS4 COMPLIANCE MANUAL (CM) FOR:

CONSTRUCTION SITE POLLUTION CONTROL

CM Number: MS4-CM-4

Created December 2021

Prepared by:



Clark Dietz, Inc.
759 N. Milwaukee Street
Suite 624
Milwaukee, WI 53202

BACKGROUND

The Village of Bayside, along with the Villages of River Hills, Bayside, Brown Deer, Fox Point, Whitefish Bay Shorewood, and Village of Bayside referred to as the North Shore Group, own and operate municipal separate storm sewer systems (MS4) that discharge to waters of the state. The North Shore Group has been issued a permit to discharge under the Wisconsin Pollutant Discharge Elimination Systems (WPDES Permit #WI-S061565-04) in accordance with s. 283.33, Wis. Stats., and subch. I. of NR 216, Wis. Adm. Code. State and Federal regulations require that MS4 operators shall develop and implement a program to ensure that municipal operations are performed in ways that will reduce contamination of stormwater discharges.

Per the State and Federal regulations, the program **must include** written documentation of maintenance activities, maintenance schedules, and long term inspection procedures for Best Management practices (BMPs) to reduce floatables and other pollutants discharged from the separate storm sewers. Specifically, the Village of Bayside, as part of the North Shore Group, WPDES permit requires the following for the Construction Site Pollution Control portion of the permit:

II.E Construction Site Pollution Control

The permittee shall continue to implement and enforce a written program that establishes measurable goals and reduces the discharge of sediment and construction materials from construction sites. The permittee through implementation of this program shall:

1. Maintain and enforce the municipal ordinance regarding construction site storm water discharges on all sites, including municipal projects. The municipal ordinance must include the following items:
 - a. Performance standards equivalent to, or more restrictive than, those under ss. NR 151.11 and 151.23, Wis. Adm Code.
 - b. Sanctions to ensure compliance to the extent authorized by law.
 - c. Requirements for construction site operators to manage waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site so to reduce adverse impacts to waters of the state.
 - d. **The ordinance shall be updated no later than November 30, 2021. If after November 30, 2021, the permittee becomes aware the ordinance is out of date, the permittee shall update the ordinance within 3 months.**
2. Implement procedures for conducting plan reviews to ensure site planning considers potential water quality impacts. Erosion and sediment control best management practices must comply with design, installation, and maintenance standards that meet or exceed the Department's technical standards or permittee's ordinance.
3. Conduct erosion control inspections at sites one acre or more in size within the permittee's jurisdiction. Beginning May 1, 2022, conduct erosion control inspections following the frequency and actions outlined in Table 2.

Table 2: Construction Site Inspection Frequency

Site	Inspection Frequency
All sites on acre or more in size	<ul style="list-style-type: none"> • New projects shall be inspected within the first two weeks of commencement of land disturbing activity • All active sites shall be inspected once every 45 days • All inactive sites shall be inspected at least once every 60 days
Follow up inspection	<ul style="list-style-type: none"> • Follow up inspections are required within 7 days of any sediment discharge or inadequate control measure, unless corrections were made and observed by the inspector during initial inspection or corrections were verified via photographs submitted to the inspector
Final Inspection	<ul style="list-style-type: none"> • Confirm that all graded areas have reached final stabilization and that all temporary control measures are removed, and permanent storm water management BMPs are installed as designed

4. Maintain records of site inspections, including any follow up necessary on sites out of compliance with their site-specific erosion control plans, as identified in the permittee’s program.
5. Enforce erosion and sediment control plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.46, Wis. Adm. Code, including municipal projects applicable under the permittee’s ordinance.
6. Enforce permit coverage termination requirements for landowners of construction sites equivalent to those contained in s. NR 216.55, Wis. Adm. Code, including removal of all temporary erosion and sediment control best management practices and complete site restoration with perennial vegetative cover.
7. Maintain an enforcement response plan or similar document describing the enforcement procedures the permittee will follow when addressing issues at construction sites. The enforcement procedures must ensure construction activities are in compliance with the ordinances.
8. Implement procedures for responding to information submitted by the public, including complaints.

Failure to implement the state regulations cited above in Part II.E will result in the Village of Bayside being found in non-compliance with the North Shore Group’s WPDES storm water permit. An accepted practice for establishing written documentation of maintenance activities is through the use of CMs. This CM has been prepared and issued for Construction Site Pollution Control and has been named Village of Bayside CM No. MS4-CM-4.

INTRODUCTION

Objectives: This Standard Operating Procedure (CM) prescribes the procedures to be used when performing Construction Site Pollutant Control activities in the Village of Bayside MS4 area as follows:

- Provide background to the Village staff regarding permit requirements for Construction Site Pollutant Control
- Provide procedures to the Village staff for implementing and maintaining a Construction Site Pollutant Control Program.
- Provide tools for tracking and documenting efforts towards achieving the goals for Construction Site Pollutant Control

Applicable/Responsible Personnel: All Village staff performing and managing activities related to Construction Site Pollutant Control in the Village of Bayside. See the Contact Information on page four (4) of this document for specific Village personnel responsible for the Construction Site Pollutant Control program.

Previous Policy and Procedures Canceled/Superseded: MS4 program procedures governing Construction Site Pollutant Control that were in use at the time of the effective date of this CM.

POLICY

The Village of Bayside will maintain a Construction Site Pollutant Control Program for the purpose of reducing floatables and other pollutants from the Village's separate storm sewers and conveyance systems. This CM will identify the components of the program that address the WPDES permit requirements. Each component will address procedures and record keeping and reporting methods and requirements. Each section requires identification of a person(s) responsible for overseeing the program and ensuring that all permit requirements are being met and are able to provide the necessary documentation to the WDNR as requested, or on the MS4 annual report. The program components will be assessed annually to determine if any modifications need to be made to improve efficiencies and/or to meet all permit requirements.

PROCEDURES & IMPLEMENTATION

- 1. The Village conducts plan reviews to ensure site erosion control plans are in accordance with design, installation, and maintenance standards and specifications that meet or exceed the Department's technical standards and the Village's ordinance.**
 - a. Development applications are received at Village Hall via email or in person.
 - b. Applications are dispersed to the Village Engineer and Building Inspector for review.
 - c. Once all application requirements are approved, the Building Inspector issues the permit to the permittee.

- 2. The Village conducts erosion control inspections at all sites holding open Erosion**

- Control Permits within the Village’s jurisdiction, looking for violations or threats to waters of the state.**
- a. The Building Inspector conducts erosion control inspections at sites one acre or more in size within the Village of Bayside ’s jurisdiction, following the frequency described in Table 2 of the WPDES Permit cited above, “Construction Site Inspection Frequency”.
- 3. The Village maintains records of site inspections, including any follow up necessary on sites out of compliance with site specific erosion control plans**
- a. The Building Inspector maintains a file at their desk of all open permits
 - b. The Building Inspector emails or delivers by hand copies of completed inspection forms
 - i. Inspection forms can be found in Appendix A
- 4. The Village notifies landowners who apply for erosion control permits of the possible applicability of subchapter III of NR216 Wis Adm Code, Construction Site Stormwater Discharge Permits, or other Department waterway and wetland permits.**
- a. The Erosion Control permit application requires proof that the project will not impact of a lake, stream, or wetland.
 - b. The Erosion Control permit application requires that disturbance of one or more acres must submit a WRAPP (NOI) application to the WI-DNR at least 14 working days in advance.
- 5. The Village enforces the construction site performance standards equivalent to or more restrictive than those in NR 151.11 and 151.23 Wis. Adm. Code on all sites including municipal projects applicable under the Village Ordinance.**
- a. The Village Ordinance references NR151.11 and NR151.23 as the enforceable construction site performance standards in the Village.
 - b. While performing the review, the Building Inspector ensures the ordinance and Wis. Adm. Code performance standards are met.
- 6. The Village enforces the erosion and sediment control plan requirements for landowners of construction sites equivalent to those contained in s. NR216.46, Wis. Adm. Code including municipal projects applicable under the Village Ordinance.**
- a. The Village Ordinance contains the requirements for the sediment and erosion control plans.
 - b. The Building Inspector, while performing the erosions control plan review ensures the ordinance and Wis. Adm. Code plan requirements are met.
- 7. The Village enforces permit coverage termination requirements, including removal of all temporary erosion and sediment control BMPs and complete site restoration with perennial vegetative cover.**
- 8. The Village maintains an enforcement plan that is followed when addressing issues at construction sites.**
- 9. The Village follows procedures to respond to information submitted by the public, including complaints.**

10. The Village maintains and enforces the municipal ordinance regarding construction site stormwater discharges.

REPORTING & RECORD KEEPING

The Village has a procedure to document the Construction Site Pollutant Control program. The Village evaluates and assesses the effectiveness of the program annually, during the permit term. The program documentation consists of the following:

- a. Maintain records of erosion control permits issued
- b. Maintain records of erosion control inspections performed for each construction site.
- c. Identification and description of any specific stormwater related issues identified by the Village throughout the calendar year. If specific issues arise throughout the year, the Village will incorporate those known issues into the procedures
- d. Tracking documents will be kept in the MS4 binder located in the Director of Public Works' Office, and provided to the WDNR at the time of the MS4 Annual Report, or as requested.

CONTACT INFORMATION

The Village of Bayside has identified the person(s) responsible for overseeing the Construction Site Pollutant Control Program as outline in this CM. The Village Staff identified below is responsible for ensuring that all requirements are being met and necessary documentation is being maintained to conduct a program evaluation and to complete the MS4 Annual Report.

NAME	TITLE	PHONE	EMAIL
Leah Hofer	Assistant to the Village Manager	(414) 206-3914	lhofer@baysidewi.gov

MODIFICATIONS

Any changes to this CM shall be documented in the table below. If a change to the CM occurs, the updated CM shall be submitted to the WDNR with the MS4 Annual Report.

DATE	DESCRIPTION	NAME

CM APPROVAL/ADOPTION

This CM has been approved and adopted by the following individuals and is effective immediately:

Leah Hofer
Assistant to the Village Manager
Village of Bayside

Date

APPENDIX A

EROSION CONTROL INSPECTION SHEET

State of Wisconsin
 Department of Natural Resources
 dnr.wi.gov

CONSTRUCTION SITE INSPECTION REPORT
 Form 3400-187 (rev. 9/04) Page 1 of 2

Notice: Use of this specific form is voluntary, but the information contained on this form must be collected and kept by the permittee under s. NR 216.48(4), Wis. Adm. Code, for a construction site covered under the General WPDES Construction Site Storm Water Discharge Permit, Permit No. WI-0067831-2. This form is provided for the convenience of the permittee to meet the requirements of s. NR 216.48(4), Wis. Adm. Code. Multiple copies of this form may be made to compile the inspection report.

Inspections of implemented erosion and sediment control best management practices must be performed weekly and within 24 hours after a precipitation event 0.5 inches or greater which results in runoff.

Weekly written reports of all inspections conducted by or for the permittee must be maintained throughout the period of general permit coverage. The information maintained in accordance with s. NR 216.48 (4) must be submitted to the Department upon request.

Name of Permittee:				
Construction Site Name (Project):			Construction Site ID No.:	
Location:			County:	
Contractor:			Field Office Phone:	
Note: Weekly inspection reports, along with erosion control and stormwater management plans, are required to be maintained on site and made available upon request.				
Date of inspection (mm/dd/yy): _____		Type of inspection: <input type="checkbox"/> Weekly <input type="checkbox"/> Precipitation Event <input type="checkbox"/> Other (specify) _____		
Time of inspection: Start: _____ a.m./p.m.		Name(s) of individual(s) performing inspection:		
End: _____ a.m./p.m.				
Weather:				
Description of present phase of construction:				
Modifications Required	Yes	No	Not Applicable	Comments/Recommendations about the overall effectiveness of the erosion and sediment control measures. <small>Note: For each item checked "Yes", complete the follow-up information on page 2.</small>
Ditch Checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Erosion Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Erosion Mat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grading Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inlet Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mulch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Offsite Sediment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permanent Seeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule / Phasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Silt Fence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Silt Screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sod	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stabilized Outlet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Temp. Diversion Channel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Temp. Settling Basin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Temporary Seeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tracking Pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Turbidity Barrier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CONSTRUCTION SITE INSPECTION REPORT
 Form 3400-187 (rev. 9/04) Page 2 of 2

Name of Permittee:		
Construction Site Name (Project):	Construction Site ID No.:	
<i>Use the space below for detailed follow-up action items.</i>		
Exact place of erosion/sediment control inspected	Type of erosion/sediment control and its observed condition	Description of any necessary maintenance or repair to erosion/sediment control, including anticipated date of completion

APPENDIX B

EROSION CONTROL PERMIT TRACKING

Appendix 5



Post Construction Stormwater Management

**VILLAGE OF BAYSIDE , WI
MUNICIPAL OPERATIONS
WPDES Permit #WI-S061565-04**



MS4 COMPLIANCE MANUAL (CM)FOR:

POST CONSTRUCTION STORMWATER MANAGEMENT

CM Number: MS4-CM-5

Created December 2021

Prepared by:



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BACKGROUND

The Village of Bayside, along with the Villages of River Hills, Bayside, Brown Deer, Fox Point, Whitefish Bay Shorewood, and City of Glendale referred to as the North Shore Group, own and operate municipal separate storm sewer systems (MS4) that discharge to waters of the state. The North Shore Group has been issued a permit to discharge under the Wisconsin Pollutant Discharge Elimination Systems (WPDES Permit #WI-S061565-03) in accordance with s. 283.33, Wis. Stats., and subch. I. of NR 216, Wis. Adm. Code. State and Federal regulations require that MS4 operators shall develop and implement a program to ensure that municipal operations are performed in ways that will reduce contamination of stormwater discharges.

Per the State and Federal regulations, the program **must include** written documentation of maintenance activities, maintenance schedules, and long term inspection procedures for Best Management practices (BMPs) to reduce floatables and other pollutants discharged from the separate storm sewers. Specifically, the Village of Bayside, as part of the North Shore Group, WPDES permit requires the following for the Post Construction Stormwater Management section of the permit:

II.F POST-CONSTRUCTION STORM WATER MANAGEMENT

Each municipality shall continue to implement and enforce a written program that establishes measurable goals and to control the quantity and quality of discharges from areas of new development and redevelopment, after construction is completed. The program shall include:

1. An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment. At a minimum, the ordinance or other regulatory mechanism shall establish or include:
 - a) Applicability and jurisdiction that shall apply to new development and redevelopment projects with one acre or more of land disturbance, and sites of less than one acre if they are part of a larger common plan of development or sale within the jurisdiction of the permittee. The jurisdiction shall include any adjacent developing areas that are planned to have a minimum density of 500 people per square mile, the urbanized area, and developing areas whose runoff will connect to the MS4.
 - b) Design criteria, standards and specifications equivalent to the technical standards approved by the Department. The Department approved technical standards are available at <http://dnr.wi.gov/topic/stormwater/standards/index.html>.
 - c) Post-construction performance standards equivalent to, or more restrictive than, those in ss. NR 151.121 through 151.125, Wis. Adm. Code.
 - d) Storm water management plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.47, Wis. Adm. Code.
 - e) Permitting requirements, procedures, and fees.
 - f) Long-term maintenance requirements for landowners and other persons responsible for long-term maintenance of post-construction storm water control measures, including requirement for routine inspection and maintenance of privately-owned post-construction storm water control measures that discharge into the MS4 to maintain their pollutant removal operating efficiency.
 - a) Inspection and enforcement authority.
 - b) **The ordinance shall be updated no later than November 30, 2021. If after November 30, 2021, the permittee becomes aware the ordinance is out of date, the permittee shall update the ordinance within 3 months.**

2. Written procedures for post-construction site plan review which incorporate consideration of potential water quality impacts, including source water protection areas where applicable. Post-construction reviews must be conducted for all construction sites with one or more acres of land disturbance.
3. A system for tracking and completing long-term maintenance, inspections, and enforcement of all post-construction BMPs, public and private. This system shall include:
 - a) An inventory of all municipally owned or operated BMPs which includes:
 - (1) BMP, name, location, BMP type, and year constructed.
 - (2) Record drawing.
 - (3) An operation and maintenance plan with inspection procedures and schedule.
 - (4) Written documentation of the municipalities' ability to use a privately-owned BMP to meet a water quality requirement of this permit.
 - b) Written procedures that will be used by the permittee through its ordinance jurisdiction, approval process, and authority, to track and enforce the long-term maintenance of storm water management facilities implemented to meet the post-construction performance standards in Section II F. 1. c).
 - c) Long-term maintenance inspections at least once per permit term.
 - d) Inspection documentation.
 - e) A description of the inspection and enforcement response procedures the permittee will follow when addressing project compliance issues with the enforceable post-construction storm water management performance standards.
4. Green Infrastructure Barrier Removal. Each permittee shall review design, construction, landscaping and other related ordinances to identify and remove barriers to implementation of green infrastructure projects within the MS4. Barriers shall be removed through adopted ordinance revisions by April 30, 2023. If barriers are identified after April 30, 2023, the barriers shall be removed within 18 months of barrier identification.

Failure to implement the state regulations cited above in Part II.F will result in the Village of Bayside being found in non-compliance with the North Shore Group's WPDES storm water permit. An accepted practice for establishing written documentation of maintenance activities is through the use of CM s. This CM has been prepared and issued for Post-Construction Stormwater Management and has been named Village of Bayside CM No. MS4-CM -5.

INTRODUCTION

Objectives: This Standard Operating Procedure (CM) prescribes the procedures to be used when performing Post Construction Stormwater Management activities in the Village of Bayside MS4 area as follows:

- Provide background to the Village staff regarding permit requirements for Post Construction Stormwater Management
- Provide procedures to the Village staff for implementing and maintaining a Post Construction Stormwater Management Program.
- Provide tools for tracking and documenting efforts towards achieving the goals of the Post Construction Stormwater Management Program.
- Create general acceptance of Stormwater Regulations throughout the Village.

Applicable/Responsible Personnel: All Village staff performing and managing activities related to Post Construction Stormwater Management in the Village of Bayside. See the Contact Information on page three (3) of this document for specific Village personnel responsible for the Post Construction Stormwater Management program.

Previous Policy and Procedures Canceled/Superseded: MS4 program procedures governing Post Construction Stormwater Management that were in use at the time of the effective date of this CM.

POLICY

The Village of Bayside will maintain a Post Construction Stormwater Management Program for the purpose of reducing floatables and other pollutants from the Village's separate storm sewers and conveyance systems. This CM will identify the components of the program that address the WPDES permit requirements. Each component will address procedures and record keeping and reporting methods and requirements. Each section requires identification of a person(s) responsible for overseeing the program and ensuring that all permit requirements are being met and are able to provide the necessary documentation to the WDNR as requested, or on the MS4 annual report. The program components will be assessed annually to determine if any modifications need to be made to improve efficiencies and/or to meet all permit requirements.

PROCEDURES & IMPLEMENTATION

- 1. The Village conducts plan reviews to ensure storm water management and long-term operation and maintenance plans are in accordance with design, installation, and maintenance standards and specifications that meet or exceed the Department's technical standards, MMSD's Chapter 13 standards, and the Village's Stormwater Management Ordinance.**
 - a. Development applications are received at Village Hall via email or in person.
 - b. Applications are dispersed to the Village Engineer, Director of Public Works and Building Inspector for review.
 - c. Once all application requirements are approved, the issues the permit to the permittee.

- 2. The Village enforces post-construction performance standards equivalent to or more restrictive than those in NR 151.121 and 151.241 Wis. Adm. Code on all sites including municipal projects applicable under the Village Ordinance.**
 - a. The Village Ordinance references NR151 and MMSD Chapter 13 as the enforceable performance standards in the Village.
 - b. The Village Engineer, while performing the review ensures the ordinance and Wis. Adm. Code performance standards are met.
- 3. The Village enforces stormwater management plan requirements for landowners of construction sites equivalent to those contained in s. NR216.47, Wis. Adm. Code including municipal projects applicable under the Village Ordinance.**
 - a. The Village Ordinance contains the requirements for the stormwater management plans.
 - b. The Village Engineer, while performing the stormwater management plan review, ensures the ordinance and Wis. Adm. Code plan requirements are met.
- 4. The Village enforces long-term maintenance agreement requirements for land owners and other persons responsible for long-term maintenance of post-construction stormwater management facilities.**
 - a. The Village maintains a record of all maintenance agreements for stormwater management facilities that have been installed in the Village.
 - b. The Village collects and records annual inspection reports from the landowners that hold maintenance agreements with the Village.
- 5. The Village has implemented a maintenance and inspection program of municipally and privately owned BMPs.**
 - a. Routine and non-routine inspection and maintenance is conducted for Village and privately owned BMPs
 - b. The Village maintains an inventory of all municipally owned or operated BMPs
 - c. The Village has developed an enforcement response procedure to follow when addressing project compliance issues.
- 6. The Village maintains and enforces the municipal ordinance regarding construction site stormwater discharges.**
- 7. The Village will review design, construction, landscaping and other related ordinances to identify and remove barriers to implementation of green infrastructure by April 20, 2023.**

REPORTING & RECORD KEEPING

The Village has a procedure to document the Post Construction Stormwater Management program. The Village evaluates and assesses the effectiveness of the program annually, during the permit term. The program documentation consists of the following:

- a. Maintain records of stormwater management plan review approvals issued
- b. Maintain records of recorded maintenance agreements with landowners
- c. Identification and description of any specific stormwater related issues identified by the Village throughout the calendar year. If specific issues arise throughout the year, the Village will incorporate those known issues into the procedures

- d. Tracking documents will be kept in the MS4 binder located in the Director of Public Works' Office, and provided to the WDNR at the time of the MS4 Annual Report, or as requested. The Pollution Prevention CM contains inspection procedures for both public and private stormwater BMPs. Annual tracking will be through the Pollution Prevention CM.

CONTACT INFORMATION

The Village of Bayside has identified the person(s) responsible for overseeing the Post Construction Stormwater Management Program as outline in this CM. The Village Staff identified below is responsible for ensuring that all requirements are being met and necessary documentation is being maintained to conduct a program evaluation and to complete the MS4 Annual Report.

NAME	TITLE	PHONE	EMAIL
Leah Hofer	Assistant to the Village Manager	(414) 206-3914	lhofer@baysidewi.gov

MODIFICATIONS

Any changes to this CM shall be documented in the table below. If a change to the CM occurs, the updated CM shall be submitted to the WDNR with the MS4 Annual Report.

DATE	DESCRIPTION	NAME

CM APPROVAL/ADOPTION

This CM has been approved and adopted by the following individuals and is effective immediately:

Leah Hofer
Assistant to Village Manager
Village of Bayside

Date

APPENDIX A

**NOTES AND REVISIONS TO VILLAGE OF BAYSIDE
STORMWATER MANAGEMENT ORDINANCE**

ARTICLE III. STORMWATER MANAGEMENT

Sec. 107-46. Purpose, intent, and findings of fact of article.

- (a) *Purpose.* The general purpose of this article is to set forth stormwater requirements and criteria that will diminish the threats to neighboring properties, public health, safety, welfare, new and existing property and structures, and the aquatic environment due to runoff of stormwater from land development activity. Specific purposes are to:
- (1) Further the maintenance of safe and healthful conditions by protecting the quality of the waters of the state and the village;
 - (2) Prevent and control the adverse effects of stormwater, prevent and control soil erosion, prevent and control water pollution, protect spawning grounds, fish, and aquatic life;
 - (3) Ensure the safe capacity of existing drainage facilities and receiving water bodies;
 - (4) Prevent undue channel erosion; control increases in the scouring and transportation of particulate matter;
 - (5) Prevent conditions that endanger downstream property;
 - (6) Control building sites, placement of structures, and land uses, and promote sound economic growth; and
 - (7) Promote cost-effective maintenance of current stormwater infrastructure such as ditching, culverts, and ponds.
- (b) *Intent.* The intent of this article is to manage the long-term, post-construction stormwater discharges from land development activities, and to define appropriate measures for maintenance of existing watercourses. Where stormwater management system plans have been developed and approved by the village, it is the intent that all land development activities will include stormwater management measures that meet performance standards set forth in those approved plans. Where such stormwater management system plans have not been developed or approved, it is the intent of the village that the stormwater management standards set forth be applied unless otherwise excepted by the village manager and the village engineer.
- (c) *Findings of fact.* This article is based on the finding that uncontrolled stormwater runoff from land development activity has a significant impact upon water resources and the health, safety and general welfare of the community, and diminishes the public enjoyment and use of natural resources. Specifically, uncontrolled stormwater runoff can:
- (1) Degrade physical stream habitat by increasing stream bank erosion, increasing stream bed scour, diminishing groundwater recharge, and diminishing stream base flows;
 - (2) Diminish the capacity of lakes and streams to support fish, aquatic life, recreational, and water supply uses by increasing loadings of nutrients and other urban pollutants;
 - (3) Alter wetland communities by changing wetland hydrology and by increasing pollutant loads;
 - (4) Reduce the quality of groundwater by increasing pollutant loading;

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- (5) Threaten or significantly impact public health, safety, property, and general welfare by overtaxing existing stormwater infrastructure such as storm sewers, drainage ways, and other minor drainage facilities;
 - (6) Threaten or significantly impact public health, safety, property, and general welfare by increasing major flood peaks and volumes;
 - (7) Undermine floodplain management efforts by increasing the incidence and levels of flooding; and
 - (8) Aggravate excessive infiltration and inflow of water into sanitary sewer connections during peak storm events causing the conveyance system to surcharge, overflow or backup into basements.

(Ord. No. 09-600, § 1(1), 8-6-2009)

Sec. 107-47. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agricultural activity means the planting, growing, cultivating, and harvesting of crops; growing and tending of gardens, and trees; harvesting of trees.

Agricultural land use means the use of land for planting, growing, cultivating and harvesting of crops for human or livestock consumption and pasturing or yarding of livestock.

Best management practice (BMP) means a structural or non-structural measure, practice, technique or device employed to avoid or minimize sediment or pollutants carried in runoff to waters of the state; or manage the rate or volume of runoff.

Cease and desist order means a court issued order to halt land developing activity that is being conducted without the required permit.

Common plan of development or sale means all lands included within the boundary of a certified survey or subdivision plat created for the purpose of development or sale of property where multiple separate and distinct land developing activity may take place at different times and on different schedules.

Design storm means a hypothetical discrete rainstorm characterized by a specific duration, temporal distribution, rainfall intensity, return frequency, and total rainfall depth.

Discharge volume means the quantity of runoff discharged from the land surface as the result of a rainfall event.

Fee in lieu means a payment of money to the village in place of meeting all or part of the stormwater performance standards required by this article.

Financial guarantee means a performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees submitted to the village by the permit holder to assure that requirements of this section are carried out in compliance with the stormwater management plan.

Gross aggregate area means the total area, in acres, of all land located within the property boundary containing the land development activity.

Groundwater enforcement standard means a numerical value expressing the concentration of a substance in groundwater, which is adopted under Wis. Stats. § 160.07 and Wis. Admin. Code § NR 140.10 or Wis. Stats. § 160.09 and Wis. Admin. Code § NR 140.12.

Groundwater preventive action limit means a numerical value expressing the concentration of a substance in groundwater which is adopted under Wis. Stats. § 160.15 and Wis. Admin. Code § NR 140.10, 140.12, or 140.20.

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Illicit discharge means any discharge to a municipal separate stormwater system that is not composed entirely of stormwater, except discharges authorized by a WPDES permit or other discharge not requiring a WPDES permit such as landscape irrigation, individual residential car washing, firefighting, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, flows from riparian habitats and wetlands, and similar discharges.

Impervious surface means a surface that releases the rainfall as surface runoff during a large portion of the design rainfall event. Rooftops, sidewalks, parking lots, and street surfaces are examples of impervious surfaces.

Infill area means an undeveloped area of land located within existing development.

Infiltration means the process by which rainfall or surface runoff percolates or penetrates into the underlying soil.

Infiltration system means a device or practice such as a basin, trench, rain garden or swale designed specifically to encourage infiltration, but does not include natural infiltration in pervious surfaces such as lawns, redirecting of rooftop downspouts onto lawns or minimal infiltration from practices, such as swales or road side channels designed for conveyance and pollutant removal only.

Karst feature means an area or surficial geologic feature subject to bedrock dissolution so that it is likely to provide a conduit to groundwater, and may include caves, enlarged fractures, mine features, exposed bedrock surfaces, sinkholes, springs, seeps or swallets.

Land development activity means any construction or re-development of buildings, roads, parking lots, paved and unpaved storage areas, and similar facilities, but not including agricultural activity.

Land disturbing construction activity means any manmade alteration of the land surface resulting in a change in the topography or existing vegetative or non-vegetative soil cover, that may result in runoff and lead to an increase in soil erosion and movement of sediment into waters of the state. Land disturbing construction activity includes clearing and grubbing, demolition, excavating, pit trench dewatering, filling and grading activities.

Land user means any person operating, leasing, renting or having made other arrangements with the landowner by which the landowner authorizes use of his land.

Landowner means any person holding title to or having an interest in land.

Maintenance agreement means a legal document that is filed with the Milwaukee County Register of Deeds, or the Ozaukee County Register of Deeds, as a property deed restriction, and which provides for long-term maintenance of stormwater management practices.

MEP or maximum extent practicable means a level of implementing best management practices in order to achieve a performance standard specified in this article which takes into account the best available technology, cost effectiveness and other competing issues such as human safety and welfare, endangered and threatened resources, historic properties and geographic features. MEP allows flexibility in the way to meet the performance standards and may vary based on the performance standard and site conditions.

Non-storm discharge means a discharge to the storm sewer system created by process other than stormwater runoff.

Non-structural measure means a practice, technique, or measure to reduce the volume, peak flow rate, or pollutants in stormwater that does not require the design or installation of fixed stormwater management facilities.

Off-site means located outside the property boundary described in the permit application for land development activity.

On-site means located within the property boundary described in the permit for the land development activity.

Ordinary high-water mark has the meaning given in Wis. Admin. Code § NR 115.03(6).

Other than residential development means development of the following land uses: commercial; industrial; government and institutional; recreation; transportation, communication, and utilities.

Outstanding resource waters means waters listed in Wis. Admin. Code § NR 102.10.

Peak flow discharge rate means the maximum rate at which a unit volume of stormwater is discharged.

Percent fines means the percentage of a given sample of soil, which passes through a # 200 sieve.

Performance standard means a narrative or measurable number specifying the minimum acceptable outcome for a facility or practice.

Pervious surface means a surface that infiltrates rainfall during a large portion of the design rainfall event. Well-managed lawns, parks, fields, woodlands, or other vegetated areas are examples of surfaces that are typically pervious.

Pollutant has the meaning given in Wis. Stats. § 283.01(13).

Pollution has the meaning given in Wis. Stats. § 283.01(14).

Post-construction site means a construction site following the completion of land disturbing construction activity and final site stabilization.

Post-construction stormwater discharge means any stormwater discharged from a site following the completion of land disturbing construction activity and final site stabilization.

Post-development condition means the extent and distribution of land cover types, anticipated to occur under conditions of full development that will influence stormwater runoff and infiltration.

Pre-development condition means the extent and distribution of land cover types present before the initiation of land development activity, assuming that all land uses prior to development activity are managed in an environmentally sound manner.

Pre-treatment means the treatment of stormwater prior to its discharge to the primary stormwater treatment practice in order to reduce pollutant loads to a level compatible with the capability of the primary practice.

Preventive action limit has the meaning given in Wis. Admin. Code § NR 140.05(17).

Recreational trail means a path that is distinctly set apart from a roadway, street, or sidewalk; designed for activities such as jogging, walking, hiking, bird-watching, bicycle riding, roller skating, or similar recreational activities not involving the use of motorized vehicles; and not a sidewalk according to Wis. Stats. § 340.01(58).

Redevelopment means new construction, modification or replacement of older development.

Regional flood means the peak flow and peak elevation of water with a one percent probability of occurring during any one year, considering rainfall time and intensity patterns, rainfall duration, area distribution, antecedent moisture, and snow melt. The common misnomer, "100-year flood or floodplain" implies a temporal element rather than a one in 100 random probability of the event.

Residential development means that which is created to house people, including the residential dwellings as well as all attendant portions of the development including lawns, driveways, sidewalks, garages, and access streets. Residential development includes single-family dwellings, multifamily dwellings, apartments, and trailer parks.

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Runoff or stormwater runoff means stormwater or precipitation including rain, snow or ice melt or similar water that moves on the land surface via sheet or channelized flow.

Site means the entire area included in the legal description of the land on which the land disturbing construction activity occurred.

Stop-work order means an order issued by the building inspector that all construction activity on the site be stopped.

Stormwater management plan means a document that identifies what actions will be taken to reduce stormwater quantity and pollutant loads from land development activity to levels meeting the purpose and intent of this article.

Stormwater management system plan is a comprehensive plan developed to address stormwater drainage and nonpoint source pollution control problems on a watershed or sub-watershed basis, and which meets the purpose and intent of this article.

Structural measure means source area practices, conveyance measures, and end-of-pipe treatment that are designed to control stormwater runoff pollutant loads, discharge volumes, and peak flow discharge rates.

Surface water means a navigable body of water as that term is defined in Wis. Stats. § 281.31(2)(d), as amended from time to time.

Technical standard means a document that specifies design, predicted performance and operation and maintenance specifications for a material, device or method.

Time of concentration means the time period for the furthest runoff from the outlet of a watershed to contribute to flow at the watershed outlet.

Top of the channel means an edge, or point on the landscape, landward from the ordinary high-water mark of a surface water of the state, where the slope of the land begins to be less than 12 percent continually for at least 50 feet. If the slope of the land is 12 percent or less continually for the initial 50 feet, landward from the ordinary high-water mark, the top of the channel is the ordinary high-water mark.

TR-55 means the United States Department of Agriculture, Natural Resources Conservation Service (previously Soil Conservation Service), Urban Hydrology for Small Watersheds, Second Edition, Technical Release 55, June 1986.

Type II distribution means a rainfall type curve as established in the "United States Department of Agriculture, Soil Conservation Service, Technical Paper 149, published 1973." The type II curve is applicable to all of the state and represents the most intense storm pattern.

Village personnel or authorized personnel means employees of the village or those agents authorized by the village board to implement these stormwater management regulations.

Water quality management means the stormwater standards and duties established under the Clean Water Act, 33 USC 1251 et seq., parallel state law regulating the discharge of pollutants, and implementing regulations.

Water quantity management means stormwater duties and practices to abate peaks flood flows during regional storm events pursuant to chapter 13 of the Milwaukee Metropolitan Sewerage District rules as implemented and enforced by this municipality.

Watercourse means a natural or artificial channel through which water flows.

Waters of the state has the meaning given in Wis. Stats. § 281.01(18). The term "waters of the state" generally refers to those portions of Lake Michigan and Lake Superior within the boundaries of the state, and all lakes, bays, rivers, streams, springs, ponds, wells, impounding reservoirs, marshes, watercourses, drainage systems and other surface water or groundwater, natural or artificial, public or private, within the state or its jurisdiction.

Deleted: *Site restriction* means any physical characteristic which limits the use of a stormwater best management practice as prescribed in the technical standards identified, developed or disseminated by the state department of natural resources under Wis. Admin. Code ch. NR 151, subch. V. ¶

Working day means a calendar day, except Saturdays, Sundays, and village recognized legal holidays.

(Ord. No. 09-600, § 1(2), 8-6-2009)

Sec. 107-48. Stormwater management plan and facilities required.

No person shall proceed with any residential, commercial, industrial, or institutional land development, redevelopment or additions of impervious surface to existing facilities of 100 square feet or more, without providing appropriate stormwater management facilities that adequately control stormwater runoff from such development or subdivided property. A site-specific stormwater management plan must be submitted and approved by the village before any required new stormwater management facilities are constructed, unless exempted or waived pursuant to the provisions of this article. An approved site-specific stormwater management plan is also required before an existing drainage system is relocated, deepened, widened, enlarged, filled, obstructed, or otherwise altered in preparation for land development or redevelopment activity, or land disturbing construction activity. The plan must be submitted and approved before any land development, land disturbing construction activity or watercourse maintenance activity is commenced, or a land subdivision plat or village certified survey map is approved and recorded.

(Ord. No. 09-600, § 1(3), 8-6-2009)

Sec. 107-49. Applicability.

(a) *Applicability.* This article applies as set forth below to land development or maintenance activities that meet applicability criteria specified in this section. This section also applies as set forth below to land development activities that are smaller than the minimum applicability criteria if such activities are part of a larger common plan of development or sale that meets any of the following applicability criteria, even through multiple separate and distinct land development activities may take place at different times on different schedules:

- (1) Land development activity that involves an increase of one-half acre (21,780 square feet) or more of impervious surface but less than one acre of land development activity (43,560 square feet) shall be subject to discharge quantity standards only, as set forth in section 107-50(a) through (c).
- (2) Both discharge quantity and quality standards as set forth in section 107-50(a) through (d) shall apply to any land development activity which disturbs one or more acres (43,560 square feet) regardless of the amount of additional impervious surface created.
- (3) For phased developments, the cumulative effect of all phases shall be considered. Discharge quantity standards will apply if the cumulative amount of new impervious surface is one-half acres (21,780 square feet) or more, even if the individual components of a development each create less than one-half acre of impervious surface; both discharge quantity and quality standards will apply if the cumulative amount of land development activity disturbs one or more acres (43,560 square feet), even if the individual components of a development each disturb less than one acre of land.
- (4) Land development activity of any size that, in the opinion of the village manager and the village engineer, is likely to result in stormwater runoff which exceeds the safe capacity of existing drainage facilities, storage facilities, or receiving surface waters, which may cause surcharging and increase flooding risks, which causes undue channel erosion, unreasonably increases surface water pollution by scouring or the transportation of particulate matter, or endangers downstream property on a surface water shall be subject to section 107-50(a) through (d).
- (5) In all cases, land development activity shall be subject to the impervious surface requirements of sections 104-98 and 125-3.

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- (b) *Jurisdiction.* This article applies to all lands and waters, and all land development activities within boundaries of the village.
- (c) *Comity.* State agencies should design and incorporate best management practices for surface water quality and stormwater quantity management for new impervious surfaces. The runoff management techniques should be the same as flood abatement plans and techniques utilized by local governments in the watershed. The lead agency preparing an environmental assessment for a federal or state project shall identify the mitigating runoff management techniques to prevent increases in peak flood flows from new impervious areas.
- (d) *Exemptions from discharge quantity requirements.* The following activities are exempt from discharge quantity requirements:
- (1) Residential infill where the lot is five acres or less, the development is exclusively residential, the net increase in the area of impervious surface is less than 20 percent of the area of the site, and each boundary of the site is contiguous to sites that contain earlier development served by sanitary sewers, streets, or public water supply when the governmental unit receives the plans for the new development or parkland; or other public land, a utility right-of-way, or a watercourse;
 - (2) Development or redevelopment activity where the area of impervious surface after development will be 100 square feet or less of the total area of the site;
 - (3) Development activity located in sites riparian to Lake Michigan where:
 - a. Site runoff is directly discharged into Lake Michigan; and
 - b. The public works department has determined that bluff erosion protection has been appropriately provided;
 - (4) Construction of recreational trails if the trail width is ten feet or less, and the trail has a continuous buffer at least five feet wide on each side, disregarding interruption by streets, driveways, or other impervious surfaces crossing the trail.
- (e) *Exemptions from discharge quality requirements.* The following activities are exempt from discharge quality requirements:
- (1) A redevelopment post-construction site with no increase in exposed parking lots or roads.
 - (2) A post-construction site with less than ten percent connected imperviousness based on complete development of the post-construction site, provided the cumulative area of all parking lots and rooftops is less than one acre.
 - (3) Nonpoint discharges from agricultural facilities and practices.
 - (4) Nonpoint discharges from silviculture activities.
 - (5) Routine maintenance for project sites under five acres of land disturbance if performed to maintain the original line and grade, hydraulic capacity or original purpose of the facility.
 - (6) Underground utility construction such as water, sewer and fiber optic lines. This exemption does not apply to the construction of any above-ground structures associated with utility construction.
- (f) *Exemptions from discharge quantity and quality requirements.* The following activities are exempt from both discharge quantity and quality requirements:
- (1) Development approved by the village before the effective date of the ordinance from which this article derives, provided that the approval had sufficient finality to create a vested right to proceed with the development;

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- (2) Maintenance, alteration, use or improvement to an existing structure or construction activity which does not significantly change or affect the water quality, hydrologic and hydraulic characteristics of the surface water discharge;
 - (3) Maintenance activities undertaken by any municipal, state or federal governmental agency;
 - (4) Facilities, or portions thereof, for which a special exception is granted pursuant to section 125-9.

(Ord. No. 09-600, § 1(4), 8-6-2009)

Sec. 107-50. Stormwater management standards.

(a) *Stormwater management criteria.*

- (1) The site-specific stormwater management system plan required under the provisions of this article shall be designed in accordance with good engineering practice. The specific methods to be used in the calculation of peak rates of discharge, volumes, and water quality conditions and of the hydraulic capacities of storage and conveyance facilities shall be left to the judgment of the professional engineer preparing the plan subject, however, to the approval of the village.
- (2) The site-specific stormwater management system plan shall be designed such that natural topography and land cover features such as swales, natural streams, channels, drainage ways, natural depressions, native soil infiltrating capacity, and natural groundwater recharge areas shall be preserved and used to the extent practicable.

(b) *Stormwater discharge quantity standards.*

- (1) Peak flow sharing components of stormwater structures shall be designed in accordance with standard engineering practices.
- (2) Runoff volumes and peak flow rates used in designing the water quantity components of stormwater structures shall be based on the principles of the document entitled "Urban Hydrology for Small Watersheds" (Technical Release 55: Engineering Division, Soil Conservation Service, United States Department of Agriculture, June 1992).
- (3) The most recent rainfall data available from the Southeastern Wisconsin Regional Planning Commission or more protective data shall be the basis for the analyses required by this article.
- (4) The conveyance and storage facilities incorporated into the site-specific stormwater management system plan required under this section shall be designed as an integral part of complementary minor and major subsystem.
- (5) The minor subsystem, generally consisting of the proposed on-site stormwater conveyance facilities such as storm sewers and storm drains, shall be designed to avoid nuisance flooding of streets and yards and shall accommodate the peak rate of runoff from rainfall events up to and including the ten-year recurrence interval event. The rainfall intensity shall be determined based on appropriate times of concentration from relationships established and published by the Southeastern Wisconsin Regional Planning Commission.
- (6) The complementary major subsystem shall consist of the public streets and interconnected flow paths to the streets and from the streets to receiving streams and watercourses. The major system shall be designed to accommodate peak rates of discharge from rainfall events up to and including the 100-year recurrence interval event without inundation of exposed basements, building basement window wells, basement entryways, or the first floors of buildings, utilizing a one-foot freeboard.
- (7) Unless otherwise provided for, all land development activities subject to this section shall establish on-site management practices to control the peak flow rates of stormwater discharged from the site. On-

Commented [BLF3]: And the appropriate NRCS Wisconsin MSE3 or MSE4 precipitation distribution.

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site management practices shall be used to meet the minimum performance standards as set forth in this section.

(c) **Peak flow discharge.**

Commented [BLF4]: Needs updating per MMSD Chap 13

- (1) The peak flow discharge rates of stormwater runoff under the post-development conditions shall be controlled and reduced as follows:
 - a. 100-year post-development peak runoff discharge shall not exceed the lesser of the following:
 1. One-half cubic feet per second per acre (0.5 cfs/acre);
 2. Maximum hydraulic capacity of existing downstream conveyance, drainage, or storage facilities; or
 3. The pre-development discharge rate;
 - b. Two-year post-development peak runoff discharge shall not exceed 0.15 cfs per acre or the pre-development discharge rate, whichever is the lesser;
 - c. The design rainfall used for stormwater management pond design shall be the two- and 100-year recurrence interval, 24-hour duration events with a SCS type II distribution with the latest rainfall depths as determined by SEWRPC; and
 - d. The area included in discharge limit calculations in the form of cfs/acre shall consist of the entire portion of the site draining to the discharge location under consideration.
- (2) If the land development site or the proposed stormwater management facility currently receives or is proposed to receive surface runoff originating from off-site tributary watershed areas, the stormwater management criteria shall apply to the total runoff that originates from the land being developed and tributary off-sites areas.
- (3) Any stormwater management pond shall fully contain the runoff from the tributary watershed area during the 100-year, 24-hour rainfall with a SCS type II distribution under the post-development conditions. The tributary watershed area consists of all on-site and off-site areas draining to the pond.
- (4) Emergency overland flow for all stormwater facilities shall be provided to prevent exceeding the safe capacity of downstream drainage facilities and prevent endangerment of downstream property or public safety.
- (5) If surface runoff leaves the site at more than one location, discharge at each location must individually meet the standards set forth in this section. The discharge comparisons shall be made at stormwater conveyance facilities (i.e., ditches, culverts, storm sewers, stormwater detention ponds, channels, streams, etc.) that are located immediately downstream of each discharge location of the land development site.
- (6) Impacts to the hydraulic performance of downstream conveyance or storage facilities shall be avoided. Where such changes are proposed, the impact of the proposal on existing stormwater detention ponds shall be assessed using a methodology authorized by the village and in accordance with existing BMPs.
- (7) All stormwater runoff conveyance facilities within the boundaries of the property that is being developed shall be sized to adequately carry the runoff from a ten-year recurrence interval rainfall. In some cases, less sophisticated computation methods such as the rational method may be used with prior written approval by the village manager and the village engineer.
- (8) For storms exceeding the design capacity of the conveyance system, overland drainage routes shall direct the excess runoff to any stormwater management pond proposed for the site.

- (9) When the Soil Conservation Service TR-55 Method is used to calculate peak flow discharge rates and runoff volumes for the pre-development condition, NRCS curve numbers in the following table shall be used. When other methods for computing runoff are used, they shall assume comparable runoff conditions.

Land Cover	Curve Number
Lawns and residential and commercial landscaped areas	72
Wooded areas	65
All impervious surfaces including roofs, driveways, parking lots, streets, and sidewalks, etc.	95
All streams, channels, ditches, ponds, etc.	99

Commented [BLF5]: Model Ordinance has a table for Max Pre- Runoff Curve Numbers.

- (d) *Stormwater discharge quality standards.* Unless otherwise provided, all land development activities subject to this article shall establish on-site management practices to control the quality of stormwater discharged from the site. On-site management practices shall be used to meet the following minimum standards:
- (1) Technical standards identified, developed or disseminated by the state department of natural resources under Wis. Admin. Code ch. NR 151, subch. V.
 - (2) Where technical standards have not been identified or developed by the state department of natural resources, other technical standards may be used, provided that the methods have been approved by the village manager and the village engineer.
 - (3) The most recent rainfall data available from the Southeastern Wisconsin Regional Planning Commission or more protective data shall be the basis for the analyses required by this article.
 - (4) Stormwater discharges shall be treated to remove, on an average annual basis, a minimum of 80 percent of the total suspended solids load. To achieve this level of control, stormwater practices shall be designed in accordance with the methods set forth in the latest edition of the technical standards identified, developed or disseminated by the state department of natural resources under Wis. Admin. Code ch. NR 151, subch. V, and amended from time to time by the state department of natural resources.
 - (5) For new development, by design, reduce to the maximum extent practicable, the total suspended solids load by 80 percent, based on the average annual rainfall, as compared to no runoff management controls. No person shall be required to exceed an 80 percent total suspended solids reduction to meet the requirements of this subsection.
 - (6) For redevelopment, by design, reduce to the maximum extent practicable, the total suspended solids load by 40 percent, based on the average annual rainfall, as compared to no runoff management controls. No person shall be required to exceed a 40 percent total suspended solids reduction to meet the requirements of this subsection.
 - (7) For in-fill development of less than five acres that occurs within ten years after the effective date of this rule, by design, reduce to the maximum extent practicable, the total suspended solids load by 40 percent, based on an average annual rainfall, as compared to no runoff management controls. No person shall be required to exceed a 40 percent total suspended solids reduction to meet the requirements of this subsection.
 - (8) For in-fill development that occurs ten or more years after the effective date of this rule, by design, reduce to the maximum extent practicable, the total suspended solids load by 80 percent, based on an average annual rainfall, as compared to no runoff management controls. No person shall be required to exceed an 80 percent total suspended solids reduction to meet the requirements of this subsection.

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- (9) Notwithstanding sections 107-51 through 107-53 and this section, if the design cannot achieve the applicable total suspended solids reduction specified, the stormwater management plan shall include a written and site-specific explanation why that level of reduction is not attained and the total suspended solids load shall be reduced to the maximum extent practicable.
- (10) The proposed stormwater quality improvement and pollution reduction measures may include wet detention/retention ponds, infiltration devices, filter strips, grass swales, oil-grit separator devices, or a combination of structural best management practices recognized and endorsed by the technical standards identified, developed or disseminated by the state department of natural resources under Wis. Admin. Code ch. NR 151, subch. V, as published and amended from time to time by the state department of natural resources.
- (11) The proposed stormwater quality improvement and pollution reduction measures may also include good housekeeping and/or source area best management practices including impervious area sweeping, catchbasin cleaning or other methods as approved by the village manager and the village engineer.
- (12) All on-site storm sewer inlets on private properties shall consist of catchbasins with a sump depth of a minimum of two feet. The cleaning of such on-site sumps through a vacuum device and the proper disposal of the contents shall be included as part of the maintenance agreement required as part of this section.
- (13) If stormwater quality ponds are proposed, these shall be designed and constructed in accordance with the technical standards identified, developed or disseminated by the state department of natural resources under Wis. Admin. Code ch. NR 151, subch. V, as published and amended from time to time by the state department of natural resources.
- (14) Runoff within a non-navigable drainage way that flows into a BMP, such as a wet pond, is not required to meet water quality performance standards unless designed to provide treatment.
- (15) The discharge of runoff from a BMP, such as a wet pond, or after a series of such BMPs is subject to this article.
- (16) If infiltration practices are proposed, runoff shall be pre-treated prior to infiltration when required to prolong maintenance of the infiltration practice and to prevent discharge of stormwater pollutants at concentrations that will result in exceedances of groundwater preventive action limits or enforcement standards established by the department of natural resources in Wis. Admin. Code § NR 140, as amended from time to time. Stormwater shall not be injected underground through excavations or openings that would violate Wis. Admin. Code § NR 812.05, as amended from time to time.
- (e) *Fueling and vehicle maintenance areas.* Fueling and vehicle maintenance areas shall, to the maximum extent practicable, have best management practices designed, installed and maintained to reduce petroleum within runoff, such that the runoff that enters waters of the state contains no visible petroleum sheen.
- (f) *Infiltration.* BMPs shall be designed, installed, and maintained to infiltrate runoff to the maximum extent practicable in accordance with the following, except as provided in sections 107-49, 107-51, and this section:
- (1) For residential developments, one of the following shall be met:
- a. Infiltrate sufficient runoff volume so that the post-development infiltration volume shall be at least 90 percent of the pre-development infiltration volume, based on an average annual rainfall. However, when designing appropriate infiltration systems to meet this requirement, no more than one percent of the project site is required as an effective infiltration area.
- b. Infiltrate 25 percent of the post-development runoff from the two-year, 24-hour design storm with a type II distribution. Separate curve numbers for pervious and impervious surfaces shall be used to calculate runoff volumes and not composite curve numbers as defined in TR-55.

Commented [BLF6]: More specifics on what is exempt. Follow model ordinance.

However, when designing appropriate infiltration systems to meet this requirement, no more than one percent of the project site is required as an effective infiltration area.

- (2) For nonresidential development, including commercial, industrial and institutional development, one of the following shall be met:
 - a. Infiltrate sufficient runoff volume so that the post-development infiltration volume shall be at least 60 percent of the pre-development infiltration volume, based on an average annual rainfall. However, when designing appropriate infiltration systems to meet this requirement, no more than two percent of the project site is required as an effective infiltration area.
 - b. Infiltrate ten percent of the runoff from the two-year, 24-hour design storm with a type II distribution. Separate curve numbers for pervious and impervious surfaces shall be used to calculate runoff volumes, and not composite curve numbers as defined in TR-55. However, when designing appropriate infiltration systems to meet this requirement, no more than two percent of the project site is required as an effective infiltration area.
 - (3) Infiltration systems designed in accordance with this section shall, to the extent technically and economically feasible, minimize the level of pollutants infiltrating to groundwater and shall maintain compliance with the preventive action limit at a point of standards application in accordance with Wis. Admin. Code ch. NR 140. However, if site-specific information indicates that compliance with a preventive action limit is not achievable, the infiltration BMP may not be installed or shall be modified to prevent infiltration to the maximum extent practicable.
 - (4) Before infiltrating runoff, pretreatment shall be required for parking lot runoff and for runoff from new road construction in commercial, industrial and institutional areas that will enter an infiltration system. The pretreatment shall be designed to protect the infiltration system from clogging prior to scheduled maintenance and to protect groundwater quality in accordance with section 107-48. Pretreatment options may include, but are not limited to, oil/grease separation, sedimentation, biofiltration, filtration, swales or filter strips.
 - (5) Notwithstanding section 107-48, the discharge from BMPs shall remain below the enforcement standard at the point of standards application.
- (g) *Infiltration exclusions.* The runoff from the following areas is prohibited from meeting the requirements of this section:
- (1) Areas associated with tier 1 industrial facilities identified in Wis. Admin. Code § NR 216.21(2)(a), including storage, loading, rooftop and parking.
 - (2) Storage and loading areas of tier 2 industrial facilities identified in Wis. Admin. Code § NR 216.21(2)(b).
 - (3) Fueling and vehicle maintenance areas.
 - (4) Areas within 1,000 feet upgradient or within 100 feet downgradient of karst features.
 - (5) Areas with less than three feet separation distance from the bottom of the infiltration system to the elevation of seasonal high groundwater or the top of bedrock, except this subsection (g)(5) does not prohibit infiltration of roof runoff.
 - (6) Areas with runoff from industrial, commercial and institutional parking lots and roads and residential arterial roads with less than five feet separation distance from the bottom of the infiltration system to the elevation of seasonal high groundwater or the top of bedrock.
 - (7) Areas within 400 feet of a community water system well as specified in Wis. Admin. Code § NR 811.16(4), or within 100 feet of a private well as specified in Wis. Admin. Code § NR 812.08(4) for runoff infiltrated from commercial, industrial and institutional land uses or regional devices for residential development.

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- (8) Areas where contaminants of concern, as defined in Wis. Admin. Code § NR 720.03(2), are present in the soil through which infiltration will occur.
- (9) Any area where the soil does not exhibit one of the following soil characteristics between the bottom of the infiltration system and the seasonal high groundwater and top of bedrock: at least a three-foot soil layer with 20 percent fines or greater; or at least a five-foot soil layer with ten percent fines or greater. This does not apply where the soil medium within the infiltration system provides an equivalent level of protection. This subsection (g)(9) does not prohibit infiltration of roof runoff.
- (h) *Infiltration exemptions.* The following are not required to meet the requirements of this section:
- (1) Areas where the infiltration rate of the soil is less than 0.6 inches/hour measured at the site.
 - (2) Parking areas and access roads less than 5,000 square feet for commercial and industrial development.
 - (3) Redevelopment post-construction sites.
 - (4) In-fill development areas less than five acres.
 - (5) Infiltration areas during periods when the soil on the site is frozen.
 - (6) Roads in commercial, industrial and institutional land uses, and arterial residential roads.
- (i) *Exceptions to discharge quantity and quality management requirements.* The village may establish stormwater management requirements either more or less stringent than those set forth in this section, provided that at least one of the following conditions apply:
- (1) The village manager and village engineer determine that a higher level of protection shall be needed to protect sensitive resources.
 - (2) The village manager and village engineer determine that a higher level of protection from flooding shall be required to protect the public health and safety.
 - (3) The village manager and village engineer determine that more restrictive discharge controls shall be needed because existing downstream conveyance or storage facilities shall be rendered inadequate as a result of development activity.
 - (4) The village manager and village engineer determine that the land development activity shall be covered by an approved stormwater management system plan that contains management requirements consistent with the purpose and intent of this article.
 - (5) Provisions are made to manage stormwater by an off-site facility, provided that all of the following conditions for the off-site facility are met:
 - a. The facility is in place.
 - b. The facility is designed and adequately sized to provide a level of stormwater control equal to or greater than would be provided by on-site practices meeting the requirements of this section.
 - c. The facility has a legally obligated entity responsible for its long-term operation and maintenance.
 - d. The village manager and the village engineer finds that meeting the minimum on-site management requirements of this section is not feasible due to space or site restrictions.
- (j) *Protective areas.*
- (1) The term "protective area" means an area of land that commences at the top of the channel of lakes, streams and rivers, or at the delineated boundary of wetlands, and that is the greatest of the following widths, as measured horizontally from the top of the channel or delineated wetland boundary to the closest impervious surface. However, in this subsection, the term "protective area" does not include

any area of land adjacent to any stream enclosed within a pipe or culvert, such that runoff cannot enter the enclosure at this location. [Suggest following model ordinance, small changes to the language below, including h and j.](#)

- a. For outstanding resource waters and exceptional resource waters, and for wetlands in areas of special natural resource interest as specified in Wis. Admin. Code § NR 103.04: 75 feet.
 - b. For perennial and intermittent streams identified on a United States geological survey 7.5-minute series topographic map, or a county soil survey map, whichever is more current: 50 feet.
 - c. For lakes: 50 feet.
 - d. For highly susceptible wetlands: 50 feet. Highly susceptible wetlands include the following types: fens, sedge meadows, bogs, low prairies, conifer swamps, shrub swamps, other forested wetlands, fresh wet meadows, shallow marshes, deep marshes and seasonally flooded basins. Wetland boundary delineations shall be made in accordance with Wis. Admin. Code § NR 103.08(1m). This subsection does not apply to wetlands that have been completely filled in accordance with all applicable state and federal regulations. The protective area for wetlands that have been partially filled in accordance with all applicable state and federal regulations shall be measured from the wetland boundary delineation after fill has been placed.
 - e. For less susceptible wetlands: ten percent of the average wetland width, but no less than ten feet nor more than 30 feet. Less susceptible wetlands include degraded wetlands dominated by invasive species such as reed canary grass.
 - f. In subsections (j)(1)a, d and e of this section, determinations of the extent of the protective area adjacent to wetlands shall be made on the basis of the sensitivity and runoff susceptibility of the wetland in accordance with the standards and criteria in Wis. Admin. Code § NR 103.03.
 - g. For concentrated flow channels with drainage areas greater than 130 acres: ten feet.
- (2) This subsection (j) applies to post-construction sites located within a protective area, except those areas exempted pursuant to subsection (j)(4) of this section.
- (3) The following requirements shall be met:
- a. Impervious surfaces shall be kept out of the protective area to the maximum extent practicable. The stormwater management plan shall contain a written site-specific explanation for any parts of the protective area that are disturbed during construction.
 - b. Where land disturbing construction activity occurs within a protective area, and where no impervious surface is present, adequate sod or self-sustaining vegetative cover of 70 percent or greater shall be established and maintained. The adequate sod or self-sustaining vegetative cover shall be sufficient to provide for bank stability, maintenance of fish habitat and filtering of pollutants from upslope overland flow areas under sheet flow conditions. Non-vegetative materials, such as rock riprap, may be employed on the bank as necessary to prevent erosion, such as on steep slopes or where high velocity flows occur.
 - c. Best management practices such as filter strips, swales, or wet detention basins, which are designed to control pollutants from non-point sources may be located in the protective area.
- (4) This subsection (j) does not apply to:
- a. Redevelopment post-construction sites.
 - b. In-fill development areas less than five acres.
 - c. Structures that cross or access surface waters such as boat landings, bridges and culverts.

Commented [BLF7]: Not sure what this is referring to.

- d. Structures constructed in accordance with Wis. Stats. § 59.692(1v).
- e. Post-construction sites from which runoff does not enter the surface water, except to the extent that vegetative ground cover is necessary to maintain bank stability.

(k) *Credit for removal of impervious surfaces.*

- (1) *Same site credit.* The village manager and village engineer may use the removal of pavement, covered structures or other impervious surfaces at the same property to calculate the net post construction impervious acreage and corresponding water quantity management duties. Credit may equal, but not be larger than, the acreage of impervious surfaces removed when runoff release rates and detention are the best management practices utilized at the site. When best management practices with a higher order of preference are utilized in lieu of detention, equivalent credit may be granted as determined by the village manager and the village engineer with the concurrence of the MMSD. Credit for reducing impervious surfaces at a site, not utilized by the development on the site, belongs to the department of public works and may be banked for allocation to other development within the watershed under subsection (k)(2) of this section.
- (2) *Dispersed site in same watershed credit.* The village manager and village engineer may bank the removal of impervious surfaces, which individually must be one-half acre or more, within the same watershed, where the volume, timing and peak flow of runoff will be distributed over the critical time sufficient to assure the level of protection provided by MMSD flood abatement projects will not be reduced. The village manager and the village engineer may allocate banked credit to promote a policy of smart growth. The total acreage banked or allocated, or both, shall be reported, by watershed or sub-watershed, annually to the MMSD for concurrence.

Commented [BLF8]: Including wetlands, without first being treated by a BMP to meet the local ordinance requirements for total suspended solids and peak flow reduction, except to the extent that vegetative ground cover is necessary to maintain bank stability.

Commented [BLF9R8]: Additional language from Model Ord

Commented [BLF10]: "Swale Treatment" section of model ordinance not covered in Bayside Ordinance

Commented [BLF11]: Note: Village of Bayside Specific

(l) *General considerations for on-site and off-site stormwater management measures.* The following considerations shall be observed in managing stormwater runoff:

- (1) Natural topography and land cover features such as natural swales, natural depressions, native soil infiltrating capacity, and natural groundwater recharge areas shall be preserved and used, to the extent possible, to meet the requirements of this section.
- (2) Emergency overland flow for all stormwater facilities shall be provided to prevent exceeding the safe capacity of downstream drainage facilities and prevent endangerment of downstream property or public safety.
- (3) BMPs for water quantity management shall utilize the following techniques, in order of preference:
 - a. Preservation of the natural features of development sites, including natural storage and infiltration characteristics;
 - b. Preservation of existing natural streams, channels, and drainage ways;
 - c. Minimization of new impervious surfaces;
 - d. Conveyance of stormwater in open vegetated channels;
 - e. Construction of structures that provide both quantity and quality control, with structures serving multiple sites being preferable to structures serving individual sites; and
 - f. Construction of structures that provide only quantity control, with structures serving multiple sites being preferable to structures serving individual sites.

(m) *Location and regional treatment option.*

- (1) The BMPs may be located on-site or off-site as part of a regional stormwater device, practice or system within the same watershed.
 - (2) Runoff within a non-navigable drainage way that flows into a BMP, such as a wet pond, is not required to meet water quality performance standards unless designed to provide treatment. This regional treatment option does not supersede any other federal, state or local regulation of post-construction runoff, such as Wis. Admin. Code ch. NR 103 and Wis. Stats. ch. 30.
 - (3) The discharge of runoff from a BMP, such as a wet pond, or after a series of such BMPs is subject to this article.
 - (4) The village manager and the village engineer may approve off-site management measures provided that all of the following conditions are met:
 - a. The village manager and the village engineer determines that the post-construction runoff is covered by a stormwater management system plan that is approved by the village and that contains management requirements consistent with the purpose and intent of this article.
 - b. The off-site facility meets all of the following conditions:
 1. The facility is in place.
 2. The facility is designed and adequately sized to provide a level of stormwater control equal to or greater than that which would be afforded by on-site practices meeting the performance standards of this article.
 3. The facility has a legally obligated entity responsible for its long-term operation and maintenance.
 - (5) Where a regional treatment option exists such that the village manager and the village engineer exempts the applicant from all or part of the minimum on-site stormwater management requirements, the applicant shall be required to pay a fee in lieu of stormwater management practices.
- (n) *Fee in lieu of on-site stormwater management practices.* Where the village waives all or part of the minimum on-site stormwater management requirements under this section, the applicant may be required to pay a fee in an amount determined in negotiation with the village. In setting the fee for land development projects, the village manager and the village engineer shall consider an equitable distribution of the cost for land, engineering design, construction, and maintenance of the on-site or regional stormwater management practices needed to serve the land development.

(Ord. No. 09-600, § 1(5), 8-6-2009)

Sec. 107-51. Permitting requirements, procedures and fees.

- (a) *Permit required.* No landowner or land operator may undertake a land development activity subject to this section without receiving a permit from the village prior to commencing the proposed activity.
- (b) *Permit application, fees, and costs.* Unless specifically excluded by this section, any landowner or operator desiring a permit shall submit to the village a permit application made on a form provided.
 - (1) Unless otherwise excepted by this section, a permit application must be accompanied by the following in order that the permit application be considered by the village manager and the village engineer: a stormwater management plan, a maintenance agreement, financial guarantee, and a nonrefundable permit administration fee.
 - (2) The stormwater management plan, maintenance agreement, financial guarantee, and fees shall meet the requirements of this section.

Commented [BLF12]: Consider changing to an administering authority "Village Board, Village Manager or their designee, etc"

Commented [BLF13]: Is there a stormwater form to fill out?

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- (3) The applicant shall reimburse the village for all of the village's costs and expenses incurred (including professional and attorneys' fees) in reviewing the application.
- (c) *Review and approval of permit application.* The village manager and the village engineer shall review any permit application that is submitted with a stormwater management plan, maintenance agreement, financial guarantee, and the required fees. The following approval procedure shall be used:
- (1) Within 30 business days of the receipt of a complete permit application, including all items as required by this section, the village manager and the village engineer shall inform the applicant whether the application, plan and maintenance agreement are approved or disapproved.
 - (2) If the stormwater permit application, plan and maintenance agreement are approved, or if an agreed upon payment of fees in lieu of stormwater management practices is made, the village manager and the village engineer shall issue the permit.
 - (3) If the stormwater permit application, plan or maintenance agreements are disapproved, the village manager and the village engineer shall detail in writing the reasons for disapproval.
 - (4) If additional information is submitted, the village manager and the village engineer shall have 15 business days from the date the additional information is received to inform the applicant that the plan and maintenance agreement are either approved or disapproved.
- (d) *Permit conditions.* All permits issued under this section shall be subject to the following conditions, and holders of permits issued under this section shall be deemed to have accepted these conditions. The village manager and the village engineer may suspend or revoke a permit for violation of a permit condition, following written notification of the permittee. An action to suspend or revoke this permit may be appealed in accordance with this section.
- (1) Compliance with this permit does not relieve the permit holder of the responsibility to comply with other applicable federal, state, and local laws and regulations.
 - (2) The permit holder shall design and install all structural and non-structural stormwater management measures in accordance with the approved stormwater management plan and this permit.
 - (3) The permit holder shall notify the village at least three working days before commencing any work in conjunction with the stormwater management plan, and within the next working day upon completion of the stormwater management practices. If required as a special condition, the permit holder shall make additional notification according to a schedule set forth by the village so that practice installations can be inspected during construction.
 - (4) Practice installation required as part of this section shall be certified "as-built" by a licensed professional engineer. Completed stormwater management practices must pass a final inspection to determine if they are in accordance with the approved stormwater management plan and this section. The village shall notify the permit holder in writing of any changes required in such practices to bring them into compliance with the conditions of this permit.
 - (5) The permit holder shall notify the village of any significant modifications it intends to make to an approved stormwater management plan. The village may require that the proposed modifications be submitted for approval prior to incorporation into the stormwater management plan and execution.
 - (6) The permit holder shall maintain all stormwater management practices in accordance with the stormwater management plan until the practices are transferred to subsequent private owners as specified in the approved maintenance agreement.
 - (7) The permit holder authorizes the village to perform any work or operations necessary to bring stormwater management measures into conformance with the approved stormwater management plan, and consents to a special assessment or charge against the property as authorized under Wis.

Stats. § 66.0627, as amended from time to time, or to charging such costs against the financial guarantee posted under this section.

- (8) If so directed by the village, the permit holder shall repair at the permit holder's own expense all damage caused by stormwater runoff, where such damage is caused by activities that are not in compliance with the approved stormwater management plan.
 - (9) The permit holder shall permit property access to authorized village personnel for the purpose of inspecting the property for compliance with the approved stormwater management plan and this permit.
 - (10) Where a stormwater management plan involves changes in direction, increases in peak rate and/or total volume of runoff from a site, the village may require the permittee to make appropriate legal arrangement with adjacent property owners concerning the prevention of endangerment to property or public safety.
 - (11) The permit holder is subject to the enforceable actions detailed in this section if the permit holder fails to comply with the terms of this permit.
- (e) *Permit conditions.* Permits issued under this section may include conditions established by the village in addition to the requirements needed to meet the performance standards in section 107-50 or a financial guarantee as provided for in section 107-54.
- (f) *Permit duration.* Permits issued under this section shall be valid from the date of issuance through the date the village notifies the permit holder that all stormwater management practices have passed the final inspection required under the permit.

(Ord. No. 09-600, § 1(6), 8-6-2009)

Sec. 107-52. Stormwater management plan contents.

- (a) *Plan requirements.*
- (1) The stormwater management plan required under this article shall contain any information the village may need to evaluate the environmental characteristics of the area affected by land development activity, the potential impacts of the proposed development upon the quality and quantity of stormwater discharges, the potential impacts upon water resources and drainage utilities, and the effectiveness and acceptability of proposed stormwater management measures in meeting the performance standards set forth in this section.
 - (2) The plan shall include computations of peak flow rates and discharge volumes at each point of discharge into and out of the site concerned under existing and planned development and redevelopment conditions. The data shall include times of concentration to key junctions in flow paths and to points of discharge into and out of the site.
 - (3) The plan shall consist of narrative descriptions and explanations; maps, charts, and graphs; tables; photographs; supporting calculations; and references to recognized engineering text and manuals as may be necessary to provide a clear and concise description of the plan. The sources of maps and data presented in the plan shall be identified.
 - (4) For phased developments, the site development stormwater management plan shall consider the cumulative effect of all phases.
 - (5) Unless specified otherwise by this section, stormwater management plans shall contain, at a minimum, the following information:

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- a. Name, address, and telephone number for the following or their designees: landowner; developer; project engineer for practice design and certification; person responsible for installation of stormwater management practices; person responsible for maintenance of stormwater management practices prior to the transfer, if any, of maintenance responsibility to another party.
 - b. A proper legal description of the property proposed to be developed referenced to the U.S. Public Land Survey system or to block and lot numbers with a recorded land subdivision plat.
 - c. Description of pre-development site conditions and supporting documentation.
 - d. Description of post-development site conditions and supporting documentation.
 - e. Description of post-development anticipated impacts and supporting documentation.
 - f. Description of proposed stormwater management facilities and measures and supporting documentation.
- (b) *Pre-development site conditions.* The plan shall include a map and description of the existing conditions of the site concerned including:
- (1) A map of the site at a scale of one inch equals 100 feet or larger showing the property boundaries referenced to the U. S. Public Land Survey system or to a lot and block of a recorded subdivision plat; the topography of the site including contours shown at an interval of two feet or less, together with such spot elevations as may be necessary; the contours and spot elevations shall be referenced to the National Geodetic Vertical Datum of 1929, or to village datum with prior written approval from the village;
 - (2) The hydrologic and hydraulic characteristics of the site including drainage flow paths and directions of flow onto, through, and out of the site; related drainage basin boundaries, including off-site tributary areas; times of concentration;
 - (3) The location of areas where stormwater may collect or percolate into the ground;
 - (4) Locations where runoff enters the site from adjacent tributary areas together with the size of those areas expressed in acres;
 - (5) Locations where runoff leaves the site and the contributing watersheds to each of these locations expressed in acres;
 - (6) Groundwater elevations referred to the National Geodetic Vertical Datum of 1929 or to village datum with prior written approval from the village;
 - (7) Soils by hydrologic group;
 - (8) Cover type and condition;
 - (9) Location and extent of impervious surfaces, including type and condition of the surfaces;
 - (10) Locations and outlines of all buildings or other structures;
 - (11) Location of all receiving bodies of surface water on or within 100 feet of the site into which stormwater flows;
 - (12) Locations and size of wetlands on or within 100 feet of the site;
 - (13) Location and extent of the 100-year recurrence interval flood hazard area associated with any perennial stream or watercourse on or within 100 feet of the site;
 - (14) Information regarding current water quality objectives and current water quality conditions in any perennial watercourses located on or within 100 feet to the site;

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- (15) Locations, sizes, and elevations of all existing storm sewers, channels, ditches, detention or retention ponds, or other engineered drainage facilities on or within 100 feet of the site; the elevations being referred to the National Geodetic Datum of 1929 or to village datum with prior written approval from the village.
- (c) *Proposed post-development site conditions.* The plan shall describe the alterations proposed as to the site and the resulting proposed post-development conditions. The description shall include:
- (1) Explanation of the provisions to preserve and use natural topography and land cover features to minimize changes in peak flow runoff rates and volumes to surface waters;
 - (2) Proposed changes in the planimetry of the site, and in the topography of the site by contours having the same contour interval and referred to the same datum as used to present the topography of the existing site conditions;
 - (3) The location and outline of all proposed buildings or other structures;
 - (4) Changes in the location, extent and type of impervious surfaces;
 - (5) The location and extent of areas where vegetation is to be disturbed or planted;
 - (6) Impacts on existing natural storage or infiltration areas;
 - (7) Changes in the drainage flow paths into, through, and out of the site, and related changes in drainage basin boundaries;
 - (8) The location, elevations, and sizes of all proposed minor and major stormwater management facilities; the former including all storm sewers and inlets, and the latter including curbed roadways, roadway ditches, culverts, storage facilities, and interconnected flow paths; all elevations being referred to the National Geodetic Vertical Datum of 1929 or to village datum with prior written approval from the village;
 - (9) Any changes to lakes, streams, watercourses, or wetlands on or within 100 feet of the site concerned; and
 - (10) The location and widths of required public rights-of-way or easements needed to accommodate the recommended stormwater management facilities.
- (d) *Anticipated impacts.* The plan shall contain a description of the following anticipated impacts of stormwater runoff from the proposed development, redevelopment, or land development as managed by the facilities and measures recommended in the plan:
- (1) Computed 100-year, 24-hour, SCS type II peak runoff rate at each location where runoff enters and leaves the site, expressed in cubic feet per second;
 - (2) Computed two-year, 24-hour, SCS type II peak runoff rate at each location where runoff enters and leaves the site, expressed in cubic feet per second;
 - (3) Computed peak runoff rate corresponding to 0.15 cfs/acre at each location where runoff leaves the site, expressed in cubic feet per second;
 - (4) Computed peak runoff rate corresponding to 0.5 cfs/acre at each location where runoff leaves the site, expressed in cubic feet per second;
 - (5) Computed runoff volume for the 1.5-inch, four-hour rainfall;
 - (6) All major assumptions used in developing input parameters shall be clearly stated. The computations shall be made for each discharge point in to and out of the site, and the geographic areas used in making the calculations shall be clearly cross-referenced to the required map, including off-site tributary watershed areas;

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- (7) Changes in the locations and conveyance capacities of stormwater discharge points from and to the site concerned;
 - (8) Adequacy of receiving storm sewer, engineered stormwater management facility or watercourse to convey or store the anticipated peak rate of stormwater discharge from the site concerned, giving due consideration to existing and off-site flows;
 - (9) Changes in the location and extent of the 100-year recurrence interval flood hazard area of any perennial watercourse location within, through, or within 100 feet of, the site concerned;
 - (10) Results of investigations of soils and groundwater required for the placement and design of stormwater management measures; and
 - (11) Changes in groundwater elevations referred to National Geodetic Vertical Datum of 1929 or to village datum with prior written approval from the village.
- (e) *Proposed stormwater management facilities and measures.*
- (1) The plan shall include a definitive description of the proposed stormwater management facilities and measures for the control of the quantity and quality of the anticipated stormwater runoff from the proposed development, redevelopment, or land division.
 - (2) All site investigations, plans, designs, computations, and drawings shall be certified as prepared in accordance with accepted current engineering practice and in accordance with technical standards identified, developed or disseminated by the state department of natural resources under Wis. Admin. Code ch. NR 151, subch. V, and "Standard Specifications for Sewer and Water Construction in Wisconsin."
 - (3) The description of the proposed management facilities shall include:
 - a. For detention and retention facilities: locations, areas, depths, volumes, inlet and outlet configurations, and elevation of the bottoms, and of key inlet and outlet control structures; all elevations being referred to National Geodetic Vertical Datum of 1929 or to village datum with prior written approval from the village;
 - b. For conveyance facilities: locations of inlets and manholes and associated rim and invert elevations, and pipe sizes, slope and materials; locations, elevations, and cross-sections of ditches, swales and channels; and culvert sizes, inlet and outlet configurations and elevations; all elevations being referred to National Geodetic Vertical Datum of 1929 or to village datum with prior written approval from the village;
 - c. Design computations and all applicable assumptions for the stormwater conveyance (open channel, closed pipe, etc.) system;
 - d. Detailed drawings including cross-sections and profiles of all permanent stormwater conveyance and treatment practices;
 - e. Design computations and all applicable assumptions for stormwater quality practices (sedimentation type, filtration type, infiltration type) as needed to show that practices are appropriately sized to accommodate runoff from the 1.5-inch rainfall;
 - f. For practice designs that depart from those specified in the technical standards identified, developed or disseminated by the state department of natural resources under Wis. Admin. Code ch. NR 151, subch. V, the results of continuous simulation modeling, conducted according to the guidelines established in that manual, shall be presented in such a way as to show the reduction in average annual total suspended solids loading from the developed site;

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- g. Erosion control plan in accordance with the technical standards identified, developed or disseminated by the state department of natural resources under Wis. Admin. Code ch. NR 151, subch. V;
 - h. Measures to abate any potential pollution of surface waters and groundwaters;
 - i. A schedule for the construction of the recommended stormwater management facilities and estimates of attendant capital and operation and maintenance costs;
 - j. A maintenance plan developed for the life of each stormwater management practice including the required maintenance activities and maintenance activity schedule;
 - k. A landscaping plan in accordance with technical standards identified, developed or disseminated by the state department of natural resources under Wis. Admin. Code ch. NR 151, subch. V; and
 - l. Other information as needed by the village to determine compliance of the proposed stormwater management measures with the provisions of this section.
- (f) *Exceptions.* The village may prescribe alternative submittal requirements for applicants seeking an exemption to on-site stormwater management performance standards under this section.
- (Ord. No. 09-600, § 1(7), 8-6-2009)

Sec. 107-53. Maintenance.

- (a) *Maintenance agreement required.* The maintenance agreement required for stormwater management practices under this section shall be an agreement between the village and the permittee to provide for maintenance of stormwater practices beyond the duration period of this permit. The agreement or recordable document shall be recorded with the Milwaukee County Register of Deeds or the Ozaukee County Register of Deeds so that it is binding upon all subsequent owners of land served by the stormwater management practices.
- (b) *Agreement provisions.* The maintenance agreement shall contain the following information and provisions:
 - (1) Identification of the stormwater facilities and designation of the drainage area served by the facilities;
 - (2) A schedule for regular maintenance of each aspect of the stormwater management system consistent with the stormwater management plan;
 - (3) Identification of the landowner, organization or municipality responsible for long-term maintenance of the stormwater management practices;
 - (4) The landowner, organization, or municipality shall maintain stormwater management practices in accordance with the schedule included in the agreement;
 - (5) The village is authorized to access the property to conduct inspections of stormwater practices as necessary to ascertain that the practices are being maintained and operated in accordance with the agreement;
 - (6) The village shall maintain public records of the results of the site inspections, shall inform the landowner responsible for maintenance of the inspection results, and shall specifically indicate any corrective actions required to bring the stormwater management practice into proper working condition;
 - (7) If the village notifies the party designated under the maintenance agreement of maintenance problems that require correction, the specific corrective actions shall be taken within a reasonable time frame determined by the village; and

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- (8) The village is authorized to perform the corrective actions identified in the inspection report if the landowner does not make the required corrections in the specified time period. The village shall enter the amount due on the tax rolls and collect the money as a special charge against the property pursuant to Wis. Stats. § 66.0627, as amended from time to time.

(Ord. No. 09-600, § 1(8), 8-6-2009)

Sec. 107-54. Financial guarantee.

- (a) *Establishment of the guarantee.* The village may require the submittal of a financial guarantee, the form and type of which shall be acceptable to the village. The financial guarantee shall be in an amount determined by the village to be the estimated cost of construction and the estimated cost of maintenance during the period which the designated party in the maintenance agreement has maintenance responsibility. The financial guarantee shall give the village the authorization to use the funds to complete the project if the landowner defaults or does not properly implement the approved stormwater management plan.
- (b) *Conditions for release.* Conditions for the release of the financial guarantee are as follows:
- (1) The village shall release the portion of the financial guarantee established to assure installation of stormwater practices, minus any costs incurred by the village to complete installation of practices, upon submission of "as-built plans" by a licensed professional engineer. The village may make provisions for a partial pro-rata release of the financial guarantee based on the completion of various development stages; and
 - (2) The village shall release the portion of the financial security established to assure maintenance of stormwater practices, minus any costs incurred by the village, at such time that the responsibility for practice maintenance is passed on to another entity via an approved maintenance agreement.

(Ord. No. 09-600, § 1(9), 8-6-2009)

Sec. 107-55. Fee schedule.

Fees referred to in this article shall be determined by the village board and may from time to time be modified by ordinance or resolution. Fees shall be related to costs involved in handling permit applications, reviewing control plans, conducting site inspections, and administering the stormwater management program by village personnel. All costs incurred by the village in processing a permit or application under this article, including, but not limited to, engineering, legal, and other expert and professional fees, shall be paid to the village by the applicant. Failure to pay such fees shall void and invalidate any and all building and stormwater management permits issued under this article.

(Ord. No. 09-600, § 1(10), 8-6-2009)

Sec. 107-56. Illicit discharges and unauthorized connections.

- (a) *Discharges prohibited.* No person may discharge, spill or dump substances or materials which are not entirely composed of stormwater into receiving bodies of water, storm sewers of drainage facilities, or onto driveways, sidewalks, parking lots or other areas that discharge into the village drainage system.
- (b) *Connections prohibited.*
- (1) It shall be a violation of this article to connect a sanitary sewer pipe or drain, connect a pipe or drain that contributes pollutants associated with industrial activity, or connect any other hydraulic conveyance facility that introduces non-stormwater discharges to the village stormwater drainage

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system and facilities. All such non-stormwater discharges into the village stormwater system and facilities shall be defined as illicit discharges.

- (2) Illicit discharges shall cease, desist, and be abated by the person or persons responsible within 24 hours of notice from the building inspector. If the person or persons responsible fail to cease, desist, and abate the illicit discharge, the village may take such action itself and seek reimbursement in municipal or circuit court or via special assessment under Wis. Stats. § 66.0627.
- (c) *Exemptions.* The following activities are exempt from the provisions of this section unless found to have an adverse impact on the stormwater:
 - (1) Discharges authorized by a permit issued by the state department of natural resources;
 - (2) Discharges resulting from firefighting activities;
 - (3) Discharges in compliance with construction site erosion controls or stormwater management regulations contained in this section;
 - (4) Facility maintenance activities undertaken by any federal, state, county, or municipal agency, such activities, however, being subject to construction erosion control measures; and
 - (5) Discharges from uncontaminated pumped groundwater, potable water source, roof drains, foundation drain and sump pump, air conditioning condensation, springs, lawn watering or irrigation, individual residential car washing, and swimming pools if the water has been dechlorinated.
- (d) *Penalty.* Violations shall be subject to enforcement procedures and penalties set forth in section 107-57.

(Ord. No. 09-600, § 1(11), 8-6-2009)

Sec. 107-57. Inspection, enforcement and penalties.

- (a) *Inspection.* Village personnel shall carry out inspections, investigations, and monitoring to assess and confirm compliance with the requirements of this section.
 - (1) Village personnel will inspect, conduct surveillance, and monitor the municipal drainage system and discharge outfalls on an annual basis to assess system performance and water quality. Findings of noncompliance with this section during regular inspection, surveillance, or monitoring of the village drainage system shall initiate further investigation to identify the source of the pollution discharge to the drainage system.
 - (2) Village personnel will inspect land development activity for compliance with permit conditions as defined in this section.
 - (3) Village personnel shall be permitted to enter and inspect facilities subject to regulation under this article as often as may be necessary to determine compliance with this article.
 - a. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to representatives of the village.
 - b. Facility operators shall allow the village ready access to all parts of the premises for the purpose of inspection, sampling, examination and copying of records.
 - c. The village shall have the right to set up on any facility such devices as are necessary in the opinion of the village to conduct monitoring and/or sampling of the facility's stormwater discharge.

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- d. The village has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all time in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.
 - e. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the village and shall not be replaced. The costs of clearing such access shall be borne by the operator.
 - f. Unreasonable delays in allowing the village access to a facility is a violation. A person who is the operator of a facility commits an offense if the person denies the village reasonable access to the facility for the purpose of conducting any activity authorized or required by this article.
- (b) *Special inspection warrant.* If the village has been refused access to any part of the premises from which stormwater is discharged, and is able to demonstrate probable cause to believe that there may be a violation of this article, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this article or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the village may seek issuance of a special inspection warrant per Wis. Stats. § 66.0119.
- (c) *Public nuisance.* The following shall be deemed to constitute public nuisances and may be prosecuted as such by the village or by aggrieved property owners:
- (1) Any development, redevelopment, or property land division that is commenced without an approved stormwater management plan as required by this section;
 - (2) Any land development activity initiated after the effective date of the ordinance from which this article is derived by any person, firm, association, or corporation subject to the article provisions shall be deemed a violation unless conducted in accordance with said provisions;
 - (3) Any drainage facility not maintained in accordance with this article;
 - (4) Any illicit discharge as defined in this article to the village stormwater drainage system and facilities; and
 - (5) Any activity that adversely impacts on surface water or groundwater quality or endangers the health and safety of the public.
- (d) *Compliance order.* The village shall notify the responsible owner or operator by certified mail of any noncomplying activity. The notice shall describe the nature of the violation, remedial actions needed, a schedule for remedial action, and additional enforcement action that may be taken.
- (1) Upon receipt of written notification from the village, the responsible owner or operator of the noncomplying activity or property shall make corrections as necessary to meet the requirements set forth in this article.
 - (2) If the permit holder or the person in violation of this section continues noncompliant practices, village personnel may enter upon the land and perform the work or other operations necessary to bring the said activity into conformance with requirements of this article. The village shall keep a detailed accounting of the costs and expenses of performing this work. If applicable, these costs and expenses shall be deducted from any financial security posted pursuant to this section. Where such a security has not been established, or where such a security is insufficient to cover these costs, the costs and expenses shall be entered on the tax roll as a special charge against the property and collected with any other taxes levied thereon for the year in which the work is completed.
 - (3) The village manager or designate is authorized to post a stop-work order on all activity in violation of this article, or to request the village attorney to obtain a cease and desist order.

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- (4) If the violations to this article are likely to result in damage to private properties, public facilities, or waters of the state, village personnel may take emergency actions necessary to prevent such damage. The costs incurred by the village plus interest and legal costs shall be billed to the owner of title of the property.
 - (5) The village manager and the village engineer may revoke a permit issued under this article for noncompliance with this article.
 - (6) Any person, firm, association, or corporation who does not comply with the provisions of this article shall be subject to a forfeiture of not less than \$50.00 nor more than \$1,000.00 per offense, together with the costs of prosecution. Each day that the violation exists shall constitute a separate offense.
 - (7) Compliance with this article may be enforced by injunction, citation, and abatement of nuisance or other appropriate and available remedy. It shall not be necessary to prosecute for forfeiture before resorting to injunctive proceedings.

(e) *Notification of spills.*

- (1) Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation, has information of any known or suspected release of material which are resulting or may result in illicit discharges or pollutants discharging into stormwater, the MS4, or waters of the state, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous material, said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the village in person or by phone or facsimile no later than the next business day. Notification in person or by phone shall be confirmed by written notice addressed and mailed to the village within ten business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least five years.
- (2) Failure to provide notification of a release as provided above is a violation of this article.

(Ord. No. 09-600, § 1(12), 8-6-2009)

Sec. 107-58. Appeals.

(a) *Board of appeals.* The board of appeals created pursuant to section 125-57, as authorized by Wis. Stats. §§ 62.23(7)(e) and 68.11, as amended from time to time:

- (1) Shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the village in administering this article;
- (2) Upon appeal, may authorize variances from the provisions of this article which are not contrary to the public interest and where owing to special conditions a literal enforcement of the provisions of this article will result in unnecessary hardship;
- (3) Shall use the rules, procedures, duties and powers authorized by statute in hearing and deciding appeals and authorizing variances; and
- (4) Shall be authorized to grant full or partial special exceptions pursuant to section 125-57.

(b) *Who may appeal.* Appeals to the board of appeals may be taken by any aggrieved party.

(Ord. No. 09-600, § 1(13), 8-6-2009)

Secs. 107-59—107-89. Reserved.

Deleted: **ARTICLE IV. CONSTRUCTION SITE EROSION CONTROL BAYSIDE CONSTRUCTION SITE EROSION CONTROL REGULATIONS**

.....Section Break (Continuous).....

Sec. 107-90. Purpose of intent.

Sec. 107-90. Purpose of intent.

(a) - Purpose. *The general purpose of this article is to set forth erosion control requirements and criteria which will diminish the threats to neighboring properties public health, safety, welfare, new and existing property and structures, and the aquatic environment due to runoff of stormwater from land development activity during construction. Specific purposes are to:*

(1) - Further the maintenance of safe and healthful conditions by protecting the quality of the waters of the state and the village;

(2) - Prevent and control the adverse effects of soil erosion, therefore prevent and control water pollution, and therefore protect spawning grounds, fish, and aquatic life;

(3) - Control building sites, placement of structures, and construction activities, and promote sound economic growth in conjunction with the design standards of the village's infrastructure;

(4) - Provide a framework to meet the requirements of article III of this chapter.

(b) - Intent. *It is the intent of this article to manage the stormwater discharges during land development and land disturbing activities. It is the intent that all land development and land disturbing activities will include erosion control measures that meet performance standards set forth in the technical standards identified, developed or disseminated by the state department of natural resources under Wis. Admin. Code ch. NR 151, subch. V (commonly referred to as the Wisconsin Construction Site Erosion Control Best Management Practices Handbook).*

(Ord. No. 09-599, § 1(1), 8-6-2009)

Sec. 107-91. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agricultural land use means the use of land for planting, growing, cultivating and harvesting of crops for human or livestock consumption and pasturing or yarding of livestock.

Best management practice means a practice or combination of practices to control erosion and attendant pollution.

BMP handbook means the most recent edition of the state department of natural resources Wisconsin Construction Site Best Management Practices Handbook.

Erosion means the detachment and movement of soil, sediment, or rock fragments by water, wind, ice, or g... 11

Appendix 6



Pollution Prevention

**VILLAGE OF BAYSIDE, WI
MUNICIPAL OPERATIONS
WPDES Permit #WI-S061565-04**



MS4 COMPLIANCE MANUAL (CM) FOR:

POLLUTION PREVENTION

CM Number: MS4-CM-3

Created February 2023

Prepared by:



**Clark Dietz, Inc.
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Milwaukee, WI 53202**

BACKGROUND

The Village of Bayside, along with the City of Glendale and the Villages of Brown Deer, Fox Point, River Hills, Shorewood and Whitefish Bay are referred to as the North Shore Group. These communities own and operate municipal separate storm sewer systems (MS4) that discharge to waters of the state. The North Shore Group has been issued a permit to discharge under the Wisconsin Pollutant Discharge Elimination Systems (WPDES Permit #WI-S061565-04) in accordance with s. 283.33, Wis. Stats., and subch. I. of NR 216, Wis. Adm. Code. State and Federal regulations require that MS4 operators shall develop and implement a program to ensure that municipal operations are performed in ways that will reduce contamination of storm water discharges.

Per the State and Federal regulations, the program **must include** written documentation of maintenance activities, maintenance schedules, and long term inspection procedures for Best Management practices (BMPs) to reduce floatables and other pollutants discharged from the separate storm sewers. Specifically, the Village of Bayside , as part of the North Shore Group, WPDES permit requires the following for the Pollution Prevention portion of the permit:

II.G Pollution Prevention:

Each municipality shall develop and implement a written pollution prevention program that establishes measurable goals for pollution prevention. The program shall include:

1. Winter Road Management:
 - a) Road salt or other deicer shall not be applied in quantities larger than required to maintain public safety. The permittee shall develop and implement a written salt application or salt reduction strategy to minimize over application of deicers. The strategy shall include a description of the temperature, precipitation event, and road conditions, and other factors which warrant different management techniques. The plan will also include a description of the equipment and products used for road management.
 - b) All salt application equipment shall be calibrated annually beginning November 2021. Calibration methods shall be documented in the salt application strategy or similar document and calibration records kept for 5 years.
 - c) Training on the salt strategy shall be provided at a frequency no less than every other year.
 - d) The quantity of salt and other deicing products shall be tracked on a monthly basis and reported on the annual report.
2. Nutrient Management:
 - a) The application of turf and garden fertilizers on five acres or more of municipally controlled properties shall be done in accordance with a site-specific nutrient application schedule based on appropriate soil tests. The nutrient application schedule shall be designed to maintain the optimal health of the turf or garden vegetation. All properties subject to this section shall be identified on an MS4 map.
3. Street Sweeping and Catch Basin Cleaning:
 - a) If street sweeping or catch basin cleaning is utilized to meet a water quality requirement under this permit, sweeping and catch basin shall continue at the frequency specified in the SWMP. The number of lane miles swept, number of catch basins cleaned, and the weight in tons of the material collected shall be tracked and included in the Annual Report.
 - b) Material collected through street sweeping and catch basin cleaning shall be handled and stored in a manner that prevents contamination of storm water runoff and shall be disposed of or beneficially reused in accordance with applicable solid and hazardous waste statutes and administrative codes. Non-storm water discharges to waters of the state associated with dewatering and drying material collected under subsection a) of this section are not authorized by this permit.

Note: Information on managing waste and materials is available on the Department's Internet site at: <https://dnr.wi.gov/topic/Waste/>. Information on WPDES permits for non-storm water discharges is available on the Department's Internet site at: <https://dnr.wi.gov/topic/wastewater/>

4. Management of Leaves and Grass Clippings:

If the permittee provides leave and grass clipping collection, the program shall include the following:

 - a) A description of the leaf collection program, including pick-up methodology and equipment used, timing of associated street cleaning, standard operating procedures, schedule and frequency, and instructions for residents and property owners.
 - b) Identification of leave disposal locations.

- c) An estimate of the weight in tons of material collected annually and a description of how the weight is estimated.
 - d) By May 31, 2024, a description of the BMPs which the permittee employs or will employ to its leaf collection program that reduce nutrient loading to the receiving waters. The permittee shall consider source, transport and discharge location when considering BMPs for the leaf collection program.
5. Storm Water Pollution Prevention Planning:
- All municipal garages, municipal storage areas, and other public works related municipal facilities shall have a Storm Water Pollution Prevention Plan (SWPPP). The SWPPPs shall:
- a) Be developed and implemented by December 31, 2021 for sites without a SWPPP.
 - b) Include the information under s. NR 216.27 (3), Wis. Adm. Code, minus the monitoring requirements under s. NR 216.27 (3) (l), Wis. Adm. Code.
Note: The SWPPP requirements can be located here:
https://docs.legis.wisconsin.gov/code/admin_code/nr/200/216/11/27.
 - c) Conduct and document quarterly visual inspections of the property and annual facility compliance inspections.
 - d) Describe spill prevention and response for each facility.
 - e) Contain procedures for annual training of municipal staff on implementation of the SWPPP.
6. Internal Training and Education:
- The permittee shall provide education for appropriate municipal and other personnel involved in implementing their community's pollution prevention programs. Documentation shall be maintained of the date, the names of each person attending, and the content of the training.

Failure to implement the state regulations cited above in Part II.G will result in the Village of Bayside being found in non-compliance with the North Shore Group's WPDES storm water permit. An accepted practice for establishing written documentation of maintenance activities is using Compliance Manuals, or CMs. This CM has been prepared and issued for Pollution Prevention and has been named Village of Bayside CM No. MS4-CM-3.

INTRODUCTION

Objectives: This Compliance Manual (CM) prescribes the procedures to be used when performing Pollution Prevention activities in the Village of Bayside MS4 area as follows:

- Provide background to the Village staff regarding permit requirements for Pollution Prevention.
- Provide procedures to the Village staff for implementing and maintaining a Pollution Prevention Program.
- Provide tools for tracking and documenting efforts towards achieving the goals for Pollution Prevention.
- Create general acceptance of Stormwater Regulations throughout the Village.

Applicable/Responsible Personnel: All Village staff performing and managing activities related to Pollution Prevention in the Village of Bayside. See the Contact Information on page eight (8) of this document for specific Village personnel responsible for the Pollution Prevention program.

Previous Policy and Procedures Canceled/Superseded: MS4 program procedures governing Pollution Prevention that were in use at the time of the effective date of this CM.

POLICY

The Village of Bayside will maintain a Pollution Prevention Program for the purpose of reducing floatables and other pollutants from the Village's separate storm sewers and conveyance systems. This CM will identify the components of the program that address the WPDES permit requirements. Each component will address procedures and record keeping and reporting methods and requirements. Each section requires identification of a person(s) responsible for overseeing the program and ensuring that all permit requirements are being met and are able to provide the necessary documentation to the WDNR as requested, or on the MS4 annual report. The program components will be assessed annually to determine if any modifications need to be made in order to improve efficiencies and/or to meet all permit requirements.

STORMWATER BMP INSPECTIONS & MAINTENANCE

PROCEDURES

The Village of Bayside maintains a maintenance and inspection program of municipally and privately owned stormwater best management practices (BMPs). This includes routine and non-routine inspection and maintenance of Village and privately owned BMPs, including Detention Basins, Swales, and Bioretention Basins. The procedures and inspection form for this program can be found in Appendix A in the document titled, "Maintenance and Inspection of Storm Water Management Best Practices". All applicable Village personnel are to be trained properly on the procedures, as well as where the document can be found. Any changes to these procedures will result in an updated document, record of when and why changes occurred, and subsequent training for all applicable Village personnel.

REPORTING & RECORD KEEPING

The Village will utilize the inspection and maintenance forms that are included in the document, "Maintenance and Inspection of Storm Water Management Best Practices". Completed forms will be filed in the MS4 Binder in the DPW Operations Superintendent office and provided to the WDNR during the MS4 Annual Report, or as requested. As stated above, any changes to municipal procedures will result in this document being updated, a description of

the update recorded in the Modifications section on page eight (8) of this CM. Additionally, any changes should be summarized in the MS4 Annual Report or the next permit application, whichever comes sooner.

Measurable Goals

The Village's goal will be to maintain records of BMP inspections which will be reported on the MS4 Annual Report.

MUNICIPAL STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

PROCEDURES

The Village of Bayside will continue to implement the Storm Water Pollution Prevention Plan (SWPPP) for applicable Village owned facilities. A SWPPP is a site-specific document that identifies potential sources of storm water pollutants, describes practices to reduce those pollutants, and outlines procedures that the facility will implement to comply with the terms of the WPDES permit. All SWPPPs will be updated if any changes occur at the facility and will train Village personnel accordingly on those changes. Currently, the Village maintains one (1) facility that require a SWPPP:

1. Department of Public Works Facility

REPORTING & RECORD KEEPING

The Village will continue to ensure that all applicable Village personnel are aware of facility's SWPPP and are properly trained on the procedures outlined in each document. A current copy of each SWPPP is located in the MS4 Binder in the DPW Operations Superintendent office. Should any changes occur at the facility that require an update to the SWPPP, the Village will document in the Modifications section of that SWPPP, train Village personnel accordingly, and submit an updated SWPPP with the MS4 Annual Report.

Measurable Goals

The Village's goal will be to maintain records of yard inspections which will be reported on the MS4 Annual Report.

LEAF AND YARD WASTE MANAGEMENT

PROCEDURES

The Village of Bayside offers Leaf and Yard Waste pick up for its residents. The Village informs its residents about this service through the Village website, newsletter, and use of social media. Through their website, residents may easily access an annually updated Collection Guide and view a video about the do's and don'ts to yard waste and leaf collection.

Leaf material is collected utilizing Village equipment, including: a leaf vacuum unit, a pusher unit, and a yard waste truck. Each collection location is thoroughly cleaned at time of leaf collection to prevent any debris from entering the storm sewer system.

Yard waste is collected every other week beginning in April and continuing through the end of Fall (contingent upon the weather). Loose leaves are collected five (5) weeks in the fall. Residents can find the calendar of pick up events and specific procedures in the Village produced Collection Guide and You Tube video.

Residents are instructed to :

1. Place piles and bags by the road, three (3) feet away from mailboxes and other structures.
2. Leaf piles should be located roadside, not in the road, drainage ditch, or near catch basins.
3. Arrange sticks parallel to the road.
4. Do not include pet waste with any collection items.
5. Yard waste and loose leaf material are to remain separated.
6. Material greater than 10' long x 5' wide x 5' high requires a special pick-up.
7. Contractor generated yard waste is not collected by the Village. The service is only for residents of the Village.

REPORTING & RECORD KEEPING

The Village of Bayside Public Works Department shall record all leaf collection activities. Village personnel shall utilize paper maps to track leaf collection. Once an entire map has been completed, it is filed in the MS4 Binder in the DPW Operations Superintendent office.

Measurable Goals

The Village's goal will be to maintain records of total amount of leaf material collected and will be reported on the MS4 Annual Report.

WINTER ROAD MANAGEMENT

PROCEDURES

The Village's goal for winter road management is to make roadways safe for the public and to limit the effect on the receiving waters to the maximum extent possible. The Village of Bayside is responsible for approximately 46 lane miles of Village roadways during winter road management operations. While plowing is the primary means of snow removal, the Village performs de-icing practices in an attempt to keep snow from bonding to the pavement, which allows for more thorough clearing of the pavement. The following procedures are in place during winter road management throughout the Village MS4 area:

1. The Village mechanic staff calibrates all salt and brine applying machinery at the beginning of each season, following the manufacturer's guidelines for calibration. Each piece of equipment is calibrated before the snow removal season begins in order to ensure that the correct amount of material is used.
2. The DPW Operations Superintendent and the lead mechanic set the application rate of all equipment based on the snow event, the temperature and road conditions.
3. Department of Public Works staff attends salt reduction workshops to ensure that Best Management Practices are implemented.
4. The DPW Operations Superintendent holds an internal Salt BMP training session for Village staff at the beginning of each winter season.
5. The quantity of salt and brine are tracked by storm event and reported on the annual report.
6. Salt is applied only as needed on main streets, curves and intersections. Secondary streets receive minimal salt placement to reduce financial and environmental impacts.
7. Salting will occur on a situational basis and often will be applied prior to actual snowfall.
8. Plowing will begin when accumulation reaches approximately three (3) inches.

9. The Village pre-wets with Calcium Chloride based on pavement temperatures using a mixture that contains 90% Brine and 10% Calcium Chloride.
10. All salt is stored at the Public Works Yard in a covered building. The Village is able to ensure that all material is stored away from storm drains that lead to surrounding waterways.
11. The Village monitors pavement temperatures using a hand-held laser, as well as utilizing pavement temperature information through a subscription with the University of Wisconsin Milwaukee Meteorology Department.
12. The Village regularly cleans and inspects all salt and brine applying equipment.
13. At the end of the season, the Village cleans and maintains the trucks, tanks, brine-making systems and pumps according to manufacturer specifications.
14. Any material that remains at the end of the season is stored securely on an impervious surface in a securely covered building.

REPORTING & RECORD KEEPING

The Village of Bayside recognizes that thorough documentation helps use less material, reduce cost and environmental impacts, while allowing the Public Works Department to operate a more effective winter road management program. The Public Works Department shall maintain records regarding all winter road management operations. Village personnel shall utilize paper maps to track their salting route. A copy of the salting route map is filed in the MS4 Binder in the DPW Operations Superintendent office. As well as the following items:

1. Equipment calibrations.
2. Salt and Brine material use.
3. Salt storage area inspections conducted by the WisDOT.

Measurable Goals

The Village's goal will be to maintain records of total amount of salt and brine applied and will be reported on the MS4 Annual Report.

NUTRIENT MANAGEMENT

PROCEDURES

The Village of Bayside's Nutrient Management Plan is implemented by a private contractor procured with a 3-year contract. Additionally, the Village maintains on staff, at a minimum, one employee that is certified to apply pesticides or herbicides as needed throughout the season. The Village follows specific guidelines when purchasing, storing, and applying chemicals throughout the Village MS4 area:

1. Only a Certified Pesticide Applicator may apply pesticides or herbicides.
2. Private contractor shall base Nutrient Management Plan on appropriate soil tests.
3. Use proper Personal Protection Equipment (PPE) when handling and applying chemicals.
4. All personnel handling, mixing, and applying chemicals to be trained on the location and use of MSDS.
5. Personnel applying chemicals are to read the MSDS for each product they use.
6. Calibrate application equipment to ensure proper amount of product is applied.
7. Follow manufacturer's recommendations for handling, mixing, and applying chemicals.
8. Mix only enough chemicals for immediate use.
9. Purchase products only as needed and use before the end of the spraying season.
10. Use caution when spraying product near a waterway or storm drain structure.

11. Use a designated wash station to wash equipment.
12. Do not apply products when the ground is frozen.
13. Do not apply products when the public is utilizing parks or green spaces.

REPORTING & RECORD KEEPING

The Village will keep an updated record of all chemical use throughout the Village MS4 area and include on the MS4 Annual Report:

1. Keep an up-to-date inventory of all Turf Management chemicals stored by the Village. The list should include the name of the product, manufacturer, number of containers, and expiration date.
2. Maintain a binder of all MSDS for chemicals used throughout the Village.
3. Keep an up-to-date list of all Certified Pesticide Applicators.
4. Keep an up-to-date contract of Turf Management Plan.

Measurable Goals

The Village's goal will be to maintain a record of nutrient applications on an annual basis. This will be measured by reporting annually how many applications happened within the year.

CONTACT INFORMATION

The Village of Bayside has identified the person(s) responsible for overseeing the Pollution Prevention Program as outlined in this CM. The Village Staff identified below is responsible for ensuring that all permit requirements are being met and necessary documentation is being maintained to conduct a program evaluation and to complete the MS4 Annual Report.

NAME	TITLE	PHONE	EMAIL
Shane Albers	DPW Operations Superintendent	(414) 206-3921	salbers@baysidewi.gov
Leah Hofer	Assistant to the Village Manager	(414) 206-3914	lhofer@baysidewi.gov

MODIFICATIONS

Any changes to this CM shall be documented in the table below. If a change to the CM occurs, the updated CM shall be submitted to the WDNR with the MS4 Annual Report.

DATE	DESCRIPTION	NAME

CM APPROVAL/ADOPTION

This CM has been approved and adopted by the following individuals and is effective immediately:

Leah Hofer
Assistant to Village Manager
Village of Bayside

Date

APPENDIX A MAINTENANCE AND INSPECTION OF STORMWATER BEST MANAGEMENT PRACTICES

**MAINTENANCE AND INSPECTION OF
STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES
VILLAGE OF BAYSIDE , WI
FEBRUARY 2023**

1. BEST MANAGEMENT PRACTICE (BMP) OWNERSHIP

- a. Municipality-owned/maintained stormwater BMP.
 - i. Develop a site specific maintenance plan/program, if necessary
 - ii. Follow the maintenance plan/program, herein.
- b. Privately-owned/maintained BMP.
 - i. Obtain a maintenance agreement that has an attached maintenance plan as required by the stormwater management ordinance.
 - ii. Follow the maintenance plan/program, herein.

2. MAINTENANCE

The cornerstone of a preventive maintenance program is establishment of a routine inspection program. This program must contain routine and non-routine maintenance. The program is defined below. Use the attached Inspection and Maintenance Documentation Form to document the inspections and maintenance performed. Submit the forms by February 15 of each year to the Village of Bayside's Assistant Village Manager documenting the previous year's activities.

- a. Routine Maintenance
 - i. Inspections
 - 1. Inspect wet and dry detention basins, bioretention basins, and grass-lined swales after major storm events (2-year, 24 hour storm event: 2.6 inches) and at a minimum once per year.
 - 2. Obtain the construction as-built plans for reference during the inspection.
 - ii. Mowing
 - 1. Wet Detention Basins – Mow the side slopes, embankments, and swales on a regular basis to discourage weeds, woody plants, and invasive species.
 - 2. Dry Detention Basins- Mow the side slopes, embankments, bottom and swales on a regular basis to discourage weeds, woody plants, and invasive species.
 - 3. Grass-Lined Swales – Mow the side slopes and bottom twice per year to maintain a dense stand of grass.
 - 4. Bioretention Basins - Mow the side slopes on a regular basis to discourage weeds, woody plants, and invasive species. With a string trimmer, trim the bottom of basin to height of 6 to 9 inches in the fall of each year.
 - 5. Mow at heights beneficial to the planted and desired vegetation cover.
 - a. 3 to 4 inches for grasses.
 - b. 6 inches for native plantings.

**MAINTENANCE AND INSPECTION OF
STORMWATER BEST MANAGEMENT PRACTICES****VILLAGE OF BAYSIDE
FEBRUARY 2023**

iii. Debris/Litter Removal

Remove debris and litter on a monthly basis from the basin edges, embankments, bottom (for dry detention basins) and outlet structure including the emergency spillway, as applicable.

iv. Erosion Control/Revegetation

Eroded areas of the basin edges, embankments, bottom (for dry detention basins), emergency spillway, and rip rapped areas shall be repaired in a timely manner. Consider reseeding/replanting with native vegetation with appropriate erosion control mat suited to site condition with possible consultation with an ecological-restoration company. For grass-lined swales, reseed and repair eroded areas with appropriate erosion control mat.

v. Nuisance Control – Provide control of algae and mosquitoes per recommendations from a pond maintenance contractor, as necessary.

b. Non-Routine Maintenance (Dry and Wet Detention Basins)

A more detailed inspection is to be done every 3 years on wet detention basins to determine sediment depth. A forebay is typically located where flows enter the detention basin and has the purpose of settling out sediment in a more convenient location for ease of maintenance. At this time, a sediment depth survey should be performed to determine the approximate average depth of sediment. The survey would normally be done by obtaining the water surface elevation by surveyor's level and then measuring the distance from water surface to top of sediment from a boat using applicable safety standards. The depth is converted to an elevation to determine depth of sediment and to determine the permanent pool depth. The survey can be completed by the City if the capability exists. Otherwise, this would be consulted out. Sediment survey and sampling would normally be consulted out once a sediment removal project is necessary.

i. Outlet Structure – Provide maintenance, as needed. Replace outlet structure when not performing as originally intended.

ii. Sediment Removal/Excavation from Wet Detention Basins

1. Sediment Forebay

- a. Maintain 3 feet of water depth except on safety shelves which will be shallower.
- b. When the forebay accumulates sediment and there is 3 feet or less water depth, perform sediment removal /excavation to original depth (typically 5 feet or more). See as-builts for original elevations.
- c. Sediment Removal/Excavation Frequency: Every 3 to 5 years, depending on source area loadings. Maintain records of sediment loading.

MAINTENANCE AND INSPECTION OF STORMWATER BEST MANAGEMENT PRACTICES

VILLAGE OF BAYSIDE FEBRUARY 2023

2. Permanent Pool

- a. Maintain 3 feet of water depth except on safety shelves which will be shallower.
- b. When the forebay accumulates sediment and there is 3 feet or less water depth, perform sediment removal /excavation to original depth (typically 5 feet or more). See record drawings for original elevations.
- c. Sediment Removal/Excavation Frequency: Every 15 to 20 years, depending on source area loadings. Maintain records of sediment removal.

3. Sediment Removal/Excavation/Disposal Regulations-Perform sediment removal/excavation according to applicable state, federal and local regulations.

- a. NR 103.06(4) (a)-Artificial wetland exemptions – Allows maintenance of ponds that revert to wetlands. Contact DNR for confirmation.
- b. Contact DNR for Chapter 30 jurisdictional determination.
- c. NR 216 Stormwater Discharge Permit (NOI) necessary for disturbance of one or more acres of land.
- d. Sediment Sampling-Contact DNR to determine if sediment sampling is necessary.
 - i. Sediment and parent material sampling procedures should follow DNR guidance documents and NR 347 and NR 528.
 - ii. Resources:
 1. *Guidance for Applying the Sediment Sampling Requirements of NR 347*, Wisconsin Administrative Code, WDNR Publication WT-778, 2003.
 2. *Technical Guidance for Contaminated Sediment Cleanup Decisions in Wisconsin*. WDNR. December 21, 1995
 3. *Consensus-Based Sediment Quality Guidelines (CBSQG), Recommendations for Use and Application, Interim Guidance*, WDNR, December 2003.
 4. Laboratory results to be checked for conformance with NR 204.07(5) pollutant concentration limits. Consult NR 204 land application standards.
 5. NR 528-Management of Accumulated Sediment From Stormwater Management Structures
- e. Sediment Disposal-See NR 528 and the above resources. Contact the WDNR.

- iii. Sediment Removal/Excavation from Dry Detention Basins-Remove sediment and dispose of properly to maintain the originally-designed flood-storage capacity of the facility.

c. Non-Routine Maintenance (Bioretention Basins)

Bioretention basins are designed to capture sediment on the surface of the bioretention basin. Plug planting in the bottom of the basins is typically initially protected with a hardwood mulch layer. Over time, a bioretention basin may become clogged causing ponding on the surface of

MAINTENANCE AND INSPECTION OF STORMWATER BEST MANAGEMENT PRACTICES

VILLAGE OF BAYSIDE FEBRUARY 2023

the bioretention basin. Bioretention basins are typically designed to drawdown within 24 hours of the end of a storm event. If the drawdown time of a bioretention basin is greater than 36 hours, maintenance shall occur consisting of: (1) remove all hardwood mulch material while not disturbing established native vegetation, (2) Gently scarify the engineered soil surface to promote infiltration into the engineered soil while not disturbing established native vegetation, (3) replace bioretention soil mixture per WDNR Bioretention for Infiltration Technical Standard 1004 as necessary, (4) replace hardwood mulch layer per WDNR Bioretention for Infiltration Technical Standard 1004. Maintenance shall occur only during dry conditions while taking measures to minimize compaction of remaining engineered soil.

If bioretention basins are experiencing scour, consider removing mulch and engineered soil in those areas to allow for replacing with geotextile and appropriately sized stone to provide energy dissipation.

If bioretention basins have appreciable bare areas, plant with appropriate native plugs.

If bioretention basins appear to be experiencing compaction due to snow storage in the footprint of the bioretention basin, reinforce with the property owner that snow storage is not allowed within the footprint of the bioretention basin.

If bioretention basins appear to be experiencing clogging due to underdrain failure, underdrains shall be inspected. If necessary, underdrains shall be jetted to remove debris. If needed, the underdrain and all components of the bioretention basin above the underdrain shall be replaced per the WDNR Bioretention for Infiltration Technical Standard 1004.

Inspection and Maintenance Documentation Form
 Stormwater Best Management Practices (BMPs)
 Wet and Dry Detention Basins, Bioretention Basins, and Grass-Lined
 Swales Village of Bayside, Wisconsin

Inspection Date: _____

Maintenance Date: _____

Inspector Name: _____ Maintenance Provided by: _____
 Company Name: _____ Phone Number: _____
 Company Address: _____

 Company Phone Number: _____
 Company Fax Number: _____

Stormwater Facility Location: _____

Wet Detention Basin
 Dry Detention Basin
 Bioretention Basin
 Grass-Lined Swale

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
Wet and Dry Detention Basin (Items below are applicable to both wet and dry basins. Items in italics are applicable to only wet basins)					
A. Berms					
1. Settlement					
2. Breaks					
3. Erosion					
4. Signs of Piping Leakage					
5. Signs of Seepage					
B. Vegetation					
1. Woody growth on berm					
2. Need for cutting/trimming					
3. Need for reseeding					
4. Ruts					
5. <i>Dead vegetation at water's edge</i>					
C. Shoreline					
1. Erosion and rip rap failure					
2. Undermining					
3. Damage or deterioration					
4. Rodent or wildlife damage					

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
Wet and Dry Detention Basin					
D. Outlet Structure and Emergency Outlet					
1. Obstruction blocking outlet pipe, channel, or spillway					
2. Condition of outlet and inlet structure					
a. Seepage					
b. Separation of joints					
c. Cracks, breaks or deterioration					
d. Differential Settlement					
e. Sediment level in relation to crest of inlet structure					
f. Sediment level in relation to crest of inlet structure					
g. Scour and erosion at outlet					
h. Condition of trash racks					
i. Gates or valves (Operate them twice per year)					
j. Damage by debris, ice, or freezing.					
k. Outlet channel condition downstream.					
E. Inlets					
1. Is trash on or inside pipe grate?					
2. Any ice damage to pipe outlet?					
3. Undermining of any of the pipe?					
F. Sediment Forebay					
1. Approximate depth of sediment =					
2. Sediment Removal Necessary					
3. Floating debris					
G. Permanent Pool					
1. Approximate depth of sediment =					
2. Sediment Removal Necessary					
3. Floating debris					

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
Wet and Dry Detention Basin					
H. Access for Maintenance Equipment					
1. Obstructions					
2. Soft Areas					
3. Visible pollution					
4. Shoreline problems					
5. Other (specify)					
I. Safety Features					
1. Access Controls to Hazardous Areas					
2. Fences					
a. Loose or damaged posts					
b. Loose or broken wires					
c. Accumulated debris in fences?					
d. Condition of gates					
Bioretention Basins					
A. Sediment buildup					
B. Clogging/ponding of water					
C. Eroded areas					
D. Bare spots					
E. Trash					
F. Overflow Structure					
G. Plant health					
H. Compaction due to snow storage					
I. Adequate mulch layer					
Grass-Lined Swales					
A. Eroded areas					
B. Bare spots					
C. Mowing Necessary					

NOTES:

1. Inspection/Maintenance Comments:

2. Overall Condition of Facility (Check One)

Acceptable
 Unacceptable
 Maintenance Completed

Appendix 7



Department of Public Works
Stormwater Pollution Prevention
Plan (SWPPP)

STORMWATER POLLUTION PREVENTION PLAN (SWPPP)



Village of Bayside Department of Public Works

Village of Bayside, Wisconsin
9075 N Regent Rd.
Bayside, WI 53217

Adopted _____ 2022

Prepared by:



Clark Dietz, Inc.
759 N. Milwaukee Street
Suite 624
Milwaukee, WI 53202

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Section 1: Overview

1.1 Introduction

The Village of Bayside has prepared the following Stormwater Pollution Prevention Plan (SWPPP) for the Village's Department of Public Works Facilities. This report is prepared in compliance with the conditions of the NR 216 (Appendix E) permit pursuant to Part III.D.4 of Wisconsin Pollutant Discharge Elimination System (WPDES) Permit Issuance No. WI-S061565-04 (Appendix F). This report provides information related to the daily operations and maintenance activities for the Department of Public Works Facilities. This SWPPP describes the facilities and its operations, identifies potential sources of stormwater pollution at each location, recommends appropriate best management practices (BMPs) or pollution control measures to reduce the discharge of pollutants in stormwater runoff, describes the inspection schedule and reporting requirements for the facilities and provides for periodic review of this SWPPP.

1.2 Objectives

The primary goal of the stormwater permit program is to improve the quality of surface waters in the Village's MS4 by reducing the amount of pollutants potentially contained in the stormwater runoff. The purpose of this SWPPP is to provide the following:

1. Identification of potential sources of stormwater and non-stormwater contamination to the MS4 system from the facility;
2. Identification of and recommendation of appropriate source area control BMPs designed to reduce or prevent stormwater contamination from occurring;
3. Identification of stormwater treatment BMPs to reduce potential pollutants within contaminated stormwater prior to discharging to the MS4 system and to the waters of the state;
4. Prescribe actions needed either to bring non-stormwater discharges under WPDES permit or to remove these discharges from the storm drainage system;

1.3 Stormwater Pollution Prevention Team

The stormwater pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of the Village of Bayside Public Works Department.

The member(s) of the team and their responsibilities are as follows:

Chief: Shane Albers **Title:** DPW Operations Superintendent

Phone: 414-206-3921

Responsibilities: Implementing and maintaining program, submitting reports, conducting the annual compliance evaluation, signing and submitting the required certifications, point-of-contact for regulatory officials.

Leader: Shane Albers **Title:** DPW Operations Superintendent

Phone: 414-206-3921

Responsibilities: Implementing and maintaining program, record keeping, conducting inspections, employee training, daily onsite housekeeping.

1.3 SWPPP Certification

Operator: Village of Bayside

Operator Address: 9075 N Regent Rd
Bayside, WI 53217

Name of Facilities: Village of Bayside Department of Public Works Facility

Facility Address: 9075 N Regent Rd
Bayside, WI 53217

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations and blatantly ignoring them.

Name: Shane Albers Title: DPW Operations Superintendent

Signature: _____ Date: _____

Section 2: Municipal Facilities

2.1 Department of Public Works Facility

Facility Information

Name of Facility: Village of Bayside Department of Public Works Facility
Address: 9075 N Regent Rd; Bayside, WI 53217
County: Milwaukee County
Watershed: Fox Point – Frontal Lake Michigan
HUC: 040400030601

Latitude and Longitude:

Latitude: 43° 10' 58" N

Longitude: 87° 54' 25" W

Source: WDNR Surface Water Data Viewer

Contact Information

Facility Operator: Shane Albers
9075 N Regent Rd
Bayside, WI 53217
T: 414-206-3921
Email: salbers@baysidewi.gov

Impervious Cover

Total site area: 15.6 Acres
Impervious cover (buildings, pavement): 3.4 Acres
Percent impervious: 22%

Activities at the Facility

In addition to the Department of Public Works Staff offices, the Village of Bayside Public Works Facility consists of a vehicle and equipment maintenance garage, vehicle storage, vehicle washing, material storage, temporary yard waste, and minimal chemical storage.

Facility Site Map

See Figure 14 at the end of this section for the Facility Site Map of the Bayside Department of Public Works Facility.

Discharge Information

Section 303(d) of the Clean Water Act requires each state to assess and publish a list of impaired waters every two years. Impaired waters do not meet water quality standards and may not support recreation or public health and welfare. The Public Works Facility storm sewer system discharges into a ditch that drains into the Fish Creek to the North. Fish Creek is listed on the 2022 303(d) list of impaired waterbodies for Chloride and Total Phosphorus. Each of these impairments are defined below.

Nitrogen and/or Phosphorus

Nitrogen and/or Phosphorus (nutrients) in excessive amounts can cause aquatic plants and microbes to grow too fast, choking waterways, causing potentially harmful algae blooms, and creating low oxygen conditions that can harm fish and other aquatic life.

Salts

Salts (salinity) are minerals that dissolve in water; they can be toxic to freshwater plants and animals and make water unusable for drinking, irrigation, and livestock. Water withdrawals, road de-icing, human and industrial wastewater, fertilizer applications, mining and oil or gas drilling, and repeated use of irrigation water can contribute to high levels of salts.

Potential Pollutant Sources

The primary activities which can contribute potential pollutants to stormwater runoff are listed below.

Activity	Associated Pollutant
Vehicle Maintenance	Oil, antifreeze, brake cleaner, lubricants
Vehicle Fueling	Unleaded gasoline
Vehicle Storage	Oil, antifreeze
Vehicle Washing	Mud, rock, silt, detergent, sand, vehicle oil and other vehicle fluids
Chemical Storage	Paint, pesticides, fertilizer
Material Storage	Salt, gravel, top soil, brine mixture, mulch

Stormwater Control Measures (BMPs)

The Village of Bayside has implemented a variety of measures to minimize and reduce stormwater runoff from the Public Works Facility. Stormwater management controls, or BMPs, are implemented to reduce the amount of pollutants associated with the Public Works Facility from entering the Village's MS4 and from reaching nearby water resources. The following stormwater control measures are currently in place to minimize exposure of pollutants to stormwater:

Vehicle Maintenance

- Vehicle maintenance is performed inside covered buildings
- Floor drains in maintenance bays all drain directly into sanitary sewer

- Maintenance facility is regularly visually inspected for any noticeable leaks
- Floors are routinely swept to minimize the build-up of pollutants

Vehicle Fueling

- Fueling center has secondary containment
- Fueling center is regularly visually inspected for any spills or leaks

Vehicle Storage

- Vehicles are stored inside covered buildings
- Floor drains in maintenance bays all drain directly into the sanitary sewer
- Motor oil, antifreeze and other minor operations materials are stored in properly labeled containers
- Facility is regularly visually inspected for any noticeable leaks
- Vehicles are regularly visually inspected for any noticeable leaks or required maintenance
- Floors are routinely swept to minimize the build-up of pollutants
- Any leaks found in vehicles require a drip pan to be placed under the vehicle immediately upon discovery

Vehicle Washing

- All vehicle washing takes place in the designated indoor washing bay
- Vehicle washing operations drain directly to the sanitary sewer

Chemical Storage

- All chemicals used for the operations of the Public Works Facility are stored indoors
- A full list of items along with their Material Safety Data Sheet (MSDS) are available at the Public Works Facility

Material Storage

- All salt, brine mixture, and top soil are stored in covered buildings
- The storm sewer system is protected from any material entering the system
- The Yard Brush and Material Storage area is constructed with a perimeter berm to prevent runoff of material
- The Yard Brush and Material Storage area has a tracking pad at the entrance of the site

Good Housekeeping

Good housekeeping practices are designed to maintain a clean and orderly work environment. This will reduce the potential for significant materials to come in contact with stormwater. The following practices are included in the Public Works Facility good housekeeping routine.

- Routine sweeping is done in the vehicle storage and maintenance areas
- Oil dry is available in the Public Works Facility and disposed of through a licensed disposal company
- Used oil rags and oil filters are drained and disposed of properly
- Vehicle batteries and tires are routinely recycled

Preventive Maintenance

Preventive maintenance involves the inspection, testing, and cleaning of facility equipment and operational systems before use. These inspections will help to uncover conditions that might lead to a release of materials. The following equipment/activities are included in the inspection schedule for the Public Works Facility:

- Vehicles
- Equipment

Pollution Prevention Training

- The pollution prevention team and responsible employees are trained on the requirements of the SWPPP and methods for its implementation. They are familiar with pollution prevention, pollutant sources, and Village BMPs.
- Public Works Management and Staff attend stormwater management related courses and seminars conducted by institutions such as, the UW Extension Office, American Public Works Association (APWA), Milwaukee Metropolitan Sewerage District (MMSD), and Southeastern Wisconsin Watersheds Trust, Inc. (Sweet Water).



Figure 2. Department of Public Works Facility



Figure 1. Refueling and Material Storage



Figure 4. Storm Sewer



Figure 3. Refueling



Figure 8. Generator

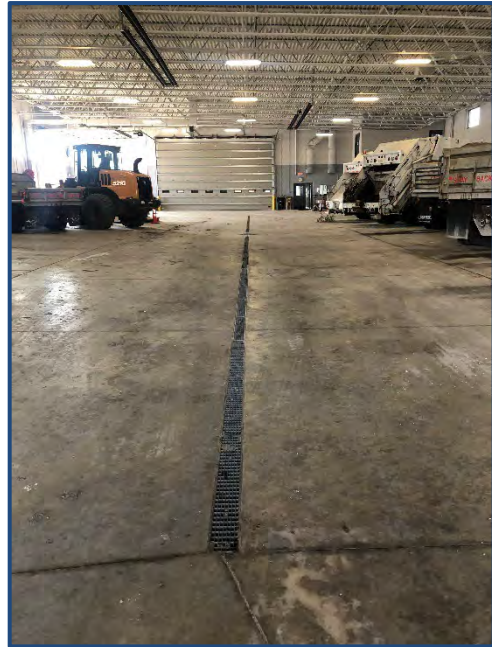


Figure 7. Vehicle Storage

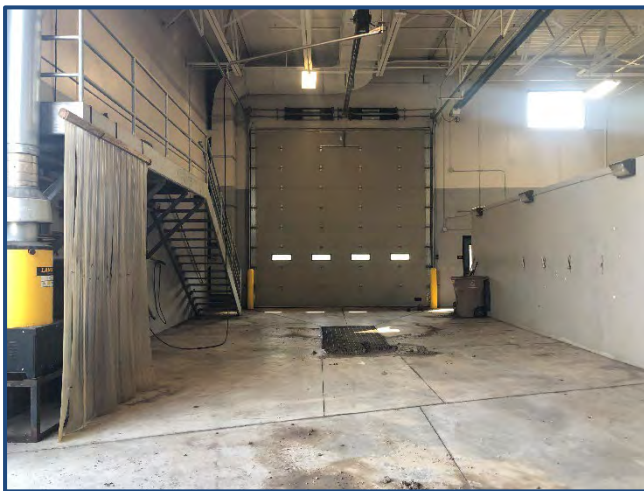


Figure 6. Vehicle Washing



Figure 5. Used Oil



Figure 9. Material Storage



Figure 12. Perimeter Berm



Figure 11. Yard Brush Entrance



Figure 10. Yard Brush Entrance



Figure 13. Absorbent Disposal

Future Stormwater Control Measures

During SWPPP development, additional stormwater control measures were targeted for implementation. This section of the SWPPP should be a living document and the measures targeted for the Public Works Facility may change as updates are implemented. The Village will work to implement the following BMPs to the maximum extent practicable and as budget allows.

- Review and update existing spill prevention and response procedures, including an inventory and update of spill response materials and signage.
- Review and update existing Department of Public Works staff training for stormwater pollution prevention at the Public Works facility.
 - Develop an annual training schedule for Public Works staff that includes the following topics:
 - Spill Prevention and Response
 - BMP Inspection and Maintenance
 - Winter Road Maintenance
 - Construction Erosion Control
 - Illicit Discharge Detection and Reporting
 - Good Housekeeping Procedures
 - Material Storage Techniques
 - All training events and attendance will be documented by the Public Works Operations Superintendent utilizing the Village of Bayside *Employee Training Tracking Form* located in Appendix C of this document.
- Construct permanent material storage bays in the DPW Yard Brush and Material Storage Area.

Inspections

The Public Works Department is required to conduct both quarterly inspections and an annual facility inspection. The objective is to analyze the existing SWPPP and make any changes or revisions to increase the effectiveness of the stormwater measures. All inspection documentation shall be kept in the office of the Public Works Operations Superintendent, and reported on the MS4 Annual Report.

Quarterly Inspections:

The purpose of the quarterly inspection is to look for evidence of, or the potential for, pollutants entering the stormwater drainage system. The inspections confirm that potential pollutant sources are being properly controlled. Quarterly inspections are to take place on or near the first of the following months: January, April, July and October and require a completed inspection form that can be found in Appendix B of this document. Quarterly inspections will be performed by the Public Works Operations Superintendent or their designee. Inspections are performed by a person specifically trained in inspection protocols. Inspections will address the following topics:

- Potential sources of stormwater pollutants
- Indoor chemical storage areas (i.e. motor oil, antifreeze, etc.)
- Loading/unloading areas
- Areas where spills/leaks have occurred in the past
- Inspect storm sewer structures located within facility for evidence of pollutants entering the drainage system and adversely impacting the receiving water body

Annual Inspections:

Annual inspections will be performed at least once a year and require a completed inspection form that can be found in Appendix B of this document. Annual inspections will occur on or near the beginning of May. Annual inspections will be performed by the Public Works Superintendent or their designee. Inspections are performed by a person specifically trained in inspection protocols. The purpose of the annual inspection is to address the following topics, as applicable:

- Modify or update the site map to reflect current conditions
- Identify all potential pollution sources
- Verify that source and structural controls have been implemented, are being maintained, and are effective in controlling stormwater pollution
- Determine if improvements or additional control measures are needed
- Inspect the availability of adequate spill response equipment and supplies

If it is found during the annual inspection that the SWPPP is lacking in a particular area, revisions to the SWPPP shall be made to continue to minimize the potential for pollutants to be discharged. If revisions to the SWPPP are required, then those changes shall be documented in Section 3 - SWPPP Modifications. Updated SWPPPs shall be submitted with the MS4 Annual Report any time that revisions are made.

Record Keeping and Reporting

Facility Inspections, both quarterly and annual, shall be conducted using the Village Inspection Form. All inspection documentation shall be kept in the office of the Public Works Operations Superintendent. Additionally, a copy of the current SWPPP for the facility shall be located with the completed inspection forms. The Public Works Operations Superintendent is responsible for ensuring that all inspections are taking place, inspection forms are completed properly, are filed in the designated location and are reported on the MS4 Annual Report. All inspection reports are to be kept on record for a minimum of five (5) years.

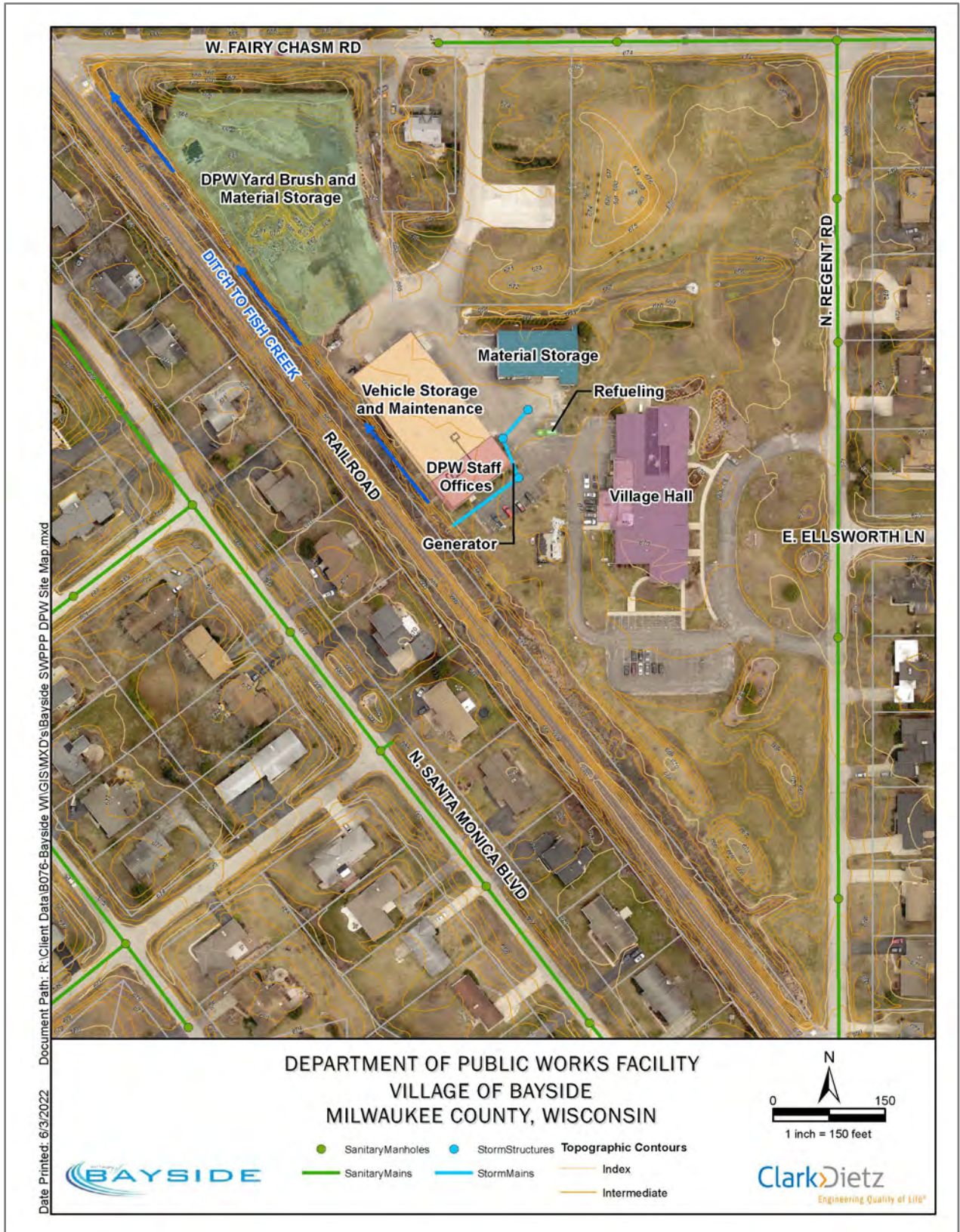


Figure 14. Facility Map of the Public Works Building and Yard

Appendix A: Emergency Contacts

EMERGENCY CONTACTS

Contact	Telephone Number
Primary Contact – Assistant to the Village Manger Name – Leah Hofer	Office: 414-206-3914 Cell:
Alternate Contact – Public Works Operations Superintendent Name – Shane Albers	Office: 414-206-3921
Emergency/Fire/Ambulance/Police/HazMat Response	911
Milwaukee County Office of Emergency Management	1-414-257-4709
Wisconsin Department of Natural Resources - 24 Hour Spill Reporting Hotline	1-800-943-0003
U.S. EPA Region V Spill Reporting	1-312-353-2318
National Response Center (may be contacted for any spill)	1-800-424-8802

Appendix B: Public Works Yard Facility Inspection Form



Village of Bayside, WI
Public Works Yard Facility
Inspection Form
 North Shore Group
 WPDES Permit No. WI-S061565-2



Inspection Date: _____ **Inspected By:** _____

Inspection Type (Quarterly or Annual): _____

Facility Name: _____

Address: _____

Have any spills occurred since last inspection, if yes describe:

Date of Last Rainfall (must be at least 24 hours after any 0.1" rainfall): _____

GROUNDS – OUTER PERIMETER		
A1	<input type="checkbox"/>	Evidence of possible contaminated storm water runoff leaving the perimeter
COMMENT:		
A2	<input type="checkbox"/>	Outfalls need stabilization and/or repair
COMMENT:		
A3	<input type="checkbox"/>	Perimeter needing management practice installation and/or repair
COMMENT:		
A4	<input type="checkbox"/>	
COMMENT:		
FACILITY YARD/PARKING		
B1	<input type="checkbox"/>	Storm water conveyance and/or storage needs repair/improvement (swales, drains, ditches, detention...)
COMMENT:		
B2	<input type="checkbox"/>	Need to have designated snow stockpile area
COMMENT:		
B3	<input type="checkbox"/>	Storm drain inlets need to be marked
COMMENT:		
B4	<input type="checkbox"/>	Bulk hazardous materials storage/tanks issues
COMMENT:		
B5	<input type="checkbox"/>	Address vehicle storage and/or repair in yard
COMMENT:		
B6	<input type="checkbox"/>	Dumpster in poor condition, location, and/or uncovered
COMMENT:		
B7	<input type="checkbox"/>	Address grounds litter and debris
COMMENT:		
B8	<input type="checkbox"/>	Need to re-vegetate area(s) with grass, shrubs, trees (see below)
COMMENT:		
B9	<input type="checkbox"/>	Address potential pollutants stored near storm drain inlet(s)
COMMENT:		
B10	<input type="checkbox"/>	Parking areas need surface maintenance or replacement with pervious materials
COMMENT:		
B11	<input type="checkbox"/>	Deicing material stockpile lacks adequate storage

COMMENT:		
B12	<input type="checkbox"/>	Address liquid fertilizer/herbicide application, equipment calibration, handling, and/or storage
COMMENT:		
B13	<input type="checkbox"/>	Address dry fertilizer/herbicide application, equipment calibration, handling, and/or storage
COMMENT:		
B14	<input type="checkbox"/>	Address areas subject to flooding
COMMENT:		
B15	<input type="checkbox"/>	Storm drain inlets need additional protection
COMMENT:		
B16	<input type="checkbox"/>	
COMMENT:		
B17	<input type="checkbox"/>	
COMMENT:		
BUILDING		
C1	<input type="checkbox"/>	Address gutters and downspouts
COMMENT:		
C2	<input type="checkbox"/>	Floor drains are not connected to sanitary drainage system or sealed
COMMENT:		
C3	<input type="checkbox"/>	Building lacks pollution prevention signage
COMMENT:		
C4	<input type="checkbox"/>	Address dry and liquid materials storage, handling and/or labeling
COMMENT:		
C5	<input type="checkbox"/>	Update MSDS binder and place in location
COMMENT:		
C6	<input type="checkbox"/>	No area(s) designated for vehicle repair
COMMENT:		
C7	<input type="checkbox"/>	Equipment needs to be calibrated
COMMENT:		
C8	<input type="checkbox"/>	Address leaking from motor vehicle repair
COMMENT:		
C9	<input type="checkbox"/>	Facility lacks appropriate spill cleanup materials
COMMENT:		
C10	<input type="checkbox"/>	Floor is not clean and/or has debris that could be tracked out
COMMENT:		
C11	<input type="checkbox"/>	Address vehicle washing location and detergents
COMMENT:		
C12	<input type="checkbox"/>	Spill trays are needed
COMMENT:		
C13	<input type="checkbox"/>	
COMMENT:		
C14	<input type="checkbox"/>	
COMMENT:		
BUILDING		
D1	<input type="checkbox"/>	Lack of facility specific Storm Water Pollution Prevention Plan (SWPPP)
COMMENT:		
D2	<input type="checkbox"/>	Staff need additional training and/or certifications
COMMENT:		
D3	<input type="checkbox"/>	SOPs are not developed and/or implemented
COMMENT:		
D4	<input type="checkbox"/>	Facility self-inspections are not being conducted
COMMENT:		
D5	<input type="checkbox"/>	Need to keep records to track annual amount of materials collected and applied (salt, sediment...)
COMMENT:		
D6	<input type="checkbox"/>	

Next Inspection Scheduled for (date): _____

Pollutant(s) discharge needs to be addressed immediately

Description _____

Public Works Yard SWPPP needs to be updated

Description _____

Additional Explanation of Comments (with reference to Item #): _____

Inspector Signature: _____

Appendix C: Pollution Prevention Employee Training Tracking Form

Appendix D: North Shore Fire Department SOP

NORTH SHORE FIRE DEPARTMENT SOP# 711 1

NORTH SHORE FIRE DEPARTMENT	
STANDARD OPERATING PROCEDURES	SECTION: 700 SOP. 711
	INITIAL: 05-01-05
	LAST REVISION: 04-01-15
SUBJECT: Hazardous Materials (HAZMAT) Incident Response, Reporting & Notifications	
	PAGE 1 OF 10

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PURPOSE

Establish guidelines to assure safe and appropriate response to hazardous material incidents, as well as appropriate reporting and incident notifications.

SCOPE

This procedure shall apply to all Fire Department personnel that are called to respond to hazardous material incidents, or that may find an incident that contains hazardous materials or suspected hazardous materials.

PROCEDURE

DEFINITIONS

- **FIRST RESPONDER OPERATIONS LEVEL (Per OSHA 29 CFR 1910.120)**
 First Responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures and assist other trained responders in non-hot zone operations.
- **REGIONAL HAZARDOUS MATERIALS RESPONSE TEAM (RHMRT)**
 Regional Hazardous Materials Response Teams are designated by the State of Wisconsin to provide assistance in hazardous materials emergencies. As a RHMRT, they may be activated for any incident involving hazardous materials spill, leak, explosion, injury or potential of immediate threat to life, the environment, or property. The RHMRT may offer assistance that ranges from telephone advice to full Level A response. The North Shore Fire Department can expect advice on immediate actions and an estimated time of arrival for the Team.
- **HAZARDOUS SUBSTANCE**
 Any substance or combination of substances including waste of a solid, semisolid, liquid or gaseous form which may cause or significantly contribute to an increase in mortality (death) or an increase in serious irreversible or incapacitating reversible illness or which

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2. Perform Hazard/Risk Evaluation.
 - a) Hazardous nature of the material(s) involved. (IE: toxicity, reactivity, and flammability. What is the primary hazard?)
 - b) Quantity of material involved.
 - c) Type of container or containment system involved.
 - d) Type of stress applied to the container.
 - Thermal
 - Chemical
 - Mechanical
 - e) Identify the hazards using:
 - Warning Labels/Markings
 - Manufactures Labels/Logos
 - Container Shapes/Types
 - Information provided by person(s) reporting the barrel(s).
 - Look for signs of leaks, spills, or vapor releases.
 - Use metering equipment to check for explosive or toxic atmosphere.
 - f) Proximity of exposures (this includes emergency response personnel)
 - g) Level of available resources at the time.
 - h) Incident Priorities:
 - Life Safety
 - Public Health
 - Protection of Property
 - Protection of the Environment
- C. Operations
1. Based on the initial size-up and all information available, the IC will have to formulate an incident action plan to begin the process of incident stabilization and mitigation. The action plan must provide for the following:
 - a) Safety of the public and emergency responders
 - b) Possible evacuation of endangered areas or shelter in place options
 - c) Elevation of the level of response
 - d) Incident stabilization
 - e) Proper notifications
 - f) Proper incident termination
 2. Establish initial Hot and Warm zones. All unknown and unidentified material(s) shall be treated as a Level A response until proven otherwise. The minimum zone size is 500 feet in all directions. Refer to the DOT guidebook for assistance

- 174 c) If they are unavailable, call 1-800-943-0003. This number is the
175 emergency hotline, which will connect you with the Wisconsin
176 Division of Emergency Management. (DEM)
177 d) Following the recorded instructions to request a Team.
178 e) Also Notify Milwaukee Co Emergency Management 278-4709.
179 f) The HAZMAT Team contact person or DEM Duty Officer will ask
180 you to provide the following information:
181 • Location of the incident
182 • Name and amount of spilled product, if known
183 • Name and telephone call back number and alternate
184 number
185 g) With this information, the DEM duty officer will notify the
186 designated RHMRT.
187 h) A member of the RHMRT will call you back for further
188 information.
189 i) Answers to the following questions will help determine the level of
190 response that may be provided by the RHMRT:
191 1. Type of incident- transportation/ fixed facility?
192 2. Product involved?
193 3. Quantity of product involved?
194 4. Container damage?
195 5. Location?
196 6. Injuries or Potential injuries?
197 7. Special considerations?
198 8. Weather conditions?
199 9. Level of training of the onsite responders?
200 10. Onsite contact person(s) name?
201 11. Placard # or CAS #?
202 12. Have you contacted Milwaukee Co. Emergency
203 Management?
204 13. The RHMRT will also want the best route to the scene &
205 staging area
- 206
- 207 3. North Shore Fire Department responsibilities and expectations:
208 a) The North Shore Fire Department is responsible for management of the
209 incident, this includes:
210 1. Scene security
211 2. Fire related activities
212 3. Mutual Aid, if needed
213 4. Evacuations, if necessary
214 5. Traffic control
215 6. Staffing
216 7. Ambulance and EMS personnel on scene
217 8. Provide Liaison with RHMRT (HAZMAT Specialist if available)
218 9. Maintaining of reports and records
219 10. Notification of proper agencies

- 266 9. Notify Captain James Mayer as North Shore Fire Department Hazardous
267 Materials Specialist
268 10. Milwaukee Co Emergency Management (414) 278-4709
269 11. Wisconsin DNR/DEG Duty Officer 1-800-943-0003
270 Note: Milwaukee Co Emergency Management may handle #4
271 12. Local Govt. Officials (Managers, Mayors, Village President) of the
272 community(s) involved.
273 13. United States Coast Guard if spill has occurred in navigable waterway.
274 14. Private HAZMAT Contractor for Level B services. North Shore Fire
275 Department Personnel will not call for a Level B Private Contractor at any
276 time.
277
278
279
280 • Spill of Known Level A or Unknown Material(s) (Any size or quantity)
281 1. Notify the Assistant Chief
282 2. Notify Captain James Mayer as North Shore Fire Department Hazardous
283 Materials Specialist
284 3. Milwaukee Co Emergency Management (414) 278-4709
285 4. Wisconsin DNR/DEG Duty Officer 1-800-943-0003
286 Note: Milwaukee Co Emergency Management may handle #4
287 5. Local Govt. Officials (Managers, Mayors, Village President) of the
288 community(s) involved.
289 6. United States Coast Guard if spill has occurred in navigable waterway.
290 7. Private HAZMAT Contractor for Level B services. North Shore Fire
291 Department Personnel will not call for a Level B Private Contractor at any
292 time.
293
294

295 **REQUIRED REPORTING**

296
297 The following are procedures for the North Shore Fire Department to report spills/releases of any
298 hazardous material or substance to the environment as required by state (NR 706) and federal
299 law to Milwaukee Co. Emergency Management and Wisconsin Department of Natural
300 Resources. This applies to all incidents involving a spill or uncontained release of any hazardous
301 material or substance. This is of particular importance when the party(s) responsible for the
302 incident is unknown or there is reason to believe that the responsible party(s) will not report the
303 spill/release as required by law.
304

305 It is the spiller(s) responsibility by federal and state law to report the spill/release to the State of
306 Wisconsin Department of Natural Resources Spill Hot Line 1-800-943-0003. North Shore Fire
307 Department Form HAZ-SPILL 1 has been developed to assist the spiller with their reporting
308 responsibilities and to remove the reporting burden from the Department. Copies of HAZ-SPILL
309 1 can be found on the North Shore Fire Department Intranet under the North Shore Fire
310 Department Docs section. If the spiller is unknown the North Shore Fire Department is
311 responsible for reporting the spill/release to Milwaukee County Emergency Management at 278-

358 **ABANDONED BARRELS**

359
360 The following are procedures for the North Shore Fire Departments response to reports of
361 abandoned or possible abandoned barrel(s).

362 **Response Procedure**

363
364 The North Shore Fire Department shall respond to a report of abandoned barrel(s) in two ways.

- 365 1. For non-leaking, undamaged barrel(s), a Limited Response will be sent.
366 2. For leaking, damaged, fuming barrel(s), a Hazardous Materials Still Alarm (see MABAS
367 Cards) with all appropriate hazardous materials notification as outlined above.
368

369 Companies responding to reports of abandoned or leaking barrels should attempt to identify the
370 hazards using:

- 371 • Warning Labels/Markings
- 372 • Manufactures Labels/Logos
- 373 • Container Shapes/Types
- 374 • Information provided by person(s) reporting the barrel(s).
- 375 • Look for signs of leaks, spills, or vapor releases.
- 376 • Use metering equipment to check for explosive or toxic atmosphere.

377
378 **DO NOT MOVE BARREL (S) UNLESS IT IS FOR IMMEDIATE LIFE SAFETY**

379
380 Companies shall set up defensive containment (Booms, Dikes, Dams, etc) if it is safe to do so
381 and can be done without the use of specialized chemical protective clothing.

382 The following agencies/personnel should be contacted:

- 383 • Battalion 8 (if not already on scene)
- 384 • Milwaukee Co. Emergency Management (414) 278-4709
- 385 • Local Law Enforcement and/or Milwaukee Co. Sheriff
- 386 • Property owner
- 387 • Local Government representative

388
389 Company Officers should gather the following information

- 390 • Property owner
- 391 • Accurate Address/Location
- 392 • Description of dumper if witnessed
- 393 • Document the scene with a simple sketch
- 394 • File Firehouse NFIRS with a HAZMAT Supplemental

395
396
397 The Milwaukee Co. Emergency Management Duty Officer or onsite representative will handle
398 or advise regarding contacting other agencies or responders. Milwaukee Co. Emergency
399 Management and Wisconsin Department of Natural Resources are the agencies responsible for
400 the mitigation of abandoned barrels. These two agencies will respond and take all other required
401 action to handle the incident with our cooperation and assistance.

Appendix E: s. NR 216.27, Wis. Adm. Code

1. The process or operation is managed so that no storm water is contaminated with any of the pollutants identified in s. NR 216.27 (3) (j).

2. The permittee certifies that there is no unauthorized discharge at the outfall.

3. The permittee has completed a minimum of 3 years of industrial activity under a SWPPP, with no confirmed problems identified by public complaint or the annual facility site compliance inspection reports required under s. NR 216.29 (2).

(b) The department may elect to cover any industrial storm water discharge under a tier 2 general permit where the department determines that a tier 2 general permit is appropriate.

(4) CHANGING TO TIER 1. If the department determines that a facility or an industrial activity covered under a tier 2 general permit may be discharging storm water contaminated with pollutants listed in s. NR 216.27 (3) (j), the department may require that the facility or activity be covered by a tier 1 general permit.

History: CR 03-028; cr. Register July 2004 No. 583, eff. 8-1-04.

NR 216.24 Industry-specific general permits.

(1) INDUSTRY-SPECIFIC PERMITS. In addition to statewide general permits issued under s. NR 216.23 (1) or (2), the department may issue industry-specific general storm water discharge permits to one or more categories of industries identified in s. NR 216.21 (2).

(2) REQUIREMENTS. Industry-specific general industrial storm water discharge permits shall differ from the statewide storm water general permits by factoring in characteristics common to the industry including the characteristic that requirements of the permit may contain phased source area control compliance schedules.

(3) COOPERATIVE COMPLIANCE PROGRAM. (a) The department may allow a permittee to participate in a program to assist the facility with maintaining compliance with an industry-specific permit. The department may waive certain requirements of this subchapter via permit in exchange for alternative requirements such as mandatory education and a facility inspection program that the department finds to be equivalent or more effective at controlling pollution from storm water runoff.

(b) The department may terminate a cooperative compliance program if it finds that the program is ineffective.

History: CR 03-028; cr. Register July 2004 No. 583, eff. 8-1-04.

NR 216.25 Individual permit. (1) PERMIT REQUIREMENTS.

Requirements of an individual WPDES permit issued under s. 283.31 or 283.33, Stats., shall be consistent with similar requirements in general storm water discharge permits, except where the department determines that more stringent requirements are necessary to meet a performance standard of ch. NR 151 or a water quality standard. The department may require that specific source area controls be used as a requirement of an individual permit.

(2) EFFLUENT LIMITATIONS. A facility covered by an individual WPDES storm water permit under s. 283.33 (1) (d), Stats., may be subject to an effluent limitation for a point source discharge, as defined in s. 283.01 (6), Stats., for storm water discharge.

(3) INDIVIDUAL PERMIT COVERAGE. If it determines that one or more of the following conditions are met, the department may require that a storm water discharge be covered by an individual WPDES permit under s. 283.31 or 283.33, Stats.:

(a) The storm water discharge is a significant source of pollution and more appropriately regulated by an individual WPDES storm water permit.

(b) The storm water discharger is not in compliance with the terms and conditions of this chapter, or a general storm water discharge permit issued under this subchapter.

(c) Effluent limitations or standards are promulgated for a storm water discharge.

(4) PETITION. Any person may submit a written request to the department that it take action under this section.

(5) REVOCATION OF GENERAL PERMIT COVERAGE. If the department determines that an industrial facility should be covered by an individual WPDES permit, the department shall explain its decision in writing to the permittee prior to revoking general permit coverage and issuing an individual WPDES permit.

History: CR 03-028; cr. Register July 2004 No. 583, eff. 8-1-04.

NR 216.27 Storm water pollution prevention plan.

(1) APPLICABILITY. Any person who owns or operates a storm water discharge covered by a general or individual storm water discharge permit shall prepare and implement an SWPPP.

(2) INCORPORATION BY REFERENCE. When plans are developed or activities conducted in accordance with other federal, state or local regulatory programs that meet the requirements of this section, the plans may be incorporated into the SWPPP by reference.

(3) PLAN REQUIREMENTS. The SWPPP shall contain, at a minimum, the following items and provisions:

(a) The SWPPP shall identify by job title the specific individual who has primary responsibility for all aspects of SWPPP development and implementation and identify any other individuals concerned with SWPPP development or implementation, and their respective roles. The specific individual who has primary responsibility shall develop, evaluate, maintain and revise the SWPPP; and carry out the specific management actions identified in the SWPPP, including: maintenance practices, monitoring activities, preparing and submitting reports and serving as facility contact for the department.

(b) The SWPPP shall contain a short summary of the major activities conducted at various locations throughout the facility.

(c) The SWPPP shall include a drainage base map depicting all of the following:

1. How storm water drains on, through and from the facility to groundwater, surface water or wetlands.

2. The facility property.

3. A depiction of the storm drainage collection and disposal system including all surface and subsurface conveyances.

4. Any secondary containment structures.

5. The location of all outfalls that discharge channelized flow to surface water, ground water or wetlands, including outfalls recognized as permitted outfalls under another WPDES permit, numbered for reference.

6. The drainage area boundary for each outfall.

7. The surface area in acres draining to each outfall, including the percentage that is impervious such as paved, roofed or highly compacted soil, and the percentage that is pervious such as grassy areas and woods.

8. Existing structural storm water controls.

9. The name and location of receiving waters.

10. The location of activities and materials that have the potential to contaminate storm water.

(d) The SWPPP shall summarize any results of available storm water sampling data or other observations that characterize the quality of storm water discharges or identifying sources of storm water contamination. Available data that characterizes the quality of storm drainage discharges under dry weather flow conditions shall also be included, except when the data has been or will be reported to the department under another WPDES permit.

(e) The SWPPP shall identify all potential source areas of storm water contamination including:

1. Outdoor manufacturing areas.

2. Rooftops contaminated by industrial activity.

3. Industrial plant yards.

4. Storage and maintenance areas for material handling equipment.

Published under s. 35.93, Wis. Stats., by the Legislative Reference Bureau.

NR 216.27

WISCONSIN ADMINISTRATIVE CODE

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5. Immediate access roads and rail lines.
6. Material handling sites including storage, loading, unloading, transportation, or conveyance of any raw material, finished product, intermediate product and by-product or waste areas.
7. Storage areas for raw materials, finished and intermediate products including tank farms.
8. Disposal or application of wastewater.
9. Areas containing residual pollutants from past industrial activity.
10. Areas of significant soil erosion.
11. Refuse sites.
12. Vehicle maintenance and cleaning areas.
13. Washing areas for equipment, vehicles, containers or other material.
14. Shipping and receiving areas.
15. Manufacturing buildings.
16. Residual treatment, storage and disposal sites.
17. Any other areas capable of contaminating storm water runoff.

(f) Specific pollutants likely to be present in storm water as a result of contact with source areas identified in par. (e) shall also be listed.

(g) The SWPPP shall identify all contaminated and uncontaminated sources of non-storm water discharges to the storm sewer system and indicate which are covered by WPDES permits. The SWPPP shall contain the results of the non-storm water discharge monitoring required by s. NR 216.28. If monitoring is not feasible due to the lack of suitable access to an appropriate monitoring location, the SWPPP shall include a statement that the monitoring could not be conducted and an explanation of the reasons why.

(h) The SWPPP shall rely to the maximum extent practicable, and to the extent it is cost effective, on the use of source area control best management practices that are designed to prevent storm water from becoming contaminated at the site. Source area control best management practices that are either proposed or in place at the facility shall be indicated on the facility drainage base map. The SWPPP shall provide for the use of the following applicable source area control best management practices:

1. Practices to control significant soil erosion.
2. Good housekeeping measures, preventive maintenance measures, visual inspections, spill prevention and response measures and employee training and awareness.
3. Covering or enclosing salt storage piles so that neither precipitation nor storm water runoff can come into contact with the stored salt; or, for facilities that use brine and have salt storage piles on impervious curbed surfaces, a means of diverting contaminated storm water to a brine treatment system for process use.
4. Use of a combination of precipitation control, containment, drainage controls or diversions to control section 313 water priority chemicals potentially discharged through the action of storm water runoff, leaching or wind.

(i) The SWPPP shall maintain best management practices necessary to maintain compliance with the performance standards in s. NR 151.12 for those areas that are described in s. NR 151.12 (2).

(j) The SWPPP shall identify pollutants that are likely to contaminate storm water discharges to waters of the state following implementation of source area control best management practices. Past sampling data collected at the facility or at sufficiently similar outfalls at other facilities may be used in making this determination. At a minimum, all of the following pollutants shall be considered for their potential to contaminate storm water:

1. Any pollutant for which an effluent limitation is contained in any WPDES permit issued to the facility by the department.
2. Any pollutant contained in a categorical effluent limitation or pre-treatment standard to which the facility is subject.

3. Any section 313 water priority chemical for which the facility has reporting requirements and which has the potential for contaminating storm water.

4. Any other toxic or hazardous pollutants from present or past activity at the site that remain in contact with precipitation or storm water and which could be discharged to the waters of the state and which are not regulated by another environmental program.

5. Any of the following parameters that might be present in significant concentrations: oil and grease; acids or bases; total suspended solids; 5-day biological oxygen demand; chemical oxygen demand.

(k) When source area control best management practices are not feasible, not cost effective or are inadequate to control storm water pollution, or when the department determines source area control best management practices are inadequate to achieve a water quality standard, the SWPPP shall prescribe appropriate storm water treatment practices as needed to reduce the pollutants in contaminated storm water prior to discharge to waters of the state. Proposed or existing storm water treatment practices shall be shown on the facility drainage basin map. The SWPPP shall provide for the following types of storm water treatment practices:

1. Storm water significantly contaminated with petroleum products shall be treated for oil and grease removal by an adequately sized, designed and functioning wastewater treatment device. Coverage under an individual or general WPDES permit is required for discharges of storm water from oil/water treatment devices.

2. Point source discharges of storm water contaminated by significant amounts of sediment from eroding areas, including bare earth industrial lots and ongoing industrial processes, shall be treated by filtration or settling type practices.

(L) The SWPPP shall include provisions for complying with the monitoring requirements specified in s. NR 216.28. The SWPPP shall include a checklist of inspections to be made during the annual facility site inspection described in s. NR 216.28 (2). The SWPPP shall also identify for each outfall the type of monitoring that will be conducted, such as non-storm water discharge monitoring; storm water discharge quality inspections; or chemical pollutant monitoring for facilities covered under a tier 1 permit. The following are requirements for facilities covered under a tier 1 permit:

1. A list of chemical parameters proposed for testing at each outfall shall be included along with the analytic sample testing procedures from ch. NR 219 that will be used to determine pollutant concentrations.

2. The list of chemical parameters shall include each of the residual pollutants identified in par. (j), or an explanation of why the pollutant should not be included in the chemical testing.

(m) The SWPPP shall include an implementation schedule that is consistent with the compliance schedule in the general storm water discharge permit.

(n) The SWPPP shall be signed in accordance with s. NR 216.22 (7) prior to submittal to the department.

(4) PLAN AMENDMENT. A permittee shall amend an SWPPP if any of the following circumstances occur:

(a) When expansion, production increases, process modifications, changes in material handling or storage or other activities are planned which will result in significant increases in the exposure of pollutants to storm water discharged either to waters of the state or to storm water treatment devices. The amendment shall contain a description of the new activities that contribute to the increased pollutant loading, planned source control activities that will be used to control pollutant loads, an estimate of the new or increased discharge of pollutants following treatment and, when appropriate, a description of the effect of the new or increased discharge on existing storm water treatment facilities.

Published under s. 35.93, Stats. Updated on the first day of each month. Entire code is always current. The Register date on each page is the date the chapter was last published.

Register January 2020 No. 769

(b) The facility finds through its comprehensive annual facility site compliance inspection, quarterly visual inspection of storm water quality, annual chemical storm water sampling or other means that the provisions of the SWPPP are ineffective in controlling storm water pollutants discharged to waters of the state.

(c) Upon written notice that the department finds the SWPPP to be ineffective in achieving the conditions of the storm water discharge permit applicable to the facility.

History: CR 03-028; cr. Register July 2004 No. 583, eff. 8-1-04.

NR 216.28 Monitoring requirements. (1) NON-STORM WATER DISCHARGES. The permittee shall evaluate all outfalls for non-storm water discharges into the storm drainage system beginning in the first year of permit coverage. Evaluations shall take place during dry periods. The following are additional requirements for evaluating non-storm water discharges:

(a) Any monitoring shall be representative of non-storm water discharges from the facility.

(b) One of the following monitoring procedures shall be followed:

1. End of pipe screening shall consist of visual observations made at least twice per year at each outfall of the storm sewer collection system. Observations shall be made at times when non-storm water discharges from the facility are considered most likely to occur. Instances of dry weather flow, stains, sludges, color, odor or other indications of a non-storm water discharge shall be recorded; or

2. A detailed testing of the storm sewer collection system may be performed. Testing methods include dye testing, smoke testing or video camera observation. Should the permittee use detailed testing as an alternative, the department shall require a re-test after 5 years or a lesser period as deemed necessary by the department.

(c) All permitted facilities shall maintain the results of their non-storm water evaluations on site. Facilities shall report the results of the initial non-storm water evaluations to the department within the SWPPP summary form required pursuant to s. NR 216.29 (1) (e). Information reported shall include date of testing, test method, outfall location, testing results and potential significant sources of non-storm water discovered through testing.

Note: The department storm water pollution prevention summary Form 3400-167 contains a table for recording the results of the non-storm water discharge evaluations.

(d) Any permittee unable to evaluate outfalls for non-storm water discharges shall sign a statement certifying that this requirement could not be complied with, and include a copy of the statement in the SWPPP. The statement shall be submitted to the department.

(e) If a permittee identifies an unauthorized discharge of pollutants, the permittee shall immediately cease the discharge and contact the department to determine if a permit is required under s. 283.31 or 283.35, Stats.

(2) ANNUAL SITE INSPECTIONS. Permittees under this subchapter shall perform and document the results of an annual facility site compliance inspection. The inspection shall be adequate to verify that the site drainage conditions and potential pollution sources identified in the SWPPP remain accurate, and that the best management practices prescribed in the SWPPP are being implemented, properly operated and adequately maintained. Information reported shall include the inspection date, inspection personnel, scope of the inspection, major observations and revisions needed in the SWPPP.

(3) QUARTERLY VISUAL INSPECTION. Permittees under this subchapter shall perform and document quarterly visual inspections of storm water discharge quality at each outfall. Inspections shall be conducted within the first 30 minutes or as soon thereafter as practical, but not to exceed 60 minutes, after runoff begins discharging at the outfall. The inspections shall include any observations of color, odor, turbidity, floating solids, foam, oil sheen or

other obvious indicators of storm water pollution. Information documented shall include: the inspection date, inspection personnel, visual quality of the storm water discharge and probable sources of any observed storm water contamination.

(4) STORM WATER SAMPLING AND ANALYSIS. Unless an alternative monitoring plan is required as part of the SWPPP, owners or operators of facilities covered under a tier 1 general permit issued under this subchapter or an individual WPDES permit issued under s. 283.31, Stats., containing tier 1 general permit requirements, or individual storm water discharge permits issued under s. 283.33 (1) (a) and (d), Stats., shall perform annual chemical storm water sampling at each outfall for those residual pollutants listed in the permittee's SWPPP as required by s. NR 216.27 (3) (j). The following are specific requirements for chemical storm water monitoring:

(a) The list of pollutants to be tested in the discharge at the outfall shall be identified in the facility monitoring plan portion of the SWPPP.

(b) When a facility has more than one outfall which have storm water discharges substantially similar based on consideration of industrial activity, significant materials and management, one outfall may be selected to represent the group of similar outfalls provided that this strategy has been clearly stated in the facility monitoring plan and that the representative outfall is clearly identified as such on the drainage base map. No more than 5 outfalls with discharges representative of storm water discharged from the facility need to be sampled.

(c) After review of the facility monitoring plan portion of the SWPPP, the department shall add additional pollutants to the monitoring list if it has cause to do so based on a reasonable probability that the pollutants will be present in storm water discharges from the facility. The department shall remove pollutants from the monitoring list if it determines that continued monitoring for the pollutant serves no further purpose. Chemical monitoring may be discontinued after submitting the second round of chemical monitoring results to the department with the annual facility site compliance inspection report unless the department directs the permittee otherwise. The department shall require additional chemical sampling within a tier 1 general permit for industrial facilities where chemical monitoring has shown a reasonable potential that the storm water discharge from an individual facility or a type of industry will exceed a water quality standard.

(d) Storm water samples shall be collected during the period of March through November from rainfall events that produce greater than 0.1 inch of rainfall and occur at least 72 hours after a previous rainfall of 0.1 inch or greater.

(e) Storm water samples shall be representative of the "first flush" of storm water runoff at the outfall using one of the following sampling methods:

1. Composite sample shall be collected during the first 30 minutes of runoff. At least 3 separate samples shall be collected for compositing, and the collection of samples shall be evenly spaced throughout the sampling period. Composite samples are required for all pollutants except those for which analytic techniques require grab samples.

2. A grab sample is required for all pollutants in storm water discharged from a detention pond or other structure that has greater than a 24-hour holding time for a representative storm. The grab sample shall be representative of the storm water discharge at the pond outfall.

3. An alternative sampling collection time specified by the department if the department determines it is necessary to obtain a representation sample of storm water runoff from the site.

(f) Monitoring samples shall be representative of the monitored discharge. Analytic testing shall be in conformance with ch. NR 219, unless an alternate procedure is approved by the department prior to the initiation of sampling.

Appendix F: North Shore Group WPDES Permit No. WI-S061565-04

state associated with dewatering and drying material collected under subsection a) of this section are not authorized by this permit.

Note: Information on managing waste and materials is available on the Department's Internet site at: <https://dnr.wi.gov/topic/Waste/>. Information on WPDES permits for non-storm water discharges is available on the Department's Internet site at: <https://dnr.wi.gov/topic/wastewater/>

4. Management of Leaves and Grass Clippings:

If the permittee provides leave and grass clipping collection, the program shall include the following:

- a) A description of the leaf collection program, including pick-up methodology and equipment used, timing of associated street cleaning, standard operating procedures, schedule and frequency, and instructions for residents and property owners.
- b) Identification of leave disposal locations.
- c) An estimate of the weight in tons of material collected annually and a description of how the weight is estimated.
- d) By May 31, 2024, a description of the BMPs which the permittee employs or will employ to its leaf collection program that reduce nutrient loading to the receiving waters. The permittee shall consider source, transport and discharge location when considering BMPs for the leaf collection program.

5. Storm Water Pollution Prevention Planning:

All municipal garages, municipal storage areas, and other public works related municipal facilities shall have a Storm Water Pollution Prevention Plan (SWPPP). The SWPPPs shall:

- a) Be developed and implemented by December 31, 2021 for sites without a SWPPP.
- b) Include the information under s. NR 216.27 (3), Wis. Adm. Code, minus the monitoring requirements under s. NR 216.27 (3) (l), Wis. Adm. Code.
Note: The SWPPP requirements can be located here: https://docs.legis.wisconsin.gov/code/admin_code/nr/200/216/II/27.
- c) Conduct and document quarterly visual inspections of the property and annual facility compliance inspections.
- d) Describe spill prevention and response for each facility.
- e) Contain procedures for annual training of municipal staff on implementation of the SWPPP.

6. Internal Training and Education:

The permittee shall provide education for appropriate municipal and other personnel involved in implementing their community's pollution prevention programs. Documentation shall be maintained of the date, the names of each person attending, and the content of the training.

H. STORM WATER QUALITY MANAGEMENT

Each municipality shall develop and implement a municipal storm water management program that controls the discharge of total suspended solids from the MS4 system to waters of the state.

1. The storm water management program shall achieve compliance with the developed urban area performance standards of s. NR 151.13(2), Wis. Adm. Code, for those areas of the municipality that were not subject to the post-construction performance standards of s. NR 151.12 or 151.24, Wis. Adm. Code. (Note: projects prior to Oct. 1, 2004).
2. The permittee shall ensure continued operation and maintenance of all best management practices implemented on or before July 1, 2011 to achieve a total suspended solids reduction of more than 20 percent as compared to no controls.

I. STORM SEWER SYSTEM MAP

Each municipality shall maintain a municipal separate storm sewer system map. The municipal storm sewer system map shall include:

1. Identification of waters of the state, watershed boundaries, name and classification of receiving waters, and identification of whether the receiving water is listed as an impaired water under s. 303 (d) of the Clean Water Act.
2. Identification of all known municipal storm sewer system outfalls discharging to waters of the state or other municipal separate storm sewer systems, stormwater drainage basin boundaries for each MS4 outfall, and municipal separate storm sewer conveyance systems with flow direction. Major outfalls shall be categorized and priority outfalls for illicit discharge detection and elimination shall be identified. Other major municipal, government, or privately-owned storm water conveyance systems lying within, but not owned by the permittee, shall also be identified.
3. A boundary defining the municipal border and the storm water planning area.
4. The location of any known discharge to the municipal separate storm sewer system that has been issued a WPDES permit by the Department.
5. Location of municipally owned or operated structural storm water controls including detention basins, infiltration basins, and manufactured treatment devices. If the permittee will be taking credit for pollutant removal from privately-owned facilities, they must be identified.
6. Identification of publicly owned parks, recreational areas and other open lands.

-  Municipal Park
-  Culvert
-  StormStructures
-  Bayside Storm Sewer Outfall
-  StormMains
-  Storm_BMPs
-  Stormwater Basin
-  Bayside_Facilities
-  Bayside_Village_Limits



0 500 1,000

1 inch = 1,000 feet

PUBLIC WORKS FACILITY

VILLAGE OF BAYSIDE STORM SEWER SYSTEMS MAP



Date Updated: February 2023

Document Path: R:\Client Data\B076-Bayside W\GIS\MXD's\SWMP Maps\Bayside Storm Systems 11x17.mxd

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Bayside Communications Center

April 2023

Highlights and Accomplishments

- BCC is currently reviewing and updating policies and procedures in preparation for the Wisconsin Law Enforcement Accreditation Group (WILEAG) on site visit. BCC is proud to be one of the pilot centers to pursue and maintain accreditation.
- BCC Staff celebrated National Public Safety Telecommunicators Week in April. The BCC Morale Committee sponsored the event, which featured decorations, theme days, food, and prizes.
- BCC Staff trained on severe weather protocol in April in preparation for any weather-related events that could occur in spring.
- BCC staff will be training on Domestic Violence in May, including response and protocol for dispatchers and police and fire units.

Metric	Measurement	2022 Total	2023 YTD	5 Year Average	Status (comp. 5 yr avg)
Phone Calls	Calls	106,677	32,127	106,400	
911 Calls	Calls	25,789	7,157	26,521	
911 Hang Ups	Hang Ups	3,094	1,030	3,428*	
Answer Time	Seconds	4	4	4	
Dispatch Time	Seconds	55	43	38	
Police Calls	Calls	69,145	24,782	72,945*	
Fire Calls	Calls	11,474	3,845	9,169*	
EMD Protocol Use	Number of Calls	633	2,785	N/A	
Request for Police	Requests	3,145	986	2,736	
Traffic Stops	Number of Stops	16,877	6,459	17,388	
Training Hours	Hours	3,917	1,366	2,234	
Call Reviews	%	97.5%	98%	98%	
Text to 911	Number of sessions	3	18	N/A	
Retention Rate	%	94%	86%	84%	



Police Department

April 2023

Highlights and Accomplishments

- The Police Department deployed two additional speed feedback signs within the Village to help remind motorists to adhere to the posted speed limits.
- Officers continue to conduct directed patrols for traffic enforcement at various locations within the Village. Increased patrols were conducted in locations where traffic volume has increased due to construction taking place in the area.
- Officer Cranny celebrated his 1st Anniversary with the Bayside Police Department this month.
- Lieutenant Kleeba conducted a tour for a school group from Bayside Middle School. The students were provided a tour of the station and the Bayside Communications Center as part of the event.
- Officer Bowe attended the Internet Crimes Against Children (ICAC) Conference.
- Officer Janssen is attending an instructor course for pistol mounted optics.
- The Department hosted a Drug Take Back Day at the Police station for unused prescription medications in homes. The Department collected 55 pounds of unused medication during this event.
- Chief Liebenthal held a meeting with Lt. Kleeba, Officer Janssen, and the agency's accreditation manager, Officer Kadulski, to review our process toward re-accreditation through the Wisconsin Law Enforcement Accreditation Group.

Metric	Measurement	2022 Total	2023 YTD	5 Year Average	Status (comp. 5 yr avg)
Calls for Service	Calls	4,571	2,355	5,488	○
Community Engagement / myBlue Sector Activity	Contacts	194	235	Incomplete Data	●
Traffic Stops	Stops	1,823	727	2135	○
Citations	Citations	879	358	892	○
Warnings	Warnings	1,100	426	1028	○
Arrests	Arrests	86	30	137	○
Ordinance Enforcement	Tickets Issued	39	10	62	○
Crimes Against Persons	Count	9	2	7	○
Crimes Against Property	Count	48	6	53	○
Crimes Against Society	Count	32	13	39	○
Reports Written	# Written	706	283	899	○
Patrol Miles Driven	# Miles	90,354	25,440	103,901	●
Code Enforcement	Notices Issued	239	68	176	○
Business/ Vacation Checks	# Performed	1,761	534	1,642	●
Crime Prevention	Notices Given	170	62	290	●
False Alarms	Count	118	31	85	●
Accidents Investigated	Count	59	30	68	○
Outside Agency Assists	Count	221	69	269	○
Field Interviews Conducted	Contacts	82	33	103	○
Speed Sign/Trailer Deployment	Location Count	14	9	26	●
Rx Drugs Collected	Pounds	487	145	475	●

**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE**

RESOLUTION NO: 23-08

A Resolution Establishing Procedures for Outstanding and Uncollectable Court Debt

WHEREAS, the City of Glendale operates a joint North Shore Municipal Court with the Village of Bayside and Brown Deer. The North Shore Court began operation in 2018; and

WHEREAS, prior to operating the joint North Shore Court system, the Village of Bayside operated a City Court System independently; and

WHEREAS, since 1981, the Village of Bayside has approximately \$178,000 in uncollectable and outstanding debt; and

WHEREAS, based on the reports provided to the City of Glendale and the North Shore Court, the Village of Bayside is unable to determine the exact amount of debt that is determined to be uncollectable by the Wisconsin Department of Revenue State Debt Collection Agency (SDC); and

WHEREAS, once a debt is determined to be uncollectable by SDC, the North Shore Court has limited options to collect debt that is determined to be uncollectable; and

WHEREAS, the City of Glendale, Village of Bayside, and the North Shore Court desire to establish procedures for uncollectable and outstanding debt; and

THEREFORE, BE IT RESOLVED, the Village of Bayside recognizes that the North Shore Court and City of Glendale has limited options to collect debt that has been determined to be uncollectable by SDC and desire to “permanently stay” and close all outstanding debt deemed “uncollectable” by SDC within the Court’s record keeping system TiPSS, bringing each balance to zero; and

BE IT FURTHER RESOLVED, that the North Shore Court and the Village of Bayside desires to expunge the records of the Village of Bayside and North Shore Court, as permitted by State Law; and

BE IT FURHER RESOLVED, that the following represents the Village of Bayside and North Shore Court’s Policy for outstanding and uncollectable debt and the Retention of Court Documents.

**North Shore Court and Village of Bayside
Procedures for Outstanding and Uncollectable Court Debt**

1. Annually, the Court will “permanently stay” and close all outstanding debt deemed “uncollectable” by SDC within the Court’s record keeping system TiPSS, bringing each balance to zero.

2. The NSMC will “permanently stay” debt deemed “uncollectible” by SDC.
3. The NSMC will “permanently stay” all “outstanding debt” that is not currently in the collection process. “Outstanding debt” referenced within this section may include debts that are unable to be certified with SDC for lack of qualified information.
4. The NSMC shall purge all files after five (5) years as indicated under SCR 72.01(24a), (24m). The NSMC shall begin the process to purge these records, understanding it will take time to complete this process.
5. The Issuance of Commitments for Matters deemed uncollectable, yet within five (5) years of their final court action, may be revisited when such issuance again become possible and practical.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Bayside this twentieth day of April, 2023.

VILLAGE OF BAYSIDE

Eido M. Walny, Village President

Rachel A. Safstrom, Administrative Services
Director

**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE**

ORDINANCE NO 23-739

**An Ordinance to Amend Section 26-1 of the Municipal Code
with Regard to Tobacco Products, Smoking, and Electronic Smoking Devices**

The Village Board of the Village of Bayside, Milwaukee and Ozaukee Counties, Wisconsin does ordain as follows:

Section One: Section 26-1 of the Municipal Code is hereby amended to retitle the section as “Regulation of nicotine and tobacco products, smoking, and electronic smoking devices” , and to replace the number “18” with the number “21” in subsections (c) (one instance) and (d) (two instances).

Section Two: Severability: In the event that any provision of this Ordinance is for any reason held to be invalid, unconstitutional, or unenforceable by any court of competent jurisdiction, such portions of this Ordinance shall be deemed separate, distinct, and independent provisions of the Ordinance and all remaining portions of this Ordinance shall remain in full force and effect.

Section Three: All ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby to such extent repealed.

Section Four: This ordinance shall take effect and be in force after its passage and posting pursuant to law.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Bayside this eighteenth day of May, 2023.

VILLAGE OF BAYSIDE

Eido M. Walny, Village President

Rachel A. Safstrom, Administrative Service
Director



Administrative Services

April 2023

Highlights and Accomplishments

- Processed tax settlement for second installment payment of property taxes.
- Conducted the 2023 Spring Election. We had 68% of total voters voted.
- Conducted Board Of Canvass from Spring Election. There was one provisional ballot which was not cured.
- Finalized reconciliation process for Spring Election.
- Conducted Oath of Office for elected Village President and Trustees.
- Invoiced Commercial Sewer and Stormwater fees for the first quarter.
- Filed report with Wisconsin Department of Revenue for 2023 Expenditure Restraint Program.

Metric	Measure	YTD%	Measure	YTD%
General Fund	Revenue	74.9%	Expenditure	36.8%
BCC	Revenue	56.1%	Expenditure	35.0%

Metric	Measure	YTD%	Measure	YTD%
Sanitary Sewer	Revenue	93.6%	Expenditure	14.5%
Storm Water	Revenue	67.4%	Expenditure	42.4%

Metric	Measurement	2022 Total	2023 YTD	5 Year Average	Target	Status (comp. 5 yr avg)
Grants	\$	\$1,050,237.80	\$325,914	\$412,764	\$300,000	
Property Status	Number	99	21	121	120	
Total Permits	Number	675	174	564	400	
Public Meetings	Number	46	15	50	55	
Ordinances	Number	11	1	11	10	
Resolutions	Number	28	6	32	25	
Communications Reach	Digital Interactions	242,356	96,952	333,782	450,000	
SCF Created	Number	2,517	1,065	2,228	2,700	
SCF DTA	Number	0.3	0.24	.78	1	
SCF DTC	Number	2.0	1.9	10.62	7	
SCF SLA Days	% in SLA	92%	93%	78.8%	90%	
Elections	Number	4	2	2.8	4	
Votes Cast	Number	7,055	3,820	4,837	7,250	

To: Village Board

RE: 2024 Budget Guidelines

Each year, the Village Board approves budget guidelines to provide guidance and assist in the development of the annual budget. The proposed 2024 Budget guidelines are outlined below and include:

Fiscal Integrity

- Implementation of Long-Term Financial Plan and Debt Service Schedule.
- Compliance with Levy Limits and Expenditure Restraint Program.
- Consideration of pending changes to Shared Revenue, Levy Limits, Expenditure Restraint programs through State of Wisconsin 2023-2025 Budget.
- Consider utilization of Fire Department Levy Cap Exemption and enhanced debt service levy exemption.
- Account for global, national, and local economic factors impacting supply chains, labor shortages, and inflationary measures.
- Provide financial transparency and accountability.
- Ensure personnel programs are implemented in a competitive and fiscally responsible manner.
- Maximize financial opportunities through examination of current services and new opportunities for grants and investments.
- Administer taxes, fees, grants, and assessments effectively.

Connected Communication and Community Collaboration

- Promote effective solutions for timely and relevant communications with residents.
- Enhance customer service methods, policies, and responsiveness.
- Provide Community Event opportunities for residents and continue to expand the community event sponsorship program that supports these events.
- Enhance myBlue and myCrew programs to promote and enhance civic engagement.

Service Excellence

- Explore enhanced service consolidation and sharing with neighboring communities.
- Maintain public right-of-ways, road reconstruction initiatives, and continued investment and maintenance in sewer and stormwater systems.
- Deploy public safety resources effectively for maximum visibility within the Village.
- Provide effective training, resources, and leadership development for Village staff.
- Further Communication Center usage of advanced technologies, sound and timely quality control review, policy development and implementation, and advanced training measures.
- Building inspections and property maintenance are completed in a timely and thorough manner to maintain property values.
- Internal operations such as human resources, records management, and information technology utilize time saving technology and programs.
- Utilize performance metrics to enhance service delivery through increased efficiency.

Sustainable Resilience

- Enhance green infrastructure, private property inflow and infiltration, sustainability programs.
- Reduce utility operating costs with alternative energy sources.
- Continue to examine ways to effectively collect garbage, recycling, and yard waste.
- Enhance stormwater capabilities through increased ditch work, repair of cross culverts, and increased areas of infiltration. Reduce excess asphalt areas in Village.
- Maintenance of the sanitary sewer system to reduce inflow and infiltration.

2024 BUDGET SCHEDULE

May 2023

18 Initial 2024 Board of Trustees consideration of budget guidelines and parameters.

June 2023

30 2024-2029 Capital Improvement Plan (CIP) documents distributed.
2024 Department Operational budget worksheets distributed.
2024 Strategic Value budget case study subjects identified.

July 2023

28 2024-2029 Capital Improvement Plan (CIP) requests due.
Annual departmental performance metrics due.
2023 department goals update due
2024 proposed departmental goals and objectives due.
2023 Department/Operational revenue and expenditure projections due.

August 2023

2 2024 Staff Goal Setting and Budget Workshop.

21 2024 Departmental/Operational budget worksheets due.

25 Performance measurement trend analysis, dashboard, and fiscal analysis completed.

September 2023

15 Five-year budget projections and long-term financial plan update completed.
Case studies due.

October 2023

30 Distribution of Village Manager's recommended 2024 Executive budget to Board of Trustees.

November 2023

1-14 Sub-Committee meetings to review 2024 recommended budget.

15 Public hearing and consideration of 2024 Village Budget, Sewer Enterprise Budget and Stormwater Budget.

December 2023

11 Tax bills mailed.

April 19, 2023

Leah Hofer
Assistant to Village Manager
Village of Bayside
9075 Regent Road
Bayside, WI 53217

Dear Ms. Hofer:

We are pleased to inform you, based on the examination of your budget by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. Information about how to submit an application for the Distinguished Budget Program application is posted on GFOA's website.

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

Finance Department

Continuing participants will receive a brass medallion that will be mailed separately. First-time recipients will receive an award plaque within eight to ten weeks. Enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria. The following standardized text should be used:

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Village of Bayside, Wisconsin**, for its Annual Budget for the fiscal year beginning **January 01, 2023**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

Upon request, GFOA can provide a video from its Executive Director congratulating your specific entity for winning the Budget Award.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive style with a large initial "M".

Michele Mark Levine
Director, Technical Services Center

Enclosure

FOR IMMEDIATE RELEASE

April 19, 2023

For more information, contact:

Technical Services Center

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **Village of Bayside, Wisconsin**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Finance Department**.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 22,500 members and the communities they serve.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Bayside
Wisconsin**

For the Fiscal Year Beginning

January 01, 2023

Christopher P. Morill

Executive Director



**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Finance Department
Village of Bayside, Wisconsin**



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards

Executive Director

Christopher P. Morill

Date: **April 19, 2023**

BUDGET REVIEW COMPOSITE RATING FORM
GFOA Distinguished Budget Presentation Awards Program
For budgets beginning January 1, 2023 or later

Agency: **Village of Bayside,**

Fiscal Year beginning: **1/1/2023**

Document number: **B9948224**

At least 2 of the three reviewers must rate the document "proficient" or "outstanding" on all four overall categories and all mandatory criteria in order for the document to receive the award

Information Not Present (1)			Does Not Satisfy (2)			Proficient (3)			Outstanding (4)			
R1	R2	R3	R1	R2	R3	R1	R2	R3	R1	R2	R3	
							✓	✓	✓			Introduction and Overview
							✓	✓	✓			* C1 Table of contents (mandatory)
							✓	✓	✓			* P1 Strategic goals & strategies (mandatory)
							✓	✓	✓			* P2 Priorities and issues (mandatory)
							✓	✓	✓			* C2 Budget overview (mandatory)
												Financial Structure, Policy, and Process
						✓	✓	✓				* O1 Organizational chart (mandatory)
				✓		✓	✓	✓				F1 Fund descriptions and fund structure
						✓	✓	✓				O2 Department/fund relationship
						✓	✓	✓				F2 Basis of budgeting
						✓	✓	✓	✓			* P3 Financial policies (mandatory)
						✓	✓	✓	✓			* P4 Budget process (mandatory)
												Financial Summaries
						✓	✓	✓				* F3 Consolidated financial schedule (mandatory)
						✓	✓	✓				F4 Three (four) year consolidated & fund financial schedules
						✓	✓	✓				* F5 Fund balance (mandatory)
						✓	✓	✓				* F6 Revenues (mandatory)
						✓	✓	✓				F7 Long-range operating financial plans
												Capital & Debt
				✓			✓	✓	✓			* F8 Capital program (mandatory)
							✓	✓	✓			* F9 Debt (mandatory)
												Departmental Information
						✓	✓	✓				* O3 Position summary schedule (mandatory)
						✓	✓	✓				* O4 Departmental/program descriptions (mandatory)
				✓		✓		✓				O5 Departmental/program goals and objectives
				✓		✓		✓				* O6 Performance measures (mandatory)
												Document-wide Criteria
						✓	✓	✓				C3 Statistical/supplemental section
						✓	✓	✓	✓			C4 Glossary
						✓	✓	✓				C5 Charts and graphs
				✓		✓	✓	✓				C6 Understandability and usability
												Overall
						✓	✓	✓				Overall as a policy document
						✓	✓	✓				Overall as a financial plan
						✓	✓	✓				Overall as a operations guide
						✓	✓	✓				Overall as a communications device

- N Special Capital recognition (three "outstanding ratings on F8)
- N Special Performance Measure recognition (three "outstanding" ratings on O6)
- N Special Strategic Goals and Strategies recognition (three "outstanding" ratings on P1)
- N Special Financial Policies recognition (three "outstanding" ratings on P3)
- N Special Budget Process recognition (three "outstanding" ratings on P4)
- N Special Long Range Financial Plans recognition (three "outstanding" ratings on F7)

Name of Entity:
Village of Bayside
Reviewer ID
254
Fiscal Year: 2022-2023

State/Province:
Wisconsin
Budget ID:
B9948224
Document ID: 300154768

Introduction and Overview

- C1. **Mandatory:** Include a table of contents that makes it easier to locate information in the document. **4 - Comments:** *The table of contents is good; easy to locate the information; nice and clear.*
- P1. **Mandatory:** Provide a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **4 - Comments:** *Good discussion of strategic mission, vision, core values, and goals addressing the long-term issues and concerns of the government; nice and clear.*
- P2. **Mandatory:** Provide a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (e.g., transmittal letter, budget summary section). **4 - Comments:** *The budget message is good, as it articulates the issues, concerns, and priorities for the upcoming budget year; overall, nice and clear.*
- C2. **Mandatory:** An overview of significant budgetary items and trends should be provided. The overview should be presented within the budget document either in a separate section (e.g., *budget-in-brief*) or integrated within the transmittal letter. **4 - Comments:** *Good overview of significant budgetary items and trends; nice and clear.*

Financial Structure, Policy, and Process

- O1. **Mandatory:** Provide an organization chart(s) for the entire entity. **3 - Comments:** *The organizational chart is good.*
- F1. Describe all funds that are subject to appropriation. **3 - Comments:** *Good description of funds the government currently maintains.*
- O2. Provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and non-major funds in the aggregate. **3 - Comments:** *Good use of narratives, tables, and schedules throughout the document.*
- F2. Explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **3 - Comments:** *The discussion on basis of budgeting is good.*
- P3. **Mandatory:** Include a coherent statement of entity-wide long-term financial policies. **4 - Comments:** *Good discussion of organization-wide long-term financial policies; nice and clear.*
- P4. **Mandatory:** Describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. **4 - Comments:** *Good discussion of budget process, including the calendar, and post-adoption*

amendment; overall, nice and clear.

Financial Summaries

- F3. **Mandatory:** Present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **3 - Comments:** *Good summary of major revenues and expenditures.*
- F4. Include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year. **3 - Comments:** *Good summary of revenues and other financing sources, as well as of expenditures and other financing uses; covers the requisite years.*
- F5. **Mandatory:** Include projected changes in fund balance/net position for appropriated governmental funds included in the budget presentation. **3 - Comments:** *Good summary of changes in fund balances; covers the requisite years.*
- F6. **Mandatory:** Describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **3 - Comments:** *Good summary of major revenue sources and their underlying trends.*
- F7. Explain long-range operating financial plan and its effect upon the budget and the budget process. **3 - Comments:** *Good discussion of long-range financial plan, including a good summary of revenues and expenditures, and a forecast through 2024; would be useful to extend the forecast beyond 2024, and present it within the framework of the long-range financial plan.*

Capital & Debt

- F8. **Mandatory:** Include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **4 - Comments:** *Good discussion of capital improvement projects, their projected costs, and sources of funding; nice and clear.*
- F9. **Mandatory:** Include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. **4 - Comments:** *Good discussion of debt policy, debt obligations, and payment schedule; would be useful to highlight a little on legal debt limit and also on the effect the existing debt levels have on current operations; overall, nice and clear.*

Departmental/Program Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **3 - Comments:** *Good summary of position counts, covers the requisite years.*

[Page 3. Village of Bayside.WI]

- O4. **Mandatory:** Include departmental/program descriptions. **3 - Comments:** *Good description of programs and activities, as carried out by various units of the government.*
- O5. Include clearly stated goals and objectives of the department or program. **3 - Comments:** *Good discussion of goals and objectives.*
- O6. **Mandatory:** Provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs. **3 - Comments:** *Good summary of performance measures; however, the document needs to present them under respective departments, covering the requisite years.*

Document-wide Criteria

- C3. Include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided. **3 - Comments:** *Good supplementary information about the government and the community it serves.*
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **4 - Comments:** *The glossary of terms is good; nice and clear.*
- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **3 - Comments:** *Good mixture of graphs and charts.*
- C6. The budget information should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. **3 - Comments:** *Good document, overall; simple and not difficult to follow.*

**Government Finance Officers Association
Budget Review**

Submitting Entity: Village of Bayside, WI

Year: Fiscal Year 2023 Budget

Budget as a Policy Document

The budget is proficient as a policy document. I rated the municipality's strategic goals and strategies for reaching those goals in the near and long-term as proficient. I thought the introduction and budget message was well designed and it made it easy for the reader. The budget document described the short-term organization-wide factors that influence the decisions in the making of this budget. The budget document did a proficient job of highlighting the priorities and issues of the entity against the constraints. I thought this section was well done and explain to the reader the challenges the staff and municipality are facing. The budget did a proficient job of articulating the city's financial policies as well as the budget process for the reader.

Budget as Financial Plan

The budget is proficient as a financial plan. The budget did a proficient job of describing the funds utilized by the entity and the fund structure. I was able to find the basis of the budget, so I rated this section as proficient. The budget document also did a proficient job of providing a consolidated financial schedule. I was able to find within the document a three-year consolidated and fund financial schedule, so I rated this section as proficient. The document also included information on fund balances. I thought the staff did an exceptional job outlining each revenue stream for the municipality and how those funds were utilized. I rated the section on long-range financial plans as proficient in its detail. The budget document included information on Capital Expenditures. I was able to find information of the process for identifying and choosing funded projects, so I rated this section as proficient. I rated the section as proficient on debt. I was able to find information about bond rating, debt to maturity schedules, and purpose of obligations as our new requirements.

Budget as an Operations Guide

The budget document is proficient as an operations guide. The budget document included an organizational chart as well as a department/fund relation description. Thus, I rated both of this section as proficient. The document also included a description of the current and future positions summary. I was able to find within the document a department description and so I rated this section as proficient. I was able to find in the document a description of the goal and objective for each of the unit and so I rated this section as proficient. I was able to find a measurement of how each unit did against the state performance objectives, thus I rated this section as proficient.

Budget as a Communications Device

The document is proficient as a communications device. I was able to find a table of contents, thus I rated this section proficient. The budget document also includes a budget overview which is a high-level review for the casual reader. I learned quite a bit about the community so I rated this section as proficient. I also noticed the budget document had a glossary and the key words were located in it, thus I rated this section as proficient. The budget document was full of useful charts and graphs making this section as proficient. The graphs and charts really conveyed the messages in the text. Finally, the budget document was organized and structured in a way that made it understand and usable for the reader. As a reminder, understandability and usability encourages governments to use other forms of communication for budgets including videos, social media, etc.

Additional Comments

See comments above.

Reviewer: S275

1 = Information not present, 2= Does not satisfy criterion, 3=Proficient, 4= Outstanding

Please rate each criterion and each overall category

	Policy	Financial	Operations	Communications	Criteria Description
Grade					
* C1				3	Introduction and Overview
* P1	3				Table of contents (mandatory)
* P2	3				Strategic goals & strategies (mandatory)
* C2				3	Priorities and issues (mandatory)
					Budget Overview (mandatory)
Financial Structure, Policy, and Process					
* O1			3		Organization chart (mandatory)
F1		3			Fund descriptions and fund structure
O2			2		Department/fund relationship
F2		3			Basis of Budgeting
* P3	3				Financial policies (mandatory)
* P4	3				Budget process (mandatory)
Financial Summaries					
* F3		3			Consolidated financial schedule (mandatory)
F4		3			Three year consolidated and fund financial schedules
* F5		3			Fund balance (mandatory)
* F6		3			Revenues (mandatory)
F7		3			Long-range financial plans
Capital & Debt					
* F8		2			Capital program (mandatory)
* F9		3			Debt (mandatory)
Departmental/Program Information					
* O3			3		Position summary schedule (mandatory)
* O4			3		Departmental/program descriptions (mandatory)
O5			2		Departmental/program goals and objectives
* O6			2		Performance measures (mandatory)
Document-wide Criteria					
C3				3	Statistical/supplemental section
C4				3	Glossary
C5				3	Charts and graphs
C6				2	Understandability and usability
	3				Overall as a policy document
		3			Overall as a financial plan
			3		Overall as an operations guide
				3	Overall as a communications device

Name of Entity: Village of Bayside
Reviewer ID: S797
Fiscal Year: 2023

State/Province: Wisconsin
Document Number: B9948224
Record Number: 300154768

Introduction and Overview

- C1. **Mandatory:** Include a table of contents that makes it simple to locate information. **Proficient.**
- P1. **Mandatory:** Provide a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **Proficient.**
- P2. **Mandatory:** Provide a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (e.g., transmittal letter, budget summary section). **Proficient.**
- C2. **Mandatory:** An overview of significant budgetary items and trends should be provided. The overview should be presented within the budget as a separate section (e.g., budget-in brief) or integrated within the transmittal letter. **Proficient.**

Financial Structure, Policy, and Process

- O1. **Mandatory:** Provide an organization chart(s) for the entire entity. **Proficient.**
- F1. Describe all funds that are subject to appropriation. **Proficient.**
- O2. Provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and nonmajor funds in the aggregate. **Does not satisfy. The document lacks information describing the assignment of departments to the entity's respective funds.**
- F2. Explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **Proficient.**
- P3. **Mandatory:** Include a coherent statement of entity-wide long-term financial policies. **Proficient.**
- P4. **Mandatory:** Describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. **Proficient.**

Financial Summaries

- F3. **Mandatory:** Present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **Proficient.**
- F4. Include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year. **Proficient.**
- F5. **Mandatory:** Include projected changes in fund balance/net position for appropriated funds included in the budget presentation. **Proficient.**
- F6. **Mandatory:** Describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **Proficient..**
- F7. Explain long-range operating financial plans and its effect upon the budget and the budget process. **Proficient.**

Capital & Debt

- F8. **Mandatory:** Include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **Does not satisfy. The document lacks data regarding the anticipated impact of capital projects on the operating budget.**
- F9. **Mandatory:** Include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. **Proficient.**

Departmental/Program Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **Proficient.**
- O4. **Mandatory:** Include departmental/program descriptions. **Proficient.**
- O5. Include clearly stated goals and objectives of the department or program. **Does not satisfy. Unit goals are provided inconsistently and are entirely missing for several departments.**
- O6. **Mandatory:** Provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific departments and programs. **Does not satisfy. Performance measurement data is provided sparingly and does not tie to unit goals.**

Document-wide Criteria

- C3. Include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided. **Proficient.**
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **Proficient.**
- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **Proficient.**
- C6. The budget information should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. **Does not satisfy. The document, which appears to be generated by a hosted service, is overly long. In some cases, for example the long-range planning section, tables are unreadable.**

Village of Bayside, Wisconsin

Annual Comprehensive Financial Report



Prepared by:
Village of Bayside Department of Administration
Rachel A. Safstrom, Administrative Services Director

For the Fiscal Year ending December 31, 2022
www.baysidewi.gov

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**Introductory Section
Placeholder**

FINANCIAL SECTION

Independent Auditors' Report

To the Village Board of
Village of Bayside

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of Bayside (the Village), Wisconsin, as of and for the year ended December 31, 2022 and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Village of Bayside, Wisconsin, as of December 31, 2022 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Village and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 1, the Village adopted the provisions of GASB Statement No. 87, *Leases*, effective January 1, 2022. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information, as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village's basic financial statements. The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual comprehensive financial report. The other information comprises the Introductory Section and Statistical Section listed in the accompanying table of contents but does not include the basic financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Milwaukee, Wisconsin
June XX, 2023

**Management's Discussion and Analysis
Placeholder**

Village of Bayside
Statement of Net Position
December 31, 2022

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Assets and Deferred Outflows of Resources			
Assets			
Cash and investments	\$ 7,423,543	\$ 409,499	\$ 7,833,042
Receivables:			
Taxes	5,205,772	857,216	6,062,988
Accounts	92,980	30,615	123,595
Leases	1,645,287	-	1,645,287
Due from other governments	165,000	-	165,000
Prepaid items	57,419	1,553	58,972
Restricted assets:			
Cash and investments	-	870,371	870,371
Net pension asset	1,862,832	30,044	1,892,876
Internal balances	(18,266)	18,266	-
Capital assets:			
Land	3,561,528	-	3,561,528
Construction in progress	28,368	-	28,368
Other capital assets, net of depreciation / amortization	14,571,175	3,804,036	18,375,211
Total assets	34,595,638	6,021,600	40,617,238
Deferred Outflows of Resources			
Pension related items	3,625,901	76,346	3,702,247
OPEB related items	100,142	5,416	105,558
Total deferred outflows of resources	3,726,043	81,762	3,807,805
Liabilities, Deferred Inflows of Resources and Net Position			
Liabilities			
Accounts payable and accrued expenses	482,149	241,155	723,304
Deposits	13,400	-	13,400
Noncurrent liabilities:			
Due within one year	907,127	269,673	1,176,800
Due in more than one year	6,578,748	2,306,524	8,885,272
Total liabilities	7,981,424	2,817,352	10,798,776
Deferred Inflows of Resources			
Pension related items	4,376,614	85,277	4,461,891
OPEB related items	56,811	1,812	58,623
Unearned revenues	6,851,347	857,216	7,708,563
Total deferred inflows of resources	11,284,772	944,305	12,229,077
Net Position			
Net investment in capital assets	11,938,793	2,058,727	13,997,520
Restricted for:			
Debt service	534,139	53,582	587,721
Pension	1,862,832	30,044	1,892,876
Unrestricted	4,719,721	199,352	4,919,073
Total net position	\$ 19,055,485	\$ 2,341,705	\$ 21,397,190

See notes to financial statements

Village of Bayside

Statement of Activities

Year Ended December 31, 2022

<u>Functions/Programs</u>	<u>Program Revenues</u>			
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>
Primary Government				
Governmental activities:				
General government	\$ 1,035,546	\$ 102,214	\$ -	\$ -
Public safety	5,351,193	2,861,025	45,248	156,765
Public works	1,580,113	661,878	42,717	421,988
Culture, education and recreation	236,232	12,209	-	4,260
Interest and fiscal charges	124,357	-	-	-
Total governmental activities	<u>8,327,441</u>	<u>3,637,326</u>	<u>87,965</u>	<u>583,013</u>
Business-type activities:				
Sewer	<u>1,421,763</u>	<u>948,620</u>	-	<u>5,258</u>
Total business-type activities	<u>1,421,763</u>	<u>948,620</u>	-	<u>5,258</u>
Total primary government	<u>\$ 9,749,204</u>	<u>\$ 4,585,946</u>	<u>\$ 87,965</u>	<u>\$ 588,271</u>

General Revenues

Taxes:

 Property taxes, levied for general purposes

 Property taxes, levied for debt service

 Other taxes

Intergovernmental revenues not restricted to specific programs

Investment income (loss)

Gain on disposal of assets

Miscellaneous

Total general revenues

Change in net position

Net Position, Beginning

Net Position, Ending

<u>Net (Expenses) Revenues and</u> <u>Changes in Net Position</u> <u>Primary Government</u>		
<u>Governmental</u> <u>Activities</u>	<u>Business-Type</u> <u>Activities</u>	<u>Total</u>
\$ (933,332)	\$ -	\$ (933,332)
(2,288,155)	-	(2,288,155)
(453,530)	-	(453,530)
(219,763)	-	(219,763)
<u>(124,357)</u>	<u>-</u>	<u>(124,357)</u>
<u>(4,019,137)</u>	<u>-</u>	<u>(4,019,137)</u>
<u>-</u>	<u>(467,885)</u>	<u>(467,885)</u>
<u>-</u>	<u>(467,885)</u>	<u>(467,885)</u>
<u>(4,019,137)</u>	<u>(467,885)</u>	<u>(4,487,022)</u>
3,872,917	-	3,872,917
792,089	-	792,089
58,339	-	58,339
647,566	-	647,566
6,647	718	7,365
485	-	485
<u>305,311</u>	<u>-</u>	<u>305,311</u>
<u>5,683,354</u>	<u>718</u>	<u>5,684,072</u>
1,664,217	(467,167)	1,197,050
<u>17,391,268</u>	<u>2,808,872</u>	<u>20,200,140</u>
<u>\$ 19,055,485</u>	<u>\$ 2,341,705</u>	<u>\$ 21,397,190</u>

See notes to financial statements

Village of Bayside

Balance Sheet - Governmental Funds

December 31, 2022

	General Fund	Special Revenue Funds		
		Consolidated Dispatch	Stormwater	Tax Increment District #1
Assets				
Cash and investments	\$ 1,871,413	\$ 859,379	\$ 1,047,905	\$ -
Receivables:				
Taxes	3,325,755	313,023	415,809	-
Accounts	22,489	12,621	38,119	18,850
Leases	-	-	-	-
Due from other funds	55,048	-	-	-
Due from other governments	-	-	-	-
Prepaid items	27,880	26,858	2,681	-
Total assets	\$ 5,302,585	\$ 1,211,881	\$ 1,504,514	\$ 18,850
Liabilities, Deferred Inflows of Resources and Fund Balances (Deficit)				
Liabilities				
Accounts payable	\$ 128,739	\$ 39,367	\$ 12,927	\$ 33,227
Accrued liabilities	138,969	78,441	5,066	-
Due to other funds	-	-	-	55,048
Deposits	13,400	-	-	-
Advances from sewer fund	-	-	-	-
Total liabilities	281,108	117,808	17,993	88,275
Deferred Inflows of Resources				
Unearned revenues	3,325,474	313,023	415,809	-
Unavailable revenues	-	-	-	-
Total deferred inflows of resources	3,325,474	313,023	415,809	-
Fund Balances (Deficit)				
Nonspendable	28,162	26,858	2,681	-
Restricted	-	-	106,685	-
Committed	-	754,192	961,346	-
Unassigned (deficit)	1,667,841	-	-	(69,425)
Total fund balances (deficit)	1,696,003	781,050	1,070,712	(69,425)
Total liabilities, deferred inflows of resources and fund balances (deficit)	\$ 5,302,585	\$ 1,211,881	\$ 1,504,514	\$ 18,850

See notes to financial statements

Debt Service Fund	Capital Projects Funds		Nonmajor Governmental Funds	Total
	Capital Projects	DPW Capital Projects	American Rescue Plan Act	
\$ 564,630	\$ 1,328,050	\$ 1,752,166	\$ -	\$ 7,423,543
819,601	181,584	150,000	-	5,205,772
-	-	901	-	92,980
156,776	1,488,511	-	-	1,645,287
-	-	-	-	55,048
165,000	-	-	-	165,000
-	-	-	-	57,419
<u>\$ 1,706,007</u>	<u>\$ 2,998,145</u>	<u>\$ 1,903,067</u>	<u>\$ -</u>	<u>\$ 14,645,049</u>
\$ -	\$ 14,922	\$ -	\$ -	\$ 229,182
-	-	-	-	222,476
-	-	-	-	55,048
-	-	-	-	13,400
-	18,266	-	-	18,266
-	33,188	-	-	538,372
976,377	1,670,664	150,000	-	6,851,347
165,000	-	-	-	165,000
<u>1,141,377</u>	<u>1,670,664</u>	<u>150,000</u>	<u>-</u>	<u>7,016,347</u>
-	-	-	-	57,701
564,630	-	672,359	-	1,343,674
-	1,294,293	1,080,708	-	4,090,539
-	-	-	-	1,598,416
<u>564,630</u>	<u>1,294,293</u>	<u>1,753,067</u>	<u>-</u>	<u>7,090,330</u>
<u>\$ 1,706,007</u>	<u>\$ 2,998,145</u>	<u>\$ 1,903,067</u>	<u>\$ -</u>	<u>\$ 14,645,049</u>

See notes to financial statements

Village of Bayside

Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
December 31, 2022

Total Fund Balances, Governmental Funds	\$ 7,090,330
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental funds are not financial resources and, therefore, are not reported in the funds.	18,161,071
Some receivables that are not currently available are reported as unavailable revenues in the fund financial statements but are recognized as revenue when earned in the government-wide statements.	165,000
The net pension asset does not relate to current financial resources and is not reported in the governmental funds.	1,862,832
Deferred outflows of resources related to pension and OPEB do not relate to current financial resources and are not reported in the governmental funds.	3,726,043
Deferred inflows of resources related to pension and OPEB do not relate to current financial resources and are not reported in the governmental funds.	(4,433,425)
Some liabilities, including long-term debt, are not due and payable in the current period and, therefore, are not reported in the funds:	
Bonds and notes payable	(6,855,288)
Compensated absences	(38,942)
Accrued interest	(30,491)
Unamortized debt premium	(351,322)
Net OPEB liability	(240,323)
Net Position of Governmental Activities	<u><u>\$ 19,055,485</u></u>

Village of Bayside

Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds
 Year Ended December 31, 2022

	General Fund	Special Revenue Funds		
		Consolidated Dispatch	Stormwater	Tax Increment District #1
Revenues				
Taxes	\$ 3,297,806	\$ 303,653	\$ -	\$ -
Intergovernmental	680,666	2,553,602	-	-
Licenses and permits	253,563	-	-	-
Fines, forfeitures and penalties	45,197	-	-	-
Public charges for services	126,709	-	570,989	-
Intergovernmental charges for services	118,959	-	-	-
Investment income (loss)	(35,549)	-	-	-
Miscellaneous revenues	66,677	94,944	-	18,850
Total revenues	4,554,028	2,952,199	570,989	18,850
Expenditures				
Current:				
General government	706,433	-	-	84,346
Public safety	2,638,030	2,582,164	-	-
Public works	797,234	-	395,336	3,929
Culture, recreation and education	181,352	-	-	-
Capital outlay	116,715	-	637,361	-
Debt service:				
Principal	31,620	-	-	-
Interest and fiscal charges	1,454	-	11,821	-
Total expenditures	4,472,838	2,582,164	1,044,518	88,275
Excess (deficiency) of revenues over expenditures	81,190	370,035	(473,529)	(69,425)
Other Financing Sources (Uses)				
Transfers in	-	-	453,634	-
Transfers out	-	-	(74,091)	-
Proceeds from sale of capital assets	485	-	-	-
Total other financing sources (uses)	485	-	379,543	-
Net changes in fund balances	81,675	370,035	(93,986)	(69,425)
Fund Balances, Beginning	1,614,328	411,015	1,164,698	-
Fund Balances (Deficit), Ending	\$ 1,696,003	\$ 781,050	\$ 1,070,712	\$ (69,425)

Debt Service Fund	Capital Projects Funds		Nonmajor Governmental Funds	Total
	Capital Projects	DPW Capital Projects	American Rescue Plan Act	
\$ 792,089	\$ 204,797	\$ 125,000	\$ -	\$ 4,723,345
-	-	-	453,634	3,687,902
-	-	-	-	253,563
-	-	-	-	45,197
-	-	22,561	-	720,259
182,374	164,723	-	-	466,056
3,326	38,870	-	-	6,647
24,784	40,073	2,876	-	248,204
<u>1,002,573</u>	<u>448,463</u>	<u>150,437</u>	<u>453,634</u>	<u>10,151,173</u>
-	-	-	-	790,779
-	39,814	-	-	5,260,008
-	-	-	-	1,196,499
-	-	-	-	181,352
-	434,815	425,828	-	1,614,719
829,000	-	-	-	860,620
170,332	-	-	-	183,607
<u>999,332</u>	<u>474,629</u>	<u>425,828</u>	<u>-</u>	<u>10,087,584</u>
<u>3,241</u>	<u>(26,166)</u>	<u>(275,391)</u>	<u>453,634</u>	<u>63,589</u>
74,091	-	-	-	527,725
-	-	-	(453,634)	(527,725)
-	-	-	-	485
<u>74,091</u>	<u>-</u>	<u>-</u>	<u>(453,634)</u>	<u>485</u>
77,332	(26,166)	(275,391)	-	64,074
487,298	1,320,459	2,028,458	-	7,026,256
<u>\$ 564,630</u>	<u>\$ 1,294,293</u>	<u>\$ 1,753,067</u>	<u>\$ -</u>	<u>\$ 7,090,330</u>

Village of Bayside

Reconciliation of the Statement of Revenues, Expenditures and
 Changes in Fund Balances of Governmental Funds to the Statement of Activities
 Year Ended December 31, 2022

Net Change in Fund Balances - Total Governmental Funds \$ 64,074

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However in the statement of net position the cost of these assets is capitalized and they are depreciated over their estimated useful lives and reported as depreciation expense in the statement of activities.

Capital outlay is reported as an expenditure in the fund financial statements but is capitalized in the government-wide financial statements	1,614,719
Some items reported as capital outlay were not capitalized	(423,883)
Some items reported as operating expenditures in the fund statements but are capitalized in the government-wide statements	68,614
Net book value of asset adjustments	(148,631)
Depreciation is reported in the government-wide statements	(726,788)

Receivables not currently available are reported as revenue when collected or currently available in the fund financial statements but are recognized as revenue when earned in the government-wide financial statements.

Payment on loan receivable	(160,000)
----------------------------	-----------

Debt issued provides current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

Principal repaid	860,620
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Governmental funds report debt premiums and discounts as other financing sources (uses) or expenditures. However, in the statement of net position, these are reported as deductions from long-term debt. These are allocated over the period the debt is outstanding in the statement of activities and are reported as interest expense.

Amortization of debt premium	28,710
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Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Compensated absences	20,189
Net OPEB liability	(5,923)
Accrued interest on debt	34,272
Amortization of deferred charge on refunding	(3,732)
Net pension asset	461,034
Deferred outflows of resources related to pension and OPEB	1,284,200
Deferred inflows of resources related to pension and OPEB	(1,303,258)

Change in Net Position of Governmental Activities \$ 1,664,217

Village of BaysideStatement of Net Position - Proprietary Fund
December 31, 2022

	Business-Type Activities - Enterprise Fund Sewer Utility
Assets	
Current assets:	
Cash and investments	\$ 409,499
Receivables:	
Taxes	857,216
Accounts	30,615
Prepaid Items	1,553
Advance to capital projects fund	5,498
Restricted assets:	
Cash and investments	<u>54,257</u>
Total current assets	<u>1,358,638</u>
Noncurrent assets:	
Advance to capital projects fund	12,768
Restricted assets:	
Cash and investments	816,114
Net pension asset	30,044
Capital assets:	
Property and equipment	9,240,614
Less accumulated depreciation	<u>(5,436,578)</u>
Total noncurrent assets	<u>4,662,962</u>
Total assets	<u>6,021,600</u>
Deferred Outflows of Resources	
Pension related items	76,346
OPEB related items	<u>5,416</u>
Total deferred outflows of resources	<u>81,762</u>
Liabilities	
Current liabilities:	
Accounts payable	217,120
Accrued liabilities	10,578
Accrued interest	12,782
Current portion of general obligation debt	185,000
Liabilities payable from restricted assets:	
Current portion of revenue bond	84,673
Accrued interest	<u>675</u>
Total current liabilities	<u>510,828</u>
Noncurrent liabilities:	
Long-term debt:	
General obligation bonds payable	2,120,000
Unamortized premium	85,075
Revenue bond	86,675
Net OPEB obligation	<u>14,774</u>
Total noncurrent liabilities	<u>2,306,524</u>
Total liabilities	<u>2,817,352</u>
Deferred Inflows of Resources	
OPEB related items	1,812
Pension related items	85,277
Unearned revenues	<u>857,216</u>
Total deferred inflows of resources	<u>944,305</u>
Net Position	
Net investment in capital assets	2,058,727
Restricted for:	
Debt service	53,582
Pension	30,044
Unrestricted net position	<u>199,352</u>
Total net position	<u>\$ 2,341,705</u>

See notes to financial statements

Village of Bayside

Statement of Revenues, Expenses and Changes in Net Position - Proprietary Fund
 Year Ended December 31, 2022

	Business-Type Activities - Enterprise Fund Sewer Utility
Operating Revenues	
Public charges for services	\$ 930,118
Other	<u>18,502</u>
Total operating revenues	<u>948,620</u>
Operating expenses	
Sewage service	847,997
Depreciation expense	<u>528,472</u>
Total operating expenses	<u>1,376,469</u>
Operating loss	<u>(427,849)</u>
Nonoperating Revenues (Expenses)	
Investment income	718
Interest expenses	(51,677)
Amortization of debt premium	<u>6,383</u>
Total nonoperating revenues (expense)	<u>(44,576)</u>
Loss before contributions	<u>(472,425)</u>
Contributions	
Capital contributions	<u>5,258</u>
Change in net position	(467,167)
Net Position, Beginning	<u>2,808,872</u>
Net Position, Ending	<u>\$ 2,341,705</u>

See notes to financial statements

Village of Bayside

Statement of Cash Flows - Proprietary Fund
Year Ended December 31, 2022

	Business-Type Activities - Enterprise Fund
	Sewer Utility
Cash Flows From Operating Activities	
Receipts from customers	\$ 942,412
Paid to suppliers for goods and services	(625,950)
Payments to employees for services	(134,357)
	<u>182,105</u>
Net cash flows from operating activities	<u>182,105</u>
Cash Flows From Investing Activities	
Investment income	<u>718</u>
Net cash from investing activities	<u>718</u>
Cash Flows From Capital and Related Financing Activities	
Debt retired	(257,717)
Interest paid	(62,070)
Acquisition and construction of capital assets	(98,056)
Advances to other funds	10,502
Capital contribution	<u>5,258</u>
Net cash flows from capital and related financing activities	<u>(402,083)</u>
Net change in cash and cash equivalents	(219,260)
Cash and Cash Equivalents, Beginning	<u>1,499,130</u>
Cash and Cash Equivalents, Ending	<u>\$ 1,279,870</u>
Reconciliation of Operating Loss to Net Cash Flows From Operating Activities	
Operating loss	\$ (427,849)
Adjustments to reconcile operating loss to net cash flows from operating activities:	
Depreciation	528,472
Changes in assets, deferred inflows/outflows of resources and liabilities:	
Accounts receivable	(6,208)
Other accounts receivable	(45,314)
Prepayments	54
Accounts payable	87,872
Other current liabilities	3,570
Unearned revenues	45,314
Pension related deferrals and assets	(6,916)
OPEB related deferrals and liabilities	<u>3,110</u>
Net cash flows from operating activities	<u>\$ 182,105</u>
Reconciliation of Cash and Cash Equivalents to the Statement of Net Position, Proprietary Fund	
Unrestricted cash and investments	\$ 409,499
Restricted cash and investments	<u>870,371</u>
Cash and cash equivalents	<u>\$ 1,279,870</u>
Noncash Capital and Related Financing Activities	
Amortization of debt premium	<u>\$ 6,383</u>

See notes to financial statements

Village of Bayside

Statement of Fiduciary Net Position - Fiduciary Funds
December 31, 2022

	<u>Custodial Funds</u>
Assets	
Cash and investments	\$ 11,387,953
Taxes	6,381,069
Special assessments	2,762,934
Prepaid items	<u>4,500</u>
Total assets	<u>20,536,456</u>
Liabilities	
Accounts payable and accrued expenses	39,361
Due to bondholders	3,509,377
Due to other governments	<u>16,601,315</u>
Total liabilities	<u>20,150,053</u>
Net Position	
Restricted for North Shore Library	<u>386,403</u>
Total net position	<u>\$ 386,403</u>

See notes to financial statements

Village of Bayside

Statement of Changes in Fiduciary Net Position - Fiduciary Funds
 Year Ended December 31, 2022

	<u>Custodial Funds</u>
Additions	
Tax collections	\$ 13,693,234
Special assignments	361,984
Public charges for services	1,002,054
Miscellaneous	<u>224,424</u>
Total additions	<u>15,281,696</u>
Deductions	
Payments to overlying districts	13,693,234
B bond payments	361,984
Administrative expense	1,101,539
Capital outlay	<u>175,745</u>
Total deductions	<u>15,332,502</u>
Change in fiduciary net position	(50,806)
Net Position, Beginning	<u>437,209</u>
Net Position, Ending	<u>\$ 386,403</u>

See notes to financial statements

Village of Bayside

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December 31, 2022

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1. Summary of Significant Accounting Policies

The accounting policies of the Village of Bayside, Wisconsin (the Village) conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB).

Reporting Entity

This report includes all of the funds of the Village. The reporting entity for the Village consists of the primary government and its component unit. Component units are legally separate organizations for which the primary government is financially accountable or other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading. The primary government is financially accountable if (1) it appoints a voting majority of the organization's governing body and it is able to impose its will on that organization, (2) it appoints a voting majority of the organization's governing body and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government, (3) the organization is fiscally dependent on and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. Certain legally separate, tax exempt organizations should also be reported as a component unit if all of the following criteria are met: (1) the economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units or its constituents; (2) the primary government or its component units, is entitled to, or has the ability to access, a majority of the economic resources received or held by the separate organization; and (3) the economic resources received or held by an individual organization that the primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to the primary government.

Component units are reported using one of three methods, discrete presentation, blended or fiduciary. Generally, component units should be discretely presented in a separate column in the financial statements. A component unit should be reported as part of the primary government using the blending method if it meets any one of the following criteria: (1) the primary government and the component unit have substantively the same governing body and a financial benefit or burden relationship exists, (2) the primary government and the component unit have substantively the same governing body and management of the primary government has operational responsibility for the component unit, (3) the component unit serves or benefits, exclusively or almost exclusively, the primary government rather than its citizens or (4) the total debt of the component unit will be paid entirely or almost entirely from resources of the primary government.

Discretely Presented Component Unit**Community Development Authority**

The government-wide financial statements include the Community Development Authority (CDA) as a component unit. The CDA is a legally separate organization. The board of the CDA is appointed by the village board. Wisconsin Statutes provide for circumstances whereby the Village can impose its will on the CDA, and also create a potential financial benefit to or burden on the Village. See Note 3. As a component unit, the CDA's financial statements have been presented as a discrete column in the financial statements. The information presented is for the fiscal year ended December 31, 2022. The CDA does not issue separate financial statements. During 2022, the CDA did not have any financial activity.

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Government-Wide and Fund Financial Statements

In June 2017, the GASB issued Statement No. 87, *Leases*. This Statement requires the recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. The standard establishes a single model for lease accounting based on the foundational principle that leases are financings of the right-to-use an underlying asset. Under the Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, which enhances the relevance and consistency of information about the Village's leasing activities. This standard was implemented January 1, 2022.

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Village does not allocate indirect expenses to functions in the statement of activities. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenues are reported as general revenues. Internally dedicated resources are reported as general revenues rather than as program revenues.

Fund Financial Statements

Financial statements of the Village are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position/fund balance, revenues and expenditures/expenses.

Funds are organized as major funds or nonmajor funds within the governmental and proprietary statements. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the Village or meets the following criteria:

- a. Total assets/deferred outflows of resources, liabilities/deferred inflows of resources, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least 10% of the corresponding total for all funds of that category or type, and
- b. The same element of the individual governmental or enterprise fund that met the 10% test is at least 5% of the corresponding total for all governmental and enterprise funds combined.

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- c. In addition, any other governmental or enterprise fund that the Village believes is particularly important to financial statement users may be reported as a major fund.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The Village reports the following major governmental funds:

General Fund

General Fund accounts for the Village's primary operating activities. It is used to account for and report all financial resources except those accounted for and reported in another fund.

Special Revenue Funds

Special Revenue Fund - Consolidated Dispatch is used to account for and report grants and local revenues legally restricted or committed to supporting expenditures for the consolidated dispatch program.

Special Revenue Fund - Stormwater is used to account for and report grants and local revenues from charges to customers that are legally restricted or committed to supporting expenditures for the stormwater program.

Special Revenue Fund - Tax Increment District #1 is used to account for and report financial resources that are restricted, committed or assigned to expenditures outlined in the TID project plan.

Debt Service Funds

Debt Service Fund is used to account for and report financial resources that are restricted, committed or assigned to expenditure for the payment of general long-term debt principal, interest and related costs, other than enterprise debt.

Capital Projects Funds

Capital Projects Fund - Capital Projects - used to account for and report financial resources that are restricted, committed or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets for general capital projects, dispatch capital projects and records management system capital projects.

Capital Projects Fund - DPW Capital Projects - used to account for and report financial resources that are restricted, committed or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets for DPW.

Enterprise Funds

The Village reports the following major enterprise fund:

Sewer Utility accounts for operations of the Sewer system.

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The Village reports the following nonmajor governmental funds:

Special Revenue Funds

Special Revenue Fund is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes (other than debt service or capital projects).

American Rescue Plan Act

In addition, the Village reports the following fund types:

Custodial Funds

Custodial Funds are used to account for and report assets controlled by the Village and the assets are for the benefit of individuals, private organizations and/or other governmental units.

Tax Collection Fund	North Shore Library Operations
Special Assessment B Bonds 2013	North Shore Library Donations
Special Assessment B Bonds 2015	

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenues in the year for which they are levied. Taxes receivable for the following year are recorded as receivables and deferred inflows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met. Special assessments are recorded as revenue when earned. Unbilled receivables are recorded as revenues when services are provided.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the Village's sewer and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Village considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Property taxes are recorded in the year levied as receivables and deferred inflows. They are recognized as revenues in the succeeding year when services financed by the levy are being provided.

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Intergovernmental aids and grants are recognized as revenues in the period the Village is entitled to the resources and the amounts are available. Amounts owed to the Village which are not available are recorded as receivables and unavailable revenues. Amounts received before eligibility requirements (excluding time requirements) are met are recorded as liabilities. Amounts received in advance of meeting time requirements are recorded as deferred inflows.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, public charges for services, special assessments and interest. Other general revenues such as fines and forfeitures, inspection fees, recreation fees and miscellaneous revenues are recognized when received in cash or when measurable and available under the criteria described above.

Proprietary and Fiduciary Funds

Proprietary and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as described previously in this note.

The proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the sewer utility are charges to customers for sales and services. Special assessments are recorded as receivables and contribution revenue when levied. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

All Financial Statements

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position or Equity**Deposits and Investments**

For purposes of the statement of cash flows, the Village considers all highly liquid investments with an initial maturity of three months or less when acquired to be cash equivalents.

Investment of Village funds is restricted by Wisconsin state statutes. Available investments are limited to:

- a. Time deposits in any credit union, bank, savings bank or trust company.
- b. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, a local cultural arts district, the University of Wisconsin Hospitals and Clinics Authority or the Wisconsin Aerospace Authority.
- c. Bonds or securities issued or guaranteed by the federal government.
- d. The local government investment pool.

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- e. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
- f. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
- g. Repurchase agreements with public depositories, with certain conditions.

The Village has adopted an investment policy. That policy follows the state statute for allowable investments. In addition the Village's policy states that the Village will minimize both credit and interest rate risk. Credit risk is the risk of loss due to the failure of the security issuer or backer whereas interest rate risk is the risk that market value of securities in the portfolio will fail due to changes in market interest rates.

The Village's investment policy regarding custodial credit risk requires the Village to maintain collateral agreements for 105% of the balance that exceeds the FDIC and State Deposit Guarantee Insurance, however, there are times during the year when the Village is not in compliance with this policy. The Village's investment policy does not address credit risk, interest rate risk, concentration of credit risk or foreign currency risk.

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on methods and inputs as outlined in Note 3. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income. Investment income on commingled investments of municipal accounting funds is allocated based on average balances. The difference between the bank statement balance and carrying value is due to outstanding checks and/or deposits in transit.

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF) and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2022, the fair value of the Village 's share of the LGIP's assets was substantially equal to the amount as reported in these statements.

See Note 3 for further information.

Receivables

Property taxes are levied in December on the assessed value as of the prior January 1. In addition to property taxes for the Village, taxes are collected for and remitted to the state and county governments as well as the local school district and technical college district. Taxes for all state and local governmental units billed in the current year for the succeeding year are reflected as receivables and due to other taxing units on the accompanying statement of fiduciary net position.

Property tax calendar - 2022 tax roll:

Lien date and levy date	December 2022
Tax bills mailed	December 2022
Payment in full, or	January 31, 2023
First installment due	January 31, 2023
Second installment due	March 31, 2023
Third installment due	May 31, 2023
Personal property taxes in full	January 31, 2023
Tax sale - 2022 delinquent real estate taxes	October 2025

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Delinquent real estate taxes as of July 31 are paid in full by the County, which assumes the collection thereof. No provision for uncollectible accounts receivable has been made for the sewer utility because they have the right by law to place substantially all delinquent bills on the tax roll and other delinquent bills are generally not significant.

During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as "due to and from other funds." Long-term interfund loans (noncurrent portion) are reported as "advances from and to other funds." Interfund receivables and payables between funds within governmental activities are eliminated in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the governmental-wide financial statements as internal balances.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

Restricted Assets

Mandatory segregations of assets are presented as restricted assets. Such segregations are required by bond agreements and other external parties. Current liabilities payable from these restricted assets are so classified. The excess of restricted assets over current liabilities payable from restricted assets will be used first for retirement of related long-term debt. The remainder, if generated from earnings, is shown as restricted net position.

Capital Assets

Government-Wide Financial Statements

Capital assets, which include property, plant and equipment (including right-to-use lease assets), are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial cost of more than \$5,000 general capital assets and \$5,000 for infrastructure assets and an estimated useful life in excess of 1 year. All capital assets are valued at historical cost or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated acquisition value at the date of donation.

Additions to and replacements of capital assets of business-type activities are recorded at original cost, which includes material, labor and overhead. The cost of renewals and betterments relating to retirement units is added to plant accounts. The cost of property replaced, retired or otherwise disposed of, is deducted from plant accounts and, generally, together with removal costs less salvage, is charged to accumulated depreciation.

Depreciation and amortization of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation and amortization reflected in the statement of net position. Depreciation and amortization is provided over the assets' estimated useful lives using the straight-line method. The range of estimated useful lives by type of asset is as follows:

Buildings	20-50 Years
Land Improvements	15-40 Years
Machinery and Equipment	5-20 Years
Utility System	15-40 Years
Infrastructure	15-40 Years
Intangible, Software	5-10 Years

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Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same way as in the government-wide statements.

Deferred Outflows of Resources

A deferred outflow of resources represents a consumption of net position/fund balance that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that future time.

Compensated Absences

It is the Village's policy to permit employees to accumulate earned but unused sick leave benefits in accordance with bargaining unit agreements. All sick leave is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in the governmental funds in the fund financial statements only if they have matured, for example, as a result of employee resignations and retirements.

Payments for vacation and sick leave will be made at rates in effect when the benefits are used. Accumulated vacation and sick leave liabilities at December 31, 2022 are determined on the basis of current salary rates and include salary related payments.

Long-Term Obligations

All long-term obligations to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term obligations consist primarily of notes and bonds payable and accrued compensated absences.

Long-term obligations for governmental funds are not reported as liabilities in the fund financial statements. The face value of debts (plus any premiums) are reported as other financing sources and payments of principal and interest are reported as expenditures. The accounting in proprietary funds is the same as it is in the government-wide statements.

For the government-wide statements and proprietary fund statements, bond premiums and discounts are amortized over the life of the issue using the straight-line method. The balance at year end is shown as an increase or decrease in the liability section of the statement of net position.

Leases

The Village is a lessor because it leases capital assets to other entities. As a lessor, the Village reports a lease receivable and corresponding deferred inflow of resources in both the fund financial statements and government-wide financial statements. The Village continues to report and depreciate the capital assets being leased as capital assets of the primary government.

Deferred Inflows of Resources

A deferred inflow of resources represents an acquisition of net position/fund balance that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

Equity Classifications

Government-Wide Statements

Equity is classified as net position and displayed in three components:

- a. **Net Investment in Capital Assets** - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b. **Restricted Net Position** - Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- c. **Unrestricted Net Position** - All other net positions that do not meet the definitions of "restricted" or "net investment in capital assets."

When both restricted and unrestricted resources are available for use, it is the Village's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Statements

Governmental fund balances are displayed as follows:

- a. **Nonspendable** - Includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.
- b. **Restricted** - Consists of fund balances with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- c. **Committed** - Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority. Fund balance amounts are committed through a formal action (resolution) of the Village Board. This formal action must occur prior to the end of the reporting period, but the amount of the commitment, which will be subject to the constraints, may be determined in the subsequent period. Any changes to the constraints imposed require the same formal action of the Village Board that originally created the commitment.
- d. **Assigned** - Includes spendable fund balance amounts that are intended to be used for specific purposes that do not meet the criteria to be classified as restricted or committed. The Village Board has, by resolution, adopted a financial policy authorizing the Finance Committee to assign amounts for a specific purpose. Assignments may take place after the end of the reporting period.
- e. **Unassigned** - Includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed or assigned for those purposes.

Proprietary fund equity is classified the same as in the government-wide statements.

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The Village considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents / contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the Village would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

See Note 3 for further information.

Pension

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Postemployment Benefits Other Than Pensions (OPEB)

The fiduciary net position of the Local Retiree Life Insurance Fund (LRLIF) has been determined using the flow of economic resources measurement focus and the accrual basis of accounting. This includes for purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to other post-employment benefits, OPEB expense and information about the fiduciary net position of the LRLIF and additions to/deductions from LRLIFs fiduciary net position have been determined on the same basis as they are reported by LRLIF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

2. Stewardship, Compliance and Accountability

Excess Expenditures Over Budget

<u>Funds</u>	<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>Excess Expenditures Over Budget</u>
Special Revenue Fund, American Rescue Plan Act	\$ -	\$ 453,634	\$ 453,634
Debt Service Fund	998,687	999,332	645

The Village controls expenditures at the function level. Some individual functions experienced expenditures which exceeded appropriations. The detail of those items can be found in the Village's year-end budget to actual report.

Limitations on the Village's Tax Levy

Wisconsin law limits the Village's future tax levies. Generally the Village is limited to its prior tax levy dollar amount (excluding TIF Districts), increased by the greater of the percentage change in the Village's equalized value due to net new construction or 0%. Changes in debt service from one year to the next are generally exempt from this limit with certain exceptions. The Village is required to reduce its allowable levy by the estimated amount of fee revenue it collects for certain services, if those services were funded in 2013 by the property tax levy. Levies can be increased above the allowable limits if the amount is approved by referendum.

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Notes to Financial Statements
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3. Detailed Notes on All Funds

Deposits and Investments

The Village's deposits and investments at year end were comprised of the following:

	<u>Carrying Value</u>	<u>Statement Balances</u>	<u>Associated Risks</u>
Deposits	\$ 16,056,129	\$ 16,747,298	Custodial Credit
LGIP	320,997	320,997	Credit Custodial Credit, Credit, Interest Rate and
U.S. agencies, implicitly guaranteed	754,050	754,050	Concentration of Credit Custodial Credit and
U.S. treasuries	2,125,887	2,125,887	Interest Rate Custodial Credit, Credit, Interest Rate, Concentration of Credit
U.S. & foreign corporate bonds	582,657	582,657	and Foreign Currency
Money market mutual fund	37,261	37,261	Credit and Interest Rate Custodial Credit, Credit, Interest Rate and
Certificates of deposit, negotiable	<u>214,385</u>	<u>214,385</u>	Concentration of Credit
Total deposits and investments	<u>\$ 20,091,366</u>	<u>\$ 20,782,535</u>	
Reconciliation to financial statements			
Per statement of net position:			
Unrestricted cash and investments	\$ 7,833,042		
Restricted cash and investments	870,371		
Per statement of fiduciary net position, fiduciary funds:			
Custodial funds	<u>11,387,953</u>		
Total deposits and investments	<u>\$ 20,091,366</u>		

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000 for time and savings accounts (including NOW accounts) and \$250,000 for demand deposit accounts (interest-bearing and noninterest-bearing). In addition, if deposits are held in an institution outside of the state in which the government is located, insured amounts are further limited to a total of \$250,000 for the combined amount of all deposit accounts.

Bank accounts are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the nature of this fund, recovery of material principal losses may not be significant to individual municipalities. This coverage has not been considered in computing custodial credit risk.

The Village categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

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The valuation methods for recurring fair value measurements are as follows:

- Market approach - prices or other information from market transactions involving identical or similar assets.

Investment Type	December 31, 2022			Total
	Level 1	Level 2	Level 3	
Money market mutual funds	\$ -	\$ 37,261	\$ -	\$ 37,261
U.S. agencies, implicitly guaranteed	-	754,050	-	754,050
U.S. treasuries	2,125,887	-	-	2,125,887
U.S. & foreign corporate bonds	-	582,657	-	582,657
Certificates of deposit, negotiable	-	214,385	-	214,385
Total	<u>\$ 2,125,887</u>	<u>\$ 1,588,353</u>	<u>\$ -</u>	<u>\$ 3,714,240</u>

Custodial Credit Risk

Deposits

Custodial credit risk is the risk that in the event of a financial institution failure, the Village's deposits may not be returned to the Village.

As of December 31, 2022, \$14,023 of the Village's total bank balances were exposed to custodial credit risk as follows:

Uninsured and uncollateralized	<u>\$ 14,023</u>
Total	<u>\$ 14,023</u>

Investments

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Village will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

The Village does not have any investments exposed to custodial credit risk.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

As of December 31, 2022, the Village's investments were rated as follows:

Investment Type	Standard & Poors	Moody's Investors Services	Not Rated
Money Market Mutual Funds			Not Rated
Corporate Bonds	AAA to A+	Aaa to A1	
U.S. Agencies, implicitly guaranteed			Not Rated
U.S. & Foreign Corporate bonds	AAA to A+	Aaa to A1	
Certificates of deposit, negotiable			Not Rated

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Notes to Financial Statements
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The Village also held investments in the following external pools which are not rated:

Wisconsin Local Government Investment Pool

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer.

At December 31, 2022, the Village's investment portfolio was concentrated as follows:

Issuer	Investment Type	Percentage of Portfolio
Federal Home Loan Bank Federal Home Loan Mortgage Corporation	U.S. agencies, implicitly guaranteed	7.90 %
Summit Credit Union	U.S. agencies, implicitly guaranteed Certificates of deposit, negotiable	6.50 5.80

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the value of an investment.

As of December 31, 2022, the Village's investments were as follows:

Investment Type	Fair Value	Maturity (In Years)			More Than 10 Years
		Less than 1 Year	1 - 5 Years	5 - 10 Years	
US agencies (implicitly guaranteed)	\$ 754,050	\$ 198,456	\$ 263,729	\$ 47,968	\$ 243,897
U.S. treasuries	2,125,887	741,792	1,384,095	-	-
U.S. & foreign corporate bonds	582,657	307,636	275,021	-	-
Money market mutual fund	37,261	37,261	-	-	-
Certificate of deposit, negotiable	214,385	214,385	-	-	-
Total	\$ 3,714,240	\$ 1,499,530	\$ 1,922,845	\$ 47,968	\$ 243,897

See Note 1 for further information on deposit and investment policies.

Receivables

All of the receivables on the balance sheet are expected to be collected within one year.

Village of Bayside

Notes to Financial Statements
December 31, 2022

Governmental funds report *unavailable* or *unearned revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Property taxes levied for the subsequent year are not earned and cannot be used to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of *unavailable revenue* and *unearned revenue* reported in the governmental funds were as follows:

	Unearned	Unavailable
Property taxes receivable for subsequent year	\$ 4,790,251	\$ -
North Shore Fire Department, loan	-	165,000
Stormwater user fees	415,809	-
Lease revenue	1,645,287	-
Total unearned/unavailable revenue for governmental funds	\$ 6,851,347	\$ 165,000

At the end of the current fiscal year, the various components of unearned revenue in the proprietary funds were as follows:

	Unearned
Sewer fees placed on tax roll for subsequent year	\$ 827,327
Delinquent fees placed on tax roll	29,889
Total unearned revenue for proprietary funds	\$ 857,216

Restricted Assets

The following represent the balances of the restricted assets:

Long-Term Debt Accounts

Redemption - Used to segregate resources accumulated for debt service payments over the next twelve months.

Construction - Used to report proceeds of revenue bond issuances that are restricted for use in construction.

Net Pension Asset

Restricted assets have been reported in connection with the net pension asset balance since this balance must be used to fund employee benefits.

Following is a list of restricted assets at December 31, 2022:

	Restricted Assets	Liabilities Payable From Restricted Assets	Restricted Net Position
Bond redemption account	\$ 54,257	\$ 675	\$ 53,582
Net pension asset	1,892,876	-	1,892,876
Construction account	816,114	-	n/a
Total	\$ 2,763,247	\$ 675	\$ 1,946,458

Village of Bayside

Notes to Financial Statements
December 31, 2022

Capital Assets

Capital asset activity for the year ended December 31, 2022, was as follows:

	<u>Beginning Balance</u>	<u>Adjustments*</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Governmental Activities					
Capital assets not being depreciated / amortized:					
Land	\$ 3,561,528	\$ -	\$ -	\$ -	\$ 3,561,528
Construction in progress	228,338	-	28,368	228,338	28,368
Total capital assets not being depreciated / amortized	<u>3,789,866</u>	<u>-</u>	<u>28,368</u>	<u>228,338</u>	<u>3,589,896</u>
Capital assets being depreciated / amortized:					
Land improvements	601,818	(7,994)	-	-	593,824
Building and improvements	8,400,321	(15,991)	14,670	-	8,399,000
Machinery and equipment	4,081,235	(198,033)	181,163	-	4,064,365
Infrastructure	9,753,933	787	1,236,949	-	10,991,669
Software	1,092,306	(433,599)	26,638	-	685,345
Total capital assets being depreciated / amortized	<u>23,929,613</u>	<u>(654,830)</u>	<u>1,459,420</u>	<u>-</u>	<u>24,734,203</u>
Total capital assets	<u>27,719,479</u>	<u>(654,830)</u>	<u>1,487,788</u>	<u>228,338</u>	<u>28,324,099</u>
Less accumulated depreciation / amortization for:					
Land improvements	(299,355)	7,993	(7,298)	-	(298,660)
Building and improvements	(2,309,889)	(1,533)	(150,457)	-	(2,461,879)
Machinery and equipment	(2,395,826)	104,804	(298,603)	-	(2,589,625)
Infrastructure	(3,906,420)	(8,728)	(253,974)	-	(4,169,122)
Software	(1,030,949)	403,663	(16,456)	-	(643,742)
Total accumulated depreciation / amortization	<u>(9,942,439)</u>	<u>506,199</u>	<u>(726,788)</u>	<u>-</u>	<u>(10,163,028)</u>
Net capital assets being depreciated / amortized	<u>13,987,174</u>	<u>(148,631)</u>	<u>732,632</u>	<u>-</u>	<u>14,571,175</u>
Total governmental activities capital assets, net of accumulated depreciation / amortization	<u>\$ 17,777,040</u>	<u>\$ (148,631)</u>	<u>\$ 761,000</u>	<u>\$ 228,338</u>	<u>\$ 18,161,071</u>

* The village implemented a new capital asset software program which resulted in numerous adjustments to the previously recorded amounts. These changes were not considered material to the financial statements.

Village of Bayside

Notes to Financial Statements
December 31, 2022

Depreciation / amortization expense was charged to functions as follows:

Governmental Activities

General government	\$ 128,692
Public safety	218,434
Public works, which includes the depreciation of roads, sidewalks and storm sewers	370,789
Culture, education and recreation	<u>8,873</u>
Total governmental activities depreciation / amortization expense	<u><u>\$ 726,788</u></u>

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Business-Type Activities				
Capital assets being depreciated:				
Infrastructure	\$ 8,764,989	\$ -	\$ -	\$ 8,764,989
Equipment	<u>383,825</u>	<u>98,056</u>	<u>6,256</u>	<u>475,625</u>
Total capital assets being depreciated	<u>9,148,814</u>	<u>98,056</u>	<u>6,256</u>	<u>9,240,614</u>
Less accumulated for:				
Infrastructure	(4,781,223)	(489,615)	-	(5,270,838)
Equipment	<u>(133,139)</u>	<u>(38,857)</u>	<u>6,256</u>	<u>(165,740)</u>
Total accumulated	<u>(4,914,362)</u>	<u>(528,472)</u>	<u>6,256</u>	<u>(5,436,578)</u>
Net capital assets being depreciated	<u>4,234,452</u>	<u>(430,416)</u>	<u>-</u>	<u>3,804,036</u>
Business-type capital assets, net of accumulated	<u><u>\$ 4,234,452</u></u>	<u><u>\$ (430,416)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 3,804,036</u></u>

Depreciation / amortization expense was charged to functions as follows:

Business-Type Activities

Sewer	<u>\$ 528,472</u>
Total business-type activities depreciation / amortization expense	<u><u>\$ 528,472</u></u>

Village of Bayside

Notes to Financial Statements
December 31, 2022

Interfund Receivables/Payables, Advances and Transfers

Interfund Receivables/Payables

The following is a schedule of interfund receivables and payables including any overdrafts on pooled cash and investment accounts:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General Fund	Tax Increment District #1 Fund, Special Revenue Fund	\$ <u>55,048</u>
Total, fund financial statements		55,048
Less fund eliminations		(55,048)
See below - interfund advances		<u>18,266</u>
Total internal balances, government-wide statement of net position		<u>\$ 18,266</u>

All amounts are due within one year.

All balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

Advances

The general fund is advancing funds to the capital projects fund in the amount of \$62,998. The amount advanced is principal and interest lease payments for capital equipment purchased.

The following is a schedule of interfund advances:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>	<u>Amount Not Due Within One Year</u>
Sewer Fund	Capital Projects Fund	\$ 18,266	\$ 12,768

The principal purpose of this advance is for capital equipment purchased.

Village of Bayside

Notes to Financial Statements
December 31, 2022

Transfers

The following is a schedule of interfund transfers:

<u>Fund Transferred To</u>	<u>Fund Transferred From</u>	<u>Amount</u>	<u>Principal Purpose</u>
Debt Service Fund	Special Revenue Fund, Stormwater Fund	\$ 74,091	To fund debt service payments
Special Revenue Fund, Stormwater Fund	Special Revenue Fund, American Rescue Plan Act Fund	<u>453,634</u>	To finance stormwater costs
Total, fund financial statements		527,725	
Less fund eliminations		<u>(527,725)</u>	
Total transfers, government-wide statement of activities		<u>\$ -</u>	

Generally, transfers are used to (1) move revenues from the fund that collects them to the fund that the budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

Long-Term Obligations

Long-term obligations activity for the year ended December 31, 2022, was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Governmental Activities					
Bonds and notes payable:					
General obligation debt, Village debt	\$ 7,331,850	\$ -	\$ 671,620	\$ 6,660,230	\$ 700,230
General obligation notes from direct borrowings and direct placements, Village debt	59,058	-	29,000	30,058	30,058
General obligation debt, NSFD debt (Discounts)/premiums	<u>325,000</u>	-	<u>160,000</u>	<u>165,000</u>	<u>165,000</u>
	<u>380,032</u>	-	<u>28,710</u>	<u>351,322</u>	<u>-</u>
Total bonds and notes payable	<u>8,095,940</u>	-	<u>889,330</u>	<u>7,206,610</u>	<u>895,288</u>
Other liabilities:					
Vested compensated absences	59,131	38,942	59,131	38,942	11,839
Net OPEB liability	<u>234,400</u>	<u>5,923</u>	-	<u>240,323</u>	<u>-</u>
Total other liabilities	<u>293,531</u>	<u>44,865</u>	<u>59,131</u>	<u>279,265</u>	<u>11,839</u>
Total governmental activities long-term liabilities	<u>\$ 8,389,471</u>	<u>\$ 44,865</u>	<u>\$ 948,461</u>	<u>\$ 7,485,875</u>	<u>\$ 907,127</u>
Business-Type Activities					
Bonds and notes payable:					
General obligation debt	\$ 2,480,000	\$ -	\$ 175,000	\$ 2,305,000	\$ 185,000
Revenue bonds from direct borrowings and direct placements	254,065	-	82,717	171,348	84,673
(Discounts)/premiums	<u>91,458</u>	-	<u>6,383</u>	<u>85,075</u>	<u>-</u>
Other postemployment benefits	<u>2,825,523</u>	-	<u>264,100</u>	<u>2,561,423</u>	<u>269,673</u>
Other liabilities:					
Net OPEB liability	<u>12,676</u>	<u>2,098</u>	-	<u>14,774</u>	<u>-</u>
Total business-type activities long-term liabilities	<u>\$ 2,838,199</u>	<u>\$ 2,098</u>	<u>\$ 264,100</u>	<u>\$ 2,576,197</u>	<u>\$ 269,673</u>

Village of Bayside

Notes to Financial Statements
December 31, 2022

In accordance with Wisconsin Statutes, total general obligation indebtedness of the Village may not exceed 5% of the equalized value of taxable property within the Village's jurisdiction. The debt limit as of December 31, 2022, was \$39,101,520. Total general obligation debt outstanding at year end was \$9,160,288.

General Obligation Debt

All general obligation debt payable is backed by the full faith and credit of the Village. Debt in the governmental funds will be retired by future property tax levies accumulated by the debt service fund. Business-type activities debt is payable by revenues from user fees of those funds or, if the revenues are not sufficient, by future tax levies.

<u>Governmental Activities</u>					<u>Balance</u>
<u>General Obligation Debt</u>	<u>Date of Issue</u>	<u>Final Maturity</u>	<u>Interest Rates</u>	<u>Original Indebtedness</u>	<u>December 31, 2022</u>
Corp. Purpose, NSFD State Trust Fund Loan, direct	04/26/2012	08/01/2023	2.50-3.50 %	\$ 1,605,000	\$ 165,000
North Shore Fire	08/13/2003	03/15/2023	5.25	266,558	30,058
Corporate Purpose Bonds	08/01/2003	08/01/2023	2.50-4.20	162,173	10,230
Corporate Purpose Bonds	06/28/2016	03/01/2026	2.00	1,035,000	540,000
Corporate Purpose Taxable Bonds	05/03/2018	03/01/2033	3.00-3.15	1,420,000	1,155,000
Corporate Purpose Taxable Bonds	04/01/2021	11/01/2037	1.30-3.00	1,925,000	1,800,000
Corporate Purpose Taxable Bonds	04/01/2021	12/01/2034	1.75-2.20	3,175,000	<u>3,155,000</u>
Total governmental activities, general obligation debt					<u>\$ 6,855,288</u>

<u>Business-Type Activities</u>					<u>Balance</u>
<u>General Obligation Debt</u>	<u>Date of Issue</u>	<u>Final Maturity</u>	<u>Interest Rates</u>	<u>Original Indebtedness</u>	<u>December 31, 2022</u>
State Trust Fund Loan	11/02/2010	03/01/2026	1.0-3.6 %	\$ 475,000	\$ 140,000
Corporate Purpose Bonds	05/03/2018	03/01/2033	3.00-3.15	1,020,000	640,000
Corporate Purpose Taxable Bonds	04/01/2021	11/01/2037	1.30-3.00	1,235,000	1,215,000
Corporate Purpose Taxable Bonds	04/01/2021	12/01/2034	1.75-2.20	315,000	<u>310,000</u>
Total business-type activities, general obligation debt					<u>\$ 2,305,000</u>

Debt service requirements to maturity are as follows:

<u>Years</u>	<u>Governmental Activities</u>		<u>Business-Type Activities</u>	
	<u>General Obligation Debt</u>		<u>General Obligation Debt</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2023	\$ 865,230	\$ 153,726	\$ 185,000	\$ 53,509
2024	735,000	132,297	195,000	48,060
2025	710,000	114,573	260,000	42,300
2026	715,000	97,822	260,000	34,540
2027	625,000	82,148	225,000	27,335
2028-2032	2,630,000	206,827	725,000	71,368
2033-2037	545,000	14,742	455,000	22,272
Total	<u>\$ 6,825,230</u>	<u>\$ 802,135</u>	<u>\$ 2,305,000</u>	<u>\$ 299,384</u>

Village of Bayside

Notes to Financial Statements
December 31, 2022

<u>Years</u>	Governmental Activities Notes from Direct Borrowings and Direct Placements	
	<u>Principal</u>	<u>Interest</u>
	2023	\$ 30,058
Total	<u>\$ 30,058</u>	<u>\$ 1,578</u>

Revenue Debt

Business-type activities revenue bonds are payable only from revenues derived from the operation of the Sewer.

The Village has pledged future sewer revenues, net of specified operating expenses, to repay revenue bonds issued in 2004. Proceeds from the bonds provided financing for the Village's Sewer System. The bonds are payable solely from sewer revenues and are payable through 2024. Annual principal and interest payments on the bonds are expected to require 87.00% of net revenues. The total principal and interest remaining to be paid on the bonds is \$175,424. Principal and interest paid for the current year and total customer net revenues were \$87,748 and \$101,341, respectively.

Revenue debt payable at December 31, 2022, consists of the following:

Business-Type Activities Revenue Debt

<u>Sewer Utility</u>	<u>Date of Issue</u>	<u>Final Maturity</u>	<u>Interest Rates</u>	<u>Original Indebtedness</u>	<u>Balance December 31, 2022</u>
Revenue Bonds	08/25/2004	05/01/2024	2.365%	\$ 1,342,169	<u>\$ 171,348</u>
Total business-type activities, revenue debt					<u>\$ 171,348</u>

Debt service requirements to maturity are as follows:

<u>Years</u>	Business-Type Activities Revenue Debt	
	<u>Principal</u>	<u>Interest</u>
2023	\$ 84,673	\$ 3,051
2024	<u>86,675</u>	<u>1,025</u>
Total	<u>\$ 171,348</u>	<u>\$ 4,076</u>

The Village's outstanding revenues from direct borrowings and/or direct placements related to business-type activities of \$171,348 contain a provision that in an event of default, outstanding amounts are recoverable by the state by deducting those amounts from any State payments due the municipality, adding a special charge to the amount of taxes apportioned to and levied upon the county in which the municipality is located or to collect user fees from the operation of the municipality's sewer system.

Village of Bayside

Notes to Financial Statements
December 31, 2022

Special Assessment B-Bonds

B-Bonds are payable only from special assessments levied on affected properties.

Special assessment B-Bonds at December 31, 2022, consists of the following:

<u>Governmental Activities</u>	<u>Date of Issue</u>	<u>Final Maturity</u>	<u>Interest Rates</u>	<u>Original Indebtedness</u>	<u>Balance December 31, 2022</u>
Special Assessment B-Bonds	05/16/2013	05/01/2033	1.55-4.15%	\$ 1,015,000	\$ 375,000
Special Assessment B-Bonds	05/07/2015	05/01/2035	1.25-4.10	4,390,000	<u>2,440,000</u>
Total governmental activities special assessment B-Bonds					<u>\$ 2,815,000</u>

Debt service requirements to maturity are as follows:

<u>Years</u>	<u>Governmental Activities Special Assessment B-Bonds</u>	
	<u>Principal</u>	<u>Interest</u>
2023	\$ 225,000	\$ 90,911
2024	225,000	85,221
2025	225,000	79,159
2026	225,000	72,724
2027	225,000	66,004
2028-2032	1,105,000	217,546
2033-2035	<u>585,000</u>	<u>34,293</u>
Total	<u>\$ 2,815,000</u>	<u>\$ 645,858</u>

Other Debt Information

Estimated payments of vested compensated absences and net OPEB obligation are not included in the debt service requirement schedules. Vested compensated absences and net OPEB obligation attributable to governmental activities will be liquidated primarily by the general fund. The net OPEB obligation attributable to business type activities will be liquidated by the sewer fund.

A statutory mortgage lien upon the sewer fund's system and any additions, improvements and extensions thereto is created by Section 66.066 of the Wisconsin Statutes as provided for in the ordinances creating the revenue bond issue. The sewer fund's system and the earnings of the system remain subject to the lien until payment in full of principal and interest on the bonds.

Village of Bayside

Notes to Financial Statements
December 31, 2022

Lease Disclosures

Lessor - Lease Receivables

<u>Governmental Activities</u>				Receivable Balance December 31, 2022
<u>Lease Receivables Description</u>	<u>Date of Inception</u>	<u>Final Maturity</u>	<u>Interest Rates</u>	
US Cellular cell tower	01/01/2022	3/31/2030	3%	\$ 156,776
AT&T cell tower	01/01/2022	4/30/2044	3%	856,072
Verizon cell tower	01/01/2022	12/6/2043	3%	<u>632,439</u>
Total governmental activities				<u><u>\$ 1,645,287</u></u>

The Village recognized \$49,990 of lease revenue during the fiscal year.

The Village recognized \$42,196 of interest revenue during the fiscal year.

Net Position/Fund Balances

Net position reported on the government-wide statement of net position at December 31, 2022, includes the following:

Governmental Activities

Net investment in capital assets:	
Land	\$ 3,561,528
Construction in progress	28,368
Other capital assets, net of accumulated depreciation	14,571,175
Less long-term debt outstanding	(6,855,288)
Plus unspent capital related debt proceeds	779,044
Plus noncapital debt proceeds	205,288
Less unamortized debt premium	<u>(351,322)</u>
Total net investment in capital assets	<u><u>\$ 11,938,793</u></u>

Village of Bayside

Notes to Financial Statements
December 31, 2022

Governmental Funds

Governmental fund balances reported on the fund financial statements at December 31, 2022, include the following:

	General Fund	Special Revenue - Consolidated Dispatch Fund	Special Revenue - Stormwater Fund	Special Revenue - Tax Increment District #1	Debt Service Fund	Capital Projects Fund	DPW Capital Projects Fund	Total
Fund Balances								
Nonspendable:								
Prepaid items	\$ 27,880	\$ 26,858	\$ 2,681	\$ -	\$ -	\$ -	\$ -	\$ 57,419
Delinquent personal property taxes	282	-	-	-	-	-	-	282
Subtotal	<u>28,162</u>	<u>26,858</u>	<u>2,681</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>57,701</u>
Restricted for:								
Debt service	-	-	-	-	564,630	-	-	564,630
Unspent bond proceeds	-	-	106,685	-	-	-	672,359	779,044
Subtotal	<u>-</u>	<u>-</u>	<u>106,685</u>	<u>-</u>	<u>564,630</u>	<u>-</u>	<u>672,359</u>	<u>1,343,674</u>
Committed to:								
Consolidated dispatch	-	754,192	-	-	-	-	-	754,192
Stormwater	-	-	961,346	-	-	-	-	961,346
General capital projects	-	-	-	-	-	1,294,293	-	1,294,293
DPW capital projects	-	-	-	-	-	-	1,080,708	1,080,708
Subtotal	<u>-</u>	<u>754,192</u>	<u>961,346</u>	<u>-</u>	<u>-</u>	<u>1,294,293</u>	<u>1,080,708</u>	<u>4,090,539</u>
Unassigned (Deficit):								
	<u>1,667,841</u>	<u>-</u>	<u>-</u>	<u>(69,425)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,598,416</u>
Total fund balances (deficit)	<u>\$ 1,696,003</u>	<u>\$ 781,050</u>	<u>\$ 1,070,712</u>	<u>\$ (69,425)</u>	<u>\$ 564,630</u>	<u>\$ 1,294,293</u>	<u>\$ 1,753,067</u>	<u>\$ 7,090,330</u>

Business-Type Activities

Net investment in capital assets:

Other capital assets, net of accumulated depreciation	\$ 3,804,036
Less Long-term debt outstanding	(2,476,348)
Plus unspent capital related debt proceeds	816,114
Less unamortized debt premium	<u>(85,075)</u>

Total net investment in capital assets \$ 2,058,727

Village of Bayside

Notes to Financial Statements
December 31, 2022

4. Other Information

Employees' Retirement System

Plan Description

The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, expected to work at least 1,200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Wisconsin Retirement System Financial Report, which can also be found using the link above.

Vesting

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided

Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and executive service retirement participants, if hired on or before 12/31/2016) are entitled to retirement benefit based on a formula factor, their average earnings and creditable service.

Final average earnings is the average of the participant's three highest annual earnings period. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at age 55 (50 for protective occupations) and receive an actuarially reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the Floor) set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

<u>Year</u>	<u>Core Fund Adjustment %</u>	<u>Variable Fund Adjustment %</u>
2012	(7.0)	(7.0)
2013	(9.6)	9.0
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0
2019	0.0	(10.0)
2020	1.7	21.0
2021	5.1	13.0

Village of Bayside

Notes to Financial Statements
December 31, 2022

Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for General category employees, including Teachers, Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$282,523 in contributions from the Village.

Contribution rates for the plan year reported as of December 31, 2022 are:

<u>Employee Category</u>	<u>Employee</u>	<u>Employer</u>
General (executives & elected officials)	6.75 %	6.75 %
Protective with Social Security	6.75 %	11.75 %
Protective without Social Security	6.75 %	16.35 %

Pension Asset, Pension Expense (Revenue), Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2022, the Village reported an asset of \$1,892,876 for its proportionate share of the net pension asset. The net pension asset was measured as of December 31, 2021, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2020 rolled forward to December 31, 2021. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Village's proportion of the net pension asset was based on the Village's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2021, the Village's proportion was 0.02348429%, which was an increase of 0.00063808% from its proportion measured as of December 31, 2020.

For the year ended December 31, 2022, the Village recognized pension expense (revenue) of \$(201,823).

At December 31, 2022, the Village reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between projected and actual experience	\$ 3,057,847	\$ 220,503
Changes in assumptions	353,146	-
Net differences between projected and actual earnings on pension plan investments	-	4,234,524
Changes in proportion and differences between employer contributions and proportionate share of contributions	12,667	6,864
Employer contributions subsequent to the measurement date	<u>278,587</u>	<u>-</u>
Total	<u>\$ 3,702,247</u>	<u>\$ 4,461,891</u>

Village of Bayside

Notes to Financial Statements
December 31, 2022

\$278,587 reported as deferred outflows related to pension resulting from the WRS Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Years Ending December 31:	Deferred Outflows of Resources and Deferred Inflows of Resources (Net)
2023	\$ (87,684)
2024	(510,702)
2025	(223,061)
2026	(216,784)

Actuarial Assumptions

The total pension liability in the December 31, 2021 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2020
Measurement Date of Net Pension Liability (Asset):	December 31, 2021
Experience Study:	January 1, 2018 - December 31, 2020 Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	6.8%
Discount Rate:	6.8%
Salary Increases:	
Wage Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality:	2020 WRS Experience Mortality Table
Post-Retirement Adjustments*:	1.7%

** No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.7% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. Based on this experience study, actuarial assumptions used to measure the Total Pension Liability changed from prior year, including the discount rate, long-term expected rate of return, post-retirement adjustment, price inflation, mortality and separation rates. The Total Pension Liability for December 31, 2021 is based upon a roll-forward of the liability calculated from the December 31, 2020 actuarial valuation.

Village of Bayside

Notes to Financial Statements
December 31, 2022

Long-Term Expected Return on Plan Assets

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Allocation Targets and Expected Returns* As of December 31, 2021			
Core Fund Asset Class	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %**
Global Equities	52	6.8	4.2
Fixed Income	25	4.3	1.8
Inflation Sensitive	19	2.7	0.2
Real Estate	7	5.6	3
Private Equity/Debt	12	9.7	7
Total Core Fund***	115	6.6	4
Variable Fund Asset			
U.S. Equities	70	6.3	3.7
International Equities	30	7.2	4.6
Total Variable Fund	100	6.8	4.2

* Asset Allocations are managed within established ranges; target percentages may differ from actual monthly allocations

** New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.5%

*** The investment policy used for the Core Fund involves reducing equity exposure by leveraging lower-volatility assets, such as fixed income securities. This results in an asset allocation beyond 100%. Currently, an asset allocation target of 15% policy leverage is used subject to an allowable range of up to 20%.

Village of Bayside

Notes to Financial Statements
December 31, 2022

Single Discount Rate

A single discount rate of 6.8% was used to measure the total pension liability, as opposed to a discount rate of 7.0% for the prior year. This single discount rate is based on the expected rate of return on pension plan investments of 6.8% and a municipal bond rate of 1.84% (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-year Municipal GO AA Index" as of December 31, 2021. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.). Because of the unique structure of WRS, the 6.8% expected rate of return implies that a dividend of approximately 1.7% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the investment rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Village's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the Village's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.80%, as well as what the Village's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.80%) or 1-percentage-point higher (7.80%) than the current rate:

	1% Decrease to Discount Rate (5.8%)	Current Discount Rate (6.8%)	1% Increase to Discount Rate (7.8%)
Village's proportionate share of the net pension liability (asset)	<u>\$ 1,343,130</u>	<u>\$ (1,892,876)</u>	<u>\$ (4,222,200)</u>

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

At December 31, 2022, the Village reported a payable to the pension plan which represents contractually required contributions outstanding as of the end of the year.

Risk Management

The Village is exposed to various risks of loss related to torts; theft of, damage to or destruction of assets; errors and omissions; workers compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded the commercial coverage in any of the past three years. There were no significant reductions in coverage compared to the prior year.

Village of Bayside

Notes to Financial Statements
December 31, 2022

Commitments and Contingencies

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability and expenditure for claims and judgments are only reported in governmental funds if it has matured. Claims and judgments are recorded in the government-wide statements and proprietary funds as expenses when the related liabilities are incurred.

From time to time, the Village is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and the Village attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Village's financial position or results of operations.

The Village has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

The Village has active construction projects as of December 31, 2022. Work that has been completed on these projects but not yet paid for (including contract retainages) is reflected as accounts payable and expenditures.

Joint Ventures**North Shore Fire Department**

By agreement dated December 30, 1994, the North Shore Fire Department (NSFD) was created. The NSFD, which provides a unified integrated fire and emergency medical service, began operations on January 1, 1996. The NSFD was created pursuant to the provisions of Wisconsin Statutes 61.65 and 66.30. Participants are the City of Glendale, Village of Fox Point, Village of Shorewood, Village of Brown Deer, Village of River Hills, Village Whitefish Bay and Village of Bayside. The NSFD is operated by a Board of Directors consisting of seven members, which includes the mayor and village presidents of each participating municipality. The affirmative vote of majority of the members of the Board of Directors is required on most matters. Also established by the agreement is a Joint Fire Commission that has the powers related to appointments, promotions, suspensions, removals, dismissals, reemployment, compensation, rest days, etc.

The powers of the Board of Directors include authorizing repair, maintenance and renewal of physical assets and recommending adoptions of the department's budget. The capital and operating budget of the department must receive approval of at least five of seven participating municipalities.

Each participating municipality's annual financial contribution to the NSFD's operations and capital budget shall be based on its prorated share of population, equalized valuation and usage of all the municipalities. The Village accounts for its share of the operations of the NSFD in the General Fund. The Village made a payment totaling \$874,313 to NSFD for 2022. The Village believes that the fire department will continue to provide services in the future at similar rates. Complete 2022 financial information is available from NSFD at 4401 West River Lane, Brown Deer, WI 53223. The Village does not report an equity interest in this joint venture.

Village of Bayside

Notes to Financial Statements
December 31, 2022

North Shore Library System

The City of Glendale and the Villages of Fox Point, River Hills and Bayside operate the North Shore Library under a Joint Library Agreement dated January 1, 1985. Under the joint agreement, a Joint Library Board is created to operate the North Shore Library. The Joint Board is composed of ten members: five members from Glendale, two members each from Fox Point and Bayside, one member from River Hills and the Superintendent of Schools for Nicolet School District. The Joint Library Board has the powers to repair, maintain and renew physical assets for the library and to prepare and adopt a budget for the library's operating expenses and a budget for the library's capital improvement expenses. The operating budget must be approved by at least three of the four municipalities. In addition, the Joint Library Board has the power to appoint the Library Director and such other assistants and employees as it deems necessary. Operating and capital expenses are shared proportionately based upon population estimates published in October.

The Village board conditionally approved an amended and re-stated Joint Library agreement where each of the four communities would pay a fixed allocation of 5% of the annual library budget and the remaining 95% contribution of each member agency is proportional to the population of each member as determined by the most recent US census. A new North Shore Library has been proposed to be constructed in the Village of Bayside. The Village made payments totaling \$160,077 to the Library in 2022. The Village accounts for its share of the operations of the North Shore Library in the General Fund. The Village believes that the library will continue to provide services in the future at similar rates. Complete 2022 financial information is available from the Village of Bayside, who is the fiscal agent for the North Shore Library. The Village does not report an equity interest in this joint venture.

Dispatch Services

The Village's of Fox Point, River Hills and Bayside jointly operate a dispatch service under a joint service agreement. Under the joint agreement, the Village of Bayside provides dispatch services to the municipalities. The cost of these services is shared between the communities as agreed upon in the individual agreements. A separate board has not been established to govern the dispatch service activities. Changes to the agreements and to the services provided require the approval of all three Village boards. Complete 2022 financial information is provided in these statements and accompanying footnotes. The Village does not report an equity interest in this joint venture.

During 2011, the Village of Brown Deer and North Shore Public Safety Communications Commission (Commission) also entered into an intergovernmental cooperation agreement with the Village of Bayside. Effective January 1, 2012, joint operating costs of the dispatch services are shared between Village's of Fox Point, River Hills, Bayside, Brown Deer and the Commission as agreed upon in the individual agreements. During 2022, the Village received approximately \$304,000 from Fox Point, \$1,233,000 from the Commission, \$431,000 from Brown Deer and \$158,000 from River Hills. The Village's contribution was approximately \$304,000 and was funded through tax levy.

To accommodate expansion of the dispatch operation, the Village began construction of the Bayside Communications Center. Capital costs of the expansion are financed by each municipality as agreed upon in the individual agreements. During 2012, the Village received the remaining fifty percent of the capital contributions from Village of Brown Deer and the Commission in the amount of \$188,543 and \$588,956, respectively.

Village of Bayside

Notes to Financial Statements
December 31, 2022

Other Postemployment Benefits

The Village administers a single-employer defined contribution healthcare plan (the Retiree Health Plan). The plan provides health insurance benefits for eligible retirees and their spouses through the Village's group health insurance plan, which covers both active and retired members. At December 31, 2022, there were plan members. Plan members are required to contribute 0% of covered salary. The Village is required to contribute 0% of annual covered payroll. For the year ended December 31, 2022, \$0 was contributed by plan members and \$0 was contributed by the employer. Plan provisions and contribution requirements are established and may be amended by the Village .

Local Retiree Life Insurance Fund (LRLIF)

Plan Description

The LRLIF is a multiple-employer defined benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post-employment life insurance benefits for all eligible employees.

ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Retiree Life Insurance Financial Report, which can be found at the link above.

Benefits Provided

The LRLIF plan provides fully paid up life insurance benefits for post-age 64 retired employees and pre-65 retirees who pay for their coverage.

Contributions

The Group Insurance Board approves contribution rates annually, based on recommendations from the insurance carrier. Recommended rates are based on an annual valuation, taking into consideration an estimate of the present value of future benefits and the present value of future contributions. A portion of employer contributions made during a member's working lifetime funds a post-retirement benefit.

Employers are required to pay the following contribution based on employee contributions for active members to provide them with Basic Coverage after age 65. There are no employer contributions required for pre-age 65 annuitant coverage. If a member retires prior to age 65, they must continue paying the member premiums until age 65 in order to be eligible for the benefit after age 65.

Contribution rates for the plan year reported as of December 31, 2022 are:

<u>Coverage Type</u>	<u>Employer Contribution</u>
50% Post Retirement Coverage	40% of member contribution
25% Post Retirement Coverage	20% of member contribution

Village of Bayside

Notes to Financial Statements
December 31, 2022

Member contributions are based upon nine age bands through age 69 and an additional eight age bands for those age 70 and over. Participating members must pay monthly contribution rates per \$1,000 of coverage until the age of 65 (age 70 if active). The member contribution rates in effect for the plan year are as listed below:

Life Insurance Member Contribution Rates *For the Plan Year

<u>Attained Age</u>	<u>Basic</u>	<u>Supplemental</u>
Under 30	\$0.05	\$0.05
30-34	0.06	0.06
35-39	0.07	0.07
40-44	0.08	0.08
45-49	0.12	0.12
50-54	0.22	0.22
55-59	0.39	0.39
60-64	0.49	0.49
65-69	0.57	0.57

*Disabled members under age 70 receive a waiver-of-premium benefit

During the reporting period, the LRLIF recognized \$883 in contributions from the employer.

OPEB Liability, OPEB Expense (Revenue) and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs

At December 31, 2022, the Village reported a liability of \$255,097 for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of December 31, 2021, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of January 1, 2021 rolled forward to December 31, 2021. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Village's proportion of the net OPEB liability was based on the Village's share of contributions to the OPEB plan relative to the contributions of all participating employers. At December 31, 2021, the Village's proportion was 0.04316100%, which was a decrease of 0.00175600% from its proportion measured as of December 31, 2020.

Village of Bayside

Notes to Financial Statements
December 31, 2022

For the year ended December 31, 2022, the Village recognized OPEB expense (revenue) of \$23,432.

At December 31, 2022, the Village reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflow of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 12,977
Net differences between projected and investment earnings on plan investments	3,319	-
Changes in actuarial assumptions	77,074	12,365
Changes in proportion and differences between employer contributions and proportionate share of contributions	18,482	33,281
Employer contributions subsequent to the measurement date	6,683	-
Total	\$ 105,558	\$ 58,623

\$6,683 reported as deferred outflows related to OPEB resulting from the LRLIF Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended December 31:	Deferred Outflows of Resources and Deferred Inflows of Resources (Net)
2023	\$ 6,803
2024	6,418
2025	5,973
2026	13,576
2027	8,251
Thereafter	(769)

Village of Bayside

Notes to Financial Statements
December 31, 2022

Actuarial Assumptions

The total OPEB liability in the actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	January 1, 2021
Measurement Date of Net OPEB Liability (Asset)	December 31, 2021
Experience Study:	January 1, 2018 - December 31, 2020. Published November
Actuarial Cost Method:	Entry Age Normal
20 Year Tax-Exempt Municipal Bond Yield	2.06%
Long-Term Expected Rate of Return:	4.25%
Discount Rate:	2.17%
Salary Increases:	
Wage Inflation	3.00%
Seniority/Merit	0.10% - 5.6%
Mortality:	2020 WRS Experience Mortality Table

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. Based on this experience study, actuarial assumptions used to measure the Total OPEB Liability changed from the prior year, including the price inflation, mortality and separation rates. The Total OPEB Liability for December 31, 2021 is based upon a roll-forward of the liability calculated from the January 1, 2021 actuarial valuation.

Village of Bayside

Notes to Financial Statements
December 31, 2022

Long-Term Expected Return on Plan Assets

The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Investments for the LRLIF are held with Securian, the insurance carrier. Interest is calculated and credited to the LRLIF based on the rate of return for a segment of the insurance carriers' general fund, specifically 10-year A-Bonds (as a proxy, and not tied to any specific investments). The overall aggregate interest rate is calculated using a tiered approach based on the year the funds were originally invested and the rate of return for that year. Investment interest is credited based on the aggregate rate of return and assets are not adjusted to fair market value. Furthermore, the insurance carrier guarantees the principal amounts of the reserves, including all interest previously credited thereto.

**State OPEB Life Insurance
Asset Allocation Targets and Expected Returns
As of December 31, 2021**

<u>Asset Class</u>	<u>Index</u>	<u>Target Allocation</u>	<u>Long-Term Expected Geometric Real Rate of Return</u>
US Intermediate Credit Bonds	Bloomberg US Interm Credit	45.00%	1.68%
US Long Credit Bonds	Bloomberg US Long Credit	5.00%	1.82%
US Mortgages	Bloomberg US MBS	50.00%	1.94%
Inflation			2.30%
Long-Term Expected Rate of Return			4.25%

The long-term expected rate of return remained unchanged from the prior year at 4.25%. The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. The expected inflation rate increased from 2.20% as of December 31, 2020 to 2.30% as of December 31, 2021.

Single Discount Rate

A single discount rate of 2.17% was used to measure the total OPEB liability for the current year, as opposed to a discount rate of 2.25% for the prior year. The significant change in the discount rate was primarily caused by the decrease in the municipal bond rate from 2.12% as of December 31, 2020 to 2.06% as of December 31, 2021. The Plan's fiduciary net position was projected to be insufficient to make all projected future benefit payments of current active and inactive members. Therefore, the discount rate for calculating the total OPEB liability is equal to the single equivalent rate that results in the same actuarial present value as the long-term expected rate of return applied to benefit payments, to the extent that the plan's fiduciary net position is projected to be sufficient to make projected benefit payments, and the municipal bond rate applied to benefit payment to the extent that the plan's fiduciary net position is projected to be insufficient. The plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through December 31, 2036.

The projection of cash flows used to determine the single discount rate assumed that employer contributions will be made according to the current employer contribution schedule and that contributions are made by plan members retiring prior to age 65.

Village of Bayside

Notes to Financial Statements
December 31, 2022

Sensitivity of the Village's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following presents the Village's proportionate share of the net OPEB liability calculated using the discount rate of 2.17%, as well as what the Village's proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.17%) or 1-percentage-point higher (3.17%) than the current rate:

	1% Decrease to Discount Rate (1.17%)	Current Discount Rate (2.17%)	1% Increase to Discount Rate (3.17%)
Village's proportionate share of the net OPEB liability	\$ 346,075	\$ 255,097	\$ 186,640

Effect of New Accounting Standards on Current-Period Financial Statements

The Governmental Accounting Standards Board (GASB) has approved the following:

- Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*
- Statement No. 96, *Subscription-Based Information Technology Arrangements*
- Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans - an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*
- Statement No. 100, *Accounting Changes and Error Corrections - an Amendment of GASB Statement No. 62*
- Statement No. 101, *Compensated Absences*

When they become effective, application of these standards may restate portions of these financial statements.

Contracts Receivable

In 2003, the Village issued \$2.53 million General Obligation Fire Department Bonds and loaned the proceeds to the North Shore Fire Department. Each of the municipalities that participate in North Shore Fire Department, including the Village, have formally pledged to finance the debt service payments on these bonds in accordance with cost sharing arrangements. Terms of the contract receivable are identical to the underlying bonds outstanding (See Note 3). In 2012 the Village refunded \$1.625 million of this debt with \$1.605 million of new General Obligation Fire Department Debt.

REQUIRED SUPPLEMENTARY INFORMATION

Village of Bayside

Schedule of Revenues, Expenditures and Changes Fund Balance -

Budget and Actual - General Fund

Year Ended December 31, 2022

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
Revenues				
Taxes	\$ 3,298,503	\$ 3,298,503	\$ 3,297,806	\$ (697)
Intergovernmental	637,971	637,971	680,666	42,695
Licenses and permits	151,067	151,067	253,563	102,496
Fines, forfeitures and penalties	35,200	35,200	45,197	9,997
Public charges for services	60,100	60,100	126,709	66,609
Intergovernmental charges for services	118,930	118,930	118,959	29
Investment income (loss)	65,000	65,000	(35,549)	(100,549)
Miscellaneous revenues	27,600	27,600	66,677	39,077
Total revenues	<u>4,394,371</u>	<u>4,394,371</u>	<u>4,554,028</u>	<u>159,657</u>
Expenditures				
Current:				
General government	702,005	753,963	706,433	47,530
Public safety	2,739,265	2,795,265	2,638,030	157,235
Public works	787,926	830,897	797,234	33,663
Culture, recreation and education	181,175	181,549	181,352	197
Capital outlay	-	111,667	116,715	(5,048)
Debt service:				
Principal	-	-	31,620	(31,620)
Interest and fiscal charges	-	-	1,454	(1,454)
Total expenditures	<u>4,410,371</u>	<u>4,673,341</u>	<u>4,472,838</u>	<u>200,503</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(16,000)</u>	<u>(278,970)</u>	<u>81,190</u>	<u>360,160</u>
Other Financing Sources				
Proceeds from sale of capital assets	<u>16,000</u>	<u>16,000</u>	<u>485</u>	<u>(15,515)</u>
Total other financing sources	<u>16,000</u>	<u>16,000</u>	<u>485</u>	<u>(15,515)</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ (262,970)</u>	<u>81,675</u>	<u>\$ 344,645</u>
Fund Balance, Beginning			<u>1,614,328</u>	
Fund Balance, Ending			<u>\$ 1,696,003</u>	

See notes to required supplementary information

Village of Bayside

Schedule of Revenues, Expenditures and Changes in Fund Balance
 Budget and Actual - Consolidated Dispatch - Special Revenue Fund
 Year Ended December 31, 2022

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
Revenues				
Taxes	\$ 303,653	\$ 303,653	\$ 303,653	\$ -
Intergovernmental charges for services	2,405,790	2,405,790	2,553,602	147,812
Miscellaneous revenues	65,127	65,127	94,944	29,817
Total revenues	2,774,570	2,774,570	2,952,199	177,629
Expenditures				
Current:				
Public safety	2,774,570	2,774,570	2,582,164	192,406
Total expenditures	2,774,570	2,774,570	2,582,164	192,406
Net change in fund balance	\$ -	\$ -	370,035	\$ 370,035
Fund Balance, Beginning			411,015	
Fund Balance, Ending			\$ 781,050	

Village of Bayside

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Stormwater Fund - Special Revenue Fund

Year Ended December 31, 2022

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
Revenues				
Public charges for services	\$ 570,075	\$ 570,075	\$ 570,989	\$ 914
Total revenues	570,075	570,075	570,989	914
Expenditures				
Current:				
Public works	341,856	454,206	395,336	58,870
Capital outlay	380,000	877,284	637,361	239,923
Debt service:				
Interest and fiscal charges	-	-	11,821	(11,821)
Total expenditures	721,856	1,331,490	1,044,518	286,972
Excess (deficiency) of revenues over expenditure	(151,781)	(761,415)	(473,529)	287,886
Other Financing Sources (Uses)				
Transfers in	-	-	453,634	453,634
Transfers out	(74,091)	(74,091)	(74,091)	-
Total other financing sources (uses)	(74,091)	(74,091)	379,543	453,634
Net change in fund balance	\$ (225,872)	\$ (835,506)	(93,986)	\$ 741,520
Fund Balance, Beginning			1,164,698	
Fund Balance, Ending			\$ 1,070,712	

Village of Bayside

Schedule of Revenues, Expenditures and Changes in Fund Balance
 Budget and Actual - Tax Increment District #1 Fund - Special Revenue Fund
 Year Ended December 31, 2022

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		
Revenues				
Miscellaneous	\$ -	\$ -	\$ 18,850	\$ 18,850
Total revenues	-	-	18,850	18,850
Expenditures				
Current:				
General government	-	-	84,346	(84,346)
Public works	-	-	3,929	(3,929)
Total expenditures	-	-	88,275	(88,275)
Net change in fund balance	\$ -	\$ -	(69,425)	\$ (69,425)
Fund Balance, Beginning			-	
Fund Balance (Deficit), Ending			\$ (69,425)	

Village of Bayside

Schedule of Proportionate Share of the Net Pension Liability (Asset)

Wisconsin Retirement System

Year Ended December 31, 2022

WRS Fiscal Year Ending	Village's Proportion of the Net Pension Liability (Asset)	Village's Proportionate Share of the Net Pension Liability (Asset)	Village's Covered Payroll	Village's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Village's Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
12/31/14	0.023754160%	\$ (583,467)	\$ 2,849,315	20.48%	102.74%
12/31/15	0.023562760%	382,890	2,871,255	13.34%	92.80%
12/31/16	0.023568910%	194,264	2,979,406	6.52%	99.12%
12/31/17	0.023704940%	(703,827)	2,972,130	23.68%	102.93%
12/31/18	0.023407830%	832,777	2,878,304	28.93%	96.45%
12/31/19	0.022467440%	(724,452)	2,847,732	25.44%	102.96%
12/31/20	0.022846210%	(1,426,320)	3,445,778	41.39%	105.26%
12/31/21	0.023484290%	(1,892,876)	3,460,867	54.69%	106.02%

Schedule of Employer Contributions

Wisconsin Retirement System

Year Ended December 31, 2022

Village Fiscal Year Ending	Village's Contractually Required Contributions	Village's Contributions in Relation to the Contractually Required Contributions	Village's Contribution Deficiency (Excess)	Village's Covered Payroll	Village's Contributions as a Percentage of Covered Payroll
12/31/15	\$ 225,852	\$ 225,852	\$ -	\$ 2,871,255	7.87%
12/31/16	230,920	230,920	-	2,979,406	7.75%
12/31/17	244,636	244,636	-	2,972,130	8.23%
12/31/18	232,042	232,042	-	2,878,304	8.06%
12/31/19	224,391	224,391	-	2,847,732	7.88%
12/31/20	252,614	252,614	-	3,445,779	7.33%
12/31/21	261,468	261,468	-	3,503,556	7.46%
12/31/22	278,587	278,587	-	3,282,892	8.49%

Village of Bayside

Schedule of Proportionate Share of the Net OPEB Liability

Local Retiree Life Insurance Fund

Year Ended December 31, 2022

Plan Fiscal Year Ending	Village's Proportion of the Net OPEB Liability	Village's Proportionate Share of the Net OPEB Liability	Village's Covered Payroll	Village's Proportionate Share of the Net OPEB Liability as a Percentage of Covered Payroll	Village's Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability
12/31/17	0.05451400%	\$ 164,010	\$ 2,292,470	7.15%	44.81%
12/31/18	0.04200900%	108,397	2,583,000	4.20%	48.69%
12/31/19	0.03701700%	157,626	2,869,000	5.49%	37.58%
12/31/20	0.04491700%	247,076	2,991,000	8.26%	31.36%
12/31/21	0.04316100%	255,097	3,139,000	8.13%	29.57%

Schedule of Employer Contributions

Local Retiree Life Insurance Fund

Year Ended December 31, 2022

Village Fiscal Year Ending	Village's Contractually Required Contributions	Village's Contributions in Relation to the Contractually Required Contributions	Village's Contribution Deficiency (Excess)	Village's Covered Payroll	Village's Contributions as a Percentage of Covered Payroll
12/31/18	\$ 4,931	\$ 4,931	\$ -	\$ 2,878,304	0.17%
12/31/19	4,117	4,117	-	2,847,732	0.14%
12/31/20	4,875	4,875	-	3,445,779	0.14%
12/31/21	4,990	4,990	-	3,503,556	0.14%
12/31/22	6,683	6,683	-	3,282,892	0.20%

Village of Bayside

Notes to Required Supplementary Information
Year Ended December 31, 2022

Budgetary Information

Budgetary information is derived from the annual operating budget and is presented using the same basis of accounting for each fund as described in Note 1.

The budgeted amounts presented include any amendments made. The Village may authorize transfers of budgeted amounts within departments. Transfers between departments and changes to the overall budget must be approved by a two-thirds action.

Appropriations lapse at year end unless specifically carried over. There were no carryovers to the following year. Budgets are adopted at the function level of expenditure.

Wisconsin Retirement System

The amounts determined for each fiscal year were determined as of the calendar year-end and occurred within the fiscal year.

The Village is required to present the last ten years of data; however, accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

Changes in benefit terms. There were no changes of benefit terms for any participating employer in the Wisconsin Retirement System.

Changes in assumptions. Based on a three-year experience study conducted in 2021 covering January 1, 2018 through December 31, 2020, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2021, including the following:

- Lowering the long-term expected rate of return from 7.0% to 6.8%
- Lowering the discount rate from 7.0% to 6.8%
- Lowering the price inflation rate from 2.5% to 2.4%
- Lowering the post-retirement adjustments from 1.9% to 1.7%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table

Based on a three-year experience study conducted in 2018 covering January 1, 2015 through December 31, 2017, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-ended December 31, 2018, including the following:

- Lowering the long-term expected rate of return from 7.2% to 7.0%
- Lowering the discount rate from 7.2% to 7.0%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Lowering the post-retirement adjustments from 2.1% to 1.9%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table

Village of Bayside

Notes to Required Supplementary Information
Year Ended December 31, 2022

Local Retiree Life Insurance Fund

The amounts determined for each fiscal year were determined as of the calendar year-end and occurred within the fiscal year.

The Village is required to present the last ten years of data; however, accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

Changes in benefit terms. There were no changes of benefit terms for any participating employer in LRLIF.

Changes in assumptions. In addition to the rate changes detailed in the tables above, the State of Wisconsin Employee Trust Fund Board adopted economic and demographic assumption changes based on a three year experience study performed for the Wisconsin Retirement System. These assumptions are used in the actuarial valuations of OPEB liabilities (assets) for the retiree life insurance programs and are summarized below.

The assumption changes that were used to measure the December 31, 2021 total OPEB liabilities, including the following:

- Lowering the price inflation rate from 2.5% to 2.4%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table

The assumption changes that were used to measure the December 31, 2018 total OPEB liabilities, including the following:

- Lowering the long-term expected rate of return from 5.00% to 4.25%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table

SUPPLEMENTARY INFORMATION

Village of Bayside

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - Debt Service Fund

Year Ended December 31, 2022

	Budgeted Amounts Original and Final	Actual	Variance with Final Budget
Revenues			
Taxes	\$ 792,089	\$ 792,089	\$ -
Intergovernmental charges for service	178,856	182,374	3,518
Investment income	500	3,326	2,826
Miscellaneous	24,260	24,784	524
Total revenues	995,705	1,002,573	6,868
Expenditures			
Debt service:			
Principal	827,373	829,000	(1,627)
Interest and fiscal charges	171,314	170,332	982
Total expenditures	998,687	999,332	(645)
Excess (deficiency) of revenues over expenditures	(2,982)	3,241	6,223
Other Financing Sources			
Transfers in	74,091	74,091	-
Total other financing sources	74,091	74,091	-
Net change in fund balance	\$ 71,109	77,332	\$ 6,223
Fund Balances, Beginning		487,298	
Fund Balances, Ending		\$ 564,630	

Village of Bayside

Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual - Capital Projects Fund
Year Ended December 31, 2022

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes	\$ 204,797	\$ 204,797	\$ 204,797	\$ -
Intergovernmental charges for services	156,765	156,765	164,723	7,958
Investment income	-	-	38,870	38,870
Miscellaneous	-	48,500	40,073	(8,427)
Total revenues	<u>361,562</u>	<u>410,062</u>	<u>448,463</u>	<u>38,401</u>
Expenditures				
Current:				
Public safety	94,189	86,689	39,814	46,875
Capital outlay	<u>642,402</u>	<u>773,902</u>	<u>434,815</u>	<u>339,087</u>
Total expenditures	<u>736,591</u>	<u>860,591</u>	<u>474,629</u>	<u>385,962</u>
Net change in fund balance	<u>\$ (375,029)</u>	<u>\$ (450,529)</u>	(26,166)	<u>\$ 424,363</u>
Fund Balance, Beginning			<u>1,320,459</u>	
Fund Balance, Ending			<u>\$ 1,294,293</u>	

Village of Bayside

Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual - DPW Capital Projects Fund
Year Ended December 31, 2022

	<u>Budgeted Amounts Original and Final</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
Revenues			
Taxes	\$ 125,000	\$ 125,000	\$ -
Public charges for service	5,000	22,561	17,561
Miscellaneous	-	2,876	2,876
	<u>130,000</u>	<u>150,437</u>	<u>20,437</u>
Total revenues			
Expenditures			
Capital outlay	<u>599,500</u>	<u>425,828</u>	<u>173,672</u>
Total expenditures	<u>599,500</u>	<u>425,828</u>	<u>173,672</u>
Net change in fund balance	<u>\$ (469,500)</u>	<u>(275,391)</u>	<u>\$ 194,109</u>
Fund Balances, Beginning		<u>2,028,458</u>	
Fund Balances, Ending		<u>\$ 1,753,067</u>	

Village of Bayside

Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual - American Rescue Plan Act Fund
Year Ended December 31, 2022

	<u>Budgeted Amounts Original and Final</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
Revenues			
Intergovernmental	\$ 226,817	\$ 453,634	\$ 226,817
Total revenues	<u>226,817</u>	<u>453,634</u>	<u>226,817</u>
Other Financing Uses			
Transfers out	-	(453,634)	(453,634)
Total other financing uses	-	(453,634)	(453,634)
Net change in fund balance	<u>\$ 226,817</u>	-	<u>\$ (226,817)</u>
Fund Balances, Beginning		-	
Fund Balances, Ending		<u>\$ -</u>	

Village of Bayside

Combining Statement of Fiduciary Net Position - Custodial Funds

December 31, 2022

	<u>Tax Collection Fund</u>	<u>2013 Special Assessment B Bonds</u>	<u>2015 Special Assessment B Bonds</u>	<u>Library Operations</u>	<u>Library Donations</u>	<u>Total</u>
Assets						
Cash and investments	\$ 10,397,678	\$ 106,813	\$ 465,008	\$ 161,648	\$ 256,806	\$ 11,387,953
Taxes	6,094,302	45,466	241,301	-	-	6,381,069
Special assessments	-	467,606	2,295,328	-	-	2,762,934
Prepaid items	-	-	-	4,500	-	4,500
	<u>16,491,980</u>	<u>619,885</u>	<u>3,001,637</u>	<u>166,148</u>	<u>256,806</u>	<u>20,536,456</u>
Liabilities						
Accounts payable and accrued expenses	2,810	-	-	35,051	1,500	39,361
Due to bondholders	-	497,988	3,011,389	-	-	3,509,377
Due to other governments	16,489,170	121,897	(9,752)	-	-	16,601,315
	<u>16,491,980</u>	<u>619,885</u>	<u>3,001,637</u>	<u>35,051</u>	<u>1,500</u>	<u>20,150,053</u>
Net Position						
Restricted for North Shore Library	-	-	-	131,097	255,306	386,403
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 131,097</u>	<u>\$ 255,306</u>	<u>\$ 386,403</u>

Village of Bayside

Combining Statement of Changes in Fiduciary Net Position - Custodial Funds

December 31, 2022

	<u>Tax Collection Fund</u>	<u>2013 Special Assessment B Bonds</u>	<u>2015 Special Assessment B Bonds</u>	<u>Library Operations</u>	<u>Library Donations</u>	<u>Total</u>
Additions						
Tax collections	\$ 13,693,234	\$ -	\$ -	\$ -	\$ -	\$ 13,693,234
Special assessments	-	29,418	332,566	-	-	361,984
Public charges for services	-	-	-	1,002,054	-	1,002,054
Miscellaneous	-	-	-	4	224,420	224,424
	<u>13,693,234</u>	<u>29,418</u>	<u>332,566</u>	<u>1,002,058</u>	<u>224,420</u>	<u>15,281,696</u>
Deductions						
Payments to overlying districts	13,693,234	-	-	-	-	13,693,234
B Bond payments	-	29,418	332,566	-	-	361,984
Administrative expense	-	-	-	1,101,539	-	1,101,539
Capital outlay	-	-	-	-	175,745	175,745
	<u>13,693,234</u>	<u>29,418</u>	<u>332,566</u>	<u>1,101,539</u>	<u>175,745</u>	<u>15,332,502</u>
Change in net position	-	-	-	(99,481)	48,675	(50,806)
Net Position, Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>230,578</u>	<u>206,631</u>	<u>437,209</u>
Net Position, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 131,097</u>	<u>\$ 255,306</u>	<u>\$ 386,403</u>

**Statistical Section
Placeholder**



Reporting and insights from 2022 audit:

Village of Bayside

December 31, 2022

Executive summary

July xx, 2023

To the Village Board
Village of Bayside

We have completed our audit of the financial statements of the Village of Bayside (the Village) for the year ended December 31, 2022, and have issued our report thereon dated July xx, 2023. This letter presents communications required by our professional standards.

Your audit should provide you with confidence in your financial statements. The audit was performed based on information obtained from meetings with management, data from your systems, knowledge of your Village's operating environment and our risk assessment procedures. We strive to provide you clear, concise communication throughout the audit process and of the final results of our audit.

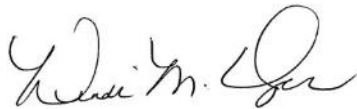
Additionally, we have included information on key risk areas the Village of Bayside should be aware of in your strategic planning. We are available to discuss these risks as they relate to your organization's financial stability and future planning.

If you have questions at any point, please connect with us:

- Wendi Unger, CPA, Partner: wendi.unger@bakertilly.com or +1 (414) 777 5423

Sincerely,

Baker Tilly US, LLP



Wendi Unger, CPA, Partner

Responsibilities

Our responsibilities

As your independent auditor, our responsibilities include:

- Planning and performing the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Reasonable assurance is a high level of assurance.
- Assessing the risks of material misstatement of the financial statements, whether due to fraud or error. Included in that assessment is a consideration of the Village's internal control over financial reporting.
- Performing appropriate procedures based upon our risk assessment.
- Evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management.
- Forming and expressing an opinion based on our audit about whether the financial statements prepared by management, with the oversight of the Village Board:
 - Are free from material misstatement
 - Present fairly, in all material respects and in accordance with accounting principles generally accepted in the United States of America
- Our audit does not relieve management or the Village Board of their responsibilities.

We are also required to communicate significant matters related to our audit that are relevant to the responsibilities of the Village Board, including:

- Internal control matters
- Qualitative aspects of the Village's accounting practice including policies, accounting estimates and financial statement disclosures
- Significant unusual transactions
- Significant difficulties encountered
- Disagreements with management
- Circumstances that affect the form and content of the auditors' report
- Audit consultations outside the engagement team
- Corrected and uncorrected misstatements
- Other audit findings or issues

Audit status

Significant changes to the audit plan

There were no significant changes made to either our planned audit strategy or to the significant risks and other areas of emphasis identified during the performance of our risk assessment procedures.

Audit approach and results

Planned scope and timing

Audit focus

Based on our understanding of the Village and environment in which you operate, we focused our audit on the following key areas:

- Key transaction cycles
- Areas with significant estimates
- Implementation of new standards – GASB 87

Our areas of audit focus were informed by, among other things, our assessment of materiality. Materiality in the context of our audit was determined based on specific qualitative and quantitative factors combined with our expectations about the Village’s current year results.

Key areas of focus and significant findings

Significant risks of material misstatement

A significant risk is an identified and assessed risk of material misstatement that, in the auditor’s professional judgment, requires special audit consideration. Within our audit, we focused on the following areas below.

Significant risk areas	Testing approach	Conclusion
Management override of controls	Incorporate unpredictability into audit procedures, emphasize professional skepticism and utilize audit team with industry expertise	Procedures identified provided sufficient evidence for our audit opinion
Improper revenue recognition due to fraud	Confirmation or validation of certain revenues supplemented with detailed predictive analytics based on non-financial data and substantive testing of related receivables	Procedures identified provided sufficient evidence for our audit opinion

Other areas of emphasis

We also focused on other areas that did not meet the definition of a significant risk, but were determined to require specific awareness and a unique audit response.

Other areas of emphasis		
Cash and investments	Revenues and receivables	General disbursements
Payroll	Pension asset and OPEB liability	Long-term debt
Capital assets including infrastructure	Net position calculations	Financial reporting and required disclosures

Internal control matters

We considered the Village’s internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing an opinion on the financial statements. We are not expressing an opinion on the effectiveness of the Village’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency or combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. We identified the following deficiencies as material weaknesses:

- **Missing key controls**

There are certain controls that are not currently in place related to significant transaction cycles. As a result, there is a risk that erroneous or unauthorized transactions or misstatements could occur without the knowledge of management or the governing body. Our recommendations for strengthening controls are listed below.

Controls over accounts payable/disbursements

- Persons processing accounts payable and those with access to the system should be separate from those ordering or receiving goods or services.

Controls over payroll

- Persons preparing the payroll should be independent of other personnel duties or restricted from access to the payroll account.

Controls over property taxes

- Bank reconciliations for the tax account should be performed by someone independent of the tax collection process.

Controls over monthly and year-end accounting

- Account reconciliations prepared throughout the year should be performed by someone independent of processing transactions in the account.

Since the controls listed above or other compensating controls are not currently in place, errors or irregularities could occur as part of the accounting processes that might not be discovered by management or the governing body. Therefore, the absence of these controls is considered to be a material weakness.

We recommend that a designated employee review the segregation of duties, risks, and these potential controls and determine whether additional controls should be implemented. This determination should take into consideration a cost / benefit analysis.

Management Response: With limited staff and a community of our size, this control is commonplace. Within the financial policies, there is an extensive segregation of duty policy as well as internally, we have extensive segregation of duties. Most, if not all the processes, require multiple sign offs for approval to help segregate the duties within the staffing model the Village has in place. The Village Board reviews the financial policies annually to ensure the segregation of duties is maximized to the greatest extent possible.

- **Financial statement close process**

Properly designed systems of internal control provide your organization with the ability to process and record accurate monthly and year-end transactions and annual financial reports.

Our audit includes a review and evaluation of the internal controls relating to financial reporting. Common attributes of a properly designed system of internal control for financial reporting are as follows:

- There is adequate staffing to prepare financial reports throughout the year and at year-end.
- Material misstatements are identified and corrected during the normal course of duties.
- Complete and accurate financial statements, including footnotes, are prepared.
- Financial reports are independently reviewed for completeness and accuracy.

Our evaluation of the internal controls over financial reporting has identified control deficiencies that are considered material weakness surrounding the preparation of financial statements and footnotes, adjusting journal entries identified by the auditors, and an independent review of financial reports.

Management has not prepared financial statements that are in conformity with generally accepted accounting principles. In addition, material misstatements in the general ledger were identified during the financial audit.

Management Response: This item reoccurs annually as the Village's auditor prepares the year-end financial statements. The Village Manager and the Administrative Services Director meet monthly to discuss and review financials, journal entries, bank statements, and reconciliations and any other matters pertaining to the finances of the Village. Additionally, Village Hall staff is charged with the review of completed financial documents as listed previously for additional review and oversight. The Village's financial policies are reviewed and approved by the Village Board and continue the strong emphasis on financial management of the Village.

The Village's written responses to the material weakness identified in our audit have not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Required communications

Qualitative aspect of accounting practices

- Accounting policies: Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we have advised management about the appropriateness of accounting policies and their application. The significant accounting policies used by Village are described in Note 1 to the financial statements. As described in Note 1, the Village changed accounting policies related to capital leases by adopting GASB 87: *Leases* in 2022. We noted no transactions entered into by the Village during the year for which accounting policies are controversial or for which there is lack of authoritative guidance or consensus or diversity in practice.
- Accounting estimates: Accounting estimates, including fair value estimates, are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements, the degree of subjectivity involved in their development and because of the possibility that future events affecting them may differ significantly from those expected. The following estimates are of most significance to the financial statements:

Estimate	Management's process to determine	Baker Tilly's conclusions regarding reasonableness
Accrued compensated absences	Evaluation of hours earned and accumulated in accordance with employment policies and average wage per hour rates	Reasonable in relation to the financial statements as a whole
Net pension asset and related deferrals	Evaluation of information provided by the Wisconsin Retirement System	Reasonable in relation to the financial statements as a whole
Net OPEB liability and related deferrals	Key assumptions set by management with the assistance of a third party actuary	Reasonable in relation to the financial statements as a whole
Depreciation	Evaluate estimated useful life of the asset and original acquisition value	Reasonable in relation to the financial statements as a whole

There have been no significant changes made by management to either the processes used to develop the particularly sensitive accounting estimates, or to the significant assumptions used to develop the estimates, noted above.

- Financial statement disclosures: The disclosures in the financial statements are neutral, consistent and clear.

Significant unusual transactions

There have been no significant transactions that are outside the normal course of business for the Village or that otherwise appear to be unusual due to their timing, size or nature.

Significant difficulties encountered during the audit

We encountered no significant difficulties in dealing with management and completing our audit.

Disagreements with management

Professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Audit report

There have been no departures from the auditors' standard report.

Audit consultations outside the engagement team

We encountered no difficult or contentious matters for which we consulted outside of the engagement team.

Uncorrected misstatements and corrected misstatements

Professional standards require us to accumulate misstatements identified during the audit, other than those that are clearly trivial and to communicate accumulated misstatements to management. Management is in agreement with the misstatements we have identified, and they have been corrected in the financial statements. The table below summarizes the material corrected misstatements, that, in our judgment, may not have been detected except through our auditing procedures. The internal control matters section of this report describes the effects on the financial reporting process indicated by the corrected misstatements, other than those that we consider to be of a lesser magnitude than significant deficiencies and material weaknesses.

Description	Amount
Entry to record sewer debt activity	\$ 386,449
Entry to record principal and interest payments in Debt Service Fund	161,627
Entry to post revenue to the proper account	723,828
Entry to record tax activity for 2022	4,886,956
Entry to record sewer capital asset activity	109,077

The remaining misstatements that were identified and corrected by management were not material individually or in the aggregate to the financial statements taken as a whole.

Other audit findings or issues

We encountered no other audit findings or issues that require communication at this time.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other information in documents containing audited basic financial statements

The Village’s audited financial statements are “general purpose” financial statements. General purpose financial statements consist of the basic financial statements that can be used by a broad group of people for a broad range of activities. Once we have issued our audit report, we have no further obligation to update our report for events occurring subsequent to the date of our report. The Village can use the audited financial statements in other client prepare documents, such as official statements related to the issuance of debt, without our acknowledgement. Unless we have been engaged to perform services in connection with any subsequent transaction requiring the inclusion of our audit report, as well as to issue an auditor’s acknowledgment letter, we have neither read the document nor performed subsequent event procedures in order to determine whether or not our report remains appropriate.

Management’s consultations with other accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing or accounting matters.

Written communications between management and Baker Tilly

The attachments include copies of other material written communications, including a copy of the management representation letter.

Compliance with laws and regulations

We did not identify any non-compliance with laws and regulations during our audit.

Fraud

We did not identify any known or suspected fraud during our audit.

Going concern

Pursuant to professional standards, we are required to communicate to you, when applicable, certain matters relating to our evaluation of the Village’s ability to continue as a going concern for a reasonable period of time but no less than 12 months from the date of the financial statements, including the effects on the financial statements and the adequacy of the related disclosures, and the effects on the auditor's report. No such matters or conditions have come to our attention during our engagement.

Independence

We are not aware of any relationships between Baker Tilly and the Village that, in our professional judgment, may reasonably be thought to bear on our independence.

Related parties

We did not have any significant findings or issues arise during the audit in connection with the Village's related parties.

Other matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information which accompanies the financial statements but is not RSI. With respect to the supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the other information, which accompanies the financial statements but are not RSI. We did not audit or perform other procedures on this other information, and we do not express an opinion or provide any assurance on it.

Nonattest services

The following nonattest services were provided by Baker Tilly:

- Financial statement preparation
- Adjusting journal entries
- Compiled regulatory reports

In addition, we prepared GASB No. 34 conversion entries which are summarized in the “Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position” and the “Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities” in the financial statements.

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

Village Board resources

Visit our resource page for regulatory updates, trending challenges and opportunities in your industry and other timely updates.

Visit the resource page at <https://www.bakertilly.com/insights/audit-committee-resource-page>.

Management representation letter

June XX, 2023

Baker Tilly US, LLP
777 E Wisconsin Ave
32nd Floor
Milwaukee, Wisconsin 53202

Dear Baker Tilly US, LLP:

We are providing this letter in connection with your audit of the financial statements of the Village of Bayside as of December 31, 2022 and for the year then ended for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Bayside and the respective changes in financial position and cash flows, where applicable, in conformity with accounting principles generally accepted in the United States of America (GAAP). We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated August 9, 2019.
- 2) The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America. We have engaged you to advise us in fulfilling that responsibility. The financial statements include all properly classified funds of the primary government and all component units required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, if any, are reasonable.
- 6) All events subsequent to the date of the financial statements and for which accounting principles generally accepted in the United States of America require adjustment or disclosure have been adjusted or disclosed. No other events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.
- 7) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 8) All known audit and bookkeeping adjustments have been included in our financial statements, and we are in agreement with those adjustments.
- 9) There are no known or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements. There are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with accounting principles generally accepted in the United States of America.
- 10) Guarantees, whether written or oral, under which the Village is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as financial records and related data, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of Village Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) We have not completed an assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.

- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.
- 15) We have no knowledge of known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) There are no related parties or related party relationships and transactions, including side agreements, of which we are aware.

Other

- 17) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 18) We have a process to track the status of audit findings and recommendations.
- 19) We have identified to you any previous financial audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 20) The Village has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources or fund balance or net position.
- 21) We are responsible for compliance with federal, state, and local laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits, debt contracts, and IRS arbitrage regulations; and we have identified and disclosed to you all federal, state, and local laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- 22) There are no:
 - a) Violations or possible violations of budget ordinances, federal, state, and local laws or regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance, except those already disclosed in the financial statement, if any.
 - b) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America.
 - c) Nonspendable, restricted, committed, or assigned fund balances that were not properly authorized and approved.
 - d) Rates being charged to customers other than the rates as authorized by the applicable authoritative body.
 - e) Violations of restrictions placed on revenues as a result of bond resolution covenants such as revenue distribution or debt service funding.

- 23) In regards to the nonattest services performed by you listed below, we acknowledge our responsibility related to these nonattest services and have 1) accepted all management responsibility; 2) designated an individual with suitable skill, knowledge, or experience to oversee the services; 3) evaluated the adequacy and results of the services performed, and 4) accepted responsibility for the results of the services.
- a) Financial statement preparation
 - b) Adjusting journal entries
 - c) Compiled regulatory reports

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

- 24) The Village of Bayside has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 25) The Village of Bayside has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.
- 26) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations, if any. Component units have been properly presented as either blended or discrete.
- 27) The financial statements properly classify all funds and activities.
- 28) All funds that meet the quantitative criteria in GASB Statement No. 34 and No. 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 29) Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
- 30) Provisions for uncollectible receivables, if any, have been properly identified and recorded.
- 31) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 32) Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
- 33) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 34) Deposits and investments are properly classified, valued, and disclosed (including risk disclosures, collateralization agreements, valuation methods, and key inputs, as applicable).
- 35) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated/amortized. Any known impairments have been recorded and disclosed.
- 36) Tax-exempt bonds issued have retained their tax-exempt status.

- 37) We have appropriately disclosed the Village of Bayside's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position were properly recognized under the policy. We have also disclosed our policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available.
- 38) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 39) With respect to the supplementary information, (SI):
 - a) We acknowledge our responsibility for presenting the SI in accordance with accounting principles generally accepted in the United States of America, and we believe the SI, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the SI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the SI is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- 40) We assume responsibility for, and agree with, the findings of specialists in evaluating the OPEB liability and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had impact on the independence or objectivity of the specialists.
- 41) We assume responsibility for, and agree with, the information provided by the Wisconsin Retirement System as audited by the Legislative Audit Bureau relating to the net pension asset/liability and related deferred outflows and deferred inflows and have adequately considered the reasonableness of the amounts and disclosures used in the financial statements and underlying accounting records. We also assume responsibility for the census data that has been reported to the plan.
- 42) We have implemented GASB Statement No. 87, *Leases*, and believe that all required disclosures and accounting considerations have been identified and properly classified in the financial statements in compliance with the Standard.
- 43) We are responsible for the estimation methods and assumptions used in measuring assets and liabilities reported or disclosed at fair value, including information obtained from brokers, pricing services or third parties. Our valuation methodologies have been consistently applied from period to period. The fair value measurements reported or disclosed represent our best estimate of fair value as the measurement date in accordance with the requirements of GASB 72 – *Fair Value Measurement*. In addition our disclosures related to fair value measurements are consistent with the objectives outlined in GASB 72. We have evaluated the fair value information provided to us by brokers, pricing services or other parties that has been used in the financial statements and believe this information to be reliable and consistent with the requirements.

- 44) The auditing standards define an annual report as “a document, or combination of documents, typically prepared on an annual basis by management or those charged with governance in accordance with law, regulation, or custom, the purpose of which is to provide owners (or similar stakeholders) with information on the entity’s operations and the financial results and financial position as set out in the financial statements.” Among other items, an annual report contains, accompanies, or incorporates by reference the financial statements and the auditors’ report thereon. We confirm that we do not prepare and have no plans to prepare an annual report.

Sincerely,

Village of Bayside

Signed: _____

Signed: _____

Signed: _____

Client service team



Wendi Unger, CPA
Partner

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Accounting changes relevant to the Village of Bayside

Future accounting standards update

GASB Statement Number	Description	Potentially Impacts you	Effective Date
94	Public-Private and Public-Public Partnerships and Availability Payment Arrangements	✓	12/31/23
96	Subscription-Based Information Technology Arrangements	✓	12/31/23
99	Omnibus 2022	✓	12/31/23
100	Accounting Changes and Error Corrections	✓	12/31/24
101	Compensated Absences	✓	12/31/24

Further information on upcoming [GASB pronouncements](#).

Future accounting for subscription-based IT arrangements

Subscription-based IT arrangements include contracts that convey control of the right to use another party's IT software. It would not include any licensing arrangements that provide a perpetual license, which would still be accounted for as an intangible asset. Subscription-based IT arrangements are becoming more and more popular with IT vendors. This standard mirrors the new lease standard. The Village will be able to utilize the systems put into place to implement the lease standard to properly account for these contracts. Common examples of these contracts in the utility industry include:

- Leasing space in the cloud
- GIS systems
- SCADA systems
- Some work order or inventory systems as well as some general ledger or billing systems

The Village should work with its IT department and department managers to determine a population listing of contracts that would fall under this standard to determine the potential future impact to financial reporting.

Two-way audit communications

As part of our audit of your financial statements, we are providing communications to you throughout the audit process. Auditing requirements provide for two-way communication and are important in assisting the auditor and you with more information relevant to the audit.

As this past audit is concluded, we use what we have learned to begin the planning process for next year's audit. It is important that you understand the following points about the scope and timing of our next audit:

- a. We address the significant risks of material misstatement, whether due to fraud or error, through our detailed audit procedures.
- b. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented. We will use such knowledge to:
 - Identify types of potential misstatements.
 - Consider factors that affect the risks of material misstatement.
 - Design tests of controls, when applicable, and substantive procedures.
- c. We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations and provisions of contracts or grant programs.
- d. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for fair presentation of financial statements in conformity with generally accepted accounting principles while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the financial statements. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material misstatements, whether caused by errors or fraud, are detected.

Our audit will be performed in accordance with auditing standards generally accepted in the United States of America.

We are very interested in your views regarding certain matters. Those matters are listed here:

- a. We typically will communicate with your top level of management unless you tell us otherwise.
- b. We understand that the governing board has the responsibility to oversee the strategic direction of your organization, as well as the overall accountability of the entity. Management has the responsibility for achieving the objectives of the entity.
- c. We need to know your views about your organization's objectives and strategies, and the related business risks that may result in material misstatements.
- d. We anticipate that the Village will receive an unmodified opinion on its financial statements.
- e. Which matters do you consider warrant particular attention during the audit, and are there any areas where you request additional procedures to be undertaken?
- f. Have you had any significant communications with regulators or grantor agencies?

- g. Are there other matters that you believe are relevant to the audit of the financial statements?

Also, is there anything that we need to know about the attitudes, awareness and actions of the governing body concerning:

- a. The entity's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control?
- b. The detection or the possibility of fraud?

We also need to know if you have taken actions in response to developments in financial reporting, laws, accounting standards, governance practices, or other related matters, or in response to previous communications with us.

With regard to the timing of our audit, here is some general information. If necessary, we may do preliminary financial audit work during the months of October-December, and sometimes early in January. Our final financial fieldwork is scheduled during the spring to best coincide with your readiness and report deadlines. After fieldwork, we wrap up our financial audit procedures at our office and may issue drafts of our report for your review. Final copies of our report and other communications are issued after approval by your staff. This is typically 6-12 weeks after final fieldwork, but may vary depending on a number of factors.

Keep in mind that while this communication may assist us with planning the scope and timing of the audit, it does not change the auditor's sole responsibility to determine the overall audit strategy and the audit plan, including the nature, timing and extent of procedures necessary to obtain sufficient appropriate audit evidence.

We realize that you may have questions on what this all means, or wish to provide other feedback. We welcome the opportunity to hear from you.

STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE
ORDINANCE NO: 23-740

An Ordinance to Repeal and Recreate Chapter 8 of the Municipal Code with Regard to Animals

The Village Board of the Village of Bayside, Milwaukee and Ozaukee Counties, Wisconsin does ordain as follows:

Section One: Chapter 8 of the Municipal Code is hereby repealed and recreated to read as follows:

- Chapter 8 - ANIMALS
- Sec. 8-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Animal fancier means any person in a residential dwelling unit who keeps, harbors, raises or possesses any combination of dogs or cats numbering not less than four nor more than five animals over the age of five months.

Apiary means colonies, hives, and other equipment associated with honey bees assembled in one location for beekeeping operations; also known as a bee yard.

Approved means approved by the Village Manager.

At-large means an animal is off the premises of its owner and on any public street or alley, school grounds, a public park, or other public grounds or on private property without the permission of the owner or person in lawful control of the property. An animal shall not be deemed to be at-large if:

- (1) It is attached to a leash not more than six feet in static length, or 20 feet in retractable length under control, which is of sufficient strength to restrain the animal and the leash is held by a person competent to control the animal and prevent it from annoying or frightening pedestrians or trespassing on private property or trespassing on public property where such animals are forbidden;
- (2) It is properly restrained within a motor vehicle; or
- (3) It is a dangerous animal that is in compliance with the requirements of [section 8-10](#).

Bee Keeper means a person who owns or is responsible for one or more colonies of honey bees.

Beekeeping equipment means anything used in the operation of a honey bee apiary, such as hive bodies, honey supers, frames, top covers, and/or bottom boards.

Bodily harm means physical pain or injury or any impairment of physical condition.

Caretaker means any person 16 years of age or older who, in the absence of the owner, temporarily harbors, shelters, keeps or is in charge of a dog, cat or any other domesticated bird or animal.

Cat means a domesticated member of *Felis domestica*.

Chicken means a common domestic fowl of the subspecies *Gallus Domesticus*.

Colony means an aggregate of honey bees in a hive consisting of workers, but having one queen and potentially many drones, including brood, combs, honey and the receptacle inhabited by the bees.

Dangerous animal.

- (1) The term "dangerous animal" means any animal:
 - a. Which, when unprovoked, bites or otherwise inflicts bodily harm on a person, domestic pet or animal on public or private property;
 - b. Which chases or approaches a person in a menacing fashion or apparent attitude of attack without provocation upon the streets, sidewalks or any public grounds or on private property without the permission of the owner or person in lawful control of the property; or
 - c. With a known propensity, tendency or disposition to attack, to cause injury to, or to otherwise threaten the safety of humans or other domestic pets or animals.
- (2) The biting or injury of a person by an animal shall in the absence of contrary evidence be presumed to be due to an unprovoked attack. Provocation of the animal by the person or animal that is bitten or injured or the fact that the animal bit or injured another person or animal as a result of provocation shall be considered in mitigation and if the provocation is purposeful or substantial, the court may accept the alleged bite or injury as self-defense by the animal and not classify the animal as dangerous.
- (3) An animal shall not be deemed a dangerous animal if it bites, attacks or menaces any person or animal to:
 - a. Defend its owner, caretaker or other person from an attack by a person or animal;
 - b. Protect its young or another animal;
 - c. Defend itself against any person or animal which has tormented, assaulted or abused it; or
 - d. Defend its owner's or caretaker's property against trespassers, unless the animal, without provocation, inflicts substantial bodily harm on a person.

Director of Public Works means the director of the Department of Public Works of the Village or his authorized representative.

Dog means a domesticated member of *Canis familiaris*.

Domesticated animal means any bird or animal of any species which usually lives in or about the habitation of humans as a pet or animal companion. The term "domesticated animal" does not include a dangerous animal or a prohibited dangerous animal.

Dwelling unit means one or more rooms, including a bathroom and kitchen facilities, which are arranged, designed or used as living quarters for one family or household.

Flyway barrier means a barrier at least six feet in height consisting of a solid wall/fence, dense vegetation, or combination thereof that is parallel to the parcel line so that all bees are forced to fly at an elevation of at least six feet above ground level over the property lines in the vicinity of the apiary.

Fowl means all domesticated birds and non-domesticated game birds ordinarily considered to be edible.

Grooming means care or service provided to the exterior of an animal to change its looks or improve its comfort but does not mean the treatment of physical disease or deformities.

Grooming establishment means a business establishment in which a domesticated bird or animal is received for grooming.

Hive means the structure containing a colony of honey bees.

Honey bee means all stages of the common domestic honey bee, *Apis mellifera* species. Keeping of *Apis mellifera scutellata* is not permitted under any conditions.

Kennel means a profit or nonprofit business establishment in which more than three dogs or three cats, or any combination thereof, over the age of five months may be kept for boarding, breeding, safekeeping, convalescence, humane disposal, placement, sale or sporting purposes.

Multiple dwelling means a commercial or residential building consisting of three or more dwelling units.

Owner means any person, owning, harboring, sheltering or keeping a dog, cat or any other domesticated bird or animal.

Person means any individual, firm, corporation or other legal entity.

Pet shop means a business establishment, other than a kennel, where domesticated mammals, birds, fish or reptiles are kept for sale.

Prohibited dangerous animal means:

- (1) Any animal that is determined to be a prohibited dangerous animal under [section 8-11\(b\)](#).
- (2) Any animal that, while off the owner's or caretaker's property, has killed a domestic pet or animal without provocation.

- (3) Any animal that, without provocation, inflicts substantial bodily harm on a person on public or private property.
- (4) Any animal brought from another city, Village, town or county, that is described under [section 8-11\(b\)](#).
- (5) Any dog that is subject to being destroyed under Wis. Stats. § 174.02(3).
- (6) Any dog trained, owned or harbored for the purpose of dog fighting.

Substantial bodily harm means bodily injury that causes a laceration that requires stitches, any fracture of a bone, a concussion, a loss or fracture of a tooth or any temporary loss of consciousness, sight or hearing.

Swarm means for purposes of this chapter, a swarm is a propagation or colony of honey bees outside of its hive.

Village Manager means the Village Manager of the Village or designee.

(Code 1997, § 10-1; Ord. No. 97-396, § 1, 6-5-1997)

- Sec. 8-2. - Owner or caretaker's duty; presumption.
 - (a) The owner or caretaker of any animal shall confine, restrain or maintain control over the animal so that the unprovoked animal does not attack or injure any person or domesticated animal.
 - (b) The occupant of any premises on which a dog, cat or any other domesticated bird or animal remains or to which it customarily returns daily for a period of at least ten consecutive days shall be presumed, for purposes of enforcement of this chapter, to be harboring, sheltering or keeping the animal.
- Sec. 8-3. - Keeping of animals within Village.
 - (a) Permitted animals. No animal that is not a domesticated animal may be kept or brought into the Village except in accordance with this chapter or as otherwise authorized by the Village Manager.
 - (b) Certain animals *prohibited*.
 - (1) Except as otherwise provided in this chapter, no person shall keep within the Village, either temporarily or permanently, any live bees or chickens (except pursuant to a permit), fowl, cows, cattle, horses, sheep, swine, goats, ducks, turkeys, geese or any other domesticated livestock, provided, however, that such animals or fowl may be kept at places approved by the Village for educational purposes, research purposes and for circuses or similar recreational events.
 - (2) No person may bring into or keep in the Village an animal that a Wisconsin city, village, town or county has declared dangerous or vicious, has banished from the city, Village, town or county or has ordered to be destroyed. The Village Manager may declare such an

animal to be a prohibited dangerous animal in the Village upon receipt of an official written declaration from the other city, village, town or county setting forth the grounds for the declaration, the name of the animal, if known, and the description of the animal.

- (3) No person may bring into or keep in the Village, for sale or otherwise, either for food or for any other purposes whatever, any animal dead or alive, bird, insect, reptile or fish which is dangerous or detrimental to health.
- (c) Number permitted. No person may keep, harbor, shelter or possess at any time more than three dogs or cats or any combination thereof which are over the age of five months unless the person holds a valid animal fancier permit, kennel permit, pet shop permit or grooming establishment permit. No person in a multiple dwelling shall be granted an animal fancier permit. There shall be no more than one animal fancier permit issued to any qualified dwelling unit.
- (d) Animal removal. Either the Village or a humane society may confiscate and remove animals from a premises for violation of subsections (a), (b) and (c) of this section or **section 8-14**. The Village may convey such animals to a humane society to be housed and handled appropriately. If necessary, such animals may be disposed of in a humane manner by the Village, humane society or a designee of either.

(Code 1997, § 10-3; Ord. No. 97-396, § 1, 6-5-1997)

- Sec. 8-4. - Keeping of chickens.

(a) Permit required. No person shall keep a chicken or chickens in the Village without obtaining a permit upon approval of the Village Manager or designee. The permit process requires a completed application accompanied by the fee payment set forth by the Village Board from time-to-time.

(b) Application form.

(1) The applicant shall file a written application to the Village Clerk that includes all of the following:

- a. A description and drawing that clearly represents the location where the chickens will be kept on the lot and the location of the enclosure, including a description and depiction of all fencing, coops or other structures to be used for enclosing the chickens;
- b. A description of the plan to ensure the proper maintenance and cleaning of the area where the chickens will be kept;
- c. A description of the plan to ensure the proper feeding, shelter, and care of the chickens.

(2) Action on application.

- a. The application shall be provided to the Village Clerk and the Applicant shall provide evidence of notice of the application, and the details thereof, to the property owner (if not the applicant) and to the owners of all properties that abut the subject property at any point, including those properties that abut an alley, path or right-of-way directly across from the yard on the subject property where the chickens will be kept. Said property owners shall

indicate on the form whether they approve or disapprove of the proposed keeping of chickens including any site waiver under this section.

- b. If there are no written objections from such owners, the application for the permit shall be deemed accepted by such owners and the Manager shall issue the permit if the application is otherwise compliant with the Village Code, including the provisions of this Chapter.
 - c. If there is an objection, there shall be a public hearing before the Architectural Review Committee which shall approve the application only upon finding that these standards are met:
 - 1. Appropriate in the location proposed;
 - 2. Compatible with the neighborhood;
 - 3. Not detrimental to the property values of surrounding property;
 - 4. In keeping with the residential character and quality of the Village; and
 - 5. Fencing, coops, or other structures are esthetically consistent with structures on the property and surrounding properties.
 - d. Any aggrieved party shall have the right to appeal the decision of the Architectural Review Committee to the Board of Appeals.
- (c) Keeping of chickens allowed. The keeping of up to four chickens, with a permit, is allowed on a single-family residential premises, subject to the following:
- (1) No person shall keep any rooster.
 - (2) No person shall slaughter any chickens in the Village.
 - (3) Chickens shall be provided with fresh water and adequate amounts of feed at all times.
 - (4) Chickens shall be provided with a sanitary and adequately sized covered enclosure, that is at least 16 square feet in size per chicken, and shall be kept in the covered enclosure at all times.
 - (5) Chicken coops shall be constructed in a workmanlike manner, be moisture-resistant and either raised up off the ground or placed on a hard surface, such as concrete, patio block or gravel. Each shall be considered a structure and shall require a permit and Village Manager approval. The Village Manager shall study such application and approve the chicken coop only upon finding that the requirements of this ordinance are met:
 - (6) Chicken coops and yards shall be constructed and maintained in such a fashion as to reasonably prevent the collection of standing water, and shall be cleaned of hen droppings, uneaten feed, feathers and other waste daily and more often as is necessary to ensure that the coop and yard do not become a health, odor or other nuisance.
 - (7) The enclosure shall be located in compliance with all of the following, and in the event of conflicting requirements the more restrictive shall apply:

- (a) The nearest point of the enclosure must be at least 40 feet away from any residential structure on another lot;
 - (b) The enclosure, and all parts of the enclosure, are prohibited in any front yard;
 - (c) The enclosure, and all parts of the enclosure, are prohibited in any side yard;
 - (d) The enclosure can only be located in a rear yard, but no enclosure, and no part of the enclosure, can be closer to a side lot line than the closest distance between that lot line and the principal structure on the lot.
- (8) In addition to compliance with the requirements of this section, no one shall keep chickens that cause any nuisance, unhealthy condition, create a public health threat or otherwise interfere with the normal use of property or enjoyment of life by humans or animals.
 - (9) The use in keeping chickens shall at all times be conducted pursuant to the plans and representations made in the application.
 - (10) Nothing herein shall be interpreted to authorize the conduct of a business or commercial use on a residential property. No sales of eggs, chicks, or chickens shall be made from a residential property.
 - (11) Persons applying for and receiving a permit for the keeping of chickens thereby consent to the entry of Village staff and Village agents onto the subject property at all reasonable times to inspect and investigate the property, the enclosure, and the chickens for purposes of determining compliance with and for enforcement of this Code.
 - (12) Costs that the Village may incur in inspection, investigation, testing, quarantine, isolation, vaccination, humane euthanasia, or otherwise arising from the subject property owner's keeping of chickens, may be charged to the property owner, and such charges that remain unpaid within the time allowed may be imposed on the tax bill for the subject property as a special charge, pursuant to § 66.0627, Wis. Stats.
- (d) Public health requirements. Chickens shall be kept and handled in a sanitary manner to prevent the spread of communicable diseases among birds or to humans.
 - (1) Any person keeping chickens shall immediately report any unusual illness or death of chickens to the Health Department.
 - (2) The North Shore Health Department or its agents may order testing, quarantine, isolation, vaccination or humane euthanasia of ill chickens or chickens believed to be carriers of a communicable disease.
 - (e) Effect of permit. The permit shall allow the applicant to keep up to four chickens on the subject property in compliance with this section. A new permit is not required for the applicant to raise new or replacement chickens on the property, provided that the total shall not exceed four chickens at any time. The permit shall lapse automatically if no chicken is kept on the property for any consecutive six-month period. The permit is not transferable from the applicant to any other person, and does not run with the land to a new owner of the property.

- (f) Revocation. A permit is subject to revocation by the Village Manager or designee upon failure to comply with any provisions of Subsection (c) or(d). Once a permit is revoked, a permit shall not be reissued to the applicant or for any property where the applicant resides or may reside in the Village.
- (g) Duration. The permit issued pursuant to this section shall have a duration of one year, unless the permit is revoked or lapses pursuant to the provisions of Subsection (e) or (f), above, prior to the expiration of said term. An annual renewal of the permit shall be required by the submittal of a new application form noting changes in facilities or adjacent property owners or their consent. Failure to satisfy this requirement may result in revocation of the permit by the Village Manager.
- (h) Removal. The chickens shall be immediately removed from the property upon lapse, revocation or expiration of the permit for keeping chickens. The enclosure in its totality, including any fencing, covered enclosure, chicken coop, or any other structure or structural elements, shall be completely removed from the property within 15 days of the lapse, revocation or expiration of the permit for keeping of chickens.

8.5 Beekeeping.

- (a) Permit required. No person shall keep bees in the Village without obtaining a permit upon approval of the Village Manager or his/her designee. The permit process requires a completed application accompanied with the fee payments prescribed by the Village Board from time-to-time.
- (b) Application form. The applicant shall file a written application to the Village Clerk, that includes all of the following:
 - (1) Application form.
 - a. A description and drawing that clearly represents the location where the hive(s) will be located on the lot, including a description and depiction of all fencing, and any other structures to be used for the beekeeping use;
 - b. A description of the plan to ensure the proper maintenance and cleaning of the hive(s) and the beekeeping operation;
 - c. A description of the plan to ensure the proper watering of the bees.
 - (2) Action on application.
 - a. The application shall be provided to the Village Clerk, and the Applicant shall provide evidence of notice of the application, and the details thereof, to the property owner (if not the applicant) and to the owners of all properties that abut the subject property at any point, including those properties that abut an alley, path or right of way directly across from the yard on the subject property where the bees will be kept. Said property owners shall

indicate on the form whether they approve or disapprove of the proposed keeping of bees including any site waiver under this section.

- b. If there are no written objections from such owners, the application for the permit shall be deemed accepted by such owners and the Manager shall issue the permit if the application is otherwise compliant with the Village Code, including the provisions of this § 579-17.6.
 - c. If there is an objection, there shall be a public hearing before the Plan Commission and the Plan Commission shall approve the application only upon finding that these standards are met:
 - 1. Appropriate in the location proposed;
 - 2. Compatible with the neighborhood;
 - 3. Not detrimental to the property values of surrounding property; and
 - 4. In keeping with the residential character and quality of the Village.
 - d. Any aggrieved party shall have the right to appeal the decision of the Plan Commission to the Board of Appeals.
- (c) Beekeeping allowed. Beekeeping is allowed only on a single-family residential premises, subject to the following:
- (1) No person shall acquire, keep or stock bees in the Village without first obtaining a valid beekeeping permit.
 - (2) No more than two hives are allowed on a residential lot. The hives forming the apiary structure must be located near each other to form a single apiary. A temporary third hive for hive splitting may be allowed for a reasonable period of time prior to its removal to another location.
 - (3) All honey bees shall be kept in hives with removable frames which shall be kept in sound and usable condition.
 - (4) Subject to the requirements of Section 104-125 of the Municipal Code, a flyway barrier shall be located between the hive(s) and the property lines for all hives located within 20 feet of the property line; except that a flyway barrier is not needed for any beehive kept at least 10 feet off the ground.
 - (5) All hives and related structures that form the apiary shall not be located in front or side yards and must be no less than 20 feet from the rear yard property line; except that locations closer to the rear yard property line are permitted with a signed written consent of all neighbors abutting the rear property line.
 - (6) Hives shall be located a minimum of 50 feet from any structures located on another property, including patios, porches, decks, gazebos, swimming pools, and permanently affixed play equipment unless the owner of the lot where such structure is located has provided written consent for closer hive placement.

- (7) A beekeeper must continually provide fresh water to bees from a source immediately within the apiary, which allows bees access to water by landing on a hard surface, to prevent bees from seeking water sources at nearby property.
 - (8) In the event bees in a hive repeatedly exhibit aggressive behavior, it shall be the duty of the beekeeper to remove, destroy or re-queen the hive.
 - (9) All apiary structures and flyways must be constructed, located and maintained consistent with and in conformity to all applicable provisions of the Village Code, including but not limited to Chapter 745, Zoning, Chapter 756, Building Construction, and Chapter 681, Property Maintenance.
 - (10) In addition to compliance with the requirements of this section, no one shall keep bees that cause any nuisance, unhealthy condition, create a public health threat or otherwise interfere with the normal use of property or enjoyment of life by humans or animals.
 - (11) The use shall at all times be conducted pursuant to the plans and representations made in the application.
 - (12) Nothing herein shall be interpreted to authorize the conduct of a business or commercial use on a residential property. No sales of honey, wax or other product shall be made from a residential property.
 - (13) Persons applying for and receiving a permit for beekeeping thereby consent to the entry of Village staff and Village agents onto the subject property at all reasonable times, to inspect and investigate the property, the hive(s), and the bees for purposes of determining compliance and for enforcement of this Code.
 - (14) Costs that the Village may incur in inspection, investigation, testing, quarantine, isolation, vaccination, humane euthanasia, or otherwise arising from the subject property owner's beekeeping, may be charged to the property owner, and such charges that remain unpaid within the time allowed may be imposed on the tax bill for the subject property as a special charge, pursuant to Wisconsin Statutes § 66.0627.
- (d) Public health requirements. Bees shall be kept and handled in a sanitary manner to prevent the spread of communicable diseases.
- (1) Any beekeeper shall immediately report any unusual illness or death of bees to the health department.
 - (2) The North Shore Health Department or its agents may order testing, quarantine, isolation, vaccination or humane euthanasia of bees believed to be carriers of a communicable disease.
 - (3) The requirements of Wisconsin Statutes § 94.76, et seq. and any applicable state regulations shall be followed at all times.
- (e) Effect of permit. The permit shall allow the applicant to keep up to two hives on the subject property in compliance with this section. A new permit is not required for the applicant to raise new or replacement bees on the property, provided that the total shall not exceed two hives at any time. The permit shall lapse

automatically if no bees are kept on the property for any consecutive six-month period. The permit is not transferable from the applicant to any other person, and does not run with the land to a new owner of the property.

- (f) Revocation. A permit is subject to revocation by the Village Manager or designee upon failure to comply with any provisions of Subsections (d) or (e). Once a permit is revoked, a permit shall not be reissued to the applicant or for any property where the applicant resides or may reside in the Village.
- (g) Duration. The permit issued pursuant to this section shall have a duration of one year, unless the permit is revoked or lapses pursuant to the provisions of Subsections (f) or (g), above, prior to the expiration of said term. An annual renewal of the permit shall be required by the submittal of a new application form noting changes in facilities or adjacent property owners or their consent. Failure to satisfy this requirement may result in revocation of the permit by the Village Manager.
- (h) Removal. The bees shall be immediately removed from the property upon lapse, revocation or expiration of the permit for keeping bees. All hives, including any bee structure or structural elements, shall be completely removed from the property within 15 days of the lapse, revocation or expiration of the permit for beekeeping.

Sec. 8-6. - Kennels and animal fancier permits.

- (a) Kennels—Permit required. No person shall operate a kennel without a valid permit issued by the Village Manager. When all applicable provisions of this section along with applicable federal and state requirements have been complied with by the applicant and a valid occupancy permit for the business has been issued by the building inspector, the Village Manager shall issue a permit to operate upon payment of the fee as determined by the Village board from time to time.
- (b) Same—*Operation*. Kennels shall be operated in accordance with the following requirements:
 - (1) All animals shall be maintained in a healthy condition, or if ill shall be given appropriate treatment immediately;
 - (2) The quarters in which the animals are kept shall be maintained in a clean condition and in a good state of repair;
 - (3) Animal pens or enclosures shall be large enough to provide freedom of movement to the animals contained therein and shall be constructed of nonporous and noncorrosive materials. Dogs and cats over the age of five months shall be housed in separate enclosures with enough space as set by applicable federal requirements with no more than three dogs or three cats contained within the same enclosure. Animals shall not have the freedom to roam the business establishment;
 - (4) Food supplies shall be stored in rodent-proof containers and food and water containers shall be kept clean;
 - (5) Litter or bedding material shall be changed as often as necessary to prevent an odor nuisance;
 - (6) Feces shall be removed from yard, pens and enclosures at least daily and stored in tightly covered metal containers until final disposal;

- (7) Yards, pens, premises and animals shall be kept free of pest infestations;
- (8) No odor nuisance shall be permitted (any animal holding area containing animals shall be provided with fresh air by means of windows, doors, vents, exhaust fans or air conditioning so as to minimize drafts, odors and moisture condensation); and
- (9) Kennels shall also be operated in accordance with requirements set forth in section 8-6. Nothing in this section shall apply where kennel services are incidental to the operation of a veterinary hospital.

(c) *Animal fancier permits.*

- (1) The Village Manager shall issue an animal fancier permit upon the payment of all applicable fees as determined by the Village board from time to time, provided that the owner has no outstanding violations under this chapter.
- (2) Whenever the Village Manager requests an inspection of the interior and exterior premises of a person holding an animal fancier permit or of an applicant for an animal fancier permit, the animal fancier or applicant shall schedule such an inspection and allow the inspection to be completed no later than ten days after the date of the request. A request for a Village Manager inspection under this subsection may be made by any of the following means:
 - a. An oral request delivered in person to the applicant or permit holder;
 - b. An oral request delivered by telephone to the applicant or permit holder;
 - c. A written request left at the residence or place of occupation of the applicant or permit holder;
 - d. A written request delivered to a competent adult occupant of the applicant or permit holder's residence;
 - e. A written request addressed to the applicant or permit holder at his residence and mailed by first class, prepaid mail.
- (3) A person who fails to comply with an inspection request as required by this subsection shall be charged a delayed inspection fee as determined by the Village board from time to time.
- (4) A fancier permit shall be revoked if an owner does not adhere to the guidelines established in subsection (b) of this section.

(Code 1997, § 10-4; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-7. - Pet shops.

- (a) Permit required. No person may operate a pet shop unless the person holds a valid permit issued by the Village Manager. When all applicable provisions of this section have been complied with by the applicant and a valid occupancy permit for this business has been issued by the building inspector, the Village

Manager shall issue a permit to operate a pet shop upon the payment of the fee as determined by the Village board from time to time.

- (b) Operation. Pet shops shall be operated in accordance with the requirements set forth in section 8-6.
- (c) Immunization. No pet shop may sell or offer for sale any dog or cat five or more months old unless the dog or cat has been vaccinated against rabies by use of a vaccine currently licensed by the United States Department of Agriculture. The vaccine shall be administered by or under the supervision of a licensed veterinarian. A certificate of vaccination identifying the dog or cat including its approximate age, date of vaccination and signed by the vaccinating veterinarian shall be given the purchaser at the time of sale.
- (d) Record of sale. Every pet shop shall keep a record of every dog and cat sold by the establishment setting forth the date and source of acquisition, date of rabies vaccination, the date of sale and the name and address of the purchaser. Such records shall be maintained on the pet shop premises for at least one year following the date of sale of each dog and cat, and such records shall be open to inspection by the Village Manager at all times during which the pet shop is open to the public.
- (e) Sales of bats, foxes, raccoons and skunks prohibited. No pet shop may engage in the purchase, keeping, distribution or sale of any species of bats, foxes, raccoons or skunks.

(Code 1997, § 10-5; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-8. - Grooming establishments.

- (a) Permit required. No person may operate a grooming establishment without a valid permit issued by the Village Manager. When all applicable provisions of this section have been complied with by the applicant and a valid occupancy permit for the business has been issued by the Village Manager or building inspector, the Village Manager shall issue a permit to operate a grooming establishment upon the payment of the fee as determined by the Village board from time to time.
- (b) Operation. Animal grooming establishments shall, in addition to the requirements set forth in [section 8-14](#), be operated in accordance with the following:
 - (1) The floor of any room in which grooming operations are conducted or in which animals are kept shall be covered with an impervious, smooth, cleanable surface. The floors shall be cleaned and disinfected daily.
 - (2) All animal hair and manure shall be removed from the floors daily and shall be stored in tightly covered, waterproof containers in such a manner as to prevent a nuisance until the final disposal.
 - (3) In each grooming establishment that uses a bathtub, such bathtub shall be large enough to accommodate the largest animal groomed. The tub shall be made of approved material and shall be properly connected to an approved water system consisting of hot and cold running water and to an approved sewer or waste disposal system.
 - (4) No animals shall be kept in any grooming establishment other than during regular office hours unless a valid kennel or pet shop permit is also issued for the same location. Nothing in this section shall apply to an establishment where grooming is incidental to the operation of a veterinary hospital.

- (5) The premises shall be kept free of insect and rodent infestation.
- (6) The premises shall be maintained and operated in a nuisance free manner.
- (c) Posting of permit. Every kennel, pet shop or grooming establishment permit issued by the Village Manager shall be posted in a conspicuous place open to the public.
- (d) Sanitary conditions of commercial animal establishment. All commercial kennels, hutches, runs, yards or any other commercial structures or premises where animals permitted to be kept in accordance with this chapter are housed or kept shall be maintained in a clean and sanitary condition.

(Code 1997, § 10-6; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-9. - Dog and cat licenses.

- (a) Required. Any person owning, keeping, harboring or having custody of any dog or cat over five months of age within the Village must obtain a license as provided in this section and in accordance with Wis. Stats. ch. 174, relating to dogs, and chapter 26, Milwaukee County Code of Ordinances, relating to cats. Any person obtaining a dog or cat that is older than five months of age shall have 30 days to apply for an original license, except this requirement will not apply to a nonresident keeping a dog or cat within the Village for less than 30 days.
- (b) Application. Application for licenses shall be made to the Village clerk and shall include the name and address of the applicant, description of the animal, the appropriate fee, whether the animal is spayed or neutered and a rabies certificate or tag issued by a licensed veterinarian verifying that the animal for which the license is sought has received current immunization for rabies or a statement issued by a licensed veterinarian that the immunization for rabies is contraindicated for the animal. A rabies certificate or tag shall be deemed valid if the termination date of the immunization falls after the date of the application for the license. Written proof is required from a licensed veterinarian that the animal being licensed has been spayed or neutered in order to qualify for a reduced license fee.
- (c) Fees. A license shall be issued after payment of the fee as determined by the Village board from time to time.
- (d) Payment responsibility. The owner, harborer, shelterer or head of the family shall be liable for payment of the license fee of any dog or cat owned, harbored or kept by any member of the family.
- (e) Issuance. Upon acceptance of the license application and fee, the Village clerk shall issue a tag and a license. The tag shall be securely attached by the licensee to a collar or harness and the collar or harness with the tag attached shall be kept on the dog or cat for which the license is issued at all times. This requirement does not apply to a dog or cat securely confined indoors or in a fenced area.

(Code 1997, § 10-7; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-10. - Animals at-large; animal litter nuisance.

- (a) Unlawful. No owner or caretaker of any animal may permit or suffer the animal to be at-large. Any animal found at-large shall be deemed to be so with the permission or at the sufferance of its owner or caretaker. Any adult person alone or together with other adults may seek relief from animals at-large by a

complaint to the police chief setting forth the specific date and approximate time an animal of a particular owner was observed to be at-large. The police chief shall notify the owner or caretaker of the animal, in writing, of the alleged violation and provisions of this section. If the complainant subsequently observes that the animal is again at-large, he may submit a written petition to the Village attorney for commencement of prosecution to obtain compliance with this section. Such written petition shall contain:

- (1) Name and address of complainant.
 - (2) Description of animal and address of owner.
 - (3) Dates and times violations were noted.
 - (4) Date reported to police chief.
 - (5) Statement that petitioners will be willing to sign complaint and testify in court.
- (b) Setting at-large. No person may permit an animal to run at-large by opening any door or gate of any premises or loosen any restraining device or otherwise entice any animal to leave any place of confinement.
- (c) Animal litter nuisance. No owner or caretaker of any animal may appear with the animal on any street, alley, sidewalk, lawn, field or any public property or upon a property other than their own without a shovel, scoop, bag or other items for the removal of fecal matter. The owner or caretaker of an animal shall immediately after deposit of fecal matter on such premises remove all fecal matter by shovel, scoop, bag or other item and properly wrap and deposit the fecal matter in a waste container.
- (d) Complaints. Any person alone or together with other adults may seek relief from animal fecal matter deposits as described in subsection (c) of this section by a complaint to the Village Manager in the same manner and procedure as set forth in subsection (a) of this section.

(Code 1997, § 10-8; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-11. - Impounding of animals.

- (a) Impounding. Any police officer or humane officer finding an animal at-large may seize the animal and impound it in the place designated by the police chief. The police chief may also cause the seizure and impoundment of animals at-large.
- (b) Repossession. The possession of any animal so seized or impounded may be obtained by the owner upon payment of the fee as determined by the Village board from time to time plus the current daily fee for keeping such animal for each calendar day or fraction thereof during which the animal has been impounded. The possession of an unlicensed dog or cat may be obtained by the owner after he obtains the required license and pays the specified impoundment and daily fee for keeping the dog or cat.

(Code 1997, § 10-9; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-12. - Harboring dangerous animals.

- (a) Dangerous animals regulated. No person may harbor or keep a dangerous animal, as defined in section 8-1 within the Village unless all provisions of this section are complied with, except that any animal that is a prohibited dangerous animal, as defined in section 8-1, may not be kept or harbored in the Village.
- (b) Leash and muzzle. No person owning, harboring or having the care of a dangerous animal may permit such animal to go outside its kennel or pen unless the animal is securely leashed with a leash no longer than four feet in length. No person may permit a dangerous animal to be kept on a chain, rope or other type of leash outside its kennel or pen unless a person who is competent to control the animal and capable of physically controlling and restraining the animal is in physical control of the leash. The animal may not be leashed to inanimate objects such as trees, posts and buildings. A dangerous animal on a leash outside the animal's kennel shall be muzzled in a humane way by a muzzling device sufficient to prevent the animal from biting persons or other animals. A dangerous animal shall not be required to be muzzled upon prior written approval of the health department or when shown in a sanctioned American Kennel Club show. Such written approval shall be carried by the owner or caretaker.
- (c) Confinement.
- (1) Except when leashed and muzzled as provided in subsection (c)(2) of this section, all dangerous animals shall be securely confined indoors or in a securely enclosed and locked pen or kennel that is located on the premises of the owner or caretaker and constructed in a manner that does not allow the animal to exit the pen or kennel on its own volition.
 - (2) When constructed in an open yard, the pen or kennel shall, at a minimum, be constructed to conform to the requirements of this subsection. The pen or kennel shall be child-proof from the outside and animal-proof from the inside. A strong metal double fence with adequate space between fences (at least two feet) shall be provided so that a child cannot reach into the animal enclosure. The pen, kennel or structure shall have secure sides and a secure top attached to all sides. A structure used to confine a dangerous animal shall be locked with a key or combination lock when the animal is within the structure. The structure shall either have a secure bottom or floor attached to the sides of the pen or the sides of the pen shall be embedded in the ground no less than two feet. All structures erected to house dangerous animals shall comply with all Village zoning and building regulations. All structures shall be adequately lighted and ventilated and kept in a clean and sanitary condition.
- (d) Confinement indoors. No dangerous animal may be kept on a porch, patio or in any part of a house or structure on the premises of the owner or caretaker that would allow the animal to exit the building on its own volition. No dangerous animal may be kept in a house or structure when the windows are open or when screen windows or screen doors are the only obstacle preventing the animal from exiting the structure.
- (e) Signs. The owner or caretaker of a dangerous animal shall display, in prominent places on his premises near all entrances to the premises, signs in letters of not less than two inches high warning that there is a dangerous animal on the property. A similar sign is required to be posted on the kennel or pen of the animal. In addition, the owner or caretaker shall conspicuously display a sign with a symbol warning children of the presence of a dangerous animal.
- (f) Spay and neuter requirement. Within 30 days after an animal has been designated dangerous, the owner or caretaker of the animal shall provide written proof from a licensed veterinarian that the animal has been spayed or neutered.

- (g) Liability insurance. The owner or caretaker of a dangerous animal shall present to the health department or police department proof that the owner or caretaker has procured liability insurance in an amount not less than \$1,000,000.00 for any personal injuries inflicted by the dangerous animal.
- (h) Waiver by Village Manager. Upon request, the Village Manager may waive any requirement specified in subsections (b) to (g) of this section, that the Village Manager deems to be inappropriate for a particular dangerous animal. The Village Manager may waive the provisions of subsections (b) to (g) of this section for a law enforcement or military animal upon presentation by the animal's owner or handler of a satisfactory arrangement for safe keeping of the animal.
- (i) Appeal. Whenever the owner or caretaker of an animal disagrees with the animal's designation as a dangerous animal under this section, the owner or caretaker may appeal the designation to a dangerous animal panel. The procedure for such appeal and the composition of the panel shall all be as specified in section 8-11(b)(2).
- (j) Notification. The owner or caretaker shall notify the Village Manager or police department within 24 hours if a dangerous animal is at-large, is unconfined, has attacked another animal or has attacked a human being, has died, has been sold or has been given away. If the dangerous animal has been sold or given away, the owner or caretaker shall also provide the Village Manager or police department with the name, address and telephone number of the new owner of the dangerous animal. If the dangerous animal is sold or given away to a person residing outside the Village, the owner or caretaker shall present evidence to the health department or police department showing that he has notified the police department or other law enforcement agency of the animal's new residence, including the name, address and telephone number of the new owner of the dangerous animal.
- (k) Euthanasia. If the owner or caretaker of an animal that has been designated a dangerous animal is unwilling or unable to comply with the regulations for keeping the animal in accordance with this section, he may have the animal humanely euthanized by an animal shelter, the humane society or a licensed veterinarian.

(Code 1997, § 10-10; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-13. - Prohibited dangerous animals.

- (a) Not allowed in Village. No person may bring into or keep in the Village any animal that is a prohibited dangerous animal as defined in section 8-1.
- (b) Determination of a prohibited dangerous animal.
 - (1) The Village Manager or designee may determine an animal to be a prohibited dangerous animal whenever the Village Manager or designee finds that an animal meets the definition of a prohibited dangerous animal in section 8-1 or is a dangerous animal in noncompliance with any of the provisions of sections 8-10 to 8-13.
 - (2) Upon investigation, the Village Manager or humane officer may declare an animal to be a prohibited dangerous animal. The owner or caretaker may contest in writing the designation of an animal as prohibited dangerous animal. If an owner or caretaker contests the designation, the Village Manager shall convene a hearing. The hearing shall be conducted before a three-person animal safety panel composed of a representative of the Village clerk's office to be designated by the Village clerk, a humane officer or his designee and a veterinarian selected by the

Milwaukee County Veterinary Society. Each panel member serves as an officer of the Village exercising a quasi-judicial function within the scope of Wis. Stats. § 893.80. At the hearing, the owner or caretaker shall have the opportunity to present evidence as to why the animal should not be declared a prohibited dangerous animal. The hearing shall be held promptly and within no less than five days nor more than ten days after service of a notice of hearing upon the owner or caretaker of the animal.

- (3) Pending the outcome of the hearing, the animal shall be securely confined in a humane manner either on the premises of the owner or caretaker or with a licensed veterinarian. The Village Manager may order impoundment of the animal pending the result of the hearing.
 - (4) After the hearing, the owner or caretaker shall be notified in writing of the panel's determination. If a determination is made that the animal is a prohibited dangerous animal, the owner or caretaker shall comply with section 8-10 in accordance with a time schedule established by the Village Manager or chief of police, but in no case more than 30 days after the date of the determination. If the owner or caretaker further contests the determination, he may, within five days of receiving the panel's decision, appeal the decision to the Village board.
- (c) Destruction. Any dog that has caused bodily harm to a person off the owner's premises without reasonable cause may be destroyed as a result of judgment rendered by a court of competent jurisdiction, as specified under Wis. Stats. § 174.02(3). The Village attorney may petition an appropriate court to obtain a court order to destroy such a dog.
 - (d) Enforcement. The Village Manager and police department may make whatever inquiry is deemed necessary to ensure compliance with this section.
 - (e) Waiver. The Village Manager may waive the provisions of this section for a law enforcement or military animal upon presentation by the animal's owner or handler of a satisfactory arrangement for safe keeping of the animal.

(Code 1997, § 10-11; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-14. - Control of rabid animals.

- (a) The owner of any animal which has contracted rabies or which has been exposed to rabies or which is suspected of having rabies or which has bitten any person and is capable of transmitting rabies shall, upon demand of the police department or Village Manager, produce and surrender the animal to the police department or Village Manager to be held in quarantine in a place designated by the Village Manager for observation for a period of time determined by the Village Manager, on consultation with a veterinarian.
- (b) If upon examination by the Village Manager an animal appears to be infected with rabies, the animal shall be destroyed as directed by the Village Manager.
- (c) No person may knowingly harbor or keep any animal infected with rabies or any animal known to have been bitten by a rabid animal.

(Code 1997, § 10-12; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-15. - Animals; disturbing the peace.

- (a) No person may own, keep, possess, harbor, or care for any animal which by making noise shall cause unreasonable annoyance or disturbance to persons in the neighborhood or vicinity.
- (b) No person may leave any animal he owns or which is otherwise in his possession, harbor, or care unattended outdoors between the hours of 9:00 p.m. and 7:00 a.m. For purposes of this section, the term "outdoors" means not fully enclosed by walls, a roof, and/or solid doors and windows and includes any accessory structure intended primarily for use by animals (e.g., dog houses, kennels).
- (c) If, after reasonable investigation, the police department determines that no owner, possessor, or caretaker of an animal in violation of subsection (a) or (b) of this section has been resident overnight on the property in question for a period of 24 hours or there are no signs that an animal (whether in violation of subsections (a) or (b) of this section or not) is otherwise being cared for, then the police department may arrange pick up and detention of the animal by the Milwaukee Area Domestic Animal Control Commission.

(Code 1997, § 10-13; Ord. No. 97-396, § 1, 6-5-1997; Ord. No. 07-571, § 1, 12-6-2007)

Sec. 8-16. - Cruelty to animals.

(a) Cruelty.

- (1) No person may cause, allow or personally beat, frighten, overburden or abuse any animal or bird, or use any device or chemical substance by which pain, suffering or death may result, whether the animal belongs to the person or another, except that reasonable force may be used to drive off, train or control dangerous or trespassing animals.
- (2) No person shall abandon or transport any animal or bird in a cruel manner.

(b) Food and water. No person owning or having custody of any animal or bird may neglect or fail to provide it with necessary nourishing food at least once daily and provide a constant supply of clean water to sustain the animal or bird in good health.

(c) Shelter.

- (1) No person may fail to provide any animal or bird in his charge with shelter from inclement weather to ensure the protection and comfort of the animal or bird.
- (2) When sunlight is likely to cause overheating or discomfort to any animal or bird, shade shall be provided by natural or artificial means to allow protection from the direct rays of the sun.
- (3) Whenever the outdoor temperature is below 40 degrees Fahrenheit, clean, dry bedding material in quantity and type approved by a duly appointed humane society officer shall be provided in such shelters for insulation and to retain the body heat of the animal. Automobiles shall not be used as animal shelters.

(d) Leashes. Chains, ropes or leashes shall be placed or attached so that they cannot be entangled with another animal or object and shall be of sufficient length in proportion to the size of the animal to allow the animal proper exercise and convenient access to food, water and shelter. A leash shall be located so as

not to allow an animal to trespass on public or private property nor in such a manner as to cause harm or danger to persons or other animals.

(e) Enforcement. Duly appointed and acting humane officers shall enforce this section.

(Code 1997, § 10-14; Ord. No. 97-396, § 1, 6-5-1997)

State Law reference— Cruelty to animals, Wis. Stats. ch. 951.

Sec. 8-17. - Nuisance birds, fish and animals.

Starlings, English sparrows, feral pigs, feral pigeons, feral cats, wild turkeys, Canada geese, coyotes, white tail deer, and with any other species of bird, fish or animal declared to be a public nuisance by agreement of the Village Manager and police chief, are hereby declared a public nuisance and may be trapped or destroyed under the supervision of the Village Manager subject to applicable federal and state regulations.

(Code 1997, § 10-15; Ord. No. 97-396, § 1, 6-5-1997; Ord. No. 12-633, § 1, 8-2-2012)

Sec. 8-18. - Pigeon harborages.

Whenever the owner or tenant of any property in the vicinity of a premises upon which there are pigeon harborages makes a complaint to the health department of a feral pigeon nuisance and if a pigeon nuisance is found to exist, the police chief shall order the owner or manager of the premises to make the premises reasonably pigeon-proof and when necessary cover openings with hardware cloth or other suitable material for preventing pigeons from entering in or upon the premises.

(Code 1997, § 10-17; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-19. – Reserved.

No person may sell live turtles with a carapace length of less than four inches as pets or novelties.

(Code 1997, § 10-20; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-20. - Giving away animals as prizes.

No person may raffle or give any live animal as a prize or premium.

(Code 1997, § 10-21; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-21. - Display of birds in food establishments.

No person may display birds of the Psittacine family in any store selling, giving away or preparing food or drink for human consumption¹⁰

unless the birds are so enclosed as to prevent any possible contamination of the food or drink.

(Code 1997, § 10-22; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-22. - Removal of dead animals.

Any person having charge or control of any dead domestic animal of any size, or any wild, feral or confirmed stray animal in excess of 40 pounds (except those intended for food purposes) shall remove the same from the Village within 12 hours after the time said person is or should be aware of the presence of such dead animal. In the case of wild, feral or confirmed stray animals in excess of 40 pounds, such person owning or having charge or control of such dead animal may request that the Department of Public Works remove and dispose of the dead animal. Any person who fails to remove or cause to be removed any dead animal shall relinquish such rights to any such animal and the Village Manager may order the animal removed after the expiration of such time and a charge placed on the property taxes of the property pursuant to Wis. Stats. § 66.0627. The Village shall not be responsible for any bodily injury or property damage resulting from the removal of dead animals under this section.

(Code 1997, § 10-23; Ord. No. 97-396, § 1, 6-5-1997; Ord. No. 09-595, § 1, 3-5-2009)

Sec. 8-23. - Disposal of dead animals.

The Department of Public Works shall during normal business hours collect and dispose of all dead wild, feral or confirmed stray animals in excess of 40 pounds reported or found within the Village. Such collection and disposal may be provided by the employees of the Department of Public Works or the Director of Public Works may cause the collection and disposal to be performed by a private contractor. The Department of Public Works may collect dead wild, feral and confirmed stray animals in excess of 40 pounds during nonbusiness hours, subject to a special pick-up fee as set by the Village board. The Village shall not be responsible for any bodily injury or property damage resulting from the removal of dead animals under this section.

(Code 1997, § 10-24; Ord. No. 97-396, § 1, 6-5-1997; Ord. No. 09-595, § 2, 3-5-2009)

Sec. 8-24. - Conveyance of dead animals.

- (a) Parking. No person may cause or allow any means of conveyance, including railway cars, used for the transport of dead animals, whether filled or partially filled, to remain at any point within the Village for a period longer than 24 hours. No odor nuisance may be created by such parking.
- (b) Sanitary condition. No person may cause or allow any conveyance or vehicle which is used for the transport of dead or live animals when the same is not in use to be stored or kept on any premises in the Village unless the conveyance or vehicle has been cleaned, disinfected and deodorized or as may otherwise be directed by the Village Manager.
- (c) Construction. No person may use or cause to be used any conveyance or vehicle to carry or hold dead animals or animal refuse in the Village, unless the conveyance or vehicle has watertight floors and sides and unless the conveyance or vehicle is constructed and arranged to shield its contents from view and prevent leakage or loss of contents or escape of odors.

(Code 1997, § 10-25; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-25. - Violations and enforcement.

- (a) By order. Whenever any violation of this chapter is found, the Village Manager shall issue a written order setting forth the character of the violation. This order may be served personally, by mailing with an

affidavit of the same to the operator of the establishment or place, or to a person responsible for a violation at his last known address, or by leaving a copy at his usual place of business with a responsible employee, or his usual place of abode in the presence of some competent member of the family at least 14 years of age, which employee or family member shall be informed of the contents of the order. The order shall direct the person to correct such practices or conditions within a reasonable period of time to be determined by the Village Manager. The order shall also state the potential legal or enforcement consequences if such practices or conditions have not been corrected within that period of time.

(b) *Suspension or revocation of permits.*

(1) *Suspension.* If at the end of a period of time set forth in an order, a re-inspection by the Village Manager reveals that the practices or conditions have not been corrected and such practices or conditions pose a potential threat to the health of persons exposed, the Village Manager may notify the operator of the business or place of the Village Manager's intent to suspend the permit and give such notice in writing to the operator and also the operator's right to a hearing and the request procedure. When the Village Manager determines that existing conditions and violations pose an imminent and immediate and dangerous threat to the health of persons exposed to such conditions, the Village Manager may order immediate suspension of a permit by written notification along with instructions on the hearing procedure for review of such an action.

(2) *Revocation.* The Village Manager may serve written notice to an operator of the Village Manager's intent to revoke a permit issued pursuant to this chapter and shall notify the operator of his right to a hearing prior to the action and the process for appeal. Grounds for Village Manager's intent to revoke a permit shall include any of the following:

- a. The operator has a record of excessive, continuing or recurring violations;
- b. The violations pose an immediate threat to the public's health or an imminent danger to other animals in the community and unsatisfactory action has been taken by the operator to eliminate the conditions;
- c. A permit issued pursuant to this chapter has been suspended, and the corrections necessary for reinstatement of the permit have not been made within six months following notice of the suspension;
- d. The operator or persons representing the operator have interfered with the lawful inspection of enforcement activities of the Village Manager concerning the place of permit by physical abuse or denial of entry.

(c) *Hearing.* Any person whose permit to operate an establishment or place regulated under this chapter has been suspended, or who has received notice from the Village Manager that the permit is to be suspended unless existing conditions or practices at the establishment are corrected, or that the permit is to be revoked, may request and shall be granted a hearing on the matter before the three-person animal safety panel established pursuant to section 8-11. If no written petition for a hearing is filed in the office of the Village Manager within 15 days following the day on which the notice was mailed or delivered, the permit shall be deemed to have been automatically suspended or revoked. Upon receipt of notice of permit suspension or revocation, the operator shall cease to operate the establishment. Upon receipt of petition for a hearing, the Village Manager shall within ten days notify the petitioner of the date, time and place of the hearing. Following the hearing, the animal safety panel shall modify or withdraw the notice of permit suspension or revocation or shall suspend or revoke the permit, as in the animal safety panel's

judgment is necessary to protect the public health, safety and welfare of the citizens of the Village and shall notify the petitioner in writing of the decision.

- (d) Citations. The police department may issue citations for any violation of this chapter except that the police department may not determine an animal to be a dangerous animal under section 8-1.

(Code 1997, § 10-26; Ord. No. 97-396, § 1, 6-5-1997)

Sec. 8-26. - Penalties.

Violations of this chapter shall be subject to the penalty provisions of [section 1-13](#).

Section Two: Severability: In the event that any provision of this Ordinance is for any reason held to be invalid, unconstitutional, or unenforceable by any court of competent jurisdiction, such portions of this Ordinance shall be deemed separate, distinct and independent provisions of the Ordinance and all remaining portions of this Ordinance shall remain in full force and effect.

Section Three: All ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby to such extent repealed.

Section Four: This ordinance shall take effect and be in force after its passage and posting pursuant to law.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Bayside this eighteenth day of May, 2023.

VILLAGE OF BAYSIDE

Eido M. Walny, Village President

Rachel A. Safstrom, Administrative Service
Director



VILLAGE OF BAYSIDE APPLICATION OF CHICKEN/BEEKEEPING PERMIT

Approval:

- The Village Manager or Designee has the authority to grant approval or denial of beekeeping permit applications based on the requirements put forth in Village Ordinances.
- Upon approval from the Architectural Review Committee, the Village Manager or Designee has the authority to grant approval or denial of chicken permit applications based on the requirements put forth in Village Ordinances.

Applications and Renewals:

- New applications at any time.
- Renewals first Monday of May.

Materials Required when Applying for a Permit:

- Site Plan – A scaled dimensional drawing showing all adjoining structures, property line, and proposed apiary/coop.
- Description of plan to ensure the proper maintenance and cleaning of the area where the bees/chickens are kept.
- Description of plan to ensure proper feeding, watering, shelter, and care of bees/chickens.
- Village Code reviewed.

Application Information:

This property is (Circle One): Owner Occupied Tenant Occupied

Property Address:	
Property Owner / Bee/Chicken Keeper Information:	
# of Hives/Chickens	
Name	
Address	
City, State ZIP	
Phone No.	
Email	

Neighbor Notification Acknowledgement

I, _____, have contacted the following neighbors and shared with them my site plan and application for a Chicken/Beekeeping Application. I have notified the following properties:

Address:	Property Owner Name:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Applicants Signature

Date _____

Fees:

- New Permit (\$100) Renewal Permit (\$50)

Submit payment with this application and all supplemental materials to:
Village of Bayside: 9075 N Regent Road, Bayside, WI 53217

FOR OFFICE USE ONLY
FEE TOTAL: \$ _____
DATE RECEIVED: ___/___/___
DECISION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
DECISION DATE: ___/___/___



VILLAGE OF BAYSIDE

APPLICATION OF CHICKEN/BEEKEEPING PERMIT

In accordance with the Village of Bayside Code Chapter 8, I acknowledge that the proposed beehive(s)/chicken coop(s) operated at the listed address meet/or will meet all requirements of the Ordinance and that I have notified all property owners of adjoining or diagonally abutting properties including neighbors across alleys.

Applicant _____ Date _____
Address: _____

Neighbor Acknowledgements

Name: _____ Date: _____ Signature: _____
Phone: _____ Email: _____
Address: _____
[] Approve [] Object
[] Grant Site Waiver - This waiver voids distance and locations requirements as stated in Village Code Chapter 8.

Name: _____ Date: _____ Signature: _____
Phone: _____ Email: _____
Address: _____
[] Approve [] Object
[] Grant Site Waiver - This waiver voids distance and locations requirements as stated in Village Code Chapter 8.

Name: _____ Date: _____ Signature: _____
Phone: _____ Email: _____
Address: _____
[] Approve [] Object
[] Grant Site Waiver - This waiver voids distance and locations requirements as stated in Village Code Chapter 8.

Name: _____ Date: _____ Signature: _____
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Address: _____
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Name: _____ Date: _____ Signature: _____
Phone: _____ Email: _____
Address: _____
[] Approve [] Object
[] Grant Site Waiver - This waiver voids distance and locations requirements as stated in Village Code Chapter 8.

Name: _____ Date: _____ Signature: _____
Phone: _____ Email: _____
Address: _____
[] Approve [] Object
[] Grant Site Waiver - This waiver voids distance and locations requirements as stated in Village Code Chapter 8.

**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE**

ORDINANCE NO 23-741

**An Ordinance to Amend Section 104-76(e) of the Municipal Code
with Regard to Exterior Lights That Flash or Move**

The Village Board of the Village of Bayside, Milwaukee and Ozaukee Counties, Wisconsin does ordain as follows:

Section One: Section 104-76(e) of the Municipal Code is hereby repealed and recreated to read as follows:

Exterior lights that flash or move. Exterior lights that flash or move are prohibited.

Section Two: Severability: In the event that any provision of this Ordinance is for any reason held to be invalid, unconstitutional, or unenforceable by any court of competent jurisdiction, such portions of this Ordinance shall be deemed separate, distinct and independent provisions of the Ordinance and all remaining portions of this Ordinance shall remain in full force and effect.

Section Three: All ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby to such extent repealed.

Section Four: This ordinance shall take effect and be in force after its passage and posting pursuant to law.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Bayside this eighteenth day of May, 2023.

VILLAGE OF BAYSIDE

Eido M. Walny, Village President

Rachel A. Safstrom, Administrative Service
Director



Partner with Grow Solar

Becoming a Partner is Easy!

Becoming a Grow Solar partner is as easy as endorsing the program, and allowing use of your municipalities or organizations logo. Through allowing the use of the logo, you are publicly supporting our program. If you would like to take your support further, here are additional opportunities to get involved:

- Promoting the Grow Solar program upon signing up via typical means of promotion (i.e. Facebook, Nextdoor, other social media channels, newsletters, email blasts, etc.)
 - Placing one or more yard sign(s) or banner(s) at your location (if applicable)
 - Distributing and/or posting printed program materials (if applicable)
 - Hosting, Co-hosting, or promoting a Solar Power Hour event
 - Joining the Advisory Committee
- * All promotional materials will be provided and developed by Grow Solar

In exchange, Grow Solar will provide:

- Clickable logo for your organization on Grow Solar program website (please provide upon signing up)
- Your logo included in the Solar Power Hour presentations, as well as all program promotional and educational materials
- Program results with stats of how the program did to add to your annual report, sustainability page, or report out to your networks and community

*The exact terms of partnerships are negotiable, please get in touch at info@growsolar.org to discuss.



Want to bring a group buy to your community? Learn more and apply [here.](#)



Why Become a Partner?

Community outreach and education are crucial to a Grow Solar program's success. Each MREA-supported program relies on partnership with local **municipalities, organizations, non-profits** and **financial institutions** to help get the word out about the program in their area.

This engagement can take many forms, and the MREA appreciates and values collaboration in order to build an open and advantageous solar market that benefits communities long-term. We believe that Grow Solar makes investments in solar faster, easier, and more affordable to better serve the people and the places we live in and love.

Why should you bring a Grow Solar group buy to your area? Individuals get lower-cost solar, local installers get a steady flow of business, and communities gets closer to their sustainability goals. Everyone wins!

There are many ways to get involved as a partner.

Past Partners



What Our Partners Say

“I can’t think of anyone with as much experience doing community-level solar education and bulk solar program management as MREA. MREA has helped us dramatically lower the cost of solar in our area which has resulted in a record amount of solar installations.” – **Scott R. Tess, Environmental Sustainability Manager, City of Urbana, IL, Gold Partner**

“We couldn’t have launched a large-scale residential solar program so quickly and so successfully without MREA’s approach. The results exceeded our expectations—more awareness, more solar at an affordable price, and more connections with our partner cities.” – **Becky Soglin, Sustainability Coordinator, Johnson County, IA, Gold Partner**

“Solar Sauk County was a huge success. The program provided homeowners, farms and businesses with an opportunity to save on solar and help protect our environment. I strongly recommend this program to any communities that are planning for a sustainable future.” – **Jenny Erickson, Community Development Educator, UW Extension Sauk County, WI, Gold Partner**

“One of the many benefits of a collaboration with the MREA on a solar group buy program is a municipality’s ability to serve on the Community Advisory Committee that selects the solar installer while all contracting with the installer is done through the MREA. This helps streamline the program and allows for a timeline that works well for outreach and installations without having to go through a municipality’s procurement process which can be time consuming.” – **Elizabeth Hittman, Sustainability Program Manager, City of Milwaukee Environmental Collaboration Office, Gold Partner**

Our Programs Span the Midwest!

VILLAGE OF BAYSIDE FEE SCHEDULE

RESOLUTION # 23-09

	MINIMUM
ARCHITECTURAL REVIEW COMMITTEE APPLICATION	\$75
RESIDENTIAL BUILDING PERMITS	
■ ACCESSORY STRUCTURES (INCLUDES SHEDS AND DECKS), (REQUIRES ARC APPROVAL)	\$125
■ ADDITIONS (\$0.32/SQ. FT) (REQUIRES ARC APPROVAL)	\$125
○ ADDITIONAL PLAN REVIEW	\$100
■ BUILDING PERMIT REFUND	Amount over minimum fee
■ ELECTRICAL PERMIT (\$12/\$1,000)	\$70
■ EROSION CONTROL, RESIDENTIAL	\$200
■ FAILURE TO CALL FOR INSPECTION BEFORE OCCUPANCY	\$150
■ FENCES (\$9.50/\$1000)	\$75
■ FOUNDATION REPAIR (\$12/\$1,000)	\$125
■ HVAC PERMIT (\$12/\$1,000)	\$70
■ PLUMBING PERMIT (\$12/\$1,000)	\$70
■ NEW STRUCTURE (\$0.32/SQ. FT)	\$85
○ NEW HOME PLAN REVIEW	\$200
○ ADDITIONAL PLAN REVIEW	\$100
■ RE-INSPECTION FEE	\$75
■ REMODELING (\$12/\$1,000)	\$85
■ REROOFING (\$12/\$1,000)	\$85
■ WINDOWS (\$12/\$1,000)	\$60
■ OCCUPANCY PERMIT, RESIDENTIAL (NEW STRUCTURE OR ADDITION)	\$75
■ RAZING, RESIDENTIAL (\$85 + .12/SQ. FT.)	\$85
■ RELEASE AND INDEMNIFICATION WAIVER	\$500
■ PERMIT RENEWAL	\$60
■ PLAN REVIEW*(PLAN REVIEWER MAY WAIVE FEES FOR ALTERNATIONS DEEMED MINOR IN SCOPE)	\$75
■ EARLY START (FOOTINGS AND FOUNDATION)	\$190
■ WATER LATERAL – OUTSIDE	\$60
■ WORK INITIATED WITHOUT PERMIT	Double Normal Fees
■ SEWER LATERAL- OUTSIDE	\$60
■ SWIMMING POOLS (\$11.50/\$1,000)	\$110
■ STATE SEAL	\$50
COMMERCIAL BUILDING PERMITS	
■ BUILDING PERMIT REFUND	Amount over minimum fee
■ ELECTRICAL PERMIT (\$12/\$1,000)	\$75
■ EROSION CONTROL, COMMERCIAL	\$300 per acre
■ FAILURE TO CALL FOR INSPECTION BEFORE OCCUPANCY	\$150
■ PLUMBING PERMIT (\$12/\$1,000)	\$75
■ HVAC PERMIT (\$12/\$1,000)	\$75
■ NEW STRUCTURES, ADDITIONS (\$0.38/SQ. FT)	\$200
■ NEW/ADDITION CONSTRUCTION PLAN REVIEW	\$300 + \$75/unit
■ ADDITIONAL PLAN REVIEW	\$150 + \$25/unit
■ RE-INSPECTION FEE	\$150

**VILLAGE OF BAYSIDE
FEE SCHEDULE**

RESOLUTION # 23-09

■ REMODELING (\$12/\$1,000)	\$85
■ OCCUPANCY PERMIT, COMMERCIAL & RESIDENTIAL	\$200/unit
■ OCCUPANCY, TEMPORARY	\$100/30 days/unit
■ PERMIT RENEWAL	\$75
■ RAZING, COMMERCIAL (\$85 + .12/SQ. FT.)	\$85
■ PLAN REVIEW*(PLAN REVIEWER MAY WAIVE FEES FOR ALTERATIONS DEEMED MINOR IN SCOPE)/UNIT	\$150
■ EARLY START (FOOTINGS AND FOUNDATION)	\$275
■ WATER LATERAL - OUTSIDE	\$75
■ SEWER LATERAL- OUTSIDE	\$75
■ BUILDING/HVAC/FIRE SYSTEMS PLAN REVIEW FEES	Per SPS Table 302.31-2
■ PLUMBING PLAN REVIEW FEES	Per SPS table 302.64 & SPS table 302.64-1
■ WORK INITIATED WITHOUT PERMIT	Double Normal Fees

UNENCLOSED STORAGE	
■ UNENCLOSED STORAGE PERMIT (DUMPSTER, ROLL-OFF BOX OR OTHER REFUSE RECEPTACLE EXCEEDING 2.5 CUBIC YARDS IN SIZE)	\$50/First 60 days \$60/60 day extension
■ PORTABLE TOILET	\$50/First 60 day \$60/60 day extension

ADMINISTRATION	
■ ANNUAL VACANT PREMISES FEE	\$500
■ COPIES - STANDARD SHEET OF PAPER	\$0.25/page
■ DELINQUENT INVOICE PENALTY CHARGE	1.5%/month
■ ELECTRONIC TAX ROLL	\$50
■ DUBBING AN AUDIO TAPE/CD	\$35
■ NON-SUFFICIENT CHECKS	\$50
■ LEGAL PUBLICATION	\$50
■ REAL ESTATE PROPERTY STATUS FEE	\$50
■ SPECIAL EVENT PERMIT (INCLUDES UP TO 4 BARRICADES)	\$50
■ STOP PAYMENT OF CHECK	\$50
■ TRANSIENT MERCHANT PERMIT	\$150
○ EACH PERSON	\$20

ALCOHOLIC BEVERAGES & CIGARETTES	
■ CLASS "A" FERMENTED	\$100
■ CLASS "B" FERMENTED	\$100
■ CLASS "A" INTOXICATING	\$500
■ CLASS "B" INTOXICATING	\$500
■ OPERATOR'S LICENSE - INITIAL	\$55
■ OPERATOR'S LICENSE - RENEWAL	\$55
■ PROVISIONAL OPERATOR'S LICENSE	\$15
■ PROVISIONAL RETAIL LICENSE	\$40
■ CIGARETTE AND TOBACCO PRODUCTS RETAILER LICENSE	\$100

**VILLAGE OF BAYSIDE
FEE SCHEDULE**

RESOLUTION # 23-09

ANIMALS	
■ ANIMAL FANCIER PERMIT	\$25
■ DOG & CAT LICENSES - 5 MONTHS OF AGE AFTER JULY 1- ALTERED	\$6
■ DOG & CAT LICENSES – 5 MONTHS OF AGE AFTER JULY 1-UNALTERED	\$12
■ DOG & CAT LICENSES - NEUTERED OR SPAYED	\$12
■ DOG & CAT LICENSES - UNALTERED	\$24
■ DOG & CAT LICENSES – PAID AFTER 3/31-ALTERED	\$18
■ DOG & CAT LICENSES – PAID AFTER 3/31-UNALTERED	\$36
■ GROOMING ESTABLISHMENTS	\$100
■ KENNEL PERMIT	\$100
■ PET SHOPS	\$100
■ CHICKEN/BEEKEEPING PERMIT	\$100
■ ANNUAL RENEWAL	\$50

PUBLIC WORKS	
COLLECTIONS	
■ SAME DAY CALLBACKS FOR GARBAGE, RECYCLING, AND YARD WASTE	\$45
■ ADDITIONAL GARBAGE CONTAINER PERMIT - ANNUAL	\$90
■ GARBAGE/RECYCLING/YARD WASTE CART	\$75
■ GARBAGE/RECYCLING/YARD WASTE CART RENTAL (PER WEEK)	
○ FIRST CART PER WEEK	\$40
○ EACH ADDITIONAL CART PER WEEK	\$20
■ ONE TIME UP THE DRIVE PICKUP COLLECTION FEE	\$50
■ ANNUAL UP-THE-DRIVE GARBAGE AND RECYCLING COLLECTION SERVICE PER HOME, WITHOUT EXCEPTION	\$1,167.90

SEWER	
■ SANITARY SEWER USER CHARGE	\$518
■ SEWER CONNECTION CHARGE	\$5,500

STORMWATER	
■ CULVERT REPLACEMENT (WITHIN ROAD PROJECT)	\$700
■ CULVERT REPLACEMENT (NOT WITHIN ROAD PROJECT)	\$1,400
■ PRIVATE CULVERT REPLACEMENT PERMIT	\$100
■ IMPERVIOUS SURFACE PERMIT	\$100
■ SECTION 104-9 DISCHARGE COMPLIANCE – EXPOSED STONE FINISH	
○ 24 INCHES DEEP (FOUR FEET WIDE - \$65/LINEAR FOOT)-OUT OF NETWORK (MIN. OF 10 FT.)	\$650
○ 24 INCHES DEEP (FOUR FEET WIDE - \$45/LINEAR FOOT)-IN NETWORK	\$450
■ SECTION 104-9 DISCHARGE COMPLIANCE – TOP DRESSED FINISH	
○ 24 INCHES DEEP (FOUR FEET WIDE - \$85/LINEAR FOOT)-OUT OF NETWORK	\$850
○ 24 INCHES DEEP (FOUR FEET WIDE - \$65/LINEAR FOOT)-IN NETWORK	\$650
■ STORMWATER MANAGEMENT REVIEW	\$200 + actual costs
■ STORMWATER USER CHARGE	\$258

SERVICES	
■ CUTTING OF GRASS/DPW LABOR SERVICES RATE	\$90/first hour, \$25/15 minutes thereafter
■ MULCH DELIVERY FEE (WITHIN VILLAGE)	

VILLAGE OF BAYSIDE

FEE SCHEDULE

RESOLUTION # 23-09

<ul style="list-style-type: none"> ○ 5 YARDS ○ 10 YARDS ○ 15 YARDS ○ 20 YARDS ○ 25 YARDS 	\$100 \$170 \$250 \$315 \$375
■ MULCH DELIVERY FEE 5 MILE RADIUS OUTSIDE OF VILLAGE-LABOR AND EQUIPMENT	\$200/5 yards
■ LOADING FEE	\$50
■ MAILBOX REPLACEMENT PROGRAM	\$200
■ NO PARKING SIGNS	\$30
■ SPECIAL PICKUP (2 PERSON CREW, 20 MINUTES) ADDITIONAL TIME BEYOND 20 MINUTES BILLED AT DPW LABOR SERVICES RATE THEREAFTER	\$80
■ YARD WASTE PROHIBITED MATERIAL DISPOSAL	\$75
■ TELEVISIONS/MONITORS AND OTHER DISPLAY ITEMS RECYCLING FEE	\$90
■ ADOPT-A-TREE	
<ul style="list-style-type: none"> ○ PUBLIC RIGHT-OF-WAY (INCLUDES TREE, INSTALL, MULCH, & INITIAL WATERING) ○ PRIVATE PROPERTY (INCLUDES TREE ONLY) 	\$200 \$225
■ RAIN BARREL	\$75
○ RAIN BARRELS (THREE)	\$200
STREETS	
■ RIGHT OF WAY PERMIT	
<ul style="list-style-type: none"> ○ EXCAVATION FEE ○ RIGHT OF WAY FEE 	\$200 \$100
■ ROAD BOND FOR NEW HOME CONSTRUCTION (MINIMUM)	\$10,000
■ STREET CUTTING	
<ul style="list-style-type: none"> ○ LESS THAN 100 SQ. FT. <ul style="list-style-type: none"> ● BOND FOR STREET CUTTING ○ 100 – 500 SQ. FT. <ul style="list-style-type: none"> ● BOND FOR STREET CUTTING ○ OVER 500 SQ. FT. <ul style="list-style-type: none"> ● BOND FOR STREET CUTTING 	\$400 \$1,000 \$500 \$3,000 \$600 \$5,000
■ TRANSFER OF SOLID FILL	\$250 plus: \$20 per Single Axle Truck \$40 per Multi Axle Truck
WATER	
■ WELL OPERATION FEE AND RENEWAL FEE (EACH VALID FOR 5 YEARS)	\$75/ every five years

EMERGENCY SERVICES	
■ FALSE SECURITY OR FIRE ALARM PENALTIES	
<ul style="list-style-type: none"> ○ ONE AND TWO FAMILY, FIRST FALSE ALARM ○ ONE AND TWO FAMILY, SECOND FALSE ALARMS ○ ONE AND TWO FAMILY, THIRD FALSE ALARMS ○ ONE AND TWO FAMILY, FOURTH FALSE ALARMS ○ ONE AND TWO FAMILY, FIFTH AND SUBSEQUENT FALSE SECURITY ALARMS ○ ALL OTHER PROPERTIES, FIRST FALSE ALARM ○ ALL OTHER PROPERTIES, SECOND FALSE ALARMS ○ ALL OTHER PROPERTIES, THIRD FALSE ALARMS 	Warning \$65 \$90 \$120 \$220 Warning \$320 \$370

VILLAGE OF BAYSIDE

FEE SCHEDULE

RESOLUTION # 23-09

○ ALL OTHER PROPERTIES, FOURTH FALSE ALARMS	\$420
○ ALL OTHER PROPERTIES, FIFTH AND SUBSEQUENT FALSE SECURITY ALARMS	\$525

POLICE	
■ ACCIDENT REPORT	\$6.50
■ COMPUTER REPORT	\$6.50
■ DATA 911 DVD/AUDIO	\$15
■ DATA 911 DVD/VEHICLE VIDEO/BODY CAMERA VIDEO	\$35
■ FINGERPRINTING	\$25
■ PHOTO	\$6.50
■ POLICE SPECIAL EVENTS – COORDINATION AND ATTENDANCE	\$100/hour
■ SERVICE FEE FOR COLLECTIONS FOR OTHER AGENCIES	\$25

SECONDHAND GOODS	
■ RUMMAGE/ESTATE SALE	\$15
■ ESTATE SALE SIGNAGE	\$50

SIGNS	
■ FINE/SIGN WITHOUT PERMIT	\$80
■ SIGN PERMIT – UP TO 25 SQUARE FEET	\$200
■ SIGN PERMIT 25 – 100 SQUARE FEET	\$300
■ SIGN PERMIT – TEMPORARY SIGNS	\$60

ELLSWORTH PARK	
■ BALL DIAMOND RENTAL	\$40 + \$200 Deposit
■ PARK PAVILION RENTAL	\$40 + \$35 Deposit
■ TENNIS COURT RENTAL	\$3/hr per Resident \$6/hr per Non-Resident

TRAFFIC AND VEHICLES	
■ BICYCLE REGISTRATION	\$10
■ VEHICLE STORAGE	\$20

ZONING	
■ BOARD OF ZONING APPLICATION	\$500
■ BROWN DEER ROAD OVERLAY	\$300
■ COMMUNITY-BASED RESIDENTIAL FACILITIES CONDITIONAL USE	\$300
■ CONDITIONAL USE PERMIT APPLICATION	\$300
■ CONDITIONAL USE PERMIT APPLICATION-MINOR	\$150
■ LAND DIVISIONS/RE-ZONING/CSM/ROW VACATION	\$250
■ HOME OCCUPATIONS	\$40
■ OVERLAY USE "D" BUSINESS DISTRICT	\$250
■ PLANNED RESIDENTIAL DEVELOPMENT	\$250
■ PLANNED UNIT COMMERCIAL DEVELOPMENT DISTRICT PETITION	\$500/acre plus cost incurred by Village



2023 Bayside Citizens Academy

Participant Survey Results

Overall – Very Positive!

- 10/10 Participants said they enjoyed it
- 10/10 Participants said they would recommend it
- 10/10 Participants felt 2 hours was just right

“I have learned a great deal! I thought that all of the presenters were very knowledgeable and approachable.”

WHY DID YOU SIGN UP FOR THE BAYSIDE CITIZENS ACADEMY?

The schedule worked for me

I am a new resident

Meet/ Interact with employees

Understand Village work

Learn about the workings of local government

Become more knowledgeable about public life

Understand costs and responsibilities

Sounded interesting

Learn about what the Village does

Learn about our community

Be a better citizen

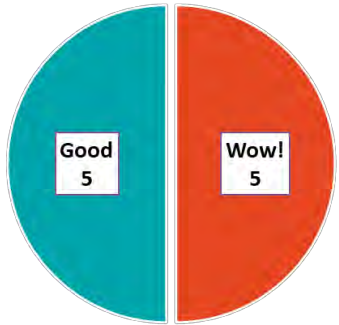


Had taken the citizens police academy and found it interesting

HOW WOULD YOU RATE THE TOUR/ CONTENT OF EACH SESSION?

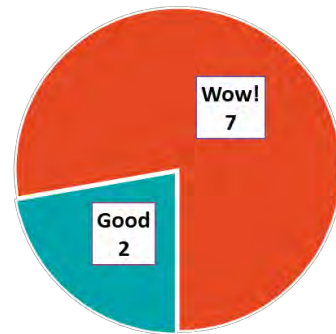
Session 1:

General Governance,
Communications, and
Building Services



Session 2:

Police Department



Session 3:

Library/ Health
Department



Session 4:

Fire
Department/ EMS



Session 5:

Bayside
Communications & IT



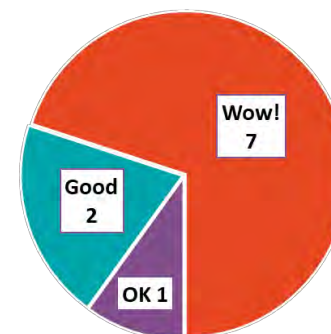
Session 6:

Public Works

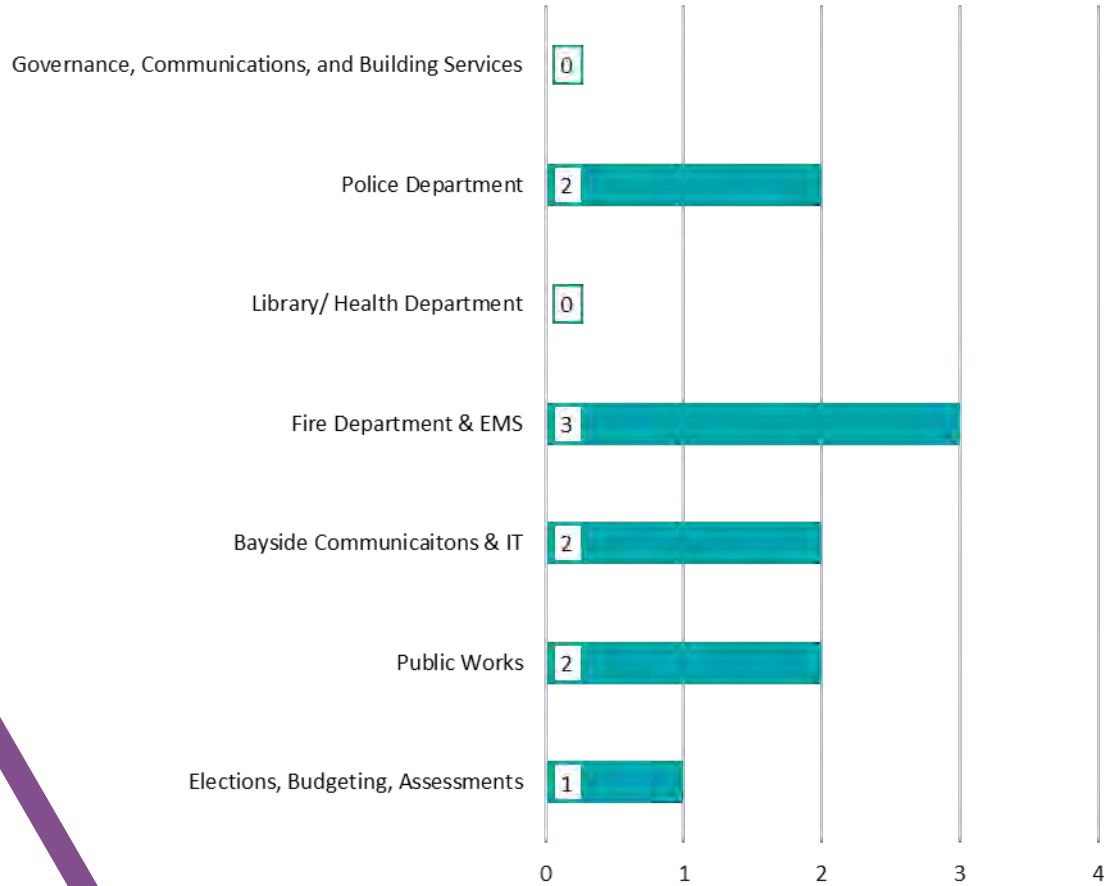


Session 7:

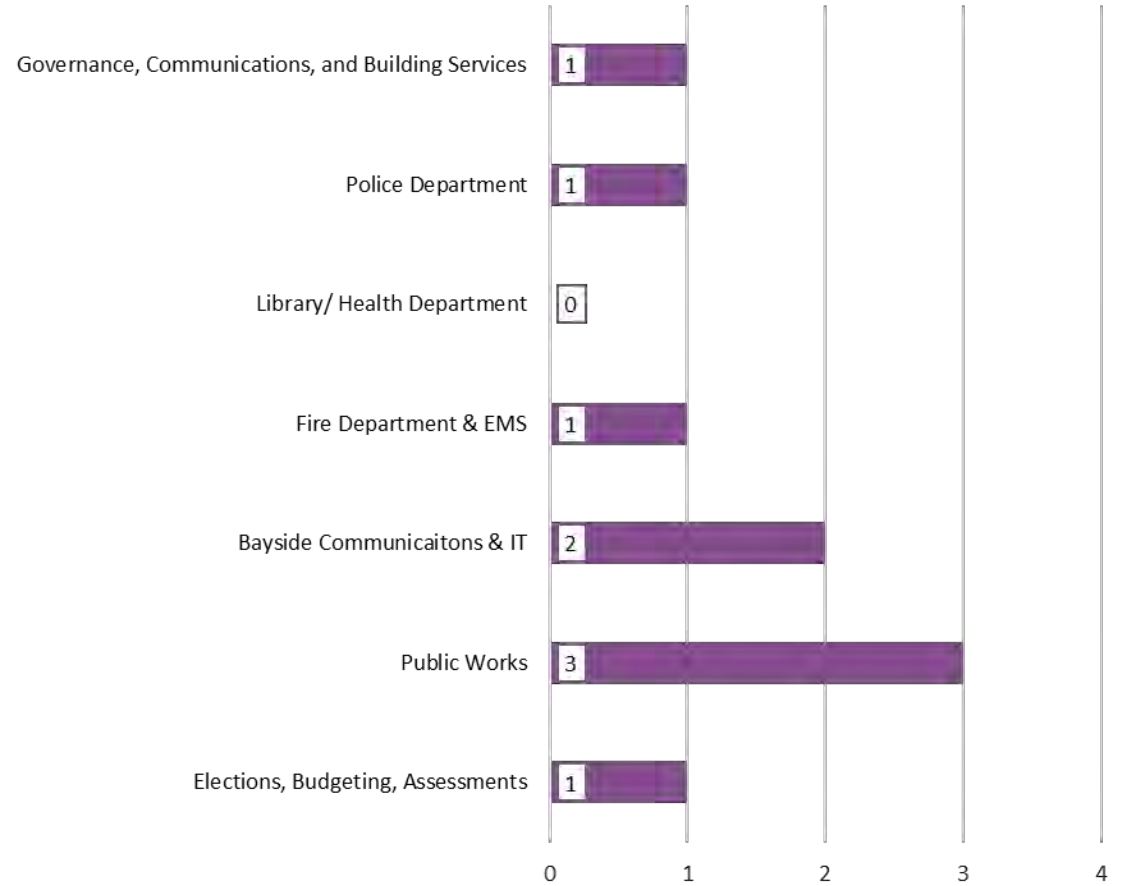
Elections, Budgeting,
Assessments



WHICH SESSION DID YOU ENJOY THE MOST?



WHICH SESSION DID YOU LEARN THE MOST FROM?



CHANGES/ TOPICS NOT COVERED

Materials for each session written/ digitized ahead of session

More info on active shooters

More detail about the police & fire departments

Comparisons to other communities

Details about opportunities to help

Updates on the Library

Information on financing/ budgeting difficult to understand without a background in the topic

Natural resources and native wildlife in the area

Increase advertising

Less info about bios/ resumes

Volunteer opportunities

WHAT IS YOUR BIGGEST TAKE AWAY FROM THIS PROGRAM?



A word cloud of feedback phrases, with the most prominent words in purple and smaller words in orange and blue. The words are arranged in a roughly oval shape, with 'thankyou' and 'great employees' being the largest.

thankyou
great employees
complex
bayside
professional
well-run
work
employees
job
workings
work
sessions
really
provided
think
neat
well-managed
presenters
learned
entire
everything
leah
approachable
knowledgeable
certainly
dedicated
government
appreciate
small
andy
love
thought
high-level
honest
everyone
environment
depth
fortunate
lived
fabulous
hear
community
aware
benefits
encompasses
deal
realized
variety
variety
variety