Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted.**

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? (•) **Annual Report** ( ) **Other**

Project Name:	2025 Annual Report
County:	Jefferson
Municipality:	Fort Atkinson City
Permit Number:	S050075
Facility Number:	31422
Reporting Year:	2025

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ( ) **Yes** (•) **No**

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for Municipal storm water permit eReporting [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report
    - Municipal Property SWPPP
    - Municipally Property Inspection Report
    - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment

- Attach the following permit compliance documents as appropriate using the attachments tab above

  - Storm Water Management Program
    - Public Education and Outreach Program
    - Public Involvement and Participation Program
    - Illicit Discharge Detection and Elimination Program
    - Construction Site Pollutant Control Program
    - Post-Construction Storm Water Management Program
    - Pollution Prevention Program
      - Municipal Storm Water Management Facility (BMP) Inventory
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
  - Total Maximum Daily Load documents *(*If applicable, see permit for due dates.)*
    - TMDL Mapping*
    - TMDL Modeling*
    - TMDL Implementation Plan*
    - Fecal Coliform Screening Parameter *
    - Fecal Coliform Inventory and Map *(S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022)*
    - Fecal Coliform Source Elimination Plan *(S050075-03 general permittees Appendix B - document due to the department by October 31,2023)*

- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].
Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality	Fort Atkinson City
Facility ID # or (FIN):	31422
Updated Information:	☐ Check to update mailing address information
Mailing Address:	101 N Main St
Mailing Address 2:	
City:	Fort Atkinson City
State:	WI
Zip Code:	53538 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☑ Select to ***create new*** primary contact

First Name:	Zach
Last Name:	Navin

☑ Select to ***update*** current contact information

Title:	Dir of Public Works
Mailing Address:	101 N Main St
Mailing Address 2:	
City:	Fort Atkinson
State:	WI
Zip Code:	53538-1861 xxxxx or xxxxx-xxxx
Phone Number:	920-397-9901 Ext: xxx-xxx-xxxx
Email:	znavin@fortatkinsonwi.gov

Additional Contacts Information (Optional)

☐ I&E Program
☐ IDDE Program
☐ IDDE Response Procedure Manual

Individual with responsibility for: (Check all that apply)	☐ Municipal-wide Water Quality Plan ☐ Ordinances ☐ Pollution Prevention Program ☐ Post-Construction Program ☐ Winter roadway maintenance

First Name:	
Last Name:	
Title:	
Mailing Address:	
Mailing Address 2:	
City:	
State:	
Zip Code:	xxxxx or xxxxx-xxxx
Phone Number:	Ext: xxx-xxx-xxxx
Email:	

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☑ Select to ***create new*** Billing contact

First Name:	Zach
Last Name:	Navin

☑ Select to ***update*** current contact information

Title:	Dir of Public Works
Mailing Address:	101 N Main St
Mailing Address 2:	
City:	Fort Atkinson
State:	WI
Zip Code:	53538-1861 xxxxx or xxxxx-xxxx
Phone Number:	920-397-9901 Ext: xxx-xxx-xxxx
Email:	znavin@fortatkinsonwi.gov

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

◉ Yes ○ No

☑ Public Education and Outreach Rock River Stormwater Group

☑ Public Involvement and Participation Rock River Stormwater Group

☐ Illicit Discharge Detection and Elimination

☐ Construction Site Pollutant Control

☐ Post-Construction Storm Water Management

☐ Pollution Prevention

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

○ Yes ◉ No

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Does MS4 conduct any educational efforts or events independently (not with a group) ○ Yes ◉ No

b. How many total educational events were held during the reporting year: 37

c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? ◉ Yes ○ No

d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	**Passive Mechanisms**
☑ Education activities (school presentations, summer camps)	☑ Passive print media (brochures at front desk, posters, etc.)
☑ Information booth at event	☑ Distribution of print media (mailings, newsletters, etc.) via mail or email.
☑ Targeted group training (contractors, consultants, etc.)	☑ Media offerings (radio and TV ads, press release, etc.)
☑ Government event (public hearing, council meeting)	☑ Social media posts
☑ Workshops	☑ Signage
☐ Tours	☑ Website
☑ Other: River Clean Up	☑ Other: Additional materials

Topics Covered	Target Audience
☑ Illicit discharge detection and elimination	☑ General Public
☑ Household hazardous waste disposal/pet waste management/vehicle washing	☑ Public Employees
☑ Yard waste management/pesticide and fertilizer application	☑ Residents
☑ Stream and shoreline management	☑ Businesses
☑ Residential infiltration	☑ Contractors
☑ Construction sites and post-construction storm water management	☑ Developers
☑ Pollution prevention	☑ Industries
☑ Green infrastructure/low impact development	☑ Public Officials
☑ Other: Salt Management	☐ Other:

e. Will additional information/summary of these education events be attached to the annual report? ◉ Yes ○ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The Rock River Stormwater Group's annual report is attached.

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☐ MS4 Annual Report ☐ Storm Water Management Program ☐ Storm Water related ordinance ☑ Other: Erosion control inspection and ill...	☐ General Public ☑ Public Employees ☐ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	11-50	◉ Yes ○ No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

☐ NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☑ General Public ☑ Public Employees ☑ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Public Officials ☐ Other	101 +	◉ Yes ○ No

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

The Rock River Clean Up was held in September, 2025 at 10 locations and involved more than 200 volunteers.

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

a. How many total outfalls does the municipality have? 85

b. How many major outfalls does the municipality have? 13

c.

How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? 85

d. From the municipality's routine screening, how many were confirmed illicit discharges? 0

e. How many illicit discharge complaints did the municipality receive? 0

f. From the complaints received, how many were confirmed illicit discharges? 0

g. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? 0

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

h. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- ☑ Verbal Warning 0
- ☑ Written Warning (including email) 0
- ☑ Notice of Violation 0
- ☑ Civil Penalty/ Citation 0

Additional Information:

i. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Full outfall inspection report is attached.

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? 3

b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? 2

c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? 36

d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- ☑ Verbal Warning 6

☑ Written Warning (including email)	14
☑ Notice of Violation	2
☑ Civil Penalty/ Citation	0
☑ Stop Work Order	0
☐ Forfeiture of Deposit	
☐ Other - Describe below	

e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*.

Each site is inspected monthly and at each building inspection.

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

a. How many new structural storm water management Best Management Practice (BMP) have received local approval ? 3

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,

b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ◉ Yes ○ No

c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? Inspections completed by private landowners should be included in the reported number. 3

d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ○ Yes ◉ No

e. Does MS4 have maintenance authority on these privately owned BMPs?
○ Yes ◉ No

f. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

☑ Verbal Warning	2
☐ Written Warning (including email)	
☐ Notice of Violation	
☐ Civil Penalty/ Citation	
☐ Forfeiture of Deposit	
☐ Complete Maintenance	

☐ Bill Responsible Party

☐ Other - Describe below

g. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page*.

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

a. Enter the total number of "municipally owned" (i.e., publicly owned BMPs) or operated (i. e., privately o wned BMPs) structural storm water management best management practices. 12

b. How many new municipally owned storm water management best management practices were installed in the reporting year ? 2

c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year? 0

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

Pretreatment, inlet, outfall, vegetation, bank stability, infiltration area, permanent pool, tributary area.

e. How many of these facilities required maintenance? 0

f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*.

The City constructed a new Public Works Facility that includes two BMP's.

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

g. How many municipal properties require a SWPPP? 3

h. How many inspections of municipal properties have been conducted in the reporting year? 6

i. Have amendments to the SWPPPs been made?

○ Yes ◉ No

j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The December Inspections were not completed do to heavy snow cover. Also, a new Public Works Facility was constructed in 2025.

* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - *Street Sweeping Program* ☐ Not Applicable

l. Did the municipality conduct street sweeping during the reporting year?
◉ Yes ○ No

m. If known, how many tons of material was removed? 415

n. Does the municipality have a low hazard exemption for this material? ◉ Yes ○ No

o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?

◉ Yes - Explain frequency 12 full cycles completed

○ No - Explain _____

○ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

p. Did the municipality conduct catch basin sump cleaning during the reporting year? ◉ Yes ○ No

q. How many catch basin sumps were cleaned in the reporting year? 30

r. If known, how many tons of material was collected? 1

s. Does the municipality have a low hazard exemption for this material? ◉ Yes ○ No

t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

○ Yes- Explain frequency _____

○ No - Explain _____

◉ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

u. Does the municipality conduct curbside leaf collection? ◉ Yes ○ No

v. Does the municipality notify homeowners about pickup? ◉ Yes ○ No

w. Where are the residents directed to store the leaves for collection?

☑ Pile on terrace ☐ Pile in street ☐ Bags on terrace

☐ Other - Describe _____

x.

What is the frequency of collection?

Daily for 4-5 weeks until complete

y. Is collection followed by street sweeping? ◉ Yes ○ No

z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*

Operate a tandem axle truck with a large leaf vacuum attachment, and follow with a Elgin RegenX street sweeper throughout the entire season

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles*.) 134

ab. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	0	63	156	168	66	0

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	100	355	160	30	0

ac. Was salt applying machinery calibrated in the reporting year? ◉ Yes ○ No

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ◉ Yes ○ No

Training Date	Training Name	# Attendance
11/10/2025	Staff review of online calibration video	12

ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Staff reviewed the training video for equipment calibration.

Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ? ○ Yes ◉ No

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

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Sharing of the MS4 annual report

Municipal Officials

Sharing of the MS4 annual report

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

Sharing of the MS4 annual report

ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?

○ Yes ◉ No

If yes, check the areas the map items that got updated or changed:

- ☐ Storm water treatment facilities
- ☐ Storm pipes
- ☐ Vegetated swales
- ☐ Outfalls
- ☐ Other - Describe below

b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*.

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	**Budget** Reporting Year	**Budget** Upcoming Year	**Source of Funds**
Element: Public Education and Outreach			
0	0	0	Storm water utility
Element: Public Involvement and Participation			
0	0	0	Storm water utility
Element: Illicit Discharge Detection and Elimination			
0	0	0	Storm water utility
Element: Construction Site Pollutant Control			
0	0	0	Storm water utility
Element: Post-Construction Storm Water Management			
0	0	0	Storm water utility
Element: Pollution Prevention			
0	0	0	Storm water utility
Other (describe)			
			Select...

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

The City's Stormwater Utility budget does not align with the DNR budget categories. A copy of the budget is attached.

Water Quality

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

○ Yes ○ No ◉ Unsure If Yes, explain below:

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

○ Yes ○ No ◉ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?
○ Yes ◉ No ○ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?
○ Yes ◉ No ○ Unsure

Storm Water Quality Management

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

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

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - Help reduce file size and trouble shoot file uploads
*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Attach - Other Supporting Documents

AR_EO

File Attachment

2025 Annual Report - Condensed.pdf

AR_Other

File Attachment

COFA SW Utility Budget 2026.pdf

AR_MuniFacInsp

File Attachment

COFA SWPPP Inspections.pdf

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

Attach - Permit Compliance Documents

IDDE_Program

File Attachment

Fort Atkinson 2025 Storm Outfall Inspections.pdf

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

Sign and Submit Your Application

Steps to Complete the signature process

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

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

Terms and Conditions

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

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

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

Name:	Zach Navin
Title:	Dir of Public Works

Authorized Signature.

☑ I accept the above terms and conditions.

Signed by : i:05.t|mywisconsin id|znavin@fortatkinsonwi.gov on 2026-03-16T13:...

You have already signed and submitted this application to the DNR. Please contact the Wisconsin DNR for assistance.

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