

**Village of Hartland, WI
Capacity, Management, Operation,
& Maintenance (CMOM) Program**

Village of Hartland, WI

Capacity, Management, Operation, & Maintenance (CMOM) Program

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Section 1

Goals

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
GOALS**

A Capacity, Management, Operation, and Maintenance Program (CMOM) must ensure the following standards are met:

- The sewage collection system is properly managed, operated and maintained at all times.
- The sewage collection system provides adequate capacity to convey all peak design flows.
- All feasible steps are taken to eliminate infiltration and inflow, limit sanitary sewer overflows, and mitigate the impact of such overflows to the environment and the impact to public health.
- A process is in place to notify the public and other directly affected parties of any incidents of overflows from the sewerage system.
- Annual reports are submitted in accordance with the provisions of *Wisconsin Administrative Code*.

The following annual goals of the Village of Hartland will help ensure the standards are met:

- Review and update sewer ordinances as circumstances dictate
- Create informational materials to educate the public
- Clean 33% of the sewer collection system per year
- Increased cleaning of identified problem areas (as needed)
- Televis 5% to 10% of the system per year
- Review the sewer utility budget for repair and rehabilitation projects yearly
- Update Geographic information system (GIS) as needed
- Perform sewer flow monitoring to determine future system improvements

Section 2 Organization

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
ORGANIZATION**

The Village of Hartland owns, operates, maintains, and is responsible for forty nine and a half (49.5) miles of sanitary sewer collection system, including six (6) lift stations.

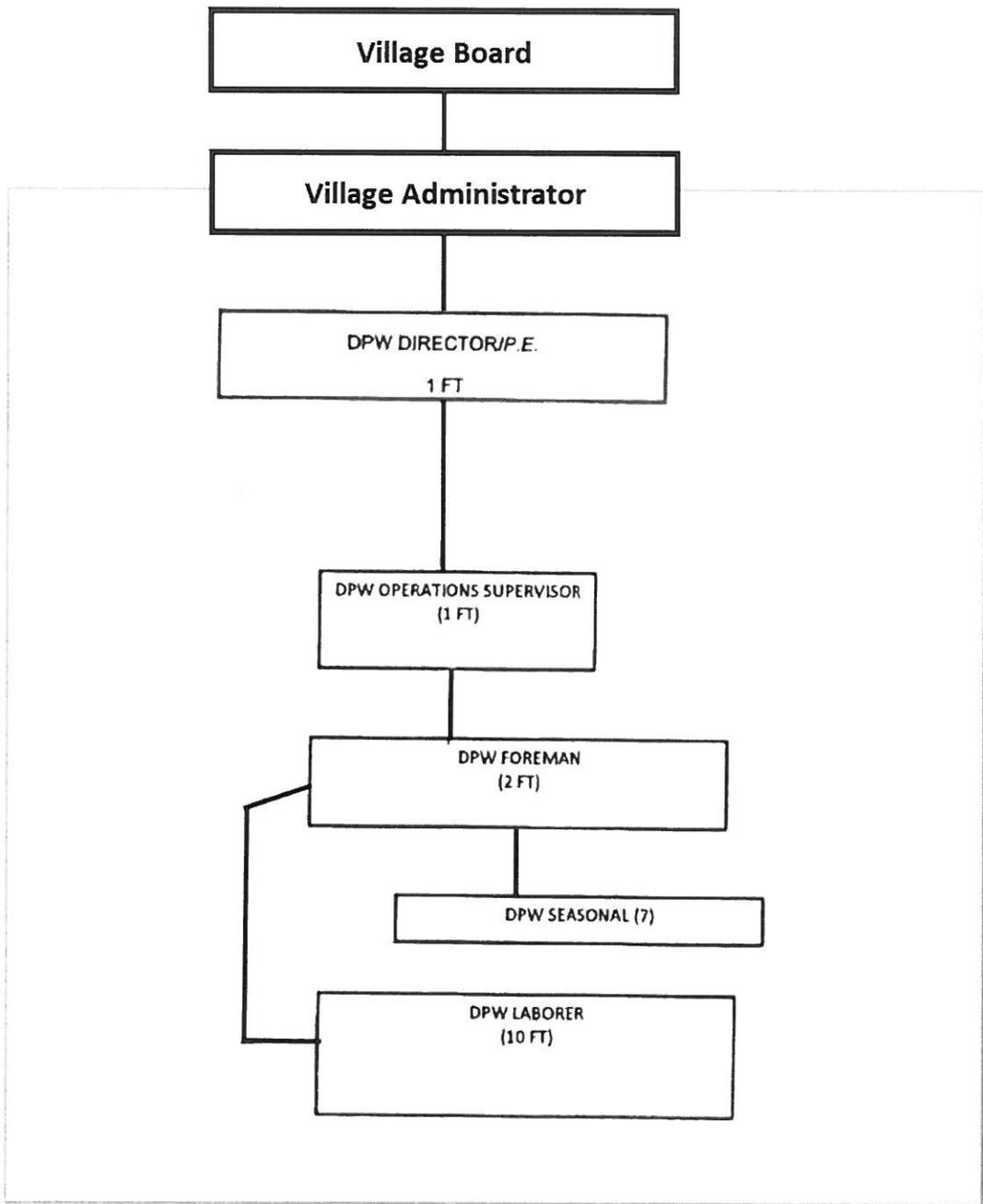
The organization of the Village's Sewer Utility is as shown on the Organizational Chart in this section. The Sewer Utility is governed by the Village Board of Trustees. Members of the Village Board are elected by the citizens of the Village.

The Village's sewer collection system flows to the Del – Hart treatment plant in the City of Delafield.

The Village accepts waste water from Arrowhead High School and Swallow School in the Town of Merton. Arrowhead High School and Swallow School must abide by the Village's sewer ordinances.

Operation and Maintenance of the Sewer Utility is performed by the Village Department of Public Works and hires contractors as needed. Communication between the Public Works Director and the Village Board occurs on the second and fourth Monday of every month. All purchases and improvements related to the sewer system over \$15,000 must be approved by the Village Board. All purchases and improvements related to the sewer system between \$5,000 and \$15,000 must be approved by the Village Administrator.

See Village web site for public information and education documents.



Section 3
Legal Authority

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
LEGAL AUTHORITY**

The Village must have legal authority mechanisms in place to ensure the following are met:

- Infiltration and inflow sources, including infiltration and inflow into building sewers, private interceptor sewers, or other such sources on private property, are subject to oversight and control, as necessary.
- New sewers and connections, including building sewers and private interceptor sewers are designed, constructed, installed, tested, and inspected to meet all applicable current engineering and construction standards.
- New and rehabilitated sewers, lift stations, and other collection system components or appurtenances are installed, tested, and inspected to meet all applicable current standards.
- Sewage flows from privately owned sewage collection systems are monitored and controlled.
- Solid or viscous pollutants, such as fats, oils, and greases, are not discharged into the sewage collection system in amounts that will cause or contribute to obstruction to the flow in the sewer.
- Procedures are in place to implement enforcement actions for non-compliance with established legal authorities.

The following legal authority mechanisms are currently in place and will help ensure the standards are met:

- Village of Hartland Sewer Utility Ordinance
- Village of Hartland Plumbing Code
- Delafield-Hartland Water Pollution Control Commission Sewer Use and User Charge Ordinance
- Wisconsin Administrative Code

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
FATS, OIL, AND GREASE CONTROL**

Section NR 210.23 of the Wisconsin Administrative Code requires that collection system owners ensure that solid or viscous pollutants such as Fats, Oils, and Grease (F.O.G.) are not discharged into the sewage collection system.

The Village requires suitable and adequate interception units (grease traps, oil interceptors, etc.) for all food service establishments. Such interceptors and traps are required to be inspected, cleaned regularly, and maintained in proper working condition by the user at the user's expense. Maintenance and cleaning records shall be maintained by the user and made available to Inspectors for review upon request.

The following items are associated with the Village grease trap inspection program:

- Educate owners on proper maintenance and cleaning.
- Distribute Best Management Practices and maintenance record forms to owners. (Attached)
- Inspect grease traps of food service establishments for proper operation and code compliance on an annual basis.
- Post on the Village website education and outreach documentation regarding F.O.G. Control.



GREASE TRAP BEST MANAGEMENT PRACTICES (BMPs) FOR COMMERCIAL FOOD AND RESTAURANT ESTABLISHMENTS

Train kitchen staff and other employees about how they can help ensure BMPs are implemented.

Reason: People are more willing to support an effort if they understand the reasons behind it.

Benefit: The benefits of the BMPs will have a better chance of being implemented.

Post "No Grease" signs above sinks and on the front of dishwashers.

Reason: Signs serve as a constant reminder for staff working in kitchens.

Benefit: Minimize grease discharge to traps/interceptors and reduce the cost of cleaning and disposal.

"Dry wipe" pots, pans, and dishware prior to dishwashing.

Reason: By dry-wiping and disposing in the garbage, the material will not be sent to grease traps.

Benefit: This will reduce the amount of material collected in the grease trap and interceptors, and will reduce cleaning and maintenance costs.

Dispose of food waste by recycling and/or solid waste removal.

Reason: To divert food wastes away from grease traps and interceptors.

Benefit: Recycling or solid waste disposal will reduce the frequency and cost of grease trap/interceptor cleaning.

Recycle waste cooking oil.

Reason: Cooking oil that ends up in grease traps will have to be pumped, costing businesses money.

Benefit: Some companies pay to haul used cooking oil and make it into new products.

Cover outdoor grease and oil storage containers.

Reason: Rainwater into open containers can cause an overflow onto the ground leading to stormwater collection systems, creeks, and streams.

Benefit: Avoid polluting streams, creeks and other water bodies.

Routinely clean kitchen exhaust system filters.

Reason: If grease and oil escape through the kitchen exhaust system, it can accumulate on exterior surfaces, eventually entering the storm drain system when it rains.

Benefit: Minimizes the chance of grease-related fires and the likelihood of grease entering nearby water bodies.

Do not pour grease down sinks or into toilets.

Reason: Grease poured into a toilet or sink can congeal, clogging sewer pipes and cause backups.

Benefit: Lower plumbing repair bills and no loss of business due to sewer backups.

Clean interceptors with a capacity of 100 gallons or less weekly, or more frequently if needed.

Reason: Weekly (or more frequent) cleaning of the grease trap by a facility's own staff will reduce maintenance cost and lower the risk of backups.

Benefit: Cleaning under-sink grease traps frequently will reduce the frequency and cost of grease interceptor cleaning.

APPENDIX C - SEWER UTILITY

FOOTNOTE(S):

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Editor's note—Printed herein are provisions promulgated by the joint Delafield-Hartland Sewer Utility (Delafield-Hartland Water Pollution Control Commission), as accepted by the village in Ord. No. 641-99 passed and approved October 11, 1999. Since the original history notes to the ordinance were unavailable, the provisions have been history noted to the prior village Code section. Obvious misspellings and punctuation errors have been corrected without notation. For stylistic purposes, headings and catchlines have been made uniform, and the same system of capitalization, citation to state statutes and expression of numbers in text as appears in the Code of Ordinances has been used. Additions made for clarity are indicated by brackets.

Cross reference— Administration, ch. 2; buildings and building regulations, ch. 18; businesses, ch. 22; community development, ch. 26; historic preservation, ch. 42; zoning ordinance, ch. 46; land subdivision, ch. 50; mobile homes, ch. 58; solid waste, ch. 74; streets and sidewalks, ch. 78; utilities, ch. 86.

ARTICLE I. - DELAFIELD-HARTLAND WATER POLLUTION CONTROL COMMISSION

Sec. 13.09. - Subsections (3)—(8).

- (1) Created. There is created a joint commission to represent the City of Delafield and Village of Hartland. Such commission shall be known as the "Delafield-Hartland Water Pollution Control Commission" (hereafter called the "commission"), pursuant to Wis. Stats. § 66.30. The purpose of this commission is to provide sewage collection, treatment and distribution services for the municipalities and such persons, organizations or municipalities as the commission may contract with. The commission has not been created for profit, and no part of any net income of the commission shall inure to the benefit of any individual, organization or association created for profit.
- (2) Membership.
 - (a) Number of members. The commission shall be composed of eight members, four selected by each municipality.
 - (b) Selection. The members selected by each municipality shall be appointed by the mayor or village president, as the case may be, and such appointment shall be confirmed by a majority vote of such municipality's governing body.
 - (c) Term of office. The term of office of all commission members shall be for three years commencing on June 1 and ending on May 31.
 - (d) Removal. Any commission member selected by a municipality may be removed without cause by a four-fifths vote of the governing body of such municipality; provided, however, that such removal shall become effective only upon the appointment of a successor member pursuant to subsection (e) of this section. For purposes of subsection (e) of this section, such a vote to remove a commission member shall be deemed to create a vacancy in such member's office, notwithstanding the fact that such member shall continue to hold such office until his successor shall be appointed. Upon such removal, the clerk of such municipality shall notify the clerk of the commission in writing of such removal.
 - (e) Vacancies. A vacancy in the office of a commission member created for any reason shall be filled by the municipality from which such member has been previously selected by the appointment of a successor member by the chief executive officer of such municipality, which

such appointment shall be confirmed by a majority vote of the governing body of such municipality. Each successor so selected shall serve the remaining term of the member whose office has been vacated.

- (f) [Reserved.]
- (g) Alternate members of the commission. In recognition that members of the commission may be unable to attend meeting(s) of the commission due to absence, illness or other reason, the presiding officer of the municipality (i.e., the mayor or village president, as the case may be), shall appoint at least two alternate members who can fill in whenever appointed members are unable to attend any meeting of the commission. Alternate members shall serve a term of one year or until their successor(s) shall have been duly appointed. Whenever it shall appear to the chairperson of the commission, or to the chairperson's designee, that one or both of the municipalities will not have all of the members appointed by such municipality present at any meeting of the commission due to illness, absence or otherwise, the chairperson may communicate the need for one or more alternate members to attend such meeting, by contacting the presiding officer of the municipality (the mayor or village president). The mayor or village president, as the case may be, shall designate an alternate member to attend such meeting in place of the member who is not able to attend; and in such event, the alternate member shall have the same power and authority as the member in question. The alternate member may continue to attend all meetings of the commission until such time as the member (in whose stead the alternate member has been so designated) is able to attend meeting of the commission. Alternate members shall be appointed by the mayor or village president in writing, which writing shall be filed with the city or village clerk, as the case may be, and with the clerk of the commission.

(3) Officers.

- (a) Offices designated. The officers of the commission shall be a chairman, vice-chairman, clerk and treasurer. In addition to the foregoing officers, the commission may appoint a deputy clerk and deputy treasurer. The commission may, at its discretion, combine the offices of clerk and treasurer and of deputy clerk and deputy treasurer.
- (b) Selection and term of office. Each commission officer shall be selected from among the membership of the commission at the commission's regular June meeting each year and shall serve for a term of one year and until such officer's successor shall be elected and qualified. The vice-chairman shall be selected from the municipality other than the municipality from which the chairman serving the same term has been selected.
- (c) Removal. Any commission officer may be removed from office by a vote of the majority of all the commission members.
- (d) Vacancies. A vacancy in any office created for any reason shall be filled by the commission at its next meeting held after such vacancy shall occur. The member selected to fill such vacant office shall serve the remainder of the term of the member leaving such office vacant.
- (e) Powers and duties.
 - 1. Chairman. The chairman shall preside at all meetings of the commission and shall sign all resolutions, rules of procedure and amendments thereto, contracts and any other documents of any kind requiring a signature on behalf of the commission. The chairman shall countersign all checks drawn on the commission's account.
 - 2. Vice-chairman. The vice-chairman shall have all of the powers and shall perform all of the duties of the chairman in the absence of the chairman.
 - 3. Clerk. The clerk shall make and keep a permanent record of all commission proceedings, including public hearings, have custody of all records of the commission, furnish the clerk of each municipality with a copy of the agenda of the next succeeding commission meeting prior to such meeting, furnish all notices of commission meetings and proceedings as may be required by law, countersign all contracts and any other documents requiring signature

on behalf of the commission, attest and/or certify to all actions taken by or on behalf of the commission and supervise all clerical employees of the commission.

4. Clerk/treasurer. The treasurer shall receive all monies belonging, accruing or paid to the commission from any source, deposit all monies so received in the name of the commission in a public depository designated by the commission, disburse the funds of the commission, sign all checks drawn on the commission's account, keep an accurate and detailed account of all receipts and disbursements by the commission, including the amount and source of all receipts and the payee, amount and purpose of all disbursements, keep all bills filed with the commission and render a report of all funds received, bills presented and disbursements made and the general condition of the commission's finances at each regular commission meeting and at such other times as the commission shall direct.
 5. Deputy clerk and deputy treasurer. The deputy clerk and deputy treasurer shall have all of the powers and perform all of the duties of the clerk and treasurer, as the case may be, in the absence of such officer, and shall perform such other duties as the commission shall direct.
 6. Surety bonds. Such officers of the commission as may be designated by recorded resolution of the governing bodies of the municipalities shall furnish to the commission a surety bond issued by companies authorized to do business in the state, conditioned upon the faithful performance and discharge of their respective duties in such amount as the governing bodies of both municipalities shall specify. The commission shall pay the cost of any premiums for all such surety bonds. The form and execution of such surety bonds shall be approved by the commission's attorney.
- (4) Meetings, hearings and rules of procedure.
- (a) Regular meetings. Regular meetings of the commission shall be held at least once each calendar quarter at the time and place specified by the commission in its rules of procedure without any other notice to the commission members being required.
 - (b) Special meetings. Special meetings shall be called in the manner and held at the time and place specified in the commission's rules of procedure.
 - (c) Quorum. The quorum necessary for the commission to conduct business shall consist of six members present, with at least three members from each municipality; provided, that a meeting may be adjourned to another time and place without a quorum being present. In such event, notice of the adjournment shall be given by the clerk in writing to all members of the commission. Commission officers shall be counted in determining whether a quorum is present.
 - (d) Voting. All matters considered by the commission at a duly held meeting thereof shall be determined by a vote of the majority of the members present at such meeting. All commission officers shall have a vote.
 - (e) Rules of procedure. The commission shall adopt rules of procedure which may be amended from time to time in the commission's discretion. Such rules of procedure shall specify the time and place of regular and special meetings of the commission, the method for calling special meetings, and such other rules as the commission shall deem appropriate with respect to the conduct of its business, including the holding of public hearings, which shall not be inconsistent with this section and any amendments hereto.
- (5) Powers and duties.
- (a) General powers. The commission shall have the power to purchase, acquire, construct, extend, add to, improve, control, operate, manage and hold title to such real and personal property, including a treatment plant, interceptor mains and the plans and specifications developed in connection therewith, in order to provide the municipalities and any other person which shall have entered into a contract with the commission pursuant to subsection (6) hereof, with sewage collection, treatment and distribution services; provided that the commission shall not have the

- power to condemn real or personal property or to select the location of its sewage facilities without the prior consent of the governing bodies of the municipalities.
- (b) Employees and attorneys. The commission may employ a secretary, treatment plant operator, maintenance personnel and such other persons to perform such other functions as the commission shall deem appropriate to carry out the purpose for which it has been created as specified in subsection (1) hereof. The commission shall determine the terms and conditions of employment of all such employees. The commission may employ one or more attorneys upon such terms as the commission shall determine to advise the commission as general counsel, to represent the commission in connection with specific matters and to serve as "bond counsel."
 - (c) Insurance. The commission shall purchase fire and extended coverage insurance on the commission's sewage facilities from such companies and in such coverage amounts as the commission shall determine, subject to approval by governing bodies of the municipalities. The commission shall purchase liability insurance naming the commission, its members, employees and the municipalities as insureds with such coverages, from such companies and in such coverage amounts as the commission shall determine, subject to approval by the governing bodies of the municipalities.
 - (d) Financing of the commission.
 - 1. Budget. In August of each year, the commission shall prepare and adopt a budget for the next succeeding calendar year. Until the commission shall receive the proceeds from the first mortgage revenue bonds issued by the commission, such budget shall be submitted to the municipalities for approval. No disbursements shall be made by the commission for any item included in a budget until such budget shall have been approved by the governing bodies of the municipalities. No disbursements shall be made for any item, which disbursements in the aggregate exceed the total amount budgeted for such item without the consent of the governing bodies of the municipalities. After the commission shall have received the proceeds of such mortgage revenue bonds, each budget adopted by the commission shall be submitted to the municipalities for information purposes only, and neither the nature nor amounts of disbursements made by the commission for items included in such budget shall be subject to approval by the governing bodies of the municipalities.
 - 2. Financial reports. The commission shall annually cause to be prepared audited financial statements and shall deliver a copy of such financial statements to the clerk of each municipality.
 - 3. Mortgage revenue bonds. The commission may issue its mortgage revenue bonds to the extent permitted by law in order to provide funds to carry out the purpose for which the commission has been created as specified in subsection (1) hereof.
 - 4. Revenue contracts. The commission shall negotiate and enter into contracts with the municipalities and with any other person, organization or municipality which shall be authorized, pursuant to subsection (6) hereof, to use the commission's sewage facilities, pursuant to which the commission shall agree to provide the use of its sewage collection, treatment and distribution facilities in consideration of: a covenant by each such user not to make use of the sewage facilities as may be owned by such user, other than the commission's sewage facilities so long as any mortgage revenue bonds issued by the commission shall be outstanding; and, payment by each such user of an amount which the commission estimates will, when combined with the amounts to be paid to the commission by all other users of its sewage facilities reduced by all amounts received by the commission from sources other than users of its facilities, be sufficient to pay the following expenses as the same become due and payable:
 - a. All expenses incurred by the commission in connection with the operation and maintenance of its sewage facilities including the overhead expenses of the commission and its employees.

- b. All expenses incurred in connection with the issuance of mortgage revenue bonds and the principal and interest payments to be made on such bonds; and which will be sufficient to establish any reserve for depreciation with respect to the commission's sewage facilities which the commission shall determine is necessary in order to pay the costs of any replacement or extensions of or any improvements or additions to the commission's sewage facilities. Subject to the requirements of the foregoing sentence, such contracts shall contain such provisions as the commission shall deem appropriate, and the commission shall not be required to contract with any user of the commission's sewage facilities upon the same terms as any or all other users of such facilities. Such contracts may be amended from time to time as the commission deems appropriate.
 - (e) Examination of books and records. The commission shall permit the officers of both municipalities or their duly authorized agents to inspect the books and records of the commission at any time.
- (6) Purchase and operation of sewerage treatment plant and interceptors.
 - (a) The city council and village board hereby agree to purchase necessary land and construct a sewerage treatment plant and interceptor mains as may be necessary to jointly service the sewerage disposal needs of the city and village as they may require. The Delafield-Hartland Water Pollution Control Commission is hereby authorized to commence negotiations necessary to purchase and construct the plant and to report its progress thereon.
 - (b) The sewerage treatment plant and interceptors shall be jointly owned, financed and maintained on a 50-50 basis by the two municipalities.
 - (c) Once the plant and interceptors are in operation, flowage meters shall be installed, and each municipality shall pay for the actual usage of the plant at such rate as may be established by the commission. Each municipality shall pay according to the percentage of flow usage.
 - (d) The Delafield-Hartland Water Pollution Control Commission shall have the responsibility to operate, manage and control the treatment plant and interceptors on behalf of the city and village.
 - (e) Each municipality shall be solely responsible for construction, maintenance and control of its own sewerage disposal mains, laterals and layout wherever not jointly used by the municipalities.
- (7) Additional users. The commission may enter into contracts, as provided in subsection (5)(d)4 hereof, with any person other than the municipalities of Hartland and Delafield for the purpose of providing to such other contracting party the use of the commission's sewage facilities. As used in this section, the term "municipality" shall include any city, village, town, town sanitary district or school district. Each municipality covenants that it will not enter into a contract with any person to provide the use of the municipality's sewer utility services unless:
 - (a) Within a reasonable time after learning of such person's, organization's or municipality's interest in obtaining the use of such sewer utility services, such municipality shall inform the commission in writing of such interest.
 - (b) The commission shall either:
 - 1. Waive in writing delivered to the clerks of both municipalities its right to contract directly with such person pursuant to this subsection; or
 - 2. Fail, within a reasonable time after receipt of such notice from such municipality, to execute such a waiver or to deliver to the clerk of such municipality written notice of its intent to enter into such a contract.
- (8) Termination of the commission. The commission may be terminated at any time upon the majority vote of the governing bodies of the municipalities; provided, however, that the commission shall not be terminated unless all of its outstanding indebtedness shall have been paid in full, or funds shall have been irrevocably set aside in an amount sufficient to pay such indebtedness in full along with all interest accruing thereon and any other charges related thereto. Upon such termination:

- (a) Title to all assets owned by the commission other than cash and marketable securities shall vest in both municipalities as tenants-in-common, each having an undivided one-half interest in such assets.
 - (b) After all of the commission's liabilities have been satisfied and provision has been made for the satisfaction of any and all of the commission's contingent liabilities, all remaining cash and marketable securities of the commission shall be paid and distributed to the municipalities in equal shares.
- (9) Amendment. This section shall not be amended except by an ordinance adopted by both the village and the City of Delafield.
- (a) If the governing bodies of the city and village cannot agree on any decision regarding such jointly owned treatment plant or interceptors, the matter shall be submitted to an arbitration committee consisting of a representative picked by the city, a representative picked by the village and a third member chosen by the two representatives. The arbitration committee shall schedule a date for a hearing. The arbitration committee, before deciding the dispute, shall call for and consider the recommendation of the Delafield-Hartland Water Pollution Control Commission.
 - (b) The decision of the arbitration committee shall be binding and the municipalities hereby agree to abide by the decision. There shall be no right of appeal except in the event the decision is arbitrary and capricious or in violation of the law and then the appeal shall be to the Circuit Court of Waukesha within 30 days of the decision. The appeal shall be in the form of a declaratory judgement on the record.

(Code 1991, § 13.09; Ord. No. 745-07, §§ 1, 2, 5-29-2007; Ord. No. 796-12, §§ I, II, 3-26-2012)

ARTICLE II. - RESERVED

FOOTNOTE(S):

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Editor's note—Ord. No. 745-07, § 4, adopted May 29, 2007, repealed Art. II, §§ 13.15, 13.16, 13.20, 13.21, 13.25, which pertained to sewer utility and derived from Ord. No. 434, § 1, adopted April 10, 1998.

Secs. 13.15, 13.16. - Reserved.

Secs. 13.20, 13.21. - Reserved.

Secs. 13.25. - Reserved.

ARTICLE III. - RESERVED

FOOTNOTE(S):

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Editor's note—Ord. No. 745-07, § 4, adopted May 29, 2007, repealed Art. III, § 11.11, which pertained to sewer utility and derived from Code 1991, § 11.11.

Sec. 11.11. - Reserved.

ARTICLE VI. - PLUMBING CODE

Sec. 18-161. - State regulations adopted.

- (a) Adopted by reference. Wis. Stats. ch. 145, the state plumbing code, and Wis. Admin. Code ch. Comm 82 to 87 are adopted and by reference made a part of this article with the same force and effect as though set out in full. Failure to comply with any of the provisions of such regulations shall constitute a violation of this article, punishable according to the penalties provided in section 18-167.
- (b) To be on file. A copy of the state plumbing code shall be on file in the offices of the plumbing inspector and the village clerk.

(Code 1991, § 15.01)

Sec. 18-162. - Plumbing defined.

In this article, the term "plumbing" means and includes:

- (1) All piping, fixtures, appliances, equipment, devices and appurtenances in connection with the water supply, water distribution and drainage systems, including hot water storage tanks, water softeners and water heaters connected with such water and drainage systems and the installation thereof.
- (2) The construction, connection or installation of any drain or waste piping system from the outside or proposed outside foundation walls of any building to the mains or other sewerage system terminal within bounds of or beneath an area subject to easement for highway purposes, including private domestic sewage treatment and disposal systems, and the alteration of any such systems, drains or waste piping.
- (3) The water service piping from the outside or proposed outside foundation walls of any building to the main or other water utility service terminal within bounds of or beneath an area subject to easement for highway purposes and its connections.
- (4) The water, pressure systems other than municipal systems as provided in Wis. Stats. ch. 144.
- (5) A plumbing and drainage system so designed and vent piping so installed as to keep the air within the system in free circulation and movement; to prevent with a margin of safety unequal air pressures of such force as might blow, siphon or affect trap seals or retard the discharge from plumbing fixtures or permit sewer air to escape into the building; to prohibit cross-connection, contamination or pollution of the potable water supply and distribution systems; and to provide an adequate supply of water to properly serve, cleanse and operate all fixtures, equipment, appurtenances and appliances served by the plumbing system.

(Code 1991, § 15.02)

Cross reference— Definitions generally, § 1-2.

Sec. 18-163. - Plumbing inspector.

- (a) Appointment, term and compensation. The village board shall appoint a plumbing inspector, along with such other plumbing inspectors as it deems necessary, who shall be a licensed plumber or practical plumber, skilled sanitarian or competent person familiar with plumbing and whose compensation shall be as fixed by the board from time to time.

- (b) Duties and authority. Duties and authority of the plumbing inspector shall be as follows:
- (1) General. The plumbing inspector shall enforce all provisions of this article and all other state and village provisions relating to the construction, installation, alteration and repair of all plumbing within the village and shall make such inspections, perform such tests and issue such orders as may be necessary for such enforcement.
 - (2) Authority to enter premises.
 - a. In the discharge of his duties, the plumbing inspector or his authorized agent may enter any building, upon presentation of the proper credentials, during reasonable hours for the purpose of inspection and may require the production of any permit or license required under this article. No person shall interfere with the inspector or his authorized agent while in the performance of his duties; and any person so interfering shall be in violation of this article and subject to a penalty as provided by section 18-167.
 - b. If consent to entry to personal or real properties which are not public buildings, or to portions of public buildings which are not open to the public, for inspection purposes has been denied, the plumbing inspector shall obtain a special inspection warrant under Wis. Stats. §§ 66.122 and 66.123.
 - (3) Permits. The plumbing inspector or his authorized agent shall prepare suitable forms for permit applications and permits, shall take applications and issue to qualified applicants permits as required for all work contemplated by this article and shall maintain suitable records of the permits issued. He shall weekly submit permit fees collected by his office to the village treasurer.
 - (4) Records and reports. The plumbing inspector shall keep records and make reports in the following manner:
 - a. To the village board. The plumbing supervisor shall keep in his office a daily record of all the transactions of his office, including permits issued and fees received, and shall make such reports thereon to the village board as it may require.
 - b. To the department of health and social services. The plumbing inspector shall make such reports to the department of commerce as are required under Wis. Stats. § 145.04(3).
 - c. Record of special locations. The plumbing inspector shall keep a record of all sewer and water connections and shall make maps showing the locations of the same and the positions of all house drains, connections, junctions and other data necessary for the efficient operation of his office.
 - (5) Stop work orders. The plumbing inspector may order work stopped on the construction, installation, alteration or repair of plumbing when such work is being done in violation of this article. Work so stopped shall not be resumed except with permission of the plumbing inspector, provided if the stop work order is an oral one, it shall be followed by a written order within a reasonable period of time.

(Code 1991, § 15.03)

Sec. 18-164. - Plumbing permits.

- (a) Required. No work contemplated by this article shall be started until a permit therefor has been obtained from the plumbing inspector or his authorized agent, provided no permit shall be required for minor repairs to faucets or the removal of stoppages in soil and waste pipes.
- (b) Application. The application shall be in writing upon forms provided by the plumbing inspector and shall include the name of the owner, the description of the property on which the work is to be done and such pertinent information as the plumbing inspector may require and shall state that the property owner and the applicant will be bound by and subject to the provisions of this article.

- (c) Issuance, term, suspension and revocation. When the plumbing inspector is satisfied that the work proposed by the applicant can be done in conformity with the provisions of this article and after the appropriate fees have been paid to him, he shall issue the permit. Such permit shall be good for the continuous performance of the work named thereon. A permit shall automatically expire on completion of the work for which it was issued; provided the plumbing inspector may, upon notice, suspend or revoke such permit for violation of the provisions of this article.
- (d) Restrictions on issuance.
 - (1) No plumbing permit shall be issued to any person who is in violation of this article until such violation has been corrected.
 - (2) No plumbing permit shall be issued to any person against whom an order issued by the plumbing inspector is pending, provided this restriction may be waived by the plumbing inspector.
- (e) Appeals for failure to issue, suspension and revocation. Any person directly interested who is aggrieved by the decision of the plumbing inspector to refuse to issue a permit or to suspend or revoke such permit or to order work stopped under section 18-163(b)(5) may obtain review of such determination.

(Code 1991, § 15.04)

Sec. 18-165. - Plumbers to be licensed.

All plumbing work shall be done only by a plumber licensed by the state for such work, provided a property owner may make repairs or installations in a single-family building owned and occupied by him as his home if a permit therefor is issued and the work is done in compliance with the provisions of this article.

(Code 1991, § 15.05)

Sec. 18-166. - Registration of plumbers.

- (a) To be on file. All master plumbers engaged in the business or plumbing in the village and all journeymen plumbers and apprentice plumbers working at the plumbing trade in the village shall register with the plumbing inspector, who shall keep such registration on file in his office.
- (b) Information to be supplied. Such registration shall consist of the full name and address, license number and current receipt number of each master or journeyman licensee. For an apprentice, the year of apprenticeship and the shop to which he is indentured shall be indicated.
- (c) Registration requirements limited. The purpose of this section is solely to provide for the administration of state licensing requirements and this chapter. No fee shall be charged for any plumber's registration, nor shall any information other than that specified in subsection (b) of this section be required.

(Code 1991, § 15.06)

Sec. 18-167. - Penalty.

Any person who shall violate any provision of this article, or any regulation, rule or order made under this article, shall be subject to a penalty as provided in section 1-4 of this Code.

(Code 1991, § 15.10)

Sec. 18-168. - Underground sprinklers in village right-of-way.

- (a) All persons desiring to install underground sprinkler systems within the village shall first obtain a plumbing permit and street right-of-way permit in accordance with this Code.
- (b) On all underground lawn sprinkler feed lines, a full-size approved type of syphon breaker shall be installed.
- (c) On commercial and industrial lawn sprinkler installations, a separate water meter shall be installed for said installation.
- (d) All persons desiring to install private lawn sprinklers or sprinkler systems within the village right-of-way to provide irrigation to a lawn, berm, planting strip, median island or other similar landscaping within the village right-of-way shall first enter into an agreement with the village that:
 - (1) Contains an agreement whereby the property owner agrees to hold the village harmless from any and all claims for damage or injury arising out of the installation of the proposed sprinkler system;
 - (2) Contains an agreement whereby the property owner agrees that the village may revoke its consent at any time and that sprinkler system components within the village right-of-way must then be removed by the property owner, at its sole expense, upon written notice by the village;
 - (3) Is accompanied by a scale map showing the proposed location(s) of the sprinkler system components sought to be located within the village right-of-way; and
 - (4) Is accompanied by the application fee established from time-to-time by the village board. No permit shall be issued under this section in the event the director of public works, in his or her sole discretion, reasonably finds that the proposed sprinkler installation use will interfere with the public interest in such property.

(Ord. No. 668-02, § 1, 1-28-02)

ARTICLE VI. - SEWER UTILITY

FOOTNOTE(S):

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Editor's note—Ord. No. 786-10, § 1, adopted Dec. 13, 2010, amended Art. VI in its entirety to read as herein set out. Former Art. VI, §§ 86-195—86-197, 86-198—86-203, 86-204—86-220, 86-227—86-230, 86-237—86-240, 86-247—86-253, 86-260—86-262, 86-263, 86-264, 86-265—86-268, 86-275, 86-276, 86-277, 86-285—86-295, 86-296—86-302, 86-303—86-305, pertained to similar subject matter, and derived from Ord. No. 745-07, § 5, adopted May 29, 2007.

DIVISION 1. - GENERALLY

Sec. 86-195. - Introduction.

This article regulates the use of public and private sewers and drains, connections to the public sewer system, discharge of septage into the public sewerage system, and the discharge of waters and wastes into the public sewerage systems within the Village of Hartland (the "village"). It also provides for and explains the method used for levying and collecting wastewater treatment services charges, sets uniform requirements for discharges into the wastewater collection and treatment systems and enables the village to comply with administrative provisions, and other discharge criteria which are required or authorized by the State of Wisconsin or federal law. Its intent is to derive the maximum public benefit by regulating the characteristics of wastewater discharged into the sewerage system.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-196. - General provisions.

- (a) This article provides a means for regulating the use of the public sewers, effectuating connections thereto, determining wastewater volumes, constituents and characteristics, the setting of charges and fees, and the issuing of permits to certain users. Revenues derived from the application of this article shall be used to defray the costs of operating and maintaining the wastewater collection and treatment systems and to provide sufficient funds for capital outlay, debt service costs and capital improvements. The charges and fees herein have been established pursuant to requirements of the Wisconsin Statutes. This article shall supersede any previous ordinances, rules or regulations of the village relating to the subject matter hereof; and shall repeal all parts thereof that may be inconsistent with this article. If there is any conflict between this article and any applicable Wisconsin Statute, the Wisconsin Statute shall control in such instance.
- (b) This article is enacted pursuant to the power and authority conferred by Wis. Stats. § 66.0821, as amended from time to time.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-197. - Definitions.

Approving authority. The board of trustees or its duly authorized committee, agent, or representative.

Building drain. That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building or structure and conveys it to the building sewer, beginning at five feet (1.5 meters) outside the inner face of the building wall.

Building sewer. The pipe extension beginning at the outside of the inner face of the building wall, to a point of connection with the public sewer.

Carbonaceous biochemical oxygen demand (CBOD). The quantity of oxygen used in the biochemical degradation of organic material in five days at 20 degrees Celsius when the oxidation of reduced forms of nitrogen is prevented by the addition of an inhibitor. This analytical procedure shall be performed in accordance with Standard Methods.

Commission. The Delafield-Hartland Water Pollution Control Commission.

Community-based residential facilities (CBRF). A place where three or more unrelated adults reside and in which care, treatment or services above the level of room and board are provided as a primary function of the premises. A community-based residential facility does not include any of the following:

- (1) A facility owned or operated by a religious order exclusively for care of members of that order.
- (2) A facility providing care, treatment and services only for victims of domestic abuse.
- (3) A shelter as defined in Wis. Stats. § 16.352(1)(d).
- (4) A lodging place not providing health care or personal care.

Connection. Anyone who has paid for a village lateral, and has a sewer lateral (even to a vacant lot) is considered to have connected for purposes of this article, and has reserve capacity for that use.

Connection charge, Del-Hart. A charge to the village for a new user connection or an existing user requiring additional capacity in the treatment facility. Connection charges are required as a contribution to aid-in-construction funding and are based upon a user's potential estimated average daily flow as calculated using Schedule A. Connection charges are established in this article pursuant to Wis. Stats. § 66.076(4) and (5). Additional connection charges will be assigned to nonresidential users when their flow increases by 1.00 DUE or more over an average 12-month period (January—December).

Connection charge, village. A one-time sewer connection or hookup charge, which is the property owner's contribution in aid of construction and for any other purpose set forth in Wis. Stats. § 66.076(4) as from time to time shall be determined by the village board.

Compatible pollutants. Carbonaceous biochemical oxygen demand, suspended solids, total kjeldahl nitrogen, plus additional pollutants identified in the WPDES permit for the publicly owned treatment works receiving the pollutant if such works were designed to treat such additional pollutants to a substantial degree.

Customer. Any municipality or political subdivision of the State of Wisconsin, or any person which now or hereafter agrees to purchase wastewater collection, treatment, and disposal services directly from the commission. For purposes of this Code of Ordinances, this shall primarily refer to the Village of Hartland.

Debt service. Costs to the village or commission for the retirement of debts incurred in the provision of wastewater facilities including both principal and interest.

Del-Hart ordinance. The sewer use and user charge ordinance of the Delafield-Hartland Water Pollution Control Commission (herein the "Del-Hart Commission") adopted on January 16, 2007, and any amendments thereto or restatements thereof.

Director or director of public works. The director of the department of public works.

Domestic user equivalent (DUE). The wastewater flow equivalent to that discharged by an average residential user. One DUE shall be defined as 205 gallons per day and 75,000 gallons per year.

Equipment replacement. Expenditures for obtaining and installing equipment, accessories or appurtenances which are necessary to maintain the capacity and performance during the service life of the treatment works for which such works were designed and constructed.

Floatable oil. Oil, fat, or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. A wastewater or septage shall be considered free of

floatable fat if it is properly pretreated and the wastewater does not interfere with the collection of treatment system.

Garbage. The residue from the preparation, cooking, and dispensing of food, and from the handling, storage, and sale of food products and produce.

Ground garbage. The residue from the preparation, cooking, and dispensing of food that has been shredded to such degree that all particulates will be no greater than one-half inch in any dimension and will be carried freely in suspension under normal flow conditions in sewers.

Incompatible pollutants or wastewater. Wastewater or septage with pollutants of such strength that will adversely affect or disrupt the wastewater treatment processes or effluent quality or sludge quality if discharged to the sewerage system facility.

Industrial waste. The wastewater from an industrial process, trade, or business, as distinct from sanitary sewage, including cooling water and the discharge from sewage pretreatment facilities.

Institutional user. An establishment owned or operated by an incorporated or unincorporated organization organized and operated exclusively for educational, religious, charitable or other eleemosynary purposes or a governmental organization.

Manager or general manager. The general manager for the Delafield-Hartland Water Pollution Control Commission's wastewater facilities, or such person's agent or representative.

May. Permissible.

Municipal wastewater. The wastewater of a village, including that of the village. From the standpoint of source, it may be a combination of the liquid and water-carried wastes from residential, commercial buildings, industrial plants and institutions, together with any groundwater, surface water, and storm water that may have inadvertently entered the sewerage system of the village.

Natural outlet. Any outlet, including storm sewers, into a water course, pond, ditch, lake or other body of surface water or groundwater.

Normal concentration.

(1) Five-day 20 degrees Celsius, BOD or not more than 200 mg/l.

(2) A suspended solids content of not more than 250 mg/l.

Normal wastewater. Wastewater in which BOD or suspended solids concentrations do not exceed normal concentrations.

Operation and maintenance (O & M). Costs to the sewer department for the provision of labor, utilities, supplies, equipment maintenance and other normal costs necessary for the provision of sewage service. Operation and maintenance includes replacement.

Parts per million. A weight-to-weight ratio; the parts per million value multiplied by the factor 8.34 shall be equivalent to pounds per million gallons of water.

Person. Any and all persons, including any individual, firm, company, municipal or private corporations, association, society, institution, enterprise, government agency, or other entity.

pH. The logarithm of the reciprocal of hydrogen ion concentration. The concentration is the weight of hydrogen ions, in grams per liter of solution. Neutral water, for example, has a pH value of 7 and a hydrogen ion concentration of 10^{-7} .

Public sewer. Any sewer owned or provided by or subject to the jurisdiction of the village, the Del-Hart Commission or any other village.

Residential user. Any user whose facilities are capable of providing persons with at least one bedroom for overnight stay. In determining whether a user is residential, the customer shall make a visual inspection and determine whether the facilities are capable of providing sleeping facilities. In determining number of residential units in each facility, the customer shall place emphasis on access provided between rooms and especially bedrooms. In the case of rooming houses or boardinghouses, they shall be treated as

commercial users on Schedule A and assigned DUEs as a hotel on Schedule A (0.25 per bedroom), but no less than one DUE per house.

Sanitary sewage. A combination of liquid and water-carried wastes discharged from toilets and/or sanitary plumbing facilities, together with such ground, surface, and storm waters as may have inadvertently entered the sewerage system.

Sanitary sewer. A sewer that carries liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions, together with small quantities of ground, storm, and surface waters that are not admitted intentionally.

Septage. The wastewater or contents of septic or holding tanks, dosing chambers, grease interceptors, seepage beds, seepage pits, seepage trenches, privies or portable restrooms.

Sewer service area. That area identified by Southeastern Regional Planning Commission (SEWRPC) and adopted by the village as outlined in SEWRPC Report No. 93, as from time to time modified by the village and approved by SEWRPC.

Sewer service charge. A service charge, or combination of charges, levied on users of the wastewater collection and treatment facilities for payment of use-related capital expenses as well as the operation and maintenance costs, including replacement costs, of said facilities.

Sewer system. The public sanitary sewers within a sewerage system. The facilities which convey wastewater from individual structures, from private property to the public sanitary sewer, or its equivalent, are specifically excluded from the definition of "sewer system"; except that pumping units and pressurized lines for individual structures or groups of structures may be included as part of a "sewer system" when such units are cost effective and are owned and maintained by the village. For example, a building sewer is not part of the sewer system.

Sewerage system. All structures, conduits and pipes, by which sewage is collected, treated, and disposed of, except plumbing inside and in connection with buildings served, and service pipes, from building to street main, i.e., a building sewer.

Shall. Mandatory.

Significant industrial user. An industrial user which meets one or more of the following conditions:

- (1) Any industrial user of the wastewater facilities which discharges more than 18,750 gallons per day (gpd) of wastewater, excluding domestic wastewater, non-contact cooling, and boiler blowdown wastewater.
- (2) Any industrial user that discharges a process waste stream which makes up five percent or more of the average dry weather hydraulic capacity, or more than five percent of the BOD₅, TSS, TKN, or total phosphorus treating capacity, of the wastewater treatment plant;
- (3) Any centralized waste treater;
- (4) Any industrial user subject to categorical Pretreatment Standards in Chapters NR 221 to 297 of the Wisconsin Administrative Code.
- (5) Any user of the wastewater facilities which discharges wastewater to the wastewater facilities which contains toxic substances or poisonous solids, liquids, or gases in sufficient quantity either singly or by interaction with other wastes, to contaminate the sludge of the wastewater treatment plant, or injure or interfere with any wastewater treatment plant process, constitutes a hazard to humans or animals, creates a public nuisance, or creates any hazard in or has an adverse effect on the waters receiving any discharge from the wastewater facilities.
- (6) Any industrial user that is required to file effluent reports for discharge to the wastewater facilities as required by Chapter NR 101 of the Wisconsin Administrative Code and § 283 of the Wisconsin Statutes.

Slug load. Any substance release at a discharge rate and/or concentration which cause interference to wastewater treatment processes or plugging or surcharging of the sewer system.

Stats. The Wisconsin Statutes in effect from time to time.

Standard methods. The examination and analytical procedures set forth in the most recent edition of "Standard Methods for the Examination of Water, Sewage, and Industrial Wastes" published jointly by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation and is in compliance with Federal Regulations 40 CFR 136, "Guidelines Establishing Test Procedures for Analysis of Pollutants," all as amended from time to time.

Storm drain (sometimes termed "storm sewer"). Drain or sewer for conveying surface water, groundwater, subsurface water or unpolluted water from any source.

Storm sewer. A sewer which carries storm water and surface water and drainage, but excludes wastewater and industrial wastes, other than polluted cooling water.

Storm water runoff. That portion of the rainfall that is collected and drained into the storm sewers.

Suspended solids. Solids that either float on the surface of, or are in suspension in, water, wastewater, septage, or other liquids, and that are removable by laboratory filtering as prescribed in "Standard Methods" and is referred to as non-filterable residue.

Total kjeldahl nitrogen (TKN). The quantity of organic nitrogen and ammonia as determined in accordance with Standard Methods.

Total phosphorous (TP). The quantity of total phosphorous as determined in accordance with the Standard Methods.

Unpolluted water. Water of quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.

User. Any residential, commercial, institutional, governmental, industrial or other person which discharges wastewater to the wastewater facilities, including any wastewater hauler or special user as defined herein.

User charge or wastewater service charge. A charge levied on users of wastewater facilities for the cost of operation and maintenance of such facilities. The user charge may also include debt service and other costs related to the wastewater facilities.

Village. The Village of Hartland, a municipal corporation.

Wastewater facilities. The structures, equipment, and processes required to collect, carry away, store, and treat domestic and industrial waste and septage and dispose of the effluent and sludge.

Wastewater treatment works. An arrangement of devices and structures for treating wastewater, septage, industrial waste, and sludge. Sometimes use is synonymous with waste treatment.

Water meter. Any device approved by the village that will accurately reflect in gallons the inflow of water from the source of the water into the buildings (governmental, institutional, commercial or industrial establishment). Water meters shall be installed and operated at all times and comply with C700-77 AWWA standard for cold water meters. Water meters shall be owned and serviced by the village.

Watercourse. A natural or artificial channel for the passage of water, either continuously or intermittently.

Wisconsin Pollutant Discharge Elimination System (WPDES) Permit. A document issued by the Wisconsin Department of Natural Resources which establishes effluent limitations and monitoring requirements for the regional wastewater treatment facility. WPDES permit and modifications thereof pertain to the commission wastewater treatment facility.

(Ord. No. 786-10, § 1, 12-13-2010; Ord. No. 800-12, § 1, 12-10-2012)

DIVISION 2. - MANAGEMENT, OPERATION, AND CONTROL

Sec. 86-198. - Management.

The management, operation, and control of the sewer system for the village shall be vested in its board of trustees. All records, minutes and all written proceedings thereof shall be kept by the village clerk. The village finance director shall keep all the financial records thereof.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-199. - Construction authority.

The village shall have the power to construct sewer lines for public use, and shall have the power to lay sewer pipes in and through the public alleys, streets, and public grounds located within the village; and generally, to do all such work as may be found necessary or convenient in the management of the sewer system. The village shall have power by itself, its officers, agents, and servants, to enter upon any land in the village for the purpose of making examination or supervise in the performance of their duties under this article, without liability therefor; and the village shall have power to purchase and acquire for the village all real and personal property which may be necessary for construction of the sewer system, or for any repair, remodeling, or additions thereto.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-200. - Owner's maintenance of building sewer.

The owner of property abutting a public sewer shall maintain sewer service from the public sewer main to the structure or building on the owner's property, including all controls between the same, without expense to the village, except when they are damaged as a result of negligence or carelessness on the part of the village. Without intending to limit the generality of the foregoing, the owner has the sole responsibility for the repair and maintenance of all building sewers; and the ownership thereof shall at all times be vested in such property owner. All sewer services must be maintained free of defective conditions, by and at the expense of the owner or occupant of the property. When any sewer service is to be relaid and there are two or more buildings on such service, each building shall be disconnected from such service and a new sewer service shall be installed for each building. In the event of any obstruction of, damage to or repair of a building sewer, the same shall be the responsibility of the property owner, except as otherwise provided for herein.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-201. - Title to real estate and personal property.

All property, real, personal, and mixed, including but not limited to easements, acquired for the construction of the village's sewer system, and all plans, specifications, diagrams, papers, books and records connected therewith, and all buildings, machinery, and fixtures pertaining thereto, shall be the property of and titled in the name of the village.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-202. - No limitation.

Nothing contained in this article shall be construed as limiting the power and authority of the village as provided for by applicable Wisconsin Statutes; and the village shall have all rights and authority as provided for by law.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-203. - Additions to village.

Territory may be added to the village in the manner provided for by law. In the event of any such addition, the village may condition the provision of sewer service to such territory upon the owner thereof making such contributions, dedications and payments as the village may reasonably require in order to provide such sewer service.

(Ord. No. 786-10, § 1, 12-13-2010)

DIVISION 3. - ADMINISTRATIVE RULES AND REGULATIONS

The following rules, regulations and ordinances for the regulation of licensed plumbers, sewer users, property owners and others, are hereby adopted and established:

Sec. 86-204. - General provisions.

- (a) Agreement to Rules and Regulation. All persons now receiving sewerage service from the village or who may hereafter make application for such service or who otherwise receive such service, shall be considered as having agreed to be bound by all of the terms and provisions of this article, as amended from time to time; and such agreement is a condition precedent to the provision of such sewerage service.
- (b) [General conditions.] In addition to any rules, regulations, limitations, conditions, charges, or other provisions set forth in the agreements between the customer and the commission, the following general conditions shall apply in all cases where the commission provides wastewater conveyance and/or treatment services to a customer:
 - (1) Agreements with customers shall not be made unless the commission determines that adequate excess treatment capacity exists to provide service to the said customer, or unless the said customer agrees to pay all costs associated with upgrading the wastewater facilities to provide the additional capacity required.
 - (2) The agreements shall establish the allowable wastewater flows, loads, and wastewater characteristics which the customer will be allowed to discharge to the wastewater facilities; shall establish other conditions and limitations as required to protect the wastewater facilities and the proper operation thereof; shall establish the period of time for which the agreement will be valid; and shall establish penalties for violation of any of the provisions of the agreement.
 - (3) Under all agreements, the customer shall pay a fair and equitable portion of the wastewater facilities debt service costs, operation and maintenance costs, and replacement costs.
 - (4) The agreements shall assure continued customer participation in the debt service cost over the life of the agreement. Should the customer eliminate its discharge, the commission, at its option, may, in its sole discretion, elect to assign to another customer that portion of the design capacity of the wastewater facilities and debt service cost thereby relieving the customer of continued financial participation.
 - (5) In addition to any rules, regulations, requirements, restrictions, or provisions provided in the agreements between the customer and the commission, the customers shall be subject to the

rules and regulations provided in this sewer use article, as applicable, and as may be amended or modified from time to time.

- (6) Each customer shall secure passage within the jurisdiction served by it of a sewer ordinance substantially in the form attached as Exhibit 1; and such ordinance shall be so adopted on or before June 30, 2007.
- (7) The method of connection of the customer's local wastewater collection system to the commission wastewater facilities shall be as specified by the commission.
- (8) For all customers, facilities shall be provided to allow flow measurement and sampling of the wastewater discharged by the customer to the commission wastewater facilities. The construction, operation, and monitoring requirements for said facilities shall be consistent with the requirements of this article. The costs for installation, operation, and maintenance of said facilities shall be borne in entirety by the customer. Plans and specifications for said facilities shall be submitted to the commission for review and approval.
- (9) All customers shall limit expansion and growth as required to maintain their wastewater discharge within the flow and/or load allocations stated in their agreements with the commission. Any customer which exceeds its allocated flows and/or load capacity shall be subject to fines, penalties, and surcharges as stated in their agreements with the commission, or, where the agreements do not specify fines, penalties and surcharges, as provided for in this article.
- (10) Customers shall maintain, inspect, and repair their local wastewater collection systems as required to limit infiltration and inflow to non-excessive levels. Infiltration shall be considered excessive if the highest average flow, for the customer, recorded over a 14 day period, under seasonal high groundwater and dry weather conditions, exceeds 120 gallons per capita per day or the equivalent thereof. Combined inflow and infiltration shall be considered excessive if the maximum day flow for the customer exceeds 205 gallons per capita per day or the equivalent thereof. The commission may impose fines, penalties, and surcharges for excessive infiltration and/or excess infiltration and inflow; said charges shall be in addition to the user charge applied to the customer.
- (11) In the event that the wastewater facilities need to be upgraded at any time in the future, all customers shall be required to pay a fair and equitable share of the costs of such upgrades.
- (12) No customer shall allow an industrial user to connect to their local wastewater collection system without written approval from the commission. The requirements of this article shall apply to all industrial users discharging to the commission wastewater facilities, either directly or indirectly, through the local wastewater collection system of a customer or municipality.
- (13) No customer shall allow septage, holding tank waste, or other hauled wastes to be discharged into their local wastewater collection system without written permission from the commission.
- (14) No customer shall accept wastewater from any user located outside of the service area for the said customer as defined in the agreements with the commission.
- (15) Extension, modification, or alteration of a Village of Hartland's or a customer's local wastewater collection system shall not be allowed without approval from the commission. Proposals for all extensions, modifications, or alterations to a customer's local wastewater collection systems shall be submitted to the commission for review and approval. Where said proposals for extension, modification, or alteration are approved by the commission, plans and specifications shall be submitted to the commission for review and approval. Submittal requirements shall be in accordance with the requirements set by the commission.
- (16) Customers shall not expand their sanitary sewer service areas without approval from the commission. The customer shall submit a proposal for expansion of the sanitary sewer service area to the commission for review and approval. The proposal shall include sufficient information to verify that the additional flow from the said expansion will not result in exceedance of the customer's flow allocation as defined in the agreement with the commission. In addition,

commission approval of any sanitary sewer service area expansion shall be contingent on approval of the expansion by the Southeastern Wisconsin Regional Planning Commission.

- (17) Nothing in this article, or any agreements between the commission and a customer, shall be construed as granting the customer ownership of any part of the commission wastewater facilities or a voice in the government of the wastewater facilities, with the exceptions of the village and the city, which parties created the commission through the originating joint ordinance and in the 1978 Agreement.
- (18) In the event that wastewater from an customer's wastewater collection system results in odor nuisance in, or corrosion of, the commission's wastewater facilities, then the commission may, upon reasonable notice, require the customer to install facilities to remedy the problem, or the commission may install said facilities and charge the cost to the customer.
- (19) The provisions of this section shall have no application to the city or village when acting pursuant to the 1978 Agreement and the originating joint ordinance.
- (c) Application for service. Every person desiring to connect property, buildings or structures to public sewers shall make application in writing to the village on such forms as are prescribed for that purpose, prior to commencing use of such service. The application must describe fully and truthfully all the wastes which are anticipated to be discharged. If the applicant is not the fee simple owner of the property, the written consent of the owner must accompany the application. Persons connected to the public sewers of the village are referred to herein as "users." By submitting such an application, all users are deemed to have agreed to be bound by this article, as amended from time to time. If it appears that the service applied for will not provide adequate service for the contemplated use, the village may reject the application. If the village approves the application, it shall issue a connection permit as shown on the application. No service shall be provided or application approved without prior payment of all applicable fees.
- (d) Application fee. Where the application for service is for a connection to the village's public sewers, the application shall be accompanied by an application fee(s) in an amount to be determined from time to time by the village. Such fee shall cover the cost of processing the application and inspection of the connection. Application fees may vary in amount between residential users and commercial/industrial users. The payment of this fee shall be in addition to any connection fees that may be charged to or on account of new users by the village or by the Del-Hart Commission.
- (e) Inspections. Any connection to the public sewers within the village shall be subject to the prior inspection and approval of the work by an authorized representative of the village. No trench or other excavation shall be filled, or any connection completed, without such prior inspection. The applicant requesting the connection shall reimburse the village for all inspection costs incurred, if not previously paid as part of the application fee.
- (f) Disconnection and refusal of service. Sewer service may be disconnected or refused for any of the following reasons:
 - (1) Violation of this article, as amended from time to time;
 - (2) Violation of the Del-Hart Ordinance, as amended from time to time;
 - (3) Failure to pay the application fee, any connection fee or delinquent sewer service charges of the user.
- (g) Disconnection for delinquent accounts. A bill for service is delinquent if unpaid after the due date shown on the bill. The village may disconnect service for a delinquent bill by giving the user, at least eight calendar days prior to disconnection, a written disconnect notice which may be included in the bill for service. For purposes of this rule, the due date shall not be less than 20 days after issuance of the bill. The village may disconnect without notice where a dangerous condition exists for as long as the condition exists. Service may be denied to any user for failure to comply with the applicable requirements of these rules and regulations or if a dangerous or unsafe condition exists on the user's property.

- (h) Subsequent amendments. The village reserves the right to subsequently amend, modify, repeal and modify, any or all provisions of this article.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-205. - Plumbers.

No plumber, pipe fitter, or other person will be permitted to do any plumbing or pipe fitting work in connection with the sewer system without first receiving a license from the State of Wisconsin and obtaining permission from the village in which the work is to be performed. All service connections to the sewer main shall comply with the State Plumbing Code, as amended.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-206. - Mandatory connections.

- (a) Within the village, the owner of each parcel of land adjacent to a public sewer main on which there exists a building used or usable for human habitation or in a block through which such system is extended, shall connect to the sewer system within 12 months of notice in writing from the village. Upon failure to do so, the village may cause such connection to be made and bill the property owner for all such costs. If such costs are not paid within 30 days, such cost shall constitute a special tax lien against the property, in the manner provided for by law. However, the owner may within 30 days after the completion of the work file a written election with the village stating that the owner cannot pay such amount in one sum and ask that the sum be levied in five or less equal annual installments. The amount shall be so collected with interest at a rate not to exceed 15 percent per annum from the date of completion of the work, all as determined by the village. The unpaid balance shall constitute a special tax lien, all pursuant to Wis. Stats. § 281.45, as amended.
- (b) In lieu of the above, the village, at its option, may impose a penalty for the period that the violation continues after ten days written notice to any owner failing to make a connection to the sewer system. The penalty shall be in the amount of \$100.00 per day. Upon failure to make such payment, said penalty shall be assessed as a special tax lien against the property, all pursuant to Wis. Stats. § 281.45, as amended.
- (c) This article ordains that any such failure to connect to the sewer system is contrary to the minimum health standards of the village and fails to assure preservation of public health, welfare, comfort, and safety; and that such failure constitutes a public nuisance under Wis. Stats. § 823.02, as amended, subject to abatement as provided for therein.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-207. - Building sewer connection expense.

Persons attaching to a public sewer shall have the building sewer, or lateral, installed at their own cost and expense. Where there are existing lots in the village without sanitary sewer laterals, it becomes the responsibility of the property owner to install the lateral from the main sewer to the structure. All costs are to be the responsibility of the owner.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-208. - Tap permits.

After sewer connections have been introduced into any building or upon any premises, no plumber shall make any alterations, extensions, or attachments, unless the party ordering such tapping or other work exhibits the proper permit for the same from the village.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-209. - Obstruction of building sewers in public rights-of-way.

In the event of any blockage, damage or break in any building sewer, which occurs within a public street, alley, highway, or other public right-of-way, the village shall have the exclusive right and option to repair the building sewer within said street, alley, highway, or right-of-way. In such event, the owner of the building sewer shall promptly reimburse the village for all costs so incurred. If not so reimbursed, the same shall be added to the owner's sewer service charges and collected in the same manner as such charges are so collected.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-210. - Backflow preventer.

All floor drains shall have a backflow prevention valve installed at the owner's expense.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-211. - User use only.

No user shall allow other persons or other services to connect to the sewer system through their lateral or building sewer.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-212. - Discontinuance of service.

Whenever any person desires to discontinue sewer service from the system, the village must be notified in writing prior to such disconnection.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-213. - User to permit inspection.

Every user shall permit the village or its duly authorized agent, at all reasonable times, to enter their premises or building to examine the pipes and fixtures, and the manner in which the drains, and sewer connections operate; and the user must at all times, frankly and without concealment, answer all questions put to them relative to its use, all in accordance with this article and Wis. Stats. § 196.171, to the extent applicable.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-214. - Municipal responsibility.

It is expressly stipulated that no claim shall be made against the village or its commissioners, agents, employees and representatives by reason of the breaking, clogging, stoppage, or freezing of any pipes; nor

from any damage arising from repairing mains, making connections or extensions or any other work that may be deemed necessary. The right is hereby reserved to cut off sewer service at any time for the purpose of repairs or any other necessary purpose, any permit granted or regulations to the contrary notwithstanding. Whenever it shall become necessary to shut off the sewer within the village, the village shall, if practicable, give notice to each and every user within the affected area of the time when such service will be shut off.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-215. - Excavations within public right-of-way.

- (a) In making excavations in public streets or other public highways for laying pipe or making repairs, the paving and the earth removed must be deposited in a manner that will result in the least inconvenience to the public. Prior to commencing any such excavations, an excavation permit shall be obtained from the village. In connection therewith, the person making application for such permit shall comply with such terms and conditions as the village may impose with respect to such excavation. Further, the person obtaining the permit shall guarantee that all excavation and repair of streets and the construction of facilities shall be free from defect in material and installation for a period of 12 months following completion of construction. No person shall leave any such excavation made in any street or highway open at any time without barricades; and during the night, warning lights must be maintained at such excavations. In refilling the opening, after the pipes are laid, the earth must be laid in layers of not more than nine inches in depth, and each layer thoroughly compacted to prevent settling. This work, together with the replacing of sidewalks, ballast and paving, must be done so as to make the street as good, at least, as before it was disturbed, and satisfactory to the village. No opening of the streets for tapping the pipes will be permitted when the ground is frozen, except in emergency situations or except as the village may otherwise expressly allow in writing.
- (b) Any excavation performed under this section shall be subject to the inspection of the village, and no work shall be deemed completed unless and until accepted by the village. All work performed under this section and the inspection thereof shall be at the cost of the person obtaining the excavation permit described herein.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-216. - Tapping the mains.

Connections to the sewer system, other than building sewer connections, shall be done only in accordance with the Del-Hart Ordinance, as amended.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-217. - Installation of building sewers.

- (a) [Installation.] All building sewers on private property shall be installed in accordance with State of Wisconsin Administrative Code "Design, Construction, Installation, Supervision, and Inspections of Plumbing," especially, Section ILHR 82.10, "Basic Plumbing Principles," as amended. As required therein, all laterals shall be inspected. The building sewer and/or private interceptor main sewer shall be inspected upon completion of placement of the pipe and before backfilling and tested before or after backfilling. All connections shall be made by a licensed plumber pursuant to the state plumbing code.
- (b) No unauthorized connections. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a

written permit from the village building inspector or DPW director if it is a village sewer, or the commission's manager, if it is a commission-owned sewer.

- (c) Building sewer permits. A building sewer permit shall be applied for, paid for, and received before the commencement of any building sewer installation work. There shall be two classes of building sewer (plumbing) permits:
 - (1) For residential and commercial service; and
 - (2) For service to establishments producing industrial wastes.

Owner's agent, shall complete and submit a building sewer permit application to the Village of Hartland. Standardized permit application forms shall be provided by the said Village of Hartland, with such forms being approved by the commission. The permit application form shall be accompanied by any plans, specifications, and other information as considered pertinent in the judgment of the Village of Hartland and/or the commission. The building sewer permit application fee shall be as set by the Village of Hartland with payment required at the time the application is submitted to the Village of Hartland for review. It shall be unlawful to install a building sewer without first submitting a building sewer permit application and obtaining written verification from the Village of Hartland of approval of said application. Each separate building located on any parcel of real estate shall be served by a separate building sewer, unless the commission by resolution determines otherwise.

- (d) [Application.] In either case, the owner or the owner's agent shall make application on a special form furnished by the village, with such application being approved by the commission. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the village building inspector or DPW director or the manager. A permit and inspection fee as established by resolution of the village board shall be paid to the village at the time the application is filed. This permit and inspection fee may be from time to time amended by resolution of the village board.
- (e) Costs and expenses. All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the village and the commission from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.
- (f) A separate and independent building sewer. A separate and independent building sewer shall be provided for every building intended for human habitation or occupancy, in accordance with state requirements.
- (g) Old building sewers. Old building sewers may be used in connection with new buildings only when they are found on examination and test by the village's building inspector to meet all requirements of this section.
- (h) Construction requirements. The size, slope, alignment, materials or construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench, shall all conform to the requirements of the building and plumbing code or other applicable rules and regulations of the village.
- (i) Elevation. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer at the owner's expense.
- (j) Clear water drains. Roof leaders, swimming pool drains, surface drains, groundwater drains, foundation footing drains and other clear water drains shall be connected wherever possible with a storm sewer, but they shall not be connected to a building sewer which discharges into a sanitary sewer or private wastewater treatment plant. All such connections existing at the time of passage of this section shall thereafter be illegal. If storm water or clear water is being discharged into a sanitary sewer, the building inspector or DPW director shall give the offending person 15 days' notice to disconnect. Failure to disconnect after such notice shall authorize the village to cause disconnection

and assessment of the costs of such disconnection against the property involved. The village may, in the alternative, institute action for violation of this subsection.

- (k) Connection into public sewer. The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the village, including license bond and street opening permits.
- (l) Inspection. The applicant for the building sewer permit shall notify the Village of Hartland's Building Inspector when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the building inspector or DPW director or their representative.
- (m) Excavations to be guarded. All excavations for building sewer installations shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the village.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-218. - Application of Del-Hart Ordinance.

Notwithstanding anything to the contrary contained herein, any connection to the public sewers shall be subject to the provisions of the Del-Hart Ordinances, as amended from time to time, to the extent applicable. In the event of any conflict between the provisions of the Del-Hart Ordinances and this Code, the Del-Hart Ordinances shall control.

(Ord. No. 786-10, § 1, 12-13-2010; Ord. No. 800-12, § 4, 12-10-2012)

Sec. 86-219. - New connections.

New connections to the village's sewer system will be allowed only if there is available capacity in all of the downstream wastewater collection and treatment facilities of the village and the Del-Hart Commission.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-220. - Sewer and water mortgage revenue bonds.

The following ordinances defining and describing sewer and water mortgage revenue bonds are adopted and by reference made a part of this section as though set forth in full:

Ordinance Numbers	Title
259	Waterworks System Mortgage Revenue Bonds
281	Sewerage System Mortgage Revenue Bonds
282	Waterworks System Mortgage Revenue Bonds

(Ord. No. 786-10, § 1, 12-13-2010)

Secs. 86-221—86-226. - Reserved.

DIVISION 4. - USE OF THE PUBLIC SEWER

Sec. 86-227. - Prohibited and limited discharges.

- (a) Unpolluted waters prohibited. No person shall discharge or cause to be discharged any unpolluted waters such as storm water, ground water, roof rain, subsurface, drainage or collecting water to any sanitary sewer. No sanitary waste shall discharge to a storm sewer. Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers or to a natural outlet approved by the village and other regulatory agencies. Industrial cooling water or unpolluted process waters may be discharged, on approval of the village and other regulatory agencies having jurisdiction, to a storm sewer or natural outlet.
- (b) Prohibited discharges. No person shall discharge or cause to be discharged any of the following described substances into any sanitary sewer:
 - (1) Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.
 - (2) Any wastes containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any wastewater treatment process, constitute a hazard to humans, flora, or fauna, create a public nuisance, or create any hazard in the receiving waters of the wastewater treatment plant.
 - (3) Any substances having a pH lower than 6.0 or higher than 9.0 or having any other corrosive property capable of causing damage or hazard to structures, equipment, and/or personnel operating the wastewater facilities.
 - (4) Any solid or viscous substances, in quantities, of such character, or of such size, as to cause partial or total obstruction of the sanitary sewer, or to cause interference with the proper operation of the wastewater facilities such as, but not limited to, ashes, bones, cinders, clay, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, diapers, rags, wipes, improperly shredded garbage, whole blood, paunch manure, hair and fleshings, entrails, disposable dishes, cups, milk containers, and similar materials, either whole or ground by garbage grinders.
 - (5) Any noxious or malodorous solids, liquids, or gases which, either singly or by interaction with other wastes, are capable of creating a public nuisance, or hazard to life, or are, or may be, sufficient to prevent entry into the sanitary sewer for maintenance and repair work.
 - (6) Any solids in size, in any dimension, of greater than one-half inch.
 - (7) Any pollutants which result in the presence of toxic gases, vapors, or fumes within the wastewater facilities in a quantity that may pose a hazard to the health and safety of wastewater facilities workers.
 - (8) Any substances which may cause the wastewater treatment plant to violate the WPDES permit effluent limits or which may cause the sludge produced by the wastewater treatment plant to be in non-compliance with sludge use or disposal criteria.

(c) Limited discharges. Discharge of the following described substances, materials, liquids, wastewater, waters, or wastes shall be restricted in accordance with the Del-Hart Ordinance:

- (1) Any liquid having a temperature higher than 150°F.
- (2) Wastewater containing more than 25 mg/l of petroleum oil, non-biodegradable cutting oils, or products of mineral oil origin.
- (3) Any wastewater containing fats, wax, grease, or oils, whether emulsified or not, in excess of 100 mg/l or containing substances which may solidify or become viscous at temperatures between 32°F and 150°F.
- (4) Wastewater containing floatable fats, oils, or grease.
- (5) Any garbage that has not been properly shredded or solid material having any dimension greater than one-half inch.
- (6) Wastewater containing any toxic substances including, but not limited to, those listed in Chapter NR 215 of the Wisconsin Administrative Code, in concentrations that exceed levels specified under all applicable state, and federal regulations.
- (7) Wastewater containing pollutants at concentrations exceeding applicable pretreatment standards as listed in Chapters NR 221 through NR 297 of the Wisconsin Administrative Code.
- (8) Wastewater containing any of the following pollutants in concentrations exceeding the indicated limit, based on a 24-hour, flow proportional, composite sample:

Arsenic, Total	0.23 mg/l
Cadmium, Total	0.18 mg/l
Chromium, Total	1.0 mg/l
Copper, Total	2.40 mg/l
Cyanide, Total	0.43 mg/l
Molybdenum, Total	0.4 mg/l
Mercury, Total	0.003 mg/l
Nickel, Total	4.0 mg/l
Selenium, Total	0.5 mg/l
Silver, Total	0.2 mg/l
Zinc, Total	2.6 mg/l
Hexachlorabenzene	0.0016 mg/l

Iodine, Total	1.0 mg/l
Phosphorus, Total	6.0 mg/l
Ammonia-Nitrogen	20.0 mg/l
Chloride	500 mg/l
Phenol	0.1 mg/l

- (9) Wastewater containing polychlorinated biphenyls.
 - (10) Any substance with objectionable color not removed by the wastewater treatment plant processes, such as, but not limited to, dye wastes and vegetable tanning solution.
 - (11) Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by all applicable State or Federal Regulations.
 - (12) Pollutants which are not treatable by the wastewater treatment plant processes employed, or are untreatable to such a degree that the wastewater treatment plant effluent will not meet the requirements of the WPDES permit.
 - (13) Any pollutants which result in the production of odors, in excess of that associated with domestic wastewater, either directly or indirectly by interaction with other pollutants.
 - (14) Volumes or concentrations of wastes constituting a slug.
 - (15) Any pollutants which, by interaction with other pollutants present in the wastewater in the sanitary sewer, form suspended solids which interfere with the operation of the wastewater facilities, increase the maintenance requirements of the wastewater facilities, or create a condition deleterious to the wastewater facilities structures or processes.
- (d) Grease, oil and sand interceptors. Grease and oil separators and sand interceptors shall be provided, at user's cost, when in the opinion of the commission or the village, they are necessary for the proper handling of liquid wastes containing grease or oil, or any flammable wastes, sand, or other harmful ingredients; except that such interceptors and separators shall not be required for private living quarters or dwelling units. When required, such interceptors and separators shall be installed and maintained in strict compliance with the requirements of the Del-Hart Ordinance.
- (e) "Standard Methods For The Examination of Water and Wastewater" to be used. All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this section shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association and 40 CFR 136. Sampling methods, location, times, durations and frequencies are to be determined on an individual basis subject to approval by the manager.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-228. - Compliance with the Del-Hart Ordinance.

No person shall discharge wastes into a public sewer within the village, except in accordance with the provisions of the Del-Hart Ordinance, as amended from time to time.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-229. - Special arrangements.

No provision contained in this chapter shall be construed as prohibiting any special agreement between the village and any person whereby an industrial waste of unusual strength or character may be admitted to the wastewater collection and treatment facilities, either before or after pretreatment, provided that there is no impairment of the functioning of the wastewater collection and treatment facilities by reason of the admission of such wastes, and no extra costs are incurred by the village without recompense from such person.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-230. - No discharge to violate general permit for bypassing.

No person shall discharge or cause to be discharged any waters, wastewaters or other substances of any kind or nature that will result in or otherwise cause a violation of any General Permit For Bypassing issued by the Wisconsin Department of Natural Resources and held by the village.

(Ord. No. 786-10, § 1, 12-13-2010)

Secs. 86-231—86-236. - Reserved.

DIVISION 5. - PUBLIC SEWER MAIN EXTENSIONS

Sec. 86-237. - Application and approval.

The extension of public sewer mains to serve new customers/users is subject to the prior review and approval of the village and any other governmental agency having appropriate jurisdiction thereof. Any person seeking to develop real property and requiring sewer service in connection with such development, shall make application to the village for a public sewer main extension, if so required in order to serve such development. Such application shall be in writing and shall set forth the following information:

- (a) Name of development and the legal description of the property involved.
- (b) Plat map or certified survey map or other map showing street layout and lot sizes.
- (c) Zoning of the property.
- (d) Proposed plans and specifications for the sewers.
- (e) Name and address of consulting engineer.
- (f) Number of housing units and/or other units to be constructed.
- (g) Such additional information as the village may require.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-238. - Conditions of approval.

The village shall have the discretion to approve or disapprove the requested public sewer main extensions. In granting such approval, the village may condition its approval upon compliance with:

- (a) Any applicable ordinances of the village, the Del-Hart Commission or Waukesha County.
- (b) Any applicable statute, rules, orders, or Codes of the State of Wisconsin.
- (c) The preparation of plans and specifications for the sewer main extension, subject to the approval of the village and its consulting engineer.
- (d) The applicant making and installing the public sewer main extension at his/her/its sole cost and expense or otherwise providing a surety bond or other security to ensure that the main will be so constructed within a reasonable period of time.
- (e) The dedication of such rights-of-way, easements and sewerage facilities as the village may reasonably require.
- (f) The payment of all costs and expenses incurred or to be incurred by the village in connection with the review and approval of such sewer extension, including but not limited to engineers fees, attorneys fees, inspection fees and other similar costs and expenses.
- (g) The payment of any applicable connection fees due or to become due pursuant to Division 12 hereof.
- (h) Any other condition determined by the village to be fair and reasonable in order to protect the interest of the village in connection with the proposed development.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-239. - Contract for sewer improvements.

The village may require the person filing an application for a public sewer main extension to enter into a written development agreement with the village, as a condition of the approval of the sewer main extension. Such agreement shall define the scope of the work, the obligations of the applicant to construct the sewer facilities, the requirement of security for performance of the applicant's obligations set forth therein, and such other matters as the village may reasonably determine. The applicant shall reimburse the village for all attorneys fees incurred hereunder.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-240. - Sewer extension by village.

The village may, on its own, cause any public sewer main to be extended at such time and under such conditions as the village deems appropriate in its sole discretion.

(Ord. No. 786-10, § 1, 12-13-2010)

Secs. 86-241—86-246. - Reserved.

DIVISION 6. - SEWER USER CHARGE SYSTEM

Sec. 86-247. - Definitions.

The following terms shall have the following meaning under this article:

- (a) Debt service charges shall include all costs associated with repayment of debt(s) incurred for the construction and/or rehabilitation of the wastewater collection system and treatment facility.
- (b) Normal domestic strength wastewater shall mean wastewater with concentrations of CBOD, suspended solids, total kjeldahl nitrogen, and total phosphorus no greater than 200, 40, and 10 milligrams per liter (Mg/L), respectively.
- (c) Normal user shall be a user whose contributions to the sewerage system consist only of normal domestic strength wastewater originating from a house, apartment, flat, or other living quarters occupied by a person or person constituting of distinct household, business or commercial enterprise.
- (d) Operation and maintenance costs shall include all costs associated with the operation and maintenance of the sewerage system, including but not limited to administrative costs and expenses.
- (e) Replacement costs shall include all costs necessary to replace equipment as required to maintain capacity and performance during the design life of the sewerage facilities. When required by appropriate authority having jurisdiction thereof, a separate, segregated, distinct replacement fund shall be established and used for only replacement of equipment.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-248. - Measurement.

The unit of volume measurement for wastewater or other wastes discharged into the village's sewerage system shall be 1,000 gallons, United States Liquid Measure. The unit for assessing costs with respect to strength wastewater parameters shall be avoirdupois pounds.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-249. - Fiscal policy.

It shall be the policy of the village to obtain sufficient revenues to pay the costs of the operation and maintenance of the sewerage system, including debt service and an equipment replacement fund (i.e., a cash account to be used for future expenditures for obtaining or installing replacement equipment, accessories or appurtenances which are necessary to maintain the capacity and performance of the sewerage system during the service life for which such facilities were designed and constructed), through a system of sewer service charges as defined in this chapter. The system shall assure that each user of the sewerage system pays their fair and proportionate share of the cost of such facilities.

The annual equipment replacement revenues shall be maintained in a separate account to be used solely for the purpose of purchasing replacement parts and/or equipment.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-250. - Sewer service charges generally.

Sewer service charges to each user shall be based on wastewater parameters established from time to time by the village. The sewer service charges shall consist of the sum of the annual debt service charges, all annual operation and maintenance costs, all replacement costs, and all sewer service charges levied or assessed to the village by the Del-Hart Commission.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-251. - Review of sewer service charges.

The village shall review its sewer service charges from time to time. Sewer service charges shall be adjusted, as required, to reflect actual number and size of users and actual costs.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-252. - Sewer rate determinations.

The village shall determine sewer rates from time to time and shall have the right to amend, modify, adjust or change the rates at any time.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-253. - Exemption meters.

In the event that a person discharging wastes into the public sewers produces evidence satisfactory to the village that significant amounts of the total annual volume of metered water used for all purposes does not reach the sanitary sewer, the person may be permitted to have an exemption water meter installed. The meter shall be furnished and installed by the village. All other costs, including meter, inlet and outlet stops, meter horn and any piping revisions required to ensure that only water not reaching the sanitary service is metered by the exemption meter shall be the responsibility of the owner. Meter stops and horns shall be in accordance with village requirements. The village shall charge for each meter at the rate of 100 percent of the service charge set for that size meter to compensate for furnishing, reading, servicing and testing the meter. This charge shall be in addition to the sewer service charge. The amount of exemption water metered shall be subtracted from the total amount of water used by the person to determine the applicable sewer service charge.

(Ord. No. 786-10, § 1, 12-13-2010)

Secs. 86-254—86-259. - Reserved.

DIVISION 7. - CONTROL OF INDUSTRIAL WASTES

Sec. 86-260. - General.

- (a) An "industrial discharge" or "industrial waste" shall have the same meaning as provided for in the Del-Hart Ordinance, as amended from time to time.
- (b) Each person discharging industrial waste into the public sewers of the village shall comply with all applicable provisions of the Del-Hart Ordinance, in effect from time to time. No person shall discharge any industrial waste that contains substances or possesses characteristics that are detrimental to the village's sewerage collection system. In such event, the village may impose any of the treatment alternatives provided for in the Del-Hart Ordinance, as amended from time to time.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-261. - Control manholes.

- (a) Each person discharging industrial waste into a public sewer shall construct and maintain one or more control manholes or access points to facilitate observation, measurement, and sampling their waste, including domestic sewage.
- (b) Control manholes or access facilities shall be located and built at such locations and in such manner as may be acceptable to the Del-Hart Commission. If measuring devices are to be permanently installed, they shall be of a type acceptable to the Del-Hart Commission and the village.
- (c) Control manholes, access facilities, and related equipment shall be installed by the person discharging the industrial waste at its expense, and shall be maintained by the person discharging the waste so as to be in safe condition, accessible, and in proper operating condition at all times. Plans for installation of the control manholes or access facilities and related equipment shall be approved by the Del-Hart Commission and the village prior to the beginning of construction.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-262. - Wastewater measurement, sampling and reporting.

Wastewater flow measurements, sampling, and reporting shall be done in accordance with the Del-Hart Ordinance, as amended from time to time.

(Ord. No. 786-10, § 1, 12-13-2010)

DIVISION 8. - DISCHARGE OF HOLDING TANK WASTE

Sec. 86-263. - General.

For purposes of this division, the terms "holding tank waste" and "licensed disposer" shall have the same meaning as provided for in the Del-Hart Ordinance, as amended from time to time.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-264. - Prohibition of discharge into the village's public sewers.

No person, including a licensed disposer, shall discharge any holding tank waste, or any other similar waste, into any manhole or other opening in a public sewer owned or maintained by the village. Instead, all such discharges of holding tank wastes shall be made pursuant to the Del-Hart Ordinance, as amended from time to time.

(Ord. No. 786-10, § 1, 12-13-2010)

DIVISION 9. - BILLING AND PAYMENT OF SEWER SERVICE CHARGES

Sec. 86-265. - Billing, payment, and penalties.

Sewer service charges shall be billed on a quarterly basis. Charges levied pursuant to this article shall be a debt due to the village. If the debt is not paid within 20 days after it is due and payable, it shall be deemed delinquent. There shall be an added penalty of three percent of the amount of the quarterly billed (penalties shall not be compounded).

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-266. - Remedies for failure to make payments.

- (a) Suit. Sewer service charges, connection fees or other charges due from any person or user shall be deemed to be a debt due to the village from that person or user. If sewer service charges, connection fees, or other charges are not paid when due, the village may commence an action in a court of competent jurisdiction; and recover from such persons or user the amount of charges or fees, and damages, if any, sustained by the village as a result of such failure to pay, together with attorneys fees incurred in collecting said sums, court costs and such other costs and expenses as may be allowed by law.
- (b) Lien on property. As an alternative to subsection (a) hereof, the village may direct that unpaid sewer service charges, connection fees, or other charges due from any person or user, together with any penalties, shall be collected and taxed and shall be a lien upon the property served in the manner provided for in Wis. Stats. § 66.0821(4)(d), as amended from time to time.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-267. - Obligation for payment.

The obligation for payment of sewer service charges, connection fees or other charges due the village shall be a joint and several obligation of the user and property owner, where the user and property owner are not the same person. To the end that there may be attempts at avoidance of payment of such charges and fees by non-property owner users, and to overcome the same, the village may send the bill for such a user, in care of the property owner.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-268. - Remedies cumulative.

All remedies provided for in this article are distinct and cumulative to any other right or remedy under this article or any other ordinance of the village or afforded by law or equity; and may be exercised by the village concurrently, independently, or successively.

(Ord. No. 786-10, § 1, 12-13-2010)

Secs. 86-269—86-274. - Reserved.

DIVISION 10. - AUDIT

Sec. 86-275. - Audit.

Unless otherwise required by applicable statutes, the village shall conduct an annual compilation or an independent annual audit, the purpose of which shall be to maintain the proportionality between users and user classes of the user charge system and to ensure that adequate revenues are available relative to increasing operation, maintenance and replacement costs and debt retirement. A summary of the findings and recommendations of this audit shall be made available as determined by the village.

(Ord. No. 786-10, § 1, 12-13-2010)

DIVISION 11. - CONNECTION AND REGIONAL AVAILABILITY CHARGES

FOOTNOTE(S):

--- (7) ---

Editor's note—Exhibit A, referenced above, is not set out herein but is on file and available for inspection in the village offices.

Sec. 86-276. - Connection charges.

- (a) Sanitary sewer connection charges. Sanitary sewer connection charges shall be based upon a user's potential needed capacity in the treatment facility in accordance with Schedule A. Each new user or existing user who changes its use requiring additional capacity in the treatment facility shall be charged a connection charge or an additional connection charge. Such connection charge shall apply to all connections to the village's sewer system resulting from new construction or the change of an existing use whereby additional capacity shall be required from the treatment facility. Metering of user's flow shall be utilized to determine user fees charged such user by the village. Metering shall also be used as a means of verification by the village or commission, but shall not be used to reduce a user's connection charge from that determined through use of Schedule A. The connection charge shall be determined separately by the commission for each building in accordance with Schedule A.
- (b) Payment required. For each connection of a building sewer to a public sewer within the village, there shall be paid to the village a connection charge as determined pursuant to the Del-Hart Ordinance and this article, as amended from time to time, together with any other tapping fees, impact fees or similar charges imposed under such ordinance for the privilege of connecting to the public sewers. Such connection charge shall be assessed to the person seeking the connection and shall be paid as a condition precedent to obtaining a building permit, or in the case where no building permit is sought, it shall be paid as a condition precedent to connection. The connection charge of the village shall be in such amounts and shall be paid at such time as the village may from time to time determine. Failure to pay any connection charge when due shall constitute a violation of this article.
- (c) Amount of initial/additional connection charges. Connection charges applicable to the sanitary sewer system within the village, or any extension thereto, shall be as follows:

(1) Per DUE within the Village of Hartland:

Year	2015	2016	2017
Amount	\$7,323.00	\$7,323.00	\$7,323.00

(2) Per DUE outside the Village of Hartland:

Year	2015	2016	2017
Amount	\$9,154.00	\$9,154.00	\$9,154.00

- (d) Annual adjustment to connection charge. Effective January 1 of the year after the last date referenced in section 86-276(c), and each calendar year thereafter, the connection charge shall be annually adjusted based upon changes to the "Engineering News Record Construction Cost Index" (the "index"), which index most closely reflects construction costs of the wastewater facilities. The adjustment shall reflect changes to the index during the period of July 1 through June 30 of each year. The connection charge shall be increased or decreased annually by the percentage increase or decrease (rounded) in the index, determined as of June of each year commencing with the year 2006. By way of example only, if the index in June of 2005 was 7629.95 and the index for June 2006 is 8010.00, the changes in the index represent a percentage increase of 5.0 percent for the 12-month period of time (June 2005 to June 2006). Accordingly, the connection charge would be increased by \$183.00 (rounded) for an adjusted connection charge of \$3,840.00, rounded, for the year 2007. The commission shall notify all municipalities no later than November 1 of each calendar year (commencing on November 1, 2006) of the adjusted connection charge for its facilities to become effective as of January 1 of the succeeding year. The connection charge shall be in the amount so determined for the calendar year within which a permit is issued by the customer to allow for the user building sewer to be connected to the sanitary sewer. Notwithstanding anything to the contrary contained in this article, the commission may by resolution duly adopted on or before December 31 of any year, elect not to adjust the connection charge for the succeeding calendar year whenever the commission determines that the public interest will be served thereby.
- (e) Application of connection charge. In collecting the connection charges, the following shall apply:
- (1) The connection charge is applicable to new users of the wastewater facilities as well as existing users who substantially increase their wastewater discharges to the wastewater facilities. For existing users, an additional connection charge is due when the average daily flow from such user increases by one DUE or more over an average 24-month period, the first 12 months of which is determined on a July 1 through June 30 time period or other continuous 12-month period based on the village's meter reading schedule. The commission shall establish the initial or increased DUE by the process established in the commission ordinances.
 - (2) A user and/or customer shall have the right to appeal the aforesaid determination of initial or additional DUEs by the process established and administered by the commission.
 - (3) An adjusted connection charge, Del-Hart is a charge against a customer resulting from new users or existing users substantially increasing their wastewater discharges, where those users are located within the area served by the said customer and who connect a building sewer that discharges to the wastewater facilities.
 - (4) DUEs shall be determined for all uses in accordance with the ordinances of the commission in effect and as amended from time to time. Attached hereto and incorporated herein is Schedule A, which is a conversion schedule for determining DUEs applicable to various types of properties and uses thereof; and shall be used by the customer for purposes of determining applicable DUEs, either for new users or users who substantially increase their wastewater discharges. Once a connection charge has been finally determined and paid, and following expiration of all applicable time periods within which an appeal may be taken, the connection charge shall not be subject to refund, even if the user in question changes its use in such manner that fewer DUEs are applicable thereto. Under no circumstance shall there ever be less than one DUE for each building sewer connected to a sanitary sewer, unless the commission by resolution determines otherwise. The commission may at any time require a user to install appropriate meters to determine whether or not increased wastewater flows have or are occurring relative to the property in question in accordance with section 86-278 of this Code.

(Ord. No. 786-10, § 1, 12-13-2010; Ord. No. 800-12, § 2, 12-10-2012; Ord. No. 833-15, §§ 1, 2, 3-23-2015)

Sec. 86-277. - Regional sewer availability charge.

(a) Established. Pursuant to the authority granted under Wis. Stats. § 66.0821, a regional sewer availability charge ("RSAC") is hereby established to provide for the recovery of construction, reconstruction, improvement, and/or extension costs and expenses that have been, or will be, incurred by the village or advanced to the village by contract, for purposes of facilitating extension(s) of the village's sanitary sewer system to service to a specific geographic area.

(b) Assessed. Each new sanitary sewer user, or existing user who increases its use to require additional capacity in the treatment facility, shall be charged a regional sewer availability charge ("RSAC"). For purposes of this section a "new sanitary sewer user" shall mean any person paying a sanitary sewer connection charge to the village for a property after October 1, 2003 and an "existing user" shall mean any person having an existing connection to the village sanitary sewer system as of October 1, 2003. The RSAC charge shall be assessed as follows:

(1) For property located within the geographic area depicted as North Side Area A in Exhibit A ⁽¹⁾, the charge per DUE, in addition to the charge assessed under subsections 86-276(c) and (d), shall be as follows:

Year	2015	2016	2017
Amount	\$3,130.00	\$3,130.00	\$3,130.00

(2) For property located within the geographical area depicted as North Side Area B in Exhibit A*, the charge per DUE, in addition to the charge assessed under subsections 86-276(c) and (d), shall be as follows:

Year	2015	2016	2017
Amount	\$1,690.00	\$1,690.00	\$1,690.00

(c) Payment due.

(1) Payment of the RSAC. The building inspector shall collect the RSAC required under this section at the time of application for a building permit unless:

- a. A prior payment of the initially applicable RSAC has been made to the village for the applicable property as part of a development agreement with the village; or
- b. The village board, in its sole discretion, permits payments to be made in installments over a period of years established by the village board, but not to exceed 15 years, together with interest on the unpaid balance at a rate determined by the village board. The applicant for such an installment plan shall be deemed to agree that if such installment payments are not made when due, the same shall be assessed against the real estate served by the sanitary sewer and collected in the same manner as other taxes are collected by the village.

(d) Payment of RSACs associated with any subdivision created after April 1, 2005, shall be paid by the developer at the time of entry into the development agreement with the village.

- (e) Payment of any RSAC resulting from assessment of additional DUEs against an existing user due to an increase in use of sewer capability shall be made within 30 days of the date of notice of reassessment.
- (f) Each RSAC assessed by or pursuant to this section is hereby made a lien upon the corresponding lot, land or premises served by a connection to the sanitary sewer system of the village and if the same is not paid within the period allotted for such payment, such charge shall constitute a lien on the property served and be inserted in the village tax roll as provided in Wis. Stats. § 66.0809.
- (g) The wastewater service charges taxed or levied pursuant to this section shall be payable to the village at the municipal building.

(Ord. No. 786-10, § 1, 12-13-2010; Ord. No. 833-15, § 3, 3-23-2015)

Sec. 86-278. - When flow meters are required.

- (a) The commission or the Village of Hartland may require institutional, governmental, commercial, and industrial users to install metering equipment, including water flow meters or wastewater flow meters, for the purpose of more accurately determining the volume of wastewater discharged to the wastewater facilities, whenever any of the following exist:
 - (1) The commission or the Village of Hartland believes that the discharge flow from a user may significantly exceed the flow expected for that user based on the number of DUEs assigned to that user consistent with the DUE determination calculated under this article (Schedule A);
 - (2) The user discharges industrial wastewater to the wastewater collection system;
 - (3) The commission or the Village of Hartland believes that a user may discharge more than one DUE of wastewater;
 - (4) The user discharges wastewater with BOD5, TSS, TKN, or Total Phosphorus concentrations greater than the concentration limits for domestic wastewater as defined in this article;
- (b) Where water meters are required to be installed by the commission or the Village of Hartland, the water meters shall be furnished by the Village of Hartland and installed by a licensed plumber while a representative of the Village of Hartland is present to observe and inspect said installation. All costs for the installation of the water meters shall be at the expense of the user requiring the water meter. Meters shall be calibrated and maintained in accordance with the policies of the Village of Hartland. Where water enters the user's premises from more than one source, water flow meters shall be installed at each source. The Village of Hartland shall provide water meter readings to the commission for the subject property on a quarterly basis with the readings being provided no later than 30 days after the end of the quarter. Water usage shall be the measure for determining the monthly user charge fees and surcharge fees where applicable. The initial assignment of DUEs to such user, the initial monthly user charges and the initial connection charges shall be based upon reasonable estimates prepared by the commission, subject to adjustment as herein provided. In the event that, after a period of one year (which year shall be determined as beginning on the July 1 immediately following the date that the water meter is installed), the water meter readings indicate that the water consumption at the property is in excess of the original estimate, the commission shall give to the user an initial notice pursuant to the process set forth in the commission's ordinances. If the said user's average wastewater discharge continues at such increased amount for the second 12-month period following the date of expiration of the first 12 months, then the said user shall be (i) billed additional connection charge(s) based on such increased flows and (ii) billed prospectively an increased user charge, based on the difference in the DUE values before and after the meter was installed. In such event, the commission shall issue a final notice pursuant to the process set forth in the commission's ordinances.
- (c) In the event that a user, who is required by the Commission or the Village of Hartland to install a flow meter for the purposes of determining the volume of wastewater discharged to the wastewater facilities, produces evidence satisfactory to the Village of Hartland and Commission that a significant percentage of the total annual volume of metered water used is not discharged into the sanitary sewer,

the user may be allowed to have an exemption water meter(s) installed. Said meter(s) shall be furnished by the Village of Hartland. All costs shall be at the expense of the user requiring the meter(s), including installation and piping revisions required to insure that any water not reaching the sanitary sewer is metered by the exemption meter. The Village of Hartland may establish charges for each size meter to compensate for furnishing, reading and servicing the meter. The amount of exemption water metered shall be subtracted from the total amount of water used by the user to determine the applicable user charge fee. Regardless of the amount of metered exemption water, no user shall be charged for less than one DUE for each single building sewer connected to a sanitary sewer, unless the commission determines otherwise.

- (d) The commission may require industrial users to install wastewater flow meters on the user's building sewer in accordance with the requirements of this section. In such cases, the wastewater flow meter readings shall be used as the measure for determining the monthly user charge fees.

(Ord. No. 786-10, § 1, 12-13-2010; Ord. No. 800-12, § 3, 12-10-2012)

Secs. 86-279—86-284. - Reserved.

DIVISION 12. - VIOLATIONS, ABATEMENT PROCEDURES AND PENALTIES

Sec. 86-285. - Violations constituting public nuisance.

A violation (other than the failure to pay sewer service charges or other fees or costs due under this article) of any provision of this article or any other rule or order of the village is hereby declared to be a public nuisance.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-286. - Damage to village's property.

No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure of equipment which is a part of the village's sewerage system. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-287. - Enforcement.

The village shall have the right to enforce the provisions of this article and shall make periodic inspections and inspections upon complaint to insure that such provisions are not violated. No action shall be taken under this chapter to abate a public nuisance unless the village shall have inspected or caused to be inspected the premises where the nuisance is alleged to exist and shall have satisfied itself that a nuisance does in fact exist.

If any person discharges sewage, industrial wastes, hazardous wastes, or other wastes into the wastewater facilities contrary to the provisions of this article or any permit or any other agreement issued hereunder, the commission may commence an action for appropriate legal and/or equitable relief in the Circuit Court of Waukesha County, Wisconsin, or in any other court of competent jurisdiction, which action may include the following requested relief:

- (1) Injunctive relief. Wherever a user has violated or continues to violate the provisions of this article, an agreement or order issued hereunder, such violation creates a public nuisance under Wis.

Stats. § 823.02, and the commission may obtain an injunction restraining or compelling activities of the industrial user.

(2) Civil penalties.

- a. Any person violating any provision of this article, who continues such violation after notice as provided above, shall forfeit to the commission the sum of \$500.00 for each violation, in addition to all other penalties provided for herein. Each day or any part thereof during which such violation continues shall be considered as a separate violation for purposes hereof.
- b. Any person using the commission's sewerage system without a permit or special agreement for a use for which such a permit or agreement may be issued hereunder, or continuing to use the wastewater facilities after notice of termination or revocation of such permit or agreement, shall forfeit to the commission the sum of \$500.00 for each violation, in addition to all other penalties provided for herein. Each day or any part thereof during which such violation continues shall be considered as a separate violation for purposes hereof.
- c. Any industrial user who has violated or continues to violate this article or a permit or special agreement issued hereunder, shall forfeit not less than \$500.00 nor more than \$10,000.00 for each day of violation, which sum shall include all administrative fines that may be levied. In addition, there shall be assessed as an additional penalty all of the total costs incurred by the commission relative to the investigation, including monitoring, which led to the establishment of the violation.
- d. Any industrial user who violates or continues to violate this article or its special agreement issued hereunder shall reimburse the commission for all damages sustained by the commission as a result of such violation, including, but not limited to, damages to the wastewater facilities, in addition to all other penalties imposed hereunder. Further, the commission shall be entitled to receive for any industrial user who violates this article or its special agreement issued hereunder, the commission's reasonable attorney's fees, court costs, and any other applicable expenses associated with its enforcement activities.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-288. - Summary abatement.

If the village determines that a public nuisance exists within the village and that there is great and immediate danger to the public health, safety, or welfare, the village may cause the same to be abated and charge the cost thereof to the owner, occupant, or person causing, permitting, or maintaining the nuisance, as the case may be.

Sec. 86-289. - Abatement after notice.

If the village determines that a public nuisance exists on the private premises but that the nature of such nuisance is not such as to present great and immediate danger to the public health, safety, or welfare, the village shall serve notice to the person causing or maintaining the nuisance to remove the same within ten days. If such nuisance is not removed within such ten days, the village shall cause the nuisances to be removed as provided in section 86-250.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-290. - Other methods not excluded.

Nothing in this article shall be construed as prohibiting the abatement of public nuisances by the village or its officials in accordance with the laws of the State of Wisconsin.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-291. - Cost of abatement.

In addition to any other penalty imposed by this chapter for the erection, contrivance, creation, continuance or maintenance of a public nuisance, the cost of abating a public nuisance by the village shall be collected as a debt from the owner, occupant, or person causing, permitting, or maintaining the nuisance, and such cost shall be assessed against the real estate as a special charge. For purposes hereof, costs shall include but not be limited to actual attorneys' fees and court costs.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-292. - Continued violations.

Any person who shall continue any violation beyond the aforesaid notice time limit provided, shall forfeit not less than \$500.00 nor more than \$1,000.00 together with the costs of prosecution. In default of payment of such forfeiture and costs, said violator shall be imprisoned in the Waukesha County Jail for a period of not to exceed 30 days. Each day in which any violation is continued beyond the aforesaid notice time limit shall be deemed a separate offense.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-293. - Accidental discharge.

Any person found to be responsible for accidentally allowing a deleterious discharge into the sewerage system which causes damage to the sewerage system and/or a receiving body of water (e.g., lake, river, stream, etc.) shall, in addition to a fine, pay the amount to cover all damages, both of which will be determined by the village or other governmental authority having appropriate jurisdictions.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-294. - Accidental discharge reporting.

Any person responsible for an accidental discharge that may have a detrimental impact on the sewerage system, shall immediately report the nature and amount of the discharge to the Del-Hart Commission and the village.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-295. - Liability for losses.

Any person discharging into the village sanitary sewer system shall become liable to the village for any expense, attorney's fees, costs, engineering fees, loss, or damage occasioned by such discharge which the village may suffer as a result thereof. Without intent to limit the generality of the foregoing, the village shall have the right of recovery from all such persons, any expense incurred by the village for the repair or replacement of any part of the public sewerage system damaged in any manner by any person by the performance of any work under its control, or by any negligent acts.

(Ord. No. 786-10, § 1, 12-13-2010)

DIVISION 13. - APPEALS

Sec. 86-296. - Review of administrative determinations.

Any person having a substantial interest which is adversely affected by an administrative determination of the village or any agent thereof, may have such determination reviewed or provided for herein. Only administrative determinations described in Wis. Stats. § 68.02, as amended from time to time, are subject to review under this chapter. Notwithstanding anything to the contrary contained herein, any determinations involving sewer service charges (or any component thereof), application fees, connection fees, or any other fees or costs due under this article are not subject to review hereunder. Further, any determinations involving the levying and assessment of special assessments or any of the determinations described in Wis. Stats. § 68.03, are not subject to review hereunder.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-297. - Procedure for review.

A person satisfying the requirements of section 86-258 hereof, shall first make a written request to the village for a review of the administrative determination, which request shall be submitted to the village clerk within 15 days following the determination in question. The request shall be in writing, shall state the name and address of the person seeking the review, shall describe the circumstances surrounding the determination and shall state the grounds upon which such person contends that the determination should be modified or reversed.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-298. - Hearing.

Upon receipt of a request for review under section 86-259, the person seeking the review shall have a hearing before the village board; provided the provisions of section 86-259 are satisfied. The hearing shall be held at a time and place determined by the village board within 30 days from the date of receipt of the request. The village clerk shall notify such person, by mail or personal service, at least ten days before such hearing of the time and place of the hearing.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-299. - Costs.

Any appeal to the village board shall be accompanied by a non-refundable review fee of \$50.00. In the event the person seeking review desires the hearing proceedings to be taken by stenographer or by a recording device, the expense thereof shall be paid by the person seeking the review.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-300. - Decision and appeal.

Within 30 days of completion of the hearing and the filing of briefs, if any, the village board shall make its written determination on the request for review. Such determination shall be mailed or delivered to such person at the address set forth in the request for review. The decision of the village board may be subject to judicial review under Wis. Stats. § 68.13, as amended from time to time, in the manner provided for therein.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-301. - Application of Chapter 68 of the Wisconsin Statutes.

Except as to those specific statutes expressly incorporated herein, the village elects not to be governed by any other provision of Chapter 68 of the Wisconsin Statutes, as amended.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-302. - Costs.

In the event the village board does not modify or reverse the administrative determination in question following the hearing thereon, or in the event the administrative determination is sustained on appeal under Wis. Stats. § 68.13, then in either of such events, the person who has sought the review shall reimburse the village for all hearing and court costs incurred, including but not limited to reasonable attorneys fees.

(Ord. No. 786-10, § 1, 12-13-2010)

DIVISION 14. - SEPTIC SYSTEMS

Sec. 86-303. - Septic tanks prohibited.

The maintenance and use of a septic tank, privy, privy vault, cesspool or other private sewerage disposal system by any owner of land located within the village, where such land is adjacent to a public sewer main, and who has failed to connect to the village's sewerage system once so directed to connect, is hereby declared to be a public nuisance and a health hazard. Such nuisance and hazard shall be abated; and damages and costs recovered therefor in accordance with Wis. Stats. § 823.02.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-304. - Certain septic systems allowed.

In certain isolated locations within the boundaries of the village it may be necessary for the owners of certain properties not served by the village's sanitary sewer system to continue the maintenance and use of a septic tank or other private sewerage disposal system. Such maintenance and use shall be considered as a temporary wastewater disposal system and is subject to the review and approval of the village. The review and approval will be on a case by case basis, with each case determined upon its particular facts and circumstances.

(Ord. No. 786-10, § 1, 12-13-2010)

Sec. 86-305. - Septic waste disposal.

(a) Definitions. As used in this section:

- (1) Septic waste shall mean the accumulated residual solids generated by private septic systems, portable toilets, outdoor toilets or holding tanks of any type, including sanitary systems incorporated in recreation boats or vehicles.

- (2) Sludge. The accumulated residual solids (usually in aqueous solution) generated through the treatment of municipal or industrial wastewaters.
- (b) Restrictions. No person, firm or corporation shall apply septic waste or sludge or allow septic waste or sludge to be applied to any lands in the village and under their ownership, lease or control.
- (c) Disposal of septic waste. Septic waste may be disposed of at the Del-Hart Wastewater Treatment Plant, subject to requirements established by that facility. All costs incurred from such disposal shall be borne by the person, firm or corporation.

(Ord. No. 786-10, § 1, 12-13-2010)

Secs. 86-306—86-350. - Reserved.

SCHEDULE A
Domestic User Equivalent (DUE) Determination Schedule

Definition: 1 DUE = 205 Gallons Per Day = Approximately 75,000 Gallons Per Year

	Classification	DUE Value
A.	Residential:	
	Single Family Residence	1.0 DUE
	Duplex	2.0 DUE
	Mobile Homes	1.0 DUE
	Apartment	1.0 DUE per apartment
	Condominiums	1.0 DUE per unit
B.	Institutional:	
	CBRF (Community Based Residential Facility)	0.25 DUE per resident (including support staff)
	Church	1.0 DUE
	Hospital	0.75 DUE per bed
	Nursing Home	0.50 DUE per bed

	Schools:	
	Boarding	0.35 DUE per student
	Elementary	0.03 DUE per student
	High School	0.04 DUE per student
C.	Commercial/Industrial:	
	Bar	0.04 DUE per seat
	Bowling Alley	0.35 DUE per lane
	Restaurant:	
	Normal Operation	0.04 DUE per seat
	24 Hour Operation	0.06 DUE per seat
	Hotel	0.25 DUE per bedroom
	Motel	0.20 DUE per bedroom
	Garage	1.0 DUE per 4,000 sq. ft. plus carwash ⁽¹⁾
	Small Retail Stores and Businesses	1.0 DUE per 3,000 sq. ft.
	Service Station:	
	Normal Location	1.0 plus carwash ⁽¹⁾
	Freeway Location	2.0 plus carwash ⁽¹⁾
	Shopping Center	1.0 DUE per 4,000 sq. ft. floor space
	Supermarket	1.0 DUE per 4,000 sq. ft. floor space
	Car Wash	Average daily flow in [(gal/day) ÷ 205] ⁽¹⁾

	Factory	0.08 DUE per employee plus average daily process wastewater in [(gal/day) ÷ 055]
	Laundromat	Average daily flow in [(gal/day) ÷ 055] ⁽²⁾
D.	Other	See Note ⁽³⁾

Notes:

- (1) Car washes to be considered separately upon application based on estimated flows from facilities involved.
- (2) Flow to be estimated based on equipment installed.
- (3) DUEs for user categories not listed in this schedule shall be determined by the commission on a case by case basis.
- (4) All totaled computations shall be rounded upward to the nearest 0.25 DUE. No classification shall receive less than 1.0 DUE.
- (5) Special conditions may dictate deviations from the DUE values indicated in this Schedule.
- (6) User charges for other than residential users shall be based on metered flow where meters are required by the commission. User DUEs = Metered Flow [(gal/day) ÷ 205].

Section 4
Operation and Maintenance

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
OPERATION AND MAINTENANCE**

The Village of Hartland Operation and Maintenance program includes the following:

- A map of the collection system in our geographic information system (GIS).
- Tools, Equipment and replacement parts,
- A description of preventative maintenance activities such as cleaning, televising, flow monitoring root cutting and rehabilitation.
- A program to assess the capacity of the sewage collection system and conveyance facilities when new development is proposed.
- Identify activities to be performed to prevent building backups caused by blockages in the collection system.
- Train DPW personal on various maintenance activities.
- Identify maintenance activities and frequency.

Maintenance activities to be performed

- Sanitary sewer cleaning (33% of the system minimum) (annually)
- Sanitary sewer Televising (5% of the system minimum) (annually)
- Sanitary sewer Rehabilitation (as necessary) (annually)
- Root removal (as Needed)
- Flow monitoring (as needed)
- Manhole inspections (5% Minimum)
- Lift station maintenance (annually)

Observations/Lid

Frame/Seal

Chimney/Cone

Barrel/Bench

OBSERVATIONS

Inspection Date:

Inspector:

Cross Section:

Surface Type:

Surface Condition:

Subject to Ponding:
(Ditch or Depression)

Precipitation:

Ground Moisture:

Comments:

LID

Vent Holes in Lid:

Lid Condition:

Pick Holes Concealed:

Gasket Condition:

Bolt Down Lid:

Replace Bolts:

Comments:

Save

Cancel

FRAME

Evidence of Inflow/Infiltration: Frame Condition: Select... ▼
 Frame Grade to Ground: Cover to Frame Fit: Select... ▼
 Frame Misaligned/Offset: Grade Above/Below Distance (in):
 No. Adjustment Rings: Misaligned/Offset Distance (in):
Height of Adjustment Rings (in): Realign Frame:
Adjustment Ring Condition: Select... ▼

Comments: < >

SEAL

Seal Present: Seal Type: N/A ▼
 Internal Seal on Chimney: Band Leakage:
 Internal Seal on Frame: Diameter (in):
 Provide Seal Extensions: Length of Extension (in):
Seal Condition: N/A ▼
Seal Band Condition: N/A ▼

Comments: < >

[Save](#) [Cancel](#)

CHIMNEY

Chimney Material: N/A Chimney Height (ft): Chimney Condition: Select...

Infiltration Rate: Select... Replace Chimney (ft): Grout Required:

Infiltration Location:

Comments:

CONE

Cone Material: N/A Mineral Deposits:

Pipes and Openings Other Than Sanitary Sewer Lines:

Infiltration Rate: Select... First Step Height (ft):

Infiltration Location:

Comments:

Cone Condition: Select...

Grout Required:

Step Condition: Select...

High Water Mark Present:

BARREL

Barrel Material: N/A
Infiltration Rate: Select...
Infiltration Location:
Comments:

Barrel Condition: Select...
Grout Required:

FLOW LINE/BENCH

Bench Present:
Infiltration Rate: Select...
Infiltration Location:
H₂S Corrosion: Select...
Comments:

Debris in Invert:
Pipe Connection: Select...
Evidence of Surge:
H₂S Corrosion Location:
Bench Condition: Select...
Pipe Boot Condition: Select...
Grout Required:
H₂S Repair Required:

Section 5
Design and Performance Standards

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
DESIGN AND PERFORMANCE STANDARDS**

The Village has adopted standards and procedures to maintain control over the design, construction, and inspection of the sewage collection system, including building sewers and private interceptor sewers on private property including the following:

- Standards and specifications for the design and installation of new sewers and other appurtenances, and for rehabilitation and repair projects (attached).
- Procedures and requirements for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

The following standards also apply to all projects that convey wastewater in the Village:

- Wisconsin Administrative Code, Chapter NR 110 when designing and constructing sewage collection systems.
- Wisconsin Administrative Code, Chapter SPS 382 when designing and constructing plumbing.
- Standard Specifications for Sewer & Water Construction in Wisconsin, latest edition.
- Village of Hartland Plumbing Code
- Village of Hartland Sewer Utility Ordinance
- Delafield-Hartland Water Pollution Control Commission Sewer Use Ordinance

VILLAGE OF HARTLAND
STANDARD SPECIFICATIONS
AND DETAIL DRAWINGS
(Hartland Standards)

Current Edition: JULY 30, 2015

07/30/15

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SECTION 33 30 00 HARTLAND

SANITARY SEWERAGE

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Sanitary sewer mains and maintenance and collection appurtenances. For force main or sanitary pressure sewer specifications contact Ruekert & Mielke, Inc.

1.02 RELATED SECTIONS

- A. 01 33 00 - Submittal Procedures.
- B. 33 05 00 - Common Work Results for Utilities.

1.03 REFERENCES

- A. American Society for Testing and Materials (ASTM):
 1. ASTM C76 - Standard Specification for Reinforced Concrete Culvert, Storm Drain, and Sewer Pipe.
 2. ASTM C361 - Standard Specification for Reinforced Concrete Low-Head Pressure Pipe.
 3. ASTM C478 - Standard Specification for Precast Reinforced Concrete Manhole Sections.
 4. ASTM C923 - Standard Specification for Resilient Connectors Between Reinforced Concrete Manhole Structures, Pipes, and Laterals.
 5. ASTM D2241 - Standard Specification for Poly(Vinyl Chloride) (PVC) Pressure Rated Pipe (SDR Series).
 6. ASTM D2321 - Standard Practice for Underground Installation of Thermoplastic Pipe for Sewers and Other Gravity Flow Applications.
 7. ASTM D2513 - Standard Specification for Polyethylene (PE) Gas Pressure Pipe, Tubing, and Fittings.
 8. ASTM D2657 - Standard Practice for Heat Fusion Joining of Polyolefin Pipe and Fittings.
 9. ASTM D3034 - Standard Specification for Type PSM Poly(VinylChloride) (PVC) Sewer Pipe and Fittings.
 10. ASTM D3251 - Standard Specification for Butt Heat Fusion Polyethylene (PE) Plastic Fittings for Polyethylene (PE) Plastic Pipe and Tubing.
 11. ASTM D3350 - Standard Specification for Polyethylene Plastics Pipe and Fittings Materials.
 12. ASTM F679 - Standard Specification for Poly(Vinyl Chloride) (PVC) Large Diameter Plastic Gravity Sewer Pipe and Fittings.
- B. American Association of State Highway and Transportation Officials (AASHTO):
 1. AASHTO M198 - Standard Specification for Joints for Concrete Pipe, Manholes, and Precast Box Sections Using Preformed Flexible Joint Sealants.
 2. AASHTO T99 - Standard Method of Test for Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop.
- C. United States Department of the Interior-Bureau of Reclamation. Standard Specifications for Reinforced Concrete Pressure Pipe.
- D. American Water Works Association (AWWA):

1. AWWA C104 - Cement-Mortar Lining for Ductile-Iron Pipe and Fittings.
2. AWWA C110 - Ductile-Iron and Gray-Iron Fittings.
3. AWWA C151 - Ductile-Iron Pipe Centrifugally Cast.
4. AWWA C900 - Polyvinyl Chloride (PVC) Pressure Pipe and Fabricated Fittings 4 In. Through 12 In. for Water Distribution.
5. AWWA C905 - Polyvinyl Chloride (PVC) Pressure Pipe and Fabricated Fittings 14 In. Through 48 In.

1.04 SUBMITTALS

- A. Action:
1. Follow 01 33 00 for:
 - a. Sanitary sewer main video inspection records.

PART 2 - PRODUCTS

2.01 GRAVITY SANITARY SEWER

- A. Pipe. If not shown on Drawings, use one type from following:
1. Polyvinyl chloride and fittings solid wall:
 - a. 4 through 15 inch: Type PSM, Follow ASTM D3034, SDR 35.
 - b. 18 through 21 inch: Type PSM, Follow ASTM F679, 12454C.
 - c. Follow SWS 8.3.0. and 8.10.0.
- B. Pressure-rated pipe. If not shown on Drawings use one type from following:
1. Polyvinyl chloride pipe:
 - a. 4 through 12 inch: Follow AWWA C900 SDR18 or less.
 - b. 14 through 20 inch: Follow AWWA C905 SDR 18 or less.
 2. Fittings for PVC and ductile iron pipe shall follow SWS 8.22.0 and:
 - a. Joints:
 - 1) Buried: Mechanical.
 - 2) In structures: Flanged.
 - b. Pressure rating:
 - 1) Full body: 250 PSI.
 - 2) Compact: 350 PSI.
 - c. Material:
 - 1) Ductile iron class 52 wall thickness.
 - 2) Bituminous exterior coating following ANSI/AWWA C110/A21.10.
 - 3) Cor-Blue tee bolts.
 4. Interior coating for ductile iron pipe and fittings:
 - a. Cement-lined and bituminous-coated following ANSI/AWWA C104/A21.4
- C. Bulkhead and Plug: Follow SWS 3.2.25.
- D. Structures:
1. Manholes:
 - a. Follow SWS 3.5.0. and SWS 8.39.0. No steps allowed in top five feet of structure, measured down from rim elevation.
 - b. Follow ASTM C478.
 - c. If not shown on Drawings: 48-inch inside diameter (minimum).
 2. Frame: Follow SWS Drawing File No. 14A approximate weight 385 pounds.
 - a. Neenah R-1661-B (non-modernized).
 3. Cover: Self sealing, concealed pick hole, no vents. Follow SWS Drawing File No. 14B, approximate weight 108 pounds.
 4. Pipe to manhole connection: Follow SWS 3.5.7.

5. Frame and chimney sealants: Follow SWS 8.42.0. between grade rings and casting. Butyl rubber joint sealant (mastic) and back plaster grout on the exterior of the structure. No back plaster inside structure. No chimney seals.
6. Grout: IPATOP PenngROUT, non-shrink cementitious grout by IPA Systems.
7. Flat decks - HS20 loading.
8. Grade adjusters for castings:
 - a. Follow SWS 8.39.11 precast concrete grade rings.
 - b. Do not use bricks, stones, wood, nor pieces thereof.
9. External joint wrap if ground water is above bottom of manhole:
 - a. Caddilloc, Inc.
 - b. Esky – Wrap.
 - c. Mac Wrap.
10. Anchored manhole frame and cover: Follow SWS Drawing File No. 32 for frame subject to inundation.

E. Risers:

1. Follow SWS 3.2.26. and File No. 10E.
2. For flexible riser to flexible main greater than 6 feet in height, or main greater than 16 feet deep, see Drawings as the types of materials will be project specific.

F. Laterals:

1. Follow SWS 5.3.10 and SWS 5.3.11 and same material as main.
2. 6 inch.
3. Connection to main: Wyes or use tees if using risers.
4. Adapt pressure rated pipe to SDR35 with hubless adaptors.

2.02 INCIDENTAL CONSTRUCTION

A. Follow 33 05 00 for:

1. Connecting dissimilar pipe materials.
2. Excavation in pavement.
3. Bedding.
4. Cover.
5. Backfill.
6. Location aids.
7. Trenchless utilities.
8. Surface restoration.

PART 3 - EXECUTION

3.01 GRAVITY SANITARY SEWER INSTALLATION

- A. Before starting, bulkhead and/or plug the connection to existing sewer. Leave in place until new sewer has been cleaned and accepted.
- B. Follow SWS Part III.
- C. Set manhole frames to 1/2 inch below finish grade after placement of curb and gutter and before asphalt placement. Provide asphalt ramping if only binder is being paved. Set grade rings and casting flanges onto a continuous layer of mastic.
- D. Chimney:
 1. Height: 4 to 24 inches.
 2. No steps allowed.

3. Use single monolithic precast concrete ring and two 2-inch precast concrete adjusting rings for manhole chimney.
- E. Laterals. Follow SWS Part V and:
1. 1/4 inch per foot minimum slope.
 2. Provide 2 by 6 inch hardwood marker at end of lateral from invert of lateral to 2 feet above finish grade.
 3. Lateral locations on Drawings are tentative. Actual locations shall be marked by Engineer.
- F. Before testing, repair or replace piping, valves, fittings, structures or other parts of system which have visible defects or leakage even if leakage or pressure loss may be below allowable limits.
- G. Air test: Follow SWS 3.7.3.
- H. Go-No-Go Test: Follow SWS 3.2.6(i)4.
- I. Use external joint wrap on manhole joints below the ground water level.
- J. Televisе mains and record video. Use self-propelled crawler camera. Do not use jetter-propelled camera. Follow SWS 7.1.2. Perform after:
1. Manhole benches installed.
- K. Convey copy of video record to Owner. Furnish DVD.

END OF SECTION

Section 6
Emergency response plan

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
EMERGENCY RESPONSE**

The Village has established an overflow emergency response plan that identifies measures to protect public health and the environment from sanitary sewer overflows and building backups caused by excessive flow or other hydraulic constraints in the sewage collection system and shall include protocols to ensure the following:

- Responsible personnel are made aware of the overflows.
- There is a prompt and appropriate response to and investigation of all overflows to protect, to the extent possible, public health, water quality, and the environment.
- There is appropriate reporting and notification as required under Section 210.21 (4) to (6) of the Wisconsin Administrative Code. The overflow emergency response plan shall identify the public health and other officials who will receive notification and identify the protocols and procedures for notification of the public who may be affected by an overflow. Whenever there is a significant or potentially significant risk to public health, public notification shall include personal contacts with persons who may be at risk from the effects of the overflow.
- Appropriate personnel are aware of and follow the plan and are appropriately trained.
- Emergency operations appropriate to the event are implemented.

A copy of the overflow emergency response plan is attached.

Below are several recommendations to consider to assist with emergency response planning:

- Ensure that adequate alarm systems are in place to notify the proper collection system personnel of the problem. Ensure that the alarm systems are regularly tested and working.
- Have emergency equipment such as back-up generators, portable pumps, alternative power sources, and pump trucks on hand or readily available.
- Emergency response situations should be routinely practiced as part of employee training.
- Have a signed mutual aid agreement on file with surrounding communities.
- Regularly review and revise the plan based on changes in the system or information gathered during previous emergencies.



SANITARY SEWER
OVERFLOW EMERGENCY
RESPONSE PLAN

TABLE OF CONTENTS

SECTION 1: PURPOSE

SECTION 2: SPILL RESPONSE

SECTION 3: EMERGENCY TRAFFIC CONTROL

SECTION 4: BYPASS

SECTION 5: CONTAINMENT

SECTION 6: REPORTING AND NOTIFICATION

SECTION 7: POSTING

SECTION 8: RESTORATION

SECTION 9: DOCUMENTATION

APPENDIX

Sewer Overflow Field Report

Sanitary Sewer Overflow Notification Summary Report, DNR Form 3400-184

- Equipment Rental – Lincoln Contractor Phone: (262) 544-9747

Section 3: Emergency Traffic Control

In the event that the spill is located in a high traffic area, the Operations Supervisor will utilize assistance from the Village Police Department.

Section 4: Bypass

If the blockage is not relieved within the first few attempts (20 minutes), it is crucial that the bypass procedures are followed immediately.

- 4.1 Locate the nearest downstream manhole that can accept the additional flow.
- 4.2 Set up a 2 inch pump for smaller collection lines, and the 4 inch pump for larger transmission lines, this should be used as a guideline, be advised that larger or multiple pumps may be needed. The pump discharge hose should be secured or placed far enough into the manhole that it will not come out during pumping. The pump and pump hose should be protected from traffic by barricades. If additional pumps are needed, they can be rented from Lincoln Contractor Supply/Fabick Rents (262) 544-9747.

Section 5: Containment

Containment is the Village's top priority. The DPW Crew will make every effort to keep the SSO in as small an area as possible. It is preferred that the crews keep the SSO in the street and out of storm drains. To make sure the SSO is contained, the DPW Crew will use the following methods:

- 5.1 Use rubber blankets, 3 inch high rubber dams, or soil to keep the overflow from reaching a storm drain.
- 5.2 Should the overflow take place in an area not normally accessible to the public, such as; (fields, tributaries, etc.), the DPW Crew will use reasonable means to contain the flow in that area for recovery.
- 5.3 Should the flow be too much to be contained on the street and is identified as a danger to the public, the DPW Crew will allow the flow to enter the storm drain or catch basin. The crew will make every reasonable attempt to dam up the spill in the storm drain or catch basin and recover it from that point.
- 5.4 Should the overflow take place the Village of Hartland Police Department will be requested to document the conditions and any damage.

Section 6: Reporting and Notification

- 6.1 Within 24 hours, if an overflow is verified, the Operations Supervisor shall notify the DNR Regional Office of the SSO and Village response. Village shall telephone the DNR Wastewater Engineer in the Southeast Regional office as soon as reasonably possible; phone number 414-263-8500. If staff are unavailable the use of fax, e-mail, or voicemail are acceptable.
- 6.2 Within 5 days of conclusion of the bypass or overflow occurrence, report the following information to the WDNR in writing, including DNR Form 3400-184:
- Reason the overflow occurred, or explanation of other contributing circumstances that resulted in the overflow event. If the overflow is associated with wet weather, provide data on the amount and duration of the rainfall or snow melt for each separate event.
 - Date the overflow occurred.
 - Location where overflow occurred.
 - Duration of the overflow and estimated wastewater volume discharged.
 - Steps taken or the proposed corrective action planned to prevent similar future occurrences.
 - Any other information the permittee believes is relevant.
 - Forward a copy of the attached WDNR Form 3400-184, "Sanitary Sewer Overflow or Bypass Notification Summary Form", to the DNR Regional Wastewater Engineer; a fillable form is also available at:
http://dnr.wi.gov/topic/wastewater/documents/3400-184_ssoreportform.pdf
- 6.3 As soon as possible after an overflow occurrence, public notification is required. The minimum requirement is notification of the newspaper in general circulation in the area. Send notification to Village Clerk for posting in the local newspaper. Other means of public notification may include the notification of public health officials, posting information on a web site, and notification of media outlets.

Section 7: Posting

Public health and safety is the top priority of the Village of Hartland. The proper signs will be posted to warn the public of potential contamination hazards when an overflow takes place.

- 7.1 Posting of contamination signs will be done in all cases whether there is standing water or the ground is saturated.
- 7.2 Signs will be placed in locations with high visibility as so that they can be seen from all routes that the public might take to enter an area.
- 7.3 Signs will remain posted for a period of not less than five days, unless directed by the DNR Wastewater Engineer.

Section 8: Restoration

The Village will make every effort to restore the environment to the condition that existed before the SSO occurred by using the following procedures:

- 8.1 If the SSO occurred in the street, the Wastewater Crew will apply household bleach to the affected area and wash down the area, de-chlorination if needed and recover wash down water, as much as possible. If the SSO occurred in an unpaved/dirt area the Wastewater Crew would apply hydrated lime as needed for odor control and apply class 2 Aggregate base at a minimum of two inches (2") of coverage. (1)
- 8.2 Collect and dispose of any standing or pooled sewage that is accessible to the public.
- 8.3 Recover any sewage within storm drains, channels, curb, gutters, and culverts.
- 8.4 Clear surrounding area of paper, solids, and any other signs of a SSO.
- 8.5 Replace vegetation, sidewalks, asphalt, fencing or any other items that were damaged as a result of the SSO or the crews working to restore service.

Section 9: Village Documentation

A Sewage Overflow Field Report is included in the Appendix. Documentation shall at a minimum contain the following information:

- 9.1 Beginning and ending time.
- 9.2 Exact location of the SSO.
- 9.3 Any and all conditions that may have contributed to the cause of the SSO.
- 9.4 Did the SSO reach surface waters or a storm drain?
- 9.5 Total gallons spilled and the amount recovered.
- 9.6 Damage that was caused and any repairs that were made.
- 9.7 Photographs of the affected area.

1) Aggregate base (AB) is typically made of a recipe of mixing different sizes of crushed rock together forming the aggregate which has certain desirable properties. *3/4 inch Aggregate Base, Class 2*, is used in roadways and is an aggregate made of a specific recipe of different sizes and quality of rock inclusive of 3/4 in (19.05 mm) to fine dust. An aggregate is normally made from newly quarried rock, or it is sometimes allowed to be made from recycled asphalt concrete and/or Portland cement concrete.

Sanitary Sewage Overflow Type: Permit Number:

Collection System SSO GP WI-0047341-05

Treatment Facility TFO Other WI- _____

Notice: Under s.283.55 (1)(dm), Wis. Stats., and in accordance with reporting requirements in your WPDES permit, permittees shall provide the following notices if a sanitary sewer overflow or treatment facility overflow occurs:

- Within **24 hours** of the occurrence, notify the DNR regional wastewater staff by telephone (FAX, email or voice mail, if staff are unavailable).
- Within **5 days** of the occurrence, provide a written report describing the overflow, including all information requested on this form. The permittee is required to submit this form or other equivalent written notification to the DNR Regional Office (Refer to GP WI-0047341-05 sections 3.2, 3.4, and 3.5.)
- Public notification. Date _____ How? _____
- Regional wastewater treatment facility notification. Date _____ Not applicable
- Drinking water intake owner notification. Date _____ Not applicable

Failure to notify the Department as specified may result in fines up to \$10,000 for each day of violation [s. 283.91(2), Wis. Stats.].

Personally identifiable information will be used for program administration and will also be made available to requesters as required under Wisconsin Open Records law [ss. 19.31 - 19.39, Wis. Stats.].

Instructions: Use this form to report all **SSO, or TFO occurrences**. Attach additional information as necessary to explain or document the overflow. For the purpose of this report, an overflow is defined as the discharge of sewage from the collection system or at the treatment facility other than from the permitted outfall to a surface water and/or ground due to circumstances such as those identified by the check boxes in the overflow details section of this form.

Use one form per occurrence. A single occurrence may be more than one day if the circumstance causing the overflow or bypass results in a discharge duration more than 24-hours. If there is a stop and restart of the overflow or bypass within 24-hours, but it's caused by the same circumstances, report it as one occurrence. If the discharges are separated by more than 24 hours, they should be reported as separate occurrences.

Notification Information					
Permittee (Facility Name)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: left; padding: 2px;">Overflow Reported to DNR</th> </tr> </thead> <tbody> <tr> <td style="width: 60%; padding: 2px;">Date</td> <td style="width: 40%; padding: 2px;">Time <input type="radio"/> am <input type="radio"/> pm</td> </tr> </tbody> </table>	Overflow Reported to DNR		Date	Time <input type="radio"/> am <input type="radio"/> pm
Overflow Reported to DNR					
Date	Time <input type="radio"/> am <input type="radio"/> pm				
Person Representing Permittee Who Contacted DNR	DNR Office and Person Contacted				

Overflow Details (Refer to GP WI-0047341-05 section 3.2 and NR210.21(4)(b), Wis. Adm. Code.)

1. Location of the Overflow (complete a separate form for **each discharge location**)

2. Provide the name of the local receiving water that the wastewater enters, which could be a nearby stream, river, lake, or wetland. If discharge does not enter directly into a surface water, but indirectly by way of a ditch or storm sewer, trace the path of the ditch or storm sewer to find the receiving water. (check all that apply)

Runs on ground and absorbs into the soil.

Ditch. Name of surface water it drains to: _____

Storm sewer. Name of surface water it drains to: _____

Surface water direct discharge: _____

Other, describe: _____

3. Duration of the Overflow (hours and minutes)	Estimated Volume of Wastewater Discharged (gallons)
---	---

Note: The duration of the overflow equals the estimated time when the overflow began and stopped when sewage may have discharged, and is not the same as the length of time precipitation occurred. The volume of all overflow discharges shall be reported as a numerical value (do not report "unknown"). The potential overflow volume may be calculated knowing the flow capacity of the sewer and the overflow duration.

4. Identify the sewer system or treatment facility component from which the discharge occurred. Check all that apply and explain in number 11.

Manhole Permanent overflow structure Other (describe below)

Lift station Broken pipe

5. The estimated date and time when the overflow began and stopped or will be stopped:

Start Date	Time (to nearest 15 minutes) <input type="radio"/> am <input type="radio"/> pm	End Date	Time (to nearest 15 minutes) <input type="radio"/> am <input type="radio"/> pm
------------	---	----------	---

6. The cause or suspected cause of the overflow including, if appropriate, precipitation, runoff conditions, areas of flooding, soil moisture and other relevant information. Circumstances causing the overflow: (check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Rain | <input type="checkbox"/> Power Outage | <input type="checkbox"/> Equipment Failure |
| <input type="checkbox"/> Soil Moisture | <input type="checkbox"/> Plugged Sewer | <input type="checkbox"/> Widespread Flooding |
| <input type="checkbox"/> Snow Melt | <input type="checkbox"/> Broken Sewer | <input type="checkbox"/> Other (explain in number 11) |

Note: Flooding should only be indicated as a cause if there is significant flooding that is caused by high river, stream, or lake water levels, not just localized high water in the street.

Document the weather conditions if it contributed to the cause of the overflow. The wet weather data should include the cumulative amount of precipitation that caused the overflow.

Date and Duration of Rainfall			
Start Date	Time (to nearest 15 minutes) <input type="radio"/> am <input type="radio"/> pm	End Date	Time (to nearest 15 minutes) <input type="radio"/> am <input type="radio"/> pm
Amount of Rainfall (nearest rain gauge to 0.1 inch accuracy)		Amount of Snow Melt (estimated inches melted)	

Contributing Soil Conditions (saturated, frozen, soil type)

7. Steps taken or planned to reduce, eliminate and prevent reoccurrence of the overflow and a schedule of major milestones for those steps.

8. A description of the actual or potential for human exposure and contact with the wastewater from the overflow.

9. Steps taken or planned to mitigate the impacts of the overflow and a schedule of major milestones for those steps.

10. To the extent known at the time of reporting, the number and location of building backups caused by excessive flow or other hydraulic constraints in the sewage collection system that occurred concurrently with the SSO and were within the same area of the sewage collection system as the SSO.

Number Location

11. The reason the overflow occurred or explanation of other contributing circumstances that resulted in the overflow event including whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage and whether there were feasible alternatives to the overflow. (Refer to GP WI-0047341-05 section 2.2)

Report Completed By

Authorized Representative Name (Print)

Title

Signature of Authorized Representative

Date

VILLAGE OF HARTLAND – SEWER OVERFLOW FIELD REPORT

Name: *(Operator receiving call)*

To: *(Personnel to investigate call)*

Subject:

Location of reported overflow:

Cross street:

Date reported:

Time reported: Personnel arrival time:

Time overflow stopped: Total time of overflow:

Receiving waters: Amount of overflow (gallons):

Description of incident:

Description of response/actions taken:

Clean up methods used:

Circle the answer for the next 5 questions

Sign Posted?	Yes	No	Barricaded?	Yes	No	Sample Taken?	Yes	No
Notified Public?	Yes	No	May affect fish/wildlife?	Yes	No			

Reporting Procedures

1. Fill in the above information.
2. Notify Operations Supervisor immediately.
3. Within 24 hours fax this form to the DNR Regional Wastewater Engineer.
4. Within 5 days send written report and Form 3400-184 to DNR Regional Office.
5. Public Notification.

**PUBLIC WORKS
EMERGENCY RESPONSE
MUTUAL AID AGREEMENT**

This Public Works Emergency Response Mutual Aid Agreement (hereinafter "Agreement") dated the 1 day of January, 2008, is entered into by each of the entities that executes and adopts the understandings, commitments, terms, and conditions contained herein:

WHEREAS, §66.0301 of the Wisconsin Statutes authorizes municipalities to cooperate with other municipalities to make the most efficient use of their powers on a basis of mutual cooperation; and

WHEREAS, municipalities are geographically vulnerable to a variety of natural and technological disasters and recognizing this vulnerability, this Agreement's intended Purpose is to:

- (1) Reduce vulnerability of people and property of this State to damage, injury and loss of life and property;
- (2) Prepare for prompt and efficient rescue, care and treatment of threatened or affected persons;
- (3) Provide for the rapid and orderly rehabilitation of persons and restoration of property; and
- (4) Provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response and recovery; and

WHEREAS, the parties of this Agreement and the State of Wisconsin have recognized the importance coordination and cooperation between local governments; and

WHEREAS, pursuant to §66.0302(2) of the Wisconsin Statutes, entities entering into cooperative mutual aid and assistance agreements may include provisions for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

WHEREAS, the entities which have chosen to become signatories to this Agreement wish to provide mutual aid and assistance among one another during times of disaster or public works emergencies.

THEREFORE, pursuant to §66.0301 of the Wisconsin Statutes, the undersigned entities agree to enter into this Agreement for cooperative and reciprocal public works emergency response aid and assistance, with this Agreement embodying the understandings, commitments, terms and conditions for said aid and assistance, as follows:

SECTION I

DEFINITIONS

The following definitions will apply to the terms appearing in this Agreement.

- A. "AID AND ASSISTANCE" includes, but is not limited to personnel, equipment, facilities, services, supplies and any other resources needed to respond to a disaster.
- B. "AUTHORIZED REPRESENTATIVE" means a party's employee who has been authorized in writing by that party to request, to offer or to otherwise provide aid and assistance under the terms of this Agreement. This list of Authorized Representatives for each party shall be attached to the executed copy of this Agreement. (In the event of a change in personnel, unless otherwise notified the presumption will be that the successor to the employee's position will be the authorized representative.)
- C. "DISASTER" means a calamitous event threatening loss of life, or significant loss or damage to property, including but not limited to flood, hurricane, tornado, dam break or other naturally occurring catastrophe or man-made accidental, military or paramilitary event.
- D. "MUTUAL AID RESOURCE LIST" means the list provided by each party and attached to this Agreement listing the equipment, personnel and other resources a party has available for aid and assistance.
- E. "PARTY" means a governmental entity which has adopted and executed this Agreement.
- F. "PROVIDER" means the party, which has received a request to furnish aid and assistance from another party in need (the "Recipient") and has agreed to provide the aid and assistance requested. The Provider shall be represented by the authorized representative or the local agency charged with recovery and repair activities including, but not limited to, opening of public ways; removal of debris; building of protective barriers; management of physical damage to structures and terrain; transportation of persons, supplies and equipment; and repair and operation of municipal utilities.
- G. "RECIPIENT" means the party setting forth a request for aid and assistance to another party (the "Provider"). The Provider shall be represented by the authorized representative or the local agency charged with recovery and repair activities including, but not limited to, opening of public ways; removal of debris; building of protective barriers; management of physical damage to structures and terrain; transportation of persons, supplies and equipment; and repair and operation of municipal utilities.

SECTION II

INITIAL RECOGNITION OF PRINCIPLE BY ALL PARTIES; AGREEMENT PROVIDES NO RIGHT OF ACTION FOR THIRD PARTIES

- A. As this is a reciprocal contract, it is recognized that any party to this Agreement may be requested by another party to be a Provider. It is mutually understood that each party's foremost responsibility is to its own citizens. The provisions of this Agreement shall not be construed to impose an unconditional obligation on any party to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may in good faith withhold the resources necessary to provide reasonable and adequate protection for its own community, by deeming itself unavailable to respond and so informing the Recipient.

- B. Given the finite resources of any jurisdiction and the potential for each party to be unavailable for aid and assistance at a given point in time, the parties mutually encourage each other to enlist other entities in mutual aid and assistance efforts and to enter into such agreements accordingly. Concomitantly, the parties fully recognize that there is a highly meritorious reason for entering into this Agreement, and accordingly shall attempt to render assistance in accordance with the terms of this Agreement to the fullest extent possible.

- C. All functions and activities performed under this Agreement are hereby declared to be governmental functions conducted pursuant to the powers conferred in §61.34(1), §62.11(5), §60.22(1), §60.22(3). Functions and activities performed under this Agreement are carried out for the benefit of the general public and not for the benefit of any specific individual or individuals. Accordingly, this Agreement shall not be construed as or deemed to be an agreement for the benefit of any third parties or persons shall have any right of action under this Agreement for any cause whatsoever. All immunities provided by law shall be fully applicable as elaborated upon in Section XI of this Agreement.

SECTION III

SEMI-ANNUAL REVIEW

The authorized representatives of each party shall meet semi-annually to review the Agreement and if applicable, discuss recommendations to be made to their respective governing bodies for amendments to the Agreement pursuant to Section XIII of this Agreement.

SECTION IV

PROCEDURES FOR REQUESTING ASSISTANCE

Mutual aid and assistance shall not be requested, unless Recipient deems its resources available within the stricken area, inadequate. When Recipient becomes affected by a disaster and deems its resources inadequate to rectify the given situation, it may request mutual aid and assistance by communicating the request directly to one or more Providers on the Mutual Aid Resource List, indicating the request is made pursuant to this Agreement. The request shall be followed as soon as practicable by a written confirmation of that request. All requests for mutual aid and assistance shall be transmitted as set forth below.

A. **METHOD OF REQUEST FOR MUTUAL AID AND ASSISTANCE:**

Recipient shall directly contact Provider's authorized representative, setting forth the information in paragraph B of this Section. All communications shall be conducted directly between Recipient and Provider. Recipient shall be responsible for the costs and expenses incurred by all Providers providing aid and assistance pursuant to the provisions of this Agreement as noted in Section VII of this Agreement.

B. **REQUIRED INFORMATION:** Each request for aid and assistance shall be accompanied by the following information, in writing or by any other available means, to the extent known.

- (1) Stricken Area and Status: A general description summarizing the condition of the community (i.e., whether the disaster is imminent, in progress, or has already occurred) and of the damage sustained to date;
- (2) Services: Identification of the service function(s) for which assistance is needed and the particular type of aid and assistance needed;
- (3) Infrastructure Systems: Identification of the type(s) of public infrastructure system for which aid and assistance is needed (water/sewer, storm water systems, streets) and the type of aid and assistance needed;
- (4) Aid and Assistance: The amount and type of personnel, equipment, materials and supplies needed and a reasonable estimate of the length of time they will be needed;
- (5) Facilities: The need for sites, structures or buildings outside Recipient's geographical limits to serve as staging areas for incoming emergency goods and services; and

(6) Meeting Time and Place: An estimated time and a specific place for a representative of Recipient to meet the personnel and resources of any Provider.

C. STATE AND FEDERAL ASSISTANCE: If the severity of the emergency is expected to exhaust the reasonably available resources on the Mutual Aid Resource List, then the Recipient shall be responsible for notifying the appropriate agencies or coordinating requests for state and/or federal assistance.

SECTION V

PROVIDER'S ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE

- A. When contacted by a Recipient in need, the Provider's authorized representative shall assess Provider's own local situation in order to determine available personnel, equipment and other resources. If the Provider's authorized representative determines that the Provider has available resources and agrees to provide the aid and assistance requested, the Provider's authorized representative shall so notify the Recipient. The Provider shall complete a written acknowledgment regarding the aid and assistance to be rendered (or a rejection of the request) and shall transmit it by the most efficient practical means to the Recipient for a final response. Provider's acknowledgement shall contain the following information:
- (1) In response to the items contained in the request, an acknowledgement of the personnel, equipment, and other resources to be sent;
 - (2) The projected length of time such personnel, equipment and other resources will be available to serve Recipient, particularly if the period is projected to be shorter than one week (as provided in Section VII of this Agreement);
 - (3) The estimated time when the aid and assistance provided will arrive at the location designated by the authorized representative of the Recipient; and
 - (4) The name of the person(s) to be designated as Provider's supervisory personnel (pursuant to Section VI of this Agreement).
- B. Nothing in this section shall be deemed to unconditionally require any party to this Agreement to provide aid and assistance to any Recipient. Each party has the right to reject any request for aid and assistance.
- C. Public Works Mutual Aid Agreement Request Form will be on file with each community.

SECTION VI

SUPERVISION AND CONTROL

- A. Provider shall designate contact persons/coordinators among its employees sent to render aid and assistance to Recipient. As soon as practicable, Recipient shall assign work tasks to Provider's contact persons coordinators, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordinating communications between Provider's contact persons/coordinators and Recipient.
- B. Based upon such assignments set forth by Recipient, Provider's contact persons/coordinators shall:
 - (1) Have the authority to assign work and establish work schedules for Provider's personnel. Provider should be prepared to furnish communications equipment sufficient to maintain communications among its respective operating units, and if this is not possible, Provider shall notify Recipient accordingly;
 - (2) In accordance with Section VIII of this Agreement, maintain a log of daily personnel time records, material records, equipment hours and other expenses;
 - (3) Report work progress to Recipient at mutually agreed upon intervals.
- C. Recipient is ultimately in control of supervising personnel of both Recipient and Provider as necessary to comply with the workers compensation laws of Wisconsin and Section X of this Agreement.

SECTION VII

LENGTH OF TIME FOR AID AND ASSISTANCE; RENEWABILITY; RECALL

- A. Unless otherwise provided, the duration of Provider's aid and assistance shall be presumed to be for an initial period of twenty-four (24) hours. Thereafter, assistance may be extended as the situation warrants for periods agreed upon by the authorized representatives of Provider and Recipient. The twenty-four hour period and any other agreed upon time periods shall start when the aid and assistance departs from Provider's location with the intent of going to Recipient's location. The aid and assistance shall end when the aid and assistance returns to Provider's location and no further expectation of aid and assistance exists between Provider and Recipient.

- B. In accordance with Section II of this Agreement, Provider's aid and assistance shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least twenty-four (24) hours advance notification to Recipient of Provider's intent to terminate portions of or all aid and assistance, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

SECTION VIII

COST DOCUMENTATION AND REIMBURSEMENT

- A. *PERSONNEL* - Provider shall continue to pay its employees according to its then prevailing ordinances, rules, regulations and collective bargaining agreements. At the conclusion of the period of aid and assistance, the Provider shall document all direct and indirect payroll costs plus any taxes and employee benefits which are measured as a function of payroll (i.e., FICA, unemployment, retirement etc.).
- B. *PROVIDER'S TRAVELING EMPLOYEE NEEDS* - Provider shall document the basic needs of Provider's traveling employees, such as reasonable out-of-pocket costs and expenses of Provider's personnel, including without limitation transportation expenses for travel to and from the stricken area during the period of aid and assistance.
- C. *EQUIPMENT* - Provider shall document the use of its equipment during the period of aid and assistance including without limitation all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition, fuels, miscellaneous supplies, and repairs directly caused by provision of the aid and assistance.
- D. *MATERIALS AND SUPPLIES* - Provider shall document all materials and supplies furnished by it and used or damaged during the period of aid and assistance.
- E. *REIMBURSEMENT OF COSTS* - Recipient as documented in this Section shall reimburse Provider's costs within sixty (60) days of Provider submitting an invoice for such costs to Recipients.

SECTION IX

RIGHTS AND PRIVILEGES OF PROVIDER'S EMPLOYEES

Whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities, privileges they would ordinarily possess if performing their duties within the geographical limits of Provider.

SECTION X

PROVIDER'S EMPLOYEES COVERED AT ALL TIMES BY PROVIDER'S WORKERS' COMPENSATION POLICY

Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees due to personal injury or death occurring during the period of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees. Further, it is mutually understood that Provider will be entirely responsible for the payment of worker's compensation benefits to its own employees.

SECTION XI

IMMUNITY

All activities performed under this Agreement are hereby declared to be governmental functions and Wisconsin law shall govern the liability of both provider and Recipient, and all grants of immunity pursuant to §893.80 of the Wisconsin Statutes shall apply.

SECTION XII

PARTIES MUTUALLY AGREE TO HOLD EACH OTHER HARMLESS

Each party (as indemnitor) agrees to protect, defend, indemnify, and hold all other parties (as indemnitees), and other officers, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind including, but not limited to: attorney's fees and costs of litigation arising out of or relating to any and all claims, liens, demands, obligations, actions, proceeding, or causes of action of every kind in connection with or arising out of indemnitor's negligent or intentional acts and errors and/or omissions. Indemnitor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc. at indemnitor's sole expense and agrees to bear all other costs and expenses related thereto. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

SECTION XIII

AMENDMENTS; ADDITIONAL MEMBERS

- A. *MANNER* - This Agreement may be amended at any time by (1) unanimous consent of the parties as determined by the governing units of the parties, or (2) upon the mutual written consent of the Recipient and Provider; however any such amendment shall not be binding upon the other parties unless said parties provide written consent thereto.

- B. *ADDITION OF OTHER ENTITIES* - additional entities may become parties to this Agreement upon; (1) acceptance and execution of this Agreement, (2) sending the executed Agreement to all parties, and (3) sending a copy of its completed Mutual Aid Resource List to each of the other parties.

SECTION XIV

INITIAL DURATION OF AGREEMENT; RENEWAL; TERMINATION

This Agreement shall be binding for not less than one (1) year from its effective date. Thereafter, this Agreement shall automatically renew annually. However, any party may withdraw from the Agreement at any time by written notification served personally or by registered mail upon all parties. The withdrawal shall not be effective until sixty (60) days after notice thereof has been served upon or sent to all other parties. A party's withdrawal from this Agreement shall not affect a party's liability or obligation from the terms of this Agreement incurred hereunder. Once the withdrawal is effective, the withdrawing entity shall no longer be a party to this Agreement, but this Agreement shall continue to exist among the remaining parties. The Agreement may be terminated at any time after the initial duration of the Agreement by unanimous consent of the parties as determined by the governing units of the parties.

SECTION XV

HEADINGS

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement or their interpretation.

SECTION XVI

SEVERABILITY - EFFECT ON OTHER AGREEMENTS

Should any clause, sentence, provision, paragraph, or other part of this Agreement, be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. Each of the parties declares

that it would have entered into this Agreement irrespective of the fact that any one or more of this Agreement's clauses, sentences, provisions, paragraphs, or other parts have been declared invalid. Accordingly, it is the intention of the parties that the remaining portions of this Agreement shall remain in full force and effect without regard to the clause(s), sentence(s), paragraphs(s), or other part(s) invalidated.

SECTION XVII
EFFECTIVE DATE

This Agreement shall be effective upon proper approval and execution hereof by at least two parties. The effective date shall be the date upon which the second party executed the Agreement. As to all subsequently added parties, the effective date shall be the date upon which the newly added party properly executed the Agreement.

NOW THEREFORE, in acknowledgment of the acceptance of this Agreement, each of the parties have caused this Public Works Emergency Response Mutual Aid Agreement to be duly executed in its name and behalf by its chief executive officer, who has signed accordingly with seals affixed and attested with concurrence of a majority of its governing board, as of the date set forth in this Agreement.

TOWN OF LISBON

By: [Signature]
Michael Reed, Chairman

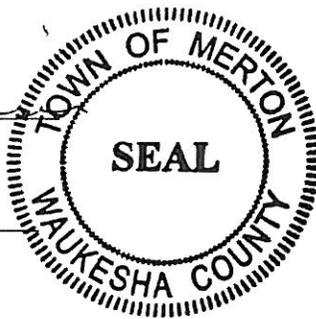
Dated: 11 | 20 | 2007

Attest: [Signature]
Jeffrey Musche, Clerk

TOWN OF MERTON

By: [Signature]
Richard Morris, Chairman

Dated: 9/25/07



Attest: [Signature]
Susan J. Oman, Clerk

TOWN OF OCONOMOWOC

By: _____
Robert C. Hultquist, Chairman

Dated: _____

Attest: _____
Terry A. Leaman, Clerk

**SECTION XVII
EFFECTIVE DATE**

This Agreement shall be effective upon proper approval and execution hereof by at least two parties. The effective date shall be the date upon which the second party executed the Agreement. As to all subsequently added parties, the effective date shall be the date upon which the newly added party properly executed the Agreement.

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TOWN OF LISBON

By: _____
Michael Reed, Chairman

Attest: _____
Jeffrey Musche, Clerk

Dated: _____

TOWN OF MERTON

By: _____
Richard Morris, Chairman

Attest: _____
Susan J. Oman, Clerk

Dated: _____

TOWN OF OCONOMOWOC

By: Robert C. Hultquist
Robert C. Hultquist, Chairman

Attest: Terry A. Leaman
Terry A. Leaman, Clerk

Dated: December 17, 2007

VILLAGE OF CHENEQUA

By: _____
Bruce Styza, President

Attest: _____
Bonita Zimdars, Clerk

Dated: _____

VILLAGE OF HARTLAND

By: David Lamerand
David Lamerand, President

Dated: 12/10/2007

Attest: Connie Casper
Connie Casper, Clerk



VILLAGE OF MERTON

By: Robert Weber
Robert Weber, President

Dated: 1-14-08

Attest: Thomas A. Nelson
Tom Nelson, Administrator/Clerk



Public Works Emergency Response Mutual Aid Reference Guide

INTRODUCTION

The purpose of the Public Works Emergency Response Mutual Aid Agreement (hereinafter "Agreement") is to permit parties to the Agreement to make the most efficient use of their powers by enabling them to coordinate resources.

This Agreement will allow parties to support each other during disasters/ emergencies to protect life and property, when the event is beyond the capabilities of the affected party. The Agreement provides the mechanism for an immediate response to the Recipient party provided the Provider party has the resources and expertise necessary and available.

When faced with a disaster or emergency, public works agencies have a responsibility to maintain service and recover in the most expedient way. This can best be accomplished by preparation, coordination, and cooperation with other public works agencies.

This reference guide is designed to be useful to individual agencies during a proclaimed emergency – whether it be to borrow a piece of equipment for a specific job or request crews to assist in repair of a major failure. The provisions in this reference guide are suggestions and are not binding on the parties to the Agreement. The reference guide will be updated and revised periodically as desired by the parties of the Agreement.

PROCEDURES TO CONSIDER
in using the
Public Works Emergency Response Mutual Aid Agreement

Below are **SUGGESTED** steps for your agency to follow when using the Public Works Emergency Response Mutual Aid Agreement. The parties to the Agreement are listed by agency, with a contact person, their phone number and an emergency 24-hour phone number. Simply make the contact and obtain the assistance.

RECIPIENT – STEPS TO FOLLOW:

When your agency is requesting assistance:

1. Assess the situation and determine the resources needed.
2. Fill out the RECIPIENT'S CHECKLIST.
3. Locate agencies included in the Agreement;
4. Call the agency(s) listed that may have the resources you need.
5. Fill out the RECIPIENT'S MUTUAL AID INFORMATION form.
6. Send a copy of the form to the Provider as soon as possible.

PROVIDER – STEPS TO FOLLOW:

When your agency is responding to a request for assistance:

1. Make sure you can fulfill the request before giving an answer. Remember, *you are not required* to supply aid if you determine you cannot spare resources or if you do not have qualified personnel, appropriate equipment, and necessary materials for what is requested.
2. Analyze the level of risk of the request.
3. Complete the PROVIDER'S CHECKLIST with the information given by the Recipient.
4. Brief your employees and prepare the equipment.
5. Complete the EMPLOYEE & EQUIPMENT INFORMATION form – provide copies to your responding staff and to the Recipient.
6. Dispatch staff to the Recipient for assistance.

CONTACT PERSON/COORDINATOR OF PROVIDER – STEPS TO FOLLOW

1. Carry a copy of the Recipient's MUTUAL AID INFORMATION form and your EMPLOYEE & EQUIPMENT INFORMATION form and provide a copy of each to the Recipient.
 2. Remember, you are responsible for your crew working in a safe and professional manner.
 3. Track your equipment and materials inventory.
-

RECIPIENT'S CHECKLIST

- Ensure that a real need exists. The Public Works Emergency Response Mutual Aid Agreement is only to be used to support resources already reasonably committed.
- What can the Provider help you repair or service? What is the nature of the emergency?
- Identify what type of equipment, material and skilled employees are needed.
- How long may they be needed? Will Provider's employees work independently or with one of your supervisors?
- Has an arrangement for refueling and repair of equipment been made?
- Identify a staging area. Where will Provider's employees meet your agency employees to be briefed and assigned work? Provider's employees will need the name of your contact person, phone numbers, and locations and times to meet and report.

Who Can Help?

- Review list of Public Works Emergency Response Mutual Aid agencies and locate an agency not affected by the emergency.
- Contact your local Office of Emergency Management, if necessary.
- Call the agency directly. Send written request as soon as possible.
 - Identify yourself and your agency.
 - Fill out the MUTUAL AID INFORMATION form.
 - State the nature of the problem.
 - State your needs – personnel, equipment, resources, etc. Length of time they will be needed?
 - Advise the Provider on weather and road conditions.
 - How soon is aid needed? Is the work time sensitive?
 - Advise the Provider where, when, and to whom they are to report?
 - Identify facilities that are available to Provider (shelter, food, etc.)

Briefing

- Meet with your agency's union representatives or supervisors to discuss how staff will be used.
 - Identify a staff person to work directly with your employees to handle and address questions.
 - Provide system maps and discuss how to use them.
 - Review standards for the type of work being requested.
 - Establish a communications plan.
-

MUTUAL AID INFORMATION FORM

Recipient

DATE: _____ TIME: _____

REQUESTING AGENCY: _____

NAME / TITLE CONTACT: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMERGENCY PHONE NUMBER: _____

TYPE OF EMERGENCY: _____

ESTIMATED DURATION ASSISTANCE WILL BE REQUIRED: _____

AID & ASSISTANCE BEING REQUESTED (be as specific as possible): _____

*Technical Assistance **

Personnel Area of Expertise: _____

*Equipment **

Communication Equipment: _____

*Materials **

- * Items to consider in your request:
 - Inspectors, Engineers, Surveyors
 - Technicians, Truck Drivers, Utility person
 - Operators, Flaggers, Welders, Mechanics
 - Bridge Repair, Carpenters, Electricians
 - Dump Trucks, Back Hoe, Gravel Pipe
 - Paving Equipment, Oiler, Grader,
 - Compactor, Traffic Control Equipment
 - Power Supply Communication Equip.

PROVIDER'S CHECKLIST

DATE: _____ TIME: _____

RECIPIENT AGENCY: _____

NAME / TITLE CONTACT: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMERGENCY PHONE NUMBER: _____

TYPE OF EMERGENCY: _____

ESTIMATED DURATION ASSISTANCE WILL BE REQUIRED: _____

Fill out Mutual Aid Information form.

Clarify Need

- Review types of damage and what Provider's employee may be expected to deal with (volcanic ash, earthquake, flooding, etc.)
- Review types of equipment, materials, and number of employees needed and skills required,
- How long will your employees be needed? Should a relief crew be prepared? Where will your employees stay and eat?
- Identify a communications plan for crews.
- How will responding affect your agency's current operations?
- Immediately notify Supervisor, elected officials, and Highway & Local Programs of request for Emergency Response Mutual Aid.

Preparations

- Identify your responding employees. Review employee selection with union reps or supervisors. Ask employees to bring necessary personal items.
- Identify Incident Commander for your employees and appoint staff for operations, planning logistics and finance.
- Review ER/FEMA documentation procedures with supervisors and initiate record keeping requirements.
- Inventory and standardize tools and materials on vehicles. Inspect vehicles for travel.
- Set up daily check in time between Provider and Recipient. Review progress, identify hours worked, working conditions and status of crew.
- Send credit cards with Supervisor for emergency expenses.
- Send mobile phone/radio equipment for back up communications.
- Be sure emergency food and water are on each vehicle.

TOWN OF LISBON

ASPHALT SAW	1987 WACKER
ASPHALT SAW	2007 NORTON
BACKHOE	2008 - CASE 1085-B CRUZ-AIR BACKHOE
CHIPPER	1990 VERMEER WOOD CHIPPER 1250
COLD PLANNER	2003 APX450
COMPACTOR	2007 WACKER
GRAPPLE	ROTO-BEC HYDRAULIC FOR CRUZ-AIR
LOADER	1995 CASE 621-B WHEEL LOADER W/2-1/2 YD BUCKET
LOADER	1983 CASE 850-C CRAWLER LOADER W/1-1/2 YD BUCKET
PAVER	1997 NEAL DM-3000 ASPHALT PAVER
PLOW/WING	FOR 621 LOADER
POLE SAW	RACINE HYDRAULICS
POST DRIVER	2007 HYDRAULIC TRACTOR MOUNTED
POST DRIVER	1996 STANLEY HYDRAULIC HAND HELD
POST HOLE DIGGER	ARPS PHD-103
P /VER BROOM	8' MB - TRUCK MOUNTED HYDRAULIC
PRESSURE WASHER	1994 HOTSY 550 B HOT WATER
PUMPS	1974 HOMELITE TRASH PUMP
PUMPS	1983 DAYTON 3" TRASH PUMP
PUMPS	1970 2" CH & E TRASH PUMP
ROLLER	2001 BW 900 BOMAG
SHOP PRESS	1982 OTC HYDRAULIC
SKID LOADER	2001 NEW HOLLAND/ BUCKET-FORKS
TRACTOR	1993 MASSEY FERGUSSON TRACTOR/MOWER
TRACTOR	2007 KUBOTA 4-WD TRACTOR/MOWER
TRAILER	2001 TOWMASTER T-24
TRUCK	1979 OSHKOSH V PLOW & WING PLOW
TRUCK	1996 FORD L-8000 PLOW/WING
TRUCK	1999 FORD -F450 1-TON DUMP/PLOW
TRUCK	2001 FREIGHTLINER FL-80 PLOW/WING
TRUCK	2001 STERLING PLOW/WING
TRUCK	2003 FREIGHTLINER FL-80 PLOW/WING
TRUCK	2006 CHEVY 1 -TON PLOW/SPREADER
TRUCK	2006 CHEVY PICKUP

TOWN OF LISBON

TRUCK
TRUCK
TRUCK
WELDER
WELDER
WELDER

2006 STERLING PLOW/WING
2007 STERLING PLOW/WING
STERLING ACTERRA PLOW/WING
1970 WESTINGHOUSE PORTABLE
1996 MILLERMATIC 250 MP - WIRE
1976 HOBART R400

TOWN OF MERTON

BROOM	2008 FOR PLOW TRUCK
CHAIN SAW	STIHL TS 760 CUTQUIK SAW/CART
CHAIN SAW	STIHL 046
CHAIN SAW	PRO MAC 700
CHAIN SAWS	2-STIHL 026
CHAIN SAWS	2- STIHL HT 101 STICK
CHIPPER	2002 VERMEER BC 1230A
LOADER	1996 JOHN DEERE 4 IN 1 BUCKET
POSTHOLE	DIGGER FOR 3-PT HITCH
ROLLER	2000 HYPAC C 330 B
SKIDSTEER	2002 NEW HOLLAND LS 180
TRACTOR	2001 MASSEY FERGUSON/ALAMO MOWER W/WING
TRACTOR	1997 MASSEY FERGUSON ALAMO MOWER W/WING
TRACTOR	1999 KUBOTA 6800 W/BLADE AND BROOM
TRASH PUMP	MIDLAND MT SERIES W/HOSE
TRUCK	1976 INTERNATIONAL WING
TRUCK	1995 FORD 800 PLOW/WING
TRUCK	1997 CHEVY PICKUP 4 X 4
TRUCK	2000 STERLING L7501 PLOW/WING
TRUCK	2001 STERLING L7501 PLOW/WING
TRUCK	2002 FORD 350 ONE TON
TRUCK	2004 STERLING L7501 PLOW/WING
TRUCK	2006 STERLING L7501 PLOW/WING
TRUCK	2007 STERLING L7501 PLOW/WING
TRUCK	2008 STERLING L7501 PLOW/WING
TRUCK	2007 WT1550
TRUCK	LINCOLN ARC W/GENERATOR FITS IN BACK OF PICKUP
TRUCK	MIGMASTER 25 AMP

LAGE OF HARTLAND

AIR COMPRESSOR	1992 INGERSOL 185
BACKHOE	1996 CASE 580 E
BUCKET TRUCK	2007 FORD SUPER DUTY
CHIPPER	2004 VERMEER BC 1400
GENERATOR	1988 ONAN 150DGFA-L
GENERATOR	1996 ONAN 35KV
GENERATOR	2004 ONAN 35KV
JET TRUCK	2000 FORD VACTOR
LOADER	1995 CASE 621 B
RESCUE TRAILER	2002 CONFINED SPACE RESCUE TRAILER CARGO EXPRESS CE716MH
ROLLER	1988 BUETHLING B 100
SKID LOADER	2007 BOBCAT 300238
SNOWBLOWER	2003 SNOWBLOWER FAIR MFG 842SI
SWEeper	1993 ELGIN - WHIRLWIND
T RACTOR	2000 JOHN DEERE 4300
TRACTOR	2000 JOHN DEERE 4600
TRUCK	1996 GMC TOPKICK - 6 YD DUMP
TRUCK	1999 GMC TOPKICK - 6 YD DUMP
TRUCK	2000 FORD F450 - 2 YD DUMP
TRUCK	2000 FREIGHTLINER FL80 - 6 YD DUMP
TRUCK	2001 FREIGHTLINER FL80 - 6 YD DUMP
TRUCK	2002 FREIGHTLINER FL80 - 6 YD DUMP
TRUCK	2003 FREIGHTLINER FL80 - 6 YD DUMP
TRUCK	2005 FORD F450 - 2 YD DUMP
TRUCK	2005 FREIGHTLINER M2106 - 6 YD DUMP
TRUCK	2006 FREIGHTLINER FL80 - 6 YD DUMP
UTILITY TRUCK	2001 FORD F350
UTILITY TRUCK	2003 FORD F350

WN OF OCONOMOWOC

LOADER	2007 VOLVO L70E W/GRAPPLE/BROOM
MOWER	1999 NEW HOLLAND 770 W/ SNOW BLOWER ATTACHMENT
SKID LOADER	1992 MUSTANGE 960 W/BUCKET/FORKS/PLOW
TRUCK	1975 INTERNATIONAL PLOW/WING/V-PLOW
TRUCK	1992 INTERNATIONAL DUMP/PLOW/WING/SALTER
TRUCK	2000 FORD F-550 3YD DUMP/PLOW/SALTER
TRUCK	2000 INTERNATIONAL DUMP/PLOW/WING/SALTER
TRUCK	2003 INTERNATIONAL DUMP/PLOW/WING/SALTER
TRUCK	2003 INTERNATIONAL DUMP/PLOW/WING/SALTER
TRUCK	2006 FORD F-550 3YD DUMP/PLOW/SALTER
TRUCK	2006 INTERNATIONAL DUMP/PLOW/WING/SALTER
WATER PUMP	WACKER 3" 220 GPM, 600' HOSE

VILLAGE OF CHENEQUA

CHIPPER	1991 VERMEER MODEL 1250
TANK/PUMP	300 GALLON
TRACTOR	2006 JOHN DEERE LAWN TRACTOR W/FLAIL, BROOM AND SNOW BLOWER
TRACTOR/LOADER	1987 JOHN DEERE - GRADER/TREE SPADE/AUGER
TRAILER	2007 UTILITY GVWR 2990
TRUCK	1990 INTERNATIONAL DUMP PLOW/SANDER
TRUCK	2001 FORD 250 4 X 4 W/PLOW
TRUCK	2002 FORD 250 4 X 4 W/PLOW
TRUCK	2007 FORD 450 4 X 4 DUMP PLOW/SANDER

subsection. At the time of permit application, a permittee may demonstrate that the relevant information in a previously approved facilities plan is current. If the relevant information in the approved facilities plan is not reflective of current operations, the permittee shall submit new information or may update the facilities plan with new information that demonstrates there are no feasible alternatives to the use of blending.

(6) REPORTING. Any blending under this section shall be reported to the department by telephone, fax or email no later than 24 hours from the time each blending operation ceases at the sewage treatment facility, including operation of an alternative treatment process as provided in sub. (4). Permittees shall also report the time, duration, and volume of wastewater routed around the biological treatment process, or routed through an alternative treatment process as provided in sub. (4), on the wastewater discharge monitoring report form required by the permit. These reporting requirements shall apply whether blending was or was not included as a condition in the permit.

History: CR 12-027: cr. Register July 2013 No. 691, eff. 8-1-13.

Subchapter IV — Overflows and Sewage Collection Systems

NR 210.19 Applicability. This subchapter applies to all publicly owned treatment works and privately owned domestic treatment works that own and operate a sewage collection system, including satellite sewage collection systems.

Note: Chapter NR 114 may require the certification of operators for sewage collection systems subject to the requirements of this subchapter.

History: CR 12-027: cr. Register July 2013 No. 691, eff. 8-1-13.

NR 210.20 Permits for satellite sewage collection systems. All municipally owned satellite sewage collection systems shall be operated under the authorization of a general permit or an individual permit issued by the department. The department may require privately owned satellite sewage collection systems to be operated under the authorization of a general permit or an individual permit issued by the department if the department determines a permit is necessary to assure compliance with the requirements of this subchapter. General permits shall be issued following the procedures in s. NR 205.08 and shall require compliance with all applicable provisions of this subchapter. The department may issue an individual permit, including a compliance schedule for sewage collection system investigations and sewage collection system modifications, when necessary to assure compliance with the requirements of chapter.

History: CR 12-027: cr. Register July 2013 No. 691, eff. 8-1-13.

NR 210.205 Combined sewer systems and overflows. Permittees that own and operate combined sewer systems, including combined sewage treatment facilities, shall comply with the specific requirements contained in the WPDES permit. Permittees that operate a combined sewer system shall be subject to the requirements of ss. NR 210.23 and NR 210.24. Discharges from combined sewer systems and overflows from combined sewage treatment facilities shall be reported to the department as required in the WPDES permit and the public shall be notified of such discharges in accordance with the emergency response plan required under s. NR 210.23 (4) (f). The department may require the permittee to notify the owner of a drinking water intake located in a surface water receiving any discharges from combined sewer systems.

Note: The department may consult with the requirements of 33 U.S.C. 1342 and U. S. environmental protection agency guidance when establishing permit conditions for combined sewer systems.

History: CR 12-027: cr. Register July 2013 No. 691, eff. 8-1-13.

NR 210.21 Sanitary sewer overflows and sewage treatment facility overflows. **(1) PROHIBITED OVERFLOWS.** Sanitary sewer overflows and sewage treatment facility overflows are prohibited and may not be approved by the department nor authorized in a permit issued by the department. If applicable to

an overflow event, permittees shall provide information that will enable the department to determine whether any of the following conditions exist:

Note: When used without qualification in this chapter, the word "overflow" includes both sanitary sewer overflow and sewage treatment facility overflow.

(a) The sanitary sewer overflow or sewage treatment facility overflow was unavoidable to prevent loss of life, personal injury, or severe property damage.

(b) There were no feasible alternatives to the sanitary sewer overflow or sewage treatment facility overflow such as the use of auxiliary treatment facilities or adequate back-up equipment, retention of untreated wastes, reduction of inflow and infiltration, or preventative maintenance activities.

Note: When evaluating feasibility of alternatives, the department may consider factors such as technical achievability, the relationship between the control of storm water and the control of infiltration and inflow into the sewage collection system, costs and affordability of implementation and risks to public health, the environment, and welfare of the community served by the sewage collection system.

(c) The sanitary sewer overflow or the sewage treatment facility overflow was caused by unusual or severe weather related conditions such as large or successive precipitation events, snowmelt, saturated soil conditions, or severe weather occurring in the area served by the sewage collection system or sewage treatment facility.

(d) The sanitary sewer overflow or the sewage treatment facility overflow was unintentional, temporary, and caused by an accident or other factors beyond the reasonable control of the permittee.

(2) DEPARTMENT RESPONSE. If a prohibited sanitary sewer overflow or sewage treatment facility overflow occurs, the department may, in addition to the factors provided in sub. (1), also consider the following factors in any enforcement action or response:

(a) The permittee's activities in implementing a capacity, management, operation, and maintenance (CMOM) program, or a functionally equivalent program, that meets the requirements in s. NR 210.23.

(b) The status of preparation of a system evaluation and capacity assurance plan, or a functionally equivalent plan that meets the requirements of s. NR 110.10 (4), that may be required under s. NR 210.24.

(c) The status of implementation of an approved system evaluation and capacity assurance plan, or a functionally equivalent plan that meets the requirements of s. NR 110.10 (4), that may be required under s. NR 210.24.

(d) The status of planning or implementation of specific actions that conform to an approved facilities plan under ss. NR 110.08, 110.09, and 110.10 and that meet the requirements of this chapter and s. NR 205.07 (1) (u).

(e) The status of planning or implementation of specific actions required by a WPDES permit, or other legally binding document, to construct or implement projects that will address the cause of the sanitary sewer overflow or sewage treatment facility overflow.

Note: The department may initiate enforcement action under s. 283.89, Stats., for any sanitary sewer overflow or sewage treatment facility overflow.

(3) PERMITTEE RESPONSE TO OVERFLOWS. Whenever a sanitary sewer overflow or sewage treatment facility overflow occurs, the permittee shall take all feasible steps to control or limit the volume of untreated or partially treated wastewater discharged, and terminate the discharge as soon as practicable. Remedial actions shall be implemented consistent with an emergency response plan developed under s. NR 210.23 (4) (f). Remedial actions may include the following:

(a) Interception and rerouting of untreated or partially treated wastewater around the point of failure, if that failure is in the sewage collection system.

(b) Use of vacuum trucks or other appropriate mechanisms to recover as much of the wastewater discharged as possible and properly dispose of such wastewater and wash down water.

(c) Cleanup of debris at the overflow site.

(d) Adequate sampling to determine the amount, characteristics, and impact of the overflow.

(4) PERMITTEE REPORTING. Permittees shall report all sanitary sewer overflows and sewage treatment overflows as follows:

(a) The permittee shall notify the department by telephone, fax, or email as soon as practicable, but no later than 24 hours from the time the permittee becomes aware of the overflow.

(b) The permittee shall, no later than five days from the time the permittee becomes aware of the overflow, provide to the department the information identified in this paragraph using department form number 3400-184. If an overflow lasts for more than five days, an initial report shall be submitted within 5 days as required in this paragraph and an updated report submitted following cessation of the overflow. At a minimum, the following information shall be included in the report:

1. The date and location of the overflow.
2. The surface water to which the discharge occurred, if any.
3. The duration of the overflow and an estimate of the volume of the overflow.
4. A description of the sewer system or treatment facility component from which the discharge occurred such as manhole, lift station, constructed overflow pipe, or crack or other opening in a pipe.
5. The estimated date and time when the overflow began and stopped or will be stopped.
6. The cause or suspected cause of the overflow including, if appropriate, precipitation, runoff conditions, areas of flooding, soil moisture, and other relevant information.
7. Steps taken or planned to reduce, eliminate and prevent reoccurrence of the overflow and a schedule of major milestones for those steps.
8. A description of the actual or potential for human exposure and contact with the wastewater from the overflow.
9. Steps taken or planned to mitigate the impacts of the overflow and a schedule of major milestones for those steps.
10. To the extent known at the time of reporting, the number and location of building backups caused by excessive flow or other hydraulic constraints in the sewage collection system that occurred concurrently with the sanitary sewer overflow and that were within the same area of the sewage collection system as the sanitary sewer overflow.
11. The reason the overflow occurred or explanation of other contributing circumstances that resulted in the overflow event. This includes any information available under sub. (1), including whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage and whether there were feasible alternatives to the overflow.

Note: A copy of form 3400-184 for reporting sanitary sewer overflows and sewage treatment facility overflows may be obtained from the department or accessed on the department's web site at http://dnr.wi.gov/topic/wastewater/documents/3400-184_ssoreportform.pdf. As indicated on the form, additional information may be submitted to supplement the information required by the form.

(c) The permittee shall identify each specific location and each day on which a sanitary sewer overflow or sewage treatment facility overflow occurs as a discrete sanitary sewer overflow or sewage treatment facility overflow occurrence. An occurrence may be more than one day if the circumstances causing the sanitary sewer overflow or sewage treatment facility overflow results in a discharge duration of greater than 24 hours. If there is a stop and restart of the overflow at the same location within 24 hours and the overflow is caused by the same circumstance, it may be reported as one occurrence. Sanitary sewer overflow occurrences at a specific location that are separated by more than 24 hours shall be reported as separate occurrences.

(d) A permittee that is required to submit wastewater discharge monitoring reports under s. NR 205.07 (1) (r) shall also report all

sanitary sewer overflows and sewage treatment facility overflows on that report.

(e) Satellite sewage collection system permittees shall submit reports required under this subsection to all owners of sewerage systems which receive wastewater from the satellite sewage collection system.

(5) PUBLIC NOTIFICATION. A permittee shall notify the public of any sanitary sewer and sewage treatment facility overflows consistent with its emergency response plan required under s. NR 210.23 (4) (f). Such public notification shall occur promptly following any overflow event using the most effective and efficient communications available in the community. At minimum, a daily newspaper of general circulation in the county(s) and municipality whose waters may be affected by the overflow shall be notified by written or electronic communication.

(6) NOTIFICATION OF DRINKING WATER SYSTEM OWNERS. The department may require the permittee to notify the owner of a drinking water intake located in a surface water receiving any sanitary sewer overflows and sewage treatment facility overflows. Such conditions shall be included in the WPDES permit.

History: CR 12-027; cr. Register July 2013 No. 691, eff. 8-1-13.

NR 210.22 Building Backups. (1) Except for the reporting requirement established in s. NR 210.21 (4) (b) 10., building backups shall be subject only to requirements of this section.

(2) A building backup caused by the blockage or failure of the building sewer or any other component of a plumbing system as defined in s. SPS 381.01 (179), and discrete or individual building backups caused, or primarily caused, by excessive flow or hydraulic constraints within the sewage collection system shall not be subject to the requirements of s. NR 210.21 (1).

Note: Section SPS 381.01 (179) reads: "Plumbing system" includes the water supply system, the drain system, the vent system, plumbing fixtures, plumbing appliances and plumbing appurtenances that serve a building, structure or premises.

(3) Whenever there are recurring building backups caused, or primarily caused, by excessive flow or hydraulic constraints within a sewage collection system, the department may reissue or modify a WPDES permit to require actions by the permittee, including preparation and implementation of a system evaluation and capacity assurance plan as provided in s. NR 210.24, to reduce or eliminate such recurring building backups.

(4) Whenever there are building backups caused, or primarily caused, by excessive flow or hydraulic constraints within the sewage collection system and there are no sanitary sewer overflows within the same part of the sewage collection system, the building backups shall be reported in accordance with the requirements of ch. NR 208.

History: CR 12-027; cr. Register July 2013 No. 691, eff. 8-1-13.

NR 210.23 Capacity, Management, Operation, and Maintenance Programs. (1) CMOM PROGRAM REQUIRED. All permittees subject to this chapter, including the owners of satellite sewage collection systems and combined sewer systems, shall implement a capacity, management, operation, and maintenance program.

(2) IMPLEMENTATION DEADLINE. The holder of a WPDES permit shall implement a capacity, management, operation and maintenance program under this section no later than August 1, 2016, or no later than an earlier date specified in the permit.

(3) GENERAL STANDARDS. A CMOM program shall ensure the following general standards are met:

(a) The sewage collection system is properly managed, operated, and maintained at all times.

(b) The sewage collection system provides adequate capacity to convey all peak design flows.

(c) All feasible steps are taken to eliminate excessive infiltration and inflow as defined in s. NR 110.03 (13c), cease sanitary

Section 7
Capacity Assurance

**VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
CAPACITY ASSURANCE**

The Wisconsin Department of Natural Resources may require the Village to prepare and implement a system evaluation and capacity assurance plan in rare cases when numerous sewer system overflows occur or frequent or recurring building backups are reported. The Village collection system and all tributary systems have adequate capacity throughout the entire sanitary sewer system. No capacity assurance plan is required at this time.

If a capacity assurance plan is required, make sure to have the following documents on hand:

- Current and up-to-date sewer system maps.
- Sewer system plans and specifications.
- Manhole location maps with numbered manholes and GPS coordinates.
- Lift station pump and wet well capacity information.
- Lift station operation and maintenance manuals.

Identify the following areas within the sewer system:

- Areas with flat sewers.
- Areas with surcharging.
- Areas with bottlenecks or constrictions.
- Areas with chronic basement backups or sanitary sewer overflows.
- Areas with excess debris, solids, or grease accumulation.
- Areas with heavy root growth.
- Areas with excessive infiltration and inflow.
- Sewers and manholes with severe corrosion.
- Sewers with severe defects that affect flow capacity.
- Adequacy of capacity for new connections.
- Lift station capacity and/or pumping problems.
- Wet weather relief points or overflow structures (if any).

See the Village of Hartland GIS for a collection system map showing areas to monitor for potential additional maintenance.

Section 8/9

Annual Self Audit/ Special Studies

VILLAGE OF HARTLAND
WASTEWATER COLLECTION SYSTEM
CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM
ANNUAL SELF AUDIT

2015 Self Audit

Lift Station Failures = 0

Sewer Pipe Failures = 0

Sanitary Overflows = 0

Basement Backups = 0

(Caused by Mainline Blockages)

Complaints = 0

December 4, 2008

Mr. Michael Einweck
Director of Public Works
Municipal Building
Village of Hartland
210 Cottonwood Avenue
Hartland, WI 53029

Re: Sewer Study Update

Dear Mr. Einweck:

This letter provides an update to the overall Village sewer study conducted by Ruekert/Mielke in 1993 and all subsequent sewer study updates performed in 2000, 2001, and 2002. The scope of the study was outlined in our attached proposal of June 12, 2008. The purpose for the update is to determine if the sewer system has capacity for planned development.

The Village is looking to expand beyond its limits to provide sewer service to proposed residential development to the north of the Village, commercial and multi-family residential development to the west, and multi-family development to the south. These possible development areas have been broken down into 11 development sites and are shown more clearly on Exhibit 1. These sites were determined during a meeting between Ruekert/Mielke Staff and Village of Hartland Staff on October 10, 2008.

Flow monitoring was performed by Ruekert/Mielke in the months of June, July, and August in three manholes within the Village. These monitoring manholes are located at Manhole F023 along Sunnyslope Drive, Manhole F002 along Highway 16 and Manhole B046 along Industrial Drive. The flow data obtained from monitoring is shown graphically in the appendices and is labeled as "Sunnyslope Site", Hartbrook #2 Site" and "Industrial Site", respectively. The flow data was able to provide average and peak flow values for upstream areas given the existing land uses. The flow data shows a peak flow of 145 gallons per minute (gpm) and an average flow of 55 gpm for the Sunnyslope Site. A peak flow of 295 gpm and an average flow of 162 gpm for the Hartbrook #2 Site and a peak flow of 900 gpm and an average flow of 358 gpm for the Industrial Site. These results are shown in Table 1 below.

TABLE 1			
Village of Hartland			
Ruekert & Mielke, Inc. Flow Monitoring Results			
Location	Manhole Number	Peak Flow (gpm)	Average Flow (gpm)
Sunnyslope Site	F023	145	55
Hartbrook #2 Site	F002	295	162
Industrial Site	B046	900	358

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Sewer flow monitoring data from the Dela-Hart metering manhole located at the DPW garage was also utilized in the evaluation of the Village system. In addition to the flow monitoring manholes, the Arlene Drive lift station has been analyzed to determine additional peak flow capacity. The sewer flow monitoring reports and lift station pumping records are attached in this report and are located in the Appendices.

Rainfall amounts from the Dela-Hart Treatment Facility were used to determine peak rainfall days and amounts for the months of May, June and July. A copy of these records are attached and are located in the Appendix.

The trunk sewer mains that make up the Village System have all been analyzed as part of this study as well. Each individual span of sewer that makes up the entire main has been broken down to determine the maximum possible flow through them. These charts are attached to this report and can be found in the appendices.

As a whole, the existing sewer system and interceptor that runs north/south through the Village (Trunk Sewer 1 on Exhibit 2) has enough capacity within it to allow for the proposed residential sites north of the Village. These sites include Murphy Farms, Gray Oaks, A1, A2, A3, and A4. Exhibit 2 shows the locations of the trunk sewer mains throughout the Village as well as the future flows and existing capacity within each main. Trunk Sewer 8 will be near capacity if the Murphy Farms and A4 site are developed according to this study. If in the future, additional sewage flow other than what is discussed in this report is proposed to be conveyed into Trunk Sewer 8, modifications may need to be performed to this section of sewer main.

There are two areas of concern shown on Exhibit 2: one area that will need monitoring during development stages and one area that causes a "system bottleneck". The area that will require monitoring is along Sunnyslope Drive by CTH "KC" from MH F028-MHF023. This area is projected to have flows slightly below current capacities when upstream developments are in place. The area that will create a "system bottleneck" is the proposed TEWS Development. The TEWS Development involves the addition of higher density residential development that will add more users and corresponding dwelling unit equivalents (DUE) that will stress the existing sewer system.

Design Guidelines:

The flow values in Table 2 were used to estimate flows from future development. They have been tested in several other communities and in our opinion the values are appropriate for the Village. These flows were added to existing peak flows and compared to trunk sewer capacities.

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TABLE 2	
Village of Hartland Sanitary Sewer Plan Design Standards	
Proposed Land Use	Existing Peak Flow Rate
Single-Family	500 gpcd
High Density Multi-Family	500 gpcd
Commercial	4,000 gpad

The densities or dwelling unit equivalents (DUE) for the Respective 11 development sites were provided by the Village. The following is an example of the conversion from DUE's to peak flow in cubic feet per second (cfs).

Example Conversion: 100 Additional Dwelling Units

$$100 \text{ DU} \times 2.4 \text{ Capita / DU} \times 500 \text{ gpcd} \times \frac{1 \text{ cfs}}{646,317 \text{ gpd}} = 0.186 \text{ cfs}$$

Note: 1.0 cfs = 646,317 gpd

Future Development Analysis

The following areas of the Village are planned to have future development. Existing and future flows were computed for those areas and compared to the capacity of the downstream trunk sewers. Table 3 lists those flow comparisons.

TABLE 3		
Village of Hartland Existing Capacity and Future Sub-Basin Flows		
	Existing Capacity (cfs)	Proposed (cfs)
West Branch Trunk Sewer 1	1.77	0.54
East Branch Trunk Sewer 1	1.37	0.84
North Branch Trunk Sewer 1	1.79	1.36
Trunk Sewer 8	0.65	0.61
Trunk Sewer 9	1.25	0.07
Trunk Sewer 1 at Hartbrook #2 MH	4.67	2.49
Trunk Sewer 3	0.82	1.03
Trunk Sewer 10	1.08	0.59
Dela Hart Interceptor	* 15.00-20.00	7.70

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* The section of sewer between B001DH and B007DH presented in the Village's GIS has some invert information that appears to be in error. There are several sections of this interceptor that have a slope of 0.08% which would result in an anticipated capacity of between 15.0 and 20.0 cfs. The Village would need to verify by survey the invert elevations of this sewer to determine the capacity.

Site Analysis:

The eleven (11) development sites have been analyzed and future flows have been generated using the future land use and density. Table 4 shows the additional dwelling unit equivalents and peak flows generated in full build out stage.

TABLE 4		
Village of Hartland Future Development Flows		
Development Site	Additional DUE's	Peak Flow (cfs)
Murphy Farms	60	0.111
Gray Oaks	71	0.131
A1	156	0.290
A2	154	0.286
A3	162	0.301
A4	95	0.176
A5	20	0.037
Geason Farm	104	0.193
Foxwood	49	0.090
TEWS	457	0.848
Lake Country Lutheran High School	40	0.074

▪ **Murphy Farms**

The Murphy Farms site is located in the northeast area of the Village. Conceptual plans for development show that 60 single family dwelling units (DU's) are proposed to be constructed on approximately 97 acres. Using the sanitary sewer plan design standards established earlier in this report, the Murphy Farms site will contribute 0.111 cubic feet per second (cfs) of peak flow to the sewer system.

It is recommended that the Murphy Farms site be served from the west through Bristlecone Pines, by way of extension from Manhole F167. This sewer flows to the Arlene Drive Lift Station which conveys sewage directly to Trunk Sewer 8. The Bristlecone Pines

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subdivision has a lift station along Arlene Drive that currently services all flows generated by the subdivision. The ultimate peak capacity of this lift station is 0.69 cfs with the current peak pumping capacity at 0.229 cfs. This allows for an additional 0.461 cfs of peak flow to be serviced by the Arlene Drive Lift Station. Trunk Sewer 8 currently conveys a peak flow of 145 gpm or 0.323 cfs as shown in the attached monitor summary graphs under "Sunnyslope Site". The Arlene Drive Lift Station as well as Trunk Sewer 8, 1, and DH will be able to handle the proposed peak sewage flows from the Murphy Farms site without any modifications to the existing facilities.

▪ **A1:**

The A1 site is located in the northeast area of the Village. It was decided that the projected land use in this area will be that of residential development with single family lots being utilized. For planning purposes, the Four Winds subdivision was used as a model for lot density, size, and green space utilization. It is projected the A1 site will have 156 single family residential lots on approximately 137 acres. The A1 site is estimated to contribute 0.290 cfs of peak flow to the sewer system.

It is recommended that the A1 site be served from the west through the east branch of Trunk Sewer 1 at MH G026. The east branch of Trunk Sewer 1 has capacity to convey a peak sewage flow of 1.37 cfs. This portion of sewer is currently serving 74 existing single family homes located north of Lisbon Road and has additional capacity for approximately 1.23 cfs of peak sewage flow. The Trunk Sewer 1 and DH will be able to handle the proposed peak sewage flows generated by the Area A1 site.

▪ **Gray Oaks:**

The Gray Oaks site is located in the northeast area of the Village. Preliminary plans for development show that 71 single family DU's are proposed to be constructed on approximately 103 acres. Applying the sewer design standards, the Gray Oaks site is projected to contribute approximately 0.131 cfs of peak flow to the sewer system.

It is recommended that the Gray Oaks area be served from the west by the Trunk Sewer 1. This could be accomplished by either installing a gravity sewer through Area A1 or by installing a pumping station on the Gray Oaks site and routing a force main around Area A1 to Trunk Sewer 1. Further study of these alternatives should be completed prior to approving any land development in the area. The Trunk Sewer 1 and DH will be able to handle the proposed peak sewage flows generated by the Gray Oaks site without any modifications to the existing facilities.

▪ **A2:**

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The A2 site is located in the northern area of the Village. The land use is projected to be residential development with single family lots being utilized. The Four Winds subdivision was used as a model for lot density, size, and green space. It is projected the A2 site will have 154 single family residential lots on approximately 136 acres. The A2 site is estimated to contribute 0.286 cfs of peak flow to the sewer system.

It is recommended that the A2 site be served from the south through the east branch of Trunk Sewer 1 along Lisbon Road. The ideal connection into the existing system would be between MH G001 and MH G006. The Trunk Sewer 1 and DH will be able to handle the proposed peak sewage flows generated by the A2 site without any modifications to the existing facilities.

▪ **A3:**

The A3 site is located in the northwest area of the Village. The land use is projected to be residential development with single family lots being utilized. The Four Winds subdivision was used as a model for lot density, size, and green space. In addition to the residential development, the A3 site will also include the Arrowhead School. The Arrowhead School is estimated to contribute 50 DUE's. It is projected the A3 site will have 112 single family residential lots on approximately 99 acres in addition to the 50 DUE's. The A3 site is estimated to contribute 0.321 cfs of peak flow to the sewer system.

It is recommended that the A3 site be served from the east by the west branch of Trunk Sewer 1 along Lisbon Road. The ideal connection into the existing sewer system would be at MH H002 located at the intersection of Four Winds Way and Lisbon Road. The west branch of Trunk Sewer 1 has an ultimate capacity of 1.79 cfs and currently conveys approximately 119 single family homes that contribute 0.22 cfs of peak sewage flow. The Trunk Sewer 1 and DH will be able to handle the proposed peak sewage flows generated by the A3 site without any modifications to the existing facilities.

▪ **A4:**

The A4 site is located in the northeast area of the Village. The land use is projected to be residential development with single family lots being utilized. The Four Winds subdivision was used as a model for lot density, size, and green space. Using these guidelines, the A4 site is projected to have 95 single family residential lots on approximately 84 acres. The A4 site is estimated to contribute 0.176 cfs of peak flow to the sewer system.

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It is recommended that the A4 site be served from the west by the east branch of Trunk Sewer 8. The ideal connection point into the existing sewer system would be at MH F167 located at the intersection of Arlene Drive and Juniper Way. The Murphy Farms site is located immediately to the east of the A4 site and is proposed to convey sewage flow from Murphy Farms through the A4 site. The A4 development site has a vertical elevation change of approximately 40 feet from north to south and appears to be able to direct flows by gravity to the south and west toward MH F167. The Trunk Sewer 8, 1, and DH will be able to handle flows generated by the A4 site without any modifications to the existing sewer system.

▪ **A5:**

The A5 site is located in the western area of the Village. The land use is projected to be entirely commercial with the possibility of one or two restaurants. The A5 site is approximately 6 acres in size and is estimated to contribute 0.037 cfs of flow to the sewer system.

It is recommended that the A5 site be served from the south and east by Trunk Sewer 3. The ideal connection point for the A5 site to the existing sewer facility would be at MH C081. The existing Trunk Sewer 3 has an ultimate capacity of 0.82 cfs. The Trunk Sewer 3 and DH will be able to handle flows generated by the A5 site without any modifications to the existing sewer system.

▪ **Geason Farm:**

The Geason Farm site is located in the southwestern area of the Village. The land use is projected to be 52 single family and 52 multi-family residential lots. Applying the design standards it is estimated that the Geason Farm site will contribute 0.193 cfs of peak flow to the sewer system.

It is recommended that the Geason Farm site be served by Trunk Sewer 10 from the north. Trunk Sewer 10 is designed to convey a peak flow of 1.08 cfs and will have adequate capacity to serve the Geason Farm site. The ideal connection point to the existing sewer facility would be at MH B150 along Rose Drive.

▪ **Foxwood:**

The Foxwood site is located in the southwestern area of the Village. The land use is projected to be 48 multi-family residential lots. It is estimated that the Foxwood site will contribute 0.090 cfs of peak flow to the sewer system.

It is recommended that the Foxwood site be served by Trunk Sewer 10 from the north. Trunk Sewer 10 is designed to convey a peak flow of 1.08 cfs and will have adequate capacity

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to serve the Foxwood Site. The ideal connection point to the existing sewer facility would be at MH B150 along Rose Drive.

- **TEWS:**

The TEWS site is located in the western area of the Village. The land use is projected to be high density multi-family with approximately 450 DUE's and 2 acres of commercial development to be added to the Village. The TEWS site is estimated to contribute approximately 0.848 cfs of peak flow to the sewer system.

It is recommended that the TEWS site be served from the south by Trunk Sewer 3. The ideal connection point to the existing sewer system is at MH C084 along Palmer Drive. Due to the high density and large number of DUE's to be added to the sewer system with the TEWS site, the sewer spans from MH B004 to MH B073 will need to be upsized when and if the site is developed. This section of sewer currently conveys approximately 0.147 cfs of flow and is designed to convey a peak sewage flow of 0.82 cfs and will not be able to handle the additional 0.848 cfs generated by the TEWS site. The TEWS site can be added to the sewer system without any modification to DH.

- **Lake Country Lutheran High School:**

The Lake Country Lutheran High School site is located in the northwestern area of the Village. The land use is projected to be governmental/institutional with approximately 40 DUE's to be added to the Village. The Lake Country Lutheran High School site is estimated to contribute approximately 0.074 cfs of peak flow to the sewer system.

It is recommended that the Lake Country Lutheran High School (LCLHS) site be served from the east by Trunk Sewer 9. The ideal connection point to the sewer system is at MH E051 at the western end of Willow Drive. Trunk Sewer 9 is designed to convey a peak sewage flow of 1.25 cfs. The LCLHS site can be added to the sewer system without any modifications to Trunk Sewer 9, 1, or DH.

Recommended Improvements

There is one future development area which will add sewer flows that will stress the downstream trunk sewers. There is also one area within the system that will be slightly below existing capacity that will need to be monitored for possible surcharge during peak flow times.

Letter To: Mr. Michael Einweck
Re: Sewer Study Update
December 4, 2008
Page 9

▪ **TEWS:**

A portion of Trunk Sewer 3 will be overloaded as the result of the flows from the TEWS Development. The TEWS site will require relaying the existing 8-inch sewer main with a 12-inch sewer main. This relay would be needed for the sewer span between MH B004 and MH B073, which is approximately 3,500 linear feet within an urban section of roadway. The project cost estimate to complete this relay is approximately \$1,137,000, based on if constructed in 2008 dollars. This cost includes engineering fees and contingencies.

▪ **Sunnyslope Drive**

Trunk Sewer 8 is projected to be slightly below capacity if sewer flows from both Murphy Farms and the A4 site are conveyed through it. We recommend that the Village monitor peak flows in this span to determine the surcharge within the system. If the surcharging is found to be too great in this span, the Village will need to consider relaying the existing 8-inch main from MH F028 – MH F023 with a 10-inch or 12-inch main.

Please contact our office with any questions regarding this matter.

Very truly yours,

RUEKERT/MIELKE



Ryan T. Amtmann, P.E.
Senior Project Manager

RTA:sjs
Enclosure

cc: Michael Gerszewski, Operations Supervisor
Michael F. Campbell, P.E., Ruekert/Mielke
File

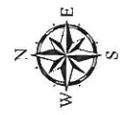


EXHIBIT 1

FUTURE DEVELOPMENT SITES AND PROPOSED PEAK FLOW
VILLAGE OF HARTLAND
WAUKESHA COUNTY, WISCONSIN

LEGEND

- Village of Hartland
- Future Development Sites (PROPOSED PEAK FLOW)



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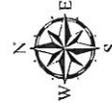


EXHIBIT 2

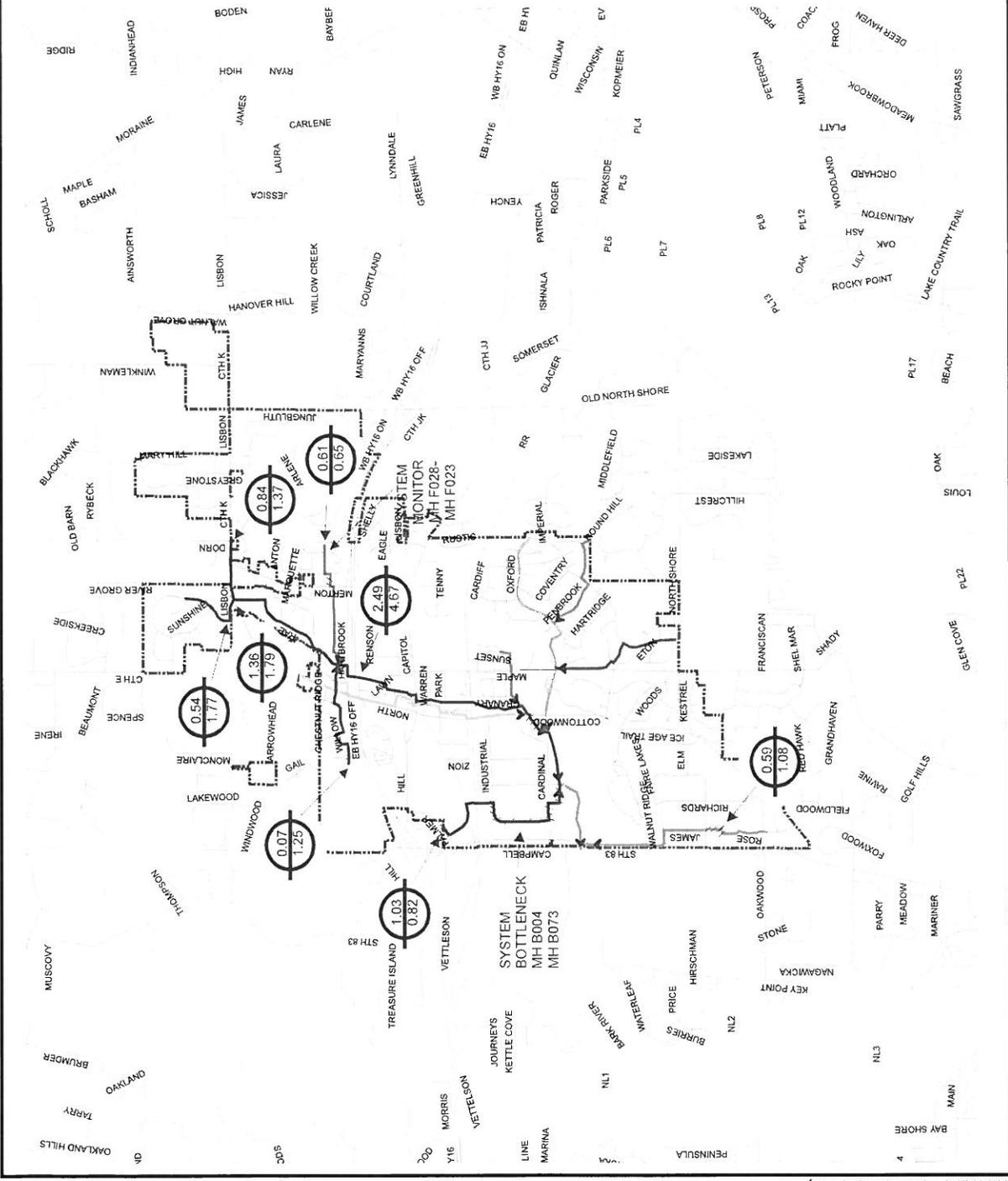
**EXISTING SANITARY TRUNK SEWERS WITH
FUTURE SEWAGE FLOWS AT KEY POINTS**
VILLAGE OF HARTLAND
WAUKESHA COUNTY, WISCONSIN
2008

Legend

- TRUNK SEWER 1
- TRUNK SEWER 2
- TRUNK SEWER 3
- TRUNK SEWER 4
- TRUNK SEWER 5
- TRUNK SEWER 6
- TRUNK SEWER 7
- TRUNK SEWER 8
- TRUNK SEWER 9
- TRUNK SEWER 10
- DELA-HART INTERCEPTOR
- ▭ Village of Hartland
- 0.0 EXISTING AND FUTURE FLOW (cfs)
- 0.0 EXISTING CAPACITY (cfs)



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Source: Waukesha County Parks and Land Use

Section 8/9
Compliance Maintenance Annual Report

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:
6/15/2016 2015

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input type="text" value="Michael D Gerszewski"/></p> <p>Telephone: <input type="text" value="(262) 367-2714"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input type="text" value="mikeg@villageofhartland.com"/></p>																									
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input type="text" value="2015"/></p> <p><input checked="" type="radio"/> 0-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p>	0																								
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																									
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input type="text" value="2015"/></p> <p><input checked="" type="radio"/> 1-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																									
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input type="text" value="243,011.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="243,011.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="20,000.00"/></td> </tr> <tr> <td>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input type="text" value="263,011.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input type="text" value="243,011.00"/>	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="243,011.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input type="text" value="20,000.00"/>	3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)	-	\$	<input type="text" value="0.00"/>	3.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$	<input type="text" value="263,011.00"/>	
3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input type="text" value="243,011.00"/>																						
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Compliance Maintenance Annual Report

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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? \$

Please note: If you had a CWF 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 HELP link under Info in the left-side menu.

0

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
1	Arlene Drive lift station rehab.	74366	2019
2	Woodland Court Lift Station rehab.	76597	2020
3	Bradford Way Lift Station rehab.	81282	2022
4	Shadow Ridge Lift Station rehab.	83700	2023

5. Financial Management General Comments

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

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:

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2015

Sanitary Sewer Collection Systems

1. CMOM Program

1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?

Yes

No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?

Yes (Continue with question 1)

No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.

Goals

Describe the specific goals you have for your collection system:

Review and update sewer ordinances as circumstances dictate, Create informational materials to educate the public, Clean 33% of the sewer collection system a year, Increased cleaning of identified problem areas (as needed), Televising 5% to 10% of the system a year, Review the sewer utility budget for repair and rehabilitation projects yearly, Update Geographic information system (GIS) as needed, Perform sewer flow monitoring to determine future system improvements.

Organization

Do you have the following written organizational elements (check only those that apply)?

Ownership and governing body description

Organizational chart

Personnel and position descriptions

Internal communication procedures

Public information and education program

Legal Authority

Do you have the legal authority for the following (check only those that apply)?

Sewer use ordinance Last Revised Date (MM/DD/YYYY)

Pretreatment/industrial control Programs

Fat, oil and grease control

Illicit discharges (commercial, industrial)

Private property clear water (sump pumps, roof or foundation drains, etc.)

Private lateral inspections/repairs

Service and management agreements

Maintenance Activities (provide details in question 2)

Design and Performance Provisions

How do you ensure that your sewer system is designed and constructed properly?

State plumbing code

DNR NR 110 standards

Local municipal code requirements

Construction, inspection, and testing

Others:

Overflow Emergency Response Plan:

Does your emergency response capability include (check only those that apply)?

Alarm system and routine testing

Emergency equipment

Emergency procedures

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Communications/notifications (DNR, internal, public, media, etc.)

Capacity Assurance:
How well do you know your sewer system? Do you have the following?

- Current and up-to-date sewer map
- Sewer system plans and specifications
- Manhole location map
- Lift station pump and wet well capacity information
- Lift station O&M manuals

Within your sewer system have you identified the following?

- Areas with flat sewers
- Areas with surcharging
- Areas with bottlenecks or constrictions
- Areas with chronic basement backups or SSOs
- Areas with excess debris, solids, or grease accumulation
- Areas with heavy root growth
- Areas with excessive infiltration/inflow (I/I)
- Sewers with severe defects that affect flow capacity
- Adequacy of capacity for new connections
- Lift station capacity and/or pumping problems

Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed

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:

Had sewer system model updated to verify capacity for future development.

0

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	35	% of system/year
Root removal	0	% of system/year
Flow monitoring	.001	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	2	% of system/year
Manhole inspections	35	% of system/year
Lift station O&M	1	# per L.S./year
Manhole rehabilitation	.0017	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services

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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.

29.01	Total actual amount of precipitation last year in inches
34.1	Annual average precipitation (for your location)
49.5	Miles of sanitary sewer
6	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	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:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.00	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) OFERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
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:

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:

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5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:
None
5.4 What is being done to address infiltration/inflow in your collection system?
We are replacing manhole covers with pick holes with solid covers with gaskets. We rebuild manholes with solid concrete rings (no brick or block). We also use mastic between rings, no mortar, when possible.

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

Compliance Maintenance Annual Report

Hartland Village

Last Updated: Reporting For:

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2015

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)

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Last Updated: Reporting For:
6/15/2016 2015

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Village of Hartland

Date of Resolution or
Action Taken:

06/13/2016

Resolution Number:

06/13/16-01

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

NR 210.23 Capacity, Management, Operation, and Maintenance Programs. (1) **CMOM PROGRAM REQUIRED.** All permittees subject to this chapter, including the owners of satellite sewage collection systems and combined sewer systems, shall implement a capacity, management, operation, and maintenance program.

(2) **IMPLEMENTATION DEADLINE.** The holder of a WPDES permit shall implement a capacity, management, operation and maintenance program under this section no later than August 1, 2016, or no later than an earlier date specified in the permit.

(3) **GENERAL STANDARDS.** A CMOM program shall ensure the following general standards are met:

(a) The sewage collection system is properly managed, operated, and maintained at all times.

(b) The sewage collection system provides adequate capacity to convey all peak design flows.

(c) All feasible steps are taken to eliminate excessive infiltration and inflow as defined in s. NR 110.03 (13c), cease sanitary

sewer overflows and sewage treatment facility overflows and mitigate the impact of such overflows on waters of the state, the environment, and public health.

Note: When evaluating feasibility of alternatives, the department may consider factors such as technical achievability, the relationship between the control of storm water and the control of infiltration/inflow into the sewage collection system, costs and affordability of implementation and risks to public health, the environment, and welfare of the community served by the sewage collection system.

(d) A process is in place to notify the public and other directly affected parties of any incidents of overflows from the sewerage system.

(e) Annual reports are submitted in accordance with the provisions of ch. NR 208.

(4) **COMPONENTS OF CMOM PROGRAM.** (a) **Goals.** Major goals of the CMOM program shall be consistent with the general standards identified in sub. (3).

(b) **Organization.** Persons who are responsible for implementing the CMOM program shall be identified including administration, management, and maintenance personnel or positions, lines of authority of such personnel or positions, internal and external communication responsibilities, and the person or persons who shall report all overflow events to the department and to the public according to s. NR 210.21 (3) to (6).

(c) **Legal authority.** Legally binding authorities, such as sewer use ordinances and service agreements, shall ensure the following:

1. Infiltration and inflow sources, including infiltration and inflow into building sewers, private interceptor sewers, or other such sources on private property, are subject to oversight and control, as necessary.

2. New sewers and connections, including building sewers and private interceptor sewers are designed, constructed, installed, tested, and inspected to meet all applicable current engineering and construction standards.

3. New and rehabilitated sewers, lift stations and other collection system components or appurtenances are installed, tested, and inspected to meet all applicable current standards.

4. If applicable, sewage flows from municipal satellite or other privately owned sewage collection systems are, as necessary, monitored, and controlled. Notwithstanding all other provisions of this chapter, any publicly owned treatment works may establish specific requirements to regulate sewage flows from satellite sewage collection systems.

5. Solid or viscous pollutants, such as fats, oils, and greases, are not discharged into the sewage collection system in amounts that will cause or contribute to obstruction to the flow in the sewer.

Note: This provision is similar to that contained in s. NR 211.10 (2) (c).

6. Procedures are in place to implement enforcement actions for non-compliance with established legal authorities.

(d) **Operation and maintenance.** Operation and maintenance equipment, activities and protocols, including identification of personnel or positions responsible, shall, as appropriate and applicable to the system, include the following:

1. Adequate maintenance facilities and equipment including equipment and replacement parts inventories, especially critical replacement parts.

2. A map of the sewage collection system.
Note: A geographic information system-based map of the sewage collection system meets this requirement.

3. A management system for the collection and use of information to identify and prioritize appropriate operation and maintenance activities, including identification of structural deficiencies and implementation actions to address such deficiencies.

4. A description of routine preventive operation and maintenance activities such as inspections, televising, cleaning, flow monitoring, root removal, and rehabilitation.

Note: Protocols for cleaning sewers should include methods for disposal of sand, grit, and other solids in a manner that will not contaminate surface water or groundwater or create a risk to public health.

is not limited to, placement in a licensed solid waste landfill, return of the material to the headworks of the sewage treatment facility or placing the material in a properly designed and operated treatment unit.

5. A program to periodically assess the capacity of the sewage collection system and treatment facilities.

6. The identification of activities to prevent and correct frequent and recurring building backups caused by sewage collection system hydraulic constraints.

7. Appropriate training on a regular basis.

(e) **Design and performance standards.** The following standards and procedures shall be established or adopted to maintain control over the design, construction, and inspection of the sewage collection system, including building sewers and private interceptor sewers on private property:

1. Standards and specifications for the design and installation of new sewers, lift stations, and other appurtenances and for rehabilitation and repair projects.

Note: Chapter NR 110 must be followed when designing and constructing sewage collection systems. Chapter SPS 382 must be followed when designing and constructing plumbing. Permittees may have supplemental standards and requirements specific to community needs.

2. Procedures and requirements for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

(f) **Overflow emergency response plan.** An overflow emergency response plan shall identify measures to protect public health and the environment from sanitary sewer overflows and sewage treatment facility overflows and building backups caused by excessive flow or other hydraulic constraints in the sewage collection system and shall include protocols to ensure the following:

1. Responsible personnel are made aware of all overflows.

2. There is a prompt and appropriate response to and investigation of all overflows to protect, to the extent possible, water quality, the environment, and public health.

3. There is appropriate reporting and notification as required under s. NR 210.21 (4) to (6). The overflow emergency response plan shall identify the public health and other officials who will receive notification and identify the protocols and procedures for notification of the public who may be affected by an overflow. Whenever there is a significant or potentially significant risk to public health, public notification shall include personal contacts with persons who may be at risk from the effects of the overflow.

Note: To the extent practicable, local public health and other responsible officials should be consulted in developing those portions of the overflow emergency response plan that involve reporting and notification of those officials. Permittees should consider use of the following communication methods when establishing public notification protocols: electronic mail or other electronic communication, posting on internet web sites, notification of local print and media (television, radio) outlets, posting notices on public buildings, personal notification, etc.

4. Appropriate personnel are aware of and follow the plan and are appropriately trained.

5. Emergency operations appropriate to the event are implemented.

(5) **CMOM PROGRAM DOCUMENTATION AND AUDIT.** All permittees subject to the requirements of this section shall do all of the following:

(a) Develop and maintain written documentation of the CMOM program components. Such documentation shall be available for department review on request. The department may request a permittee to provide this documentation or prepare a summary of the permittee's CMOM program at the time of application for reissuance of a WPDES permit.

Note: Annual verification of CMOM program documentation is required under ch. NR 208.

(b) At least annually conduct a self-audit of activities conducted under the permittee's CMOM program to ensure CMOM components are being implemented as necessary to meet the standards in sub. (3).

(6) **EXCEPTIONS.** If the owner of a sewage collection system believes any component part or parts of the CMOM program requirements in this section are not appropriate or applicable for a specific sewage collection system, the CMOM program documentation required under sub. (5) shall fully explain why that component part is not applicable.

(7) **COMPLIANCE.** Whenever a permittee's CMOM program does not meet the conditions established under this section, including the identification of and explanation for exceptions identified in sub. (6), the department may require specific actions to establish and implement a CMOM program or component parts of a CMOM program. The specific requirements may be included as conditions in a permit.

History: CR 12-027; cr. Register July 2013 No. 691, eff. 8-1-13; correction in (3) (c) made under s. 13.92 (4) (b) 7., Stats., Register July 2013 No. 691.