

Department Note: As MS4 Permittees demonstrate compliance differently and MS4 Permittees may have different MS4 permit conditions, the following written program procedure is intended to provide ideas on various formats. Therefore, please note the provided example may not be appropriate, as is, for your community. Additionally, the following is a written program procedure that has been submitted to the Department by a MS4 Permittee. However, the MS4 Permittee name have been removed to keep them anonymous.

Village of Waterville

Pollution Prevention - Collection Services Procedures

Street Sweeping

Procedures

Street sweeping for the Village of Waterville is completed by the Public Works Department. Once the winter weather is no longer present in the Village, typically beginning in the month of April, the Village will begin to perform street sweeping based on the direction of the Director of Public Works. The Village conducts street sweeping activities along approximately 220 lane miles of Village streets. During each sweeping event, the Department conducts a complete sweeping of the entire Village. Typically, the Village sweeps all of the streets at least three times annually.

All street sweeping debris is collected and disposed of at Waste Management's landfill located along County Line Road in Waterville. The amount of debris that is collected is recorded by the street sweeper driver who empties the collection hopper. All collected material is temporarily staged at the Public Works Facility in an outside container. Once enough material has accumulated between street sweeping, catch basin cleaning, watermain repair spoils, and materials from other projects, it is trucked to Waste Management for disposal.

Reporting and Record Keeping

The Village of Waterville's Public Works Department shall record all street sweeping activities. Village Public Works employees utilize paper maps to keep track of street sweeping activities. After a driver is done sweeping for the day, they mark on a paper map their route and how much debris was collected. The amount of debris collected during street sweeping activities are reported on the Annual MS4 Report.

The Village will continue to maintain records of the total amount of material collected by ton and report it on the Annual MS4 Report.

Catch Basin Cleaning

Procedures

Catch basin cleaning for the Village of Waterville is conducted by both the Public Works and Utilities Departments as time permits. Cleaning catch basins can continue throughout the year as weather allows, assuming the sumps are not frozen and the debris is able to be easily removed.

The Village of Waterville's Public Works Department maintains 5,589 catch basins throughout the Village. Currently being developed through the Village's GIS and work order platforms is a five-year rotational catch basin cleaning program. Catch basins will be color coded in the GIS system, indicating

whether they've been cleaned recently, cleaned somewhat recently or are coming due for cleaning. The color-coding process is currently being used similarly for such things as valve turning and hydrant flushing. This is a great way to identify catch basins that are coming due for cleaning, if we are operating on a five-year cycle for cleaning all of the catch basins in the Village. Catch basins within the Milwaukee River Basin TMDL that have not been cleaned recently will be identified first for cleaning. Priority will also be given to catch basins near recent watermain breaks, and high traffic areas.

Reporting and Record Keeping

A couple different pieces of equipment are used to clean catch basins, including a street sweeper outfitted with truck mounted vacuum. Operators emptying the hoppers on the vacuum truck or street sweeper, determine the amount of debris collected when the hopper is emptied and records the volume in yards. At the end of the year the total volume is converted to tons for reporting on the MS4 Annual Report. All the material collected is temporarily staged at the Public Works Facility in an outside container. Once enough material has accumulated between street sweeping (to save on costs), catch basin cleaning, watermain repair spoils, and materials from other projects, it is trucked to Waste Management for disposal.

The Village will continue to maintain records of the total amount of catch basins cleaned annually and report it on the Annual MS4 Report.

Based upon funding available and staffing levels, the Village anticipates cleaning 300-400 catch basins annually for the remaining two years of the current MS4 permit term. Village Staff is currently working with the Village Board to establish a fee for the Storm Water Utility. Until funding and staff levels changes, the Village can only expect to clean 300-400 catch basins annually.

Leaf and Yard Waste Management

Procedures

The Village of Waterville offers curbside leaf collection to its residents. Residents can take yard waste to Waste Management (N96W13073 County Line Rd) up to 35 times in a year, free of charge. The Village informs its residents about these services through the Village website, newsletter, social media, and an annual presentation at Village Board meeting. Residents are instructed to not pile leaves near catch basins to prevent leaves from entering the storm sewer system.

Leaves are collected utilizing Village equipment, including; a leaf vacuum truck, street sweepers, leaf pushers, a Village owned rear loading packer (garbage) truck, and one to two rented rear loading packer trucks. They are then taken to Johnson's Nursery (W180N6275 Marcy Rd., Menomonee Falls) and discarded at their composting facility the same day they are collected. When weather allows, the Village follows up areas that have their leaves collected with a street sweeper, typically within 24 hours. All the material collected is temporarily staged at the Public Works Facility in an outside container. Once enough material has accumulated between street sweeping (to save on costs), catch basin cleaning,

watermain repair spoils, and materials from other projects, it is trucked to Waste Management for disposal.

The Village of Waterville will begin collecting leaves in late October through November (weather permitting) provided the following procedures are followed:

1. Leaves are raked to the curb and gutter, and road to be collected by the Village of Waterville Public Works Department.
2. Leaves placed on Village rights-of-way for Village pickup should be raked in long narrow piles that are within reach of the leaf vacuum.
3. Piles should not extend into traffic lanes, thereby creating traffic hazards.
4. Crews will not pick up leaves mixed with yard waste, logs, or anything besides leaves. Piles of leaves and other debris will be tagged with a notice, indicating the reason why the pile was not collected. If need be, there's a process for progressive enforcement; starting with verbal warning, written warning, inspections fees, and citations.
5. Leaves should not be placed on Village property except on the public right-of-way along the curb and gutter.

Leaves are only collected in areas of the Village that have curb and gutter. This is done so leaves don't clog the storm sewer system.

Reporting and Record Keeping

The Public Works Department records the daily collection areas. Village personnel utilizes paper maps to track leaf collection. Maps of the collected areas are kept in the Crew Leader office. The volume for collected material is undetermined at this time since the Public Works Yard nor does Johnson's Nursery have a weight scale. This has not been a reportable area of the MS4 Report, so gathering information on the amount of leaves collected, has not been made a priority.

The Village will continue to track all the collected locations along with the corresponding dates, to ensure each area of the Village is collected at least three times a season.