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

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

Form 3400-224(R8/2021)

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Reporting Information :

Will you be completing the A	Annual Report Other	
Project Name: 2022 Annual Report		
County: Marathon		
Municipality: Wausau, City		
Permit Number: S050075		
Facility Number:	31058	
Reporting Year:	2022	

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? O Yes 💿 No

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit.

In order to acknowledge that you are reapplying for permit coverage, please check the following box: 🗹

Required Attachments and Supplemental Information

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

Annual Report

- Review related web site and instructions for <u>Municipal storm water permit eReporting</u> [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary

- Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
- Storm Sewer Map Annual Report Attachment
- Storm Water Quality Management Annual Report Attachment
- TMDL Attachment
- Storm Water Consortium/Group Report
- Municipal Cooperation Attachment
- Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (*If applicable, see permit for due dates.)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (S050075-03 general permittees Appendix B B.5.2 document due to the department by March 31, 2022)
 - Fecal Coliform Source Elimination Plan (S050075-03 general permittees Appendix B document due to the department by October 31,2023)
- Sign and Submit form

Municipal Contact Information- Complete

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

Municipality Information

Name of Municipality	Wausau, City		
Facility ID # or (FIN):	31058		
Updated Information:	Check to update mailing address information		
Mailing Address:	407 Grant Street		
Mailing Address 2:			
City:	Wausau, City		
State:	WI		
Zip Code:	54403 xxxxx or xxxxx-xxxx		

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

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

Select to <i>create new</i> primary contact				
First Name:	Thomas			
Last Name:	Niksich			
Select to <i>update</i> current contact information				
Title:	Project Engineer			
Mailing Address:	407 Grant Street			
Mailing Address 2:				
City:	Wausau			
State:	<u>WI</u>			
Zip Code:	54403	xxxxx or xxxxx-xxxx		
Phone Number:	715-261-6748	Ext: xxx-xxx-xxxx		
Email:	thomas.niksich@ci.wausau.wi.us			

Additional Contacts Information (Optional)

- 🗌 I&E Program
- IDDE Program

Individual with responsibility for: (Check all that apply)	 IDDE Response Procedure Manual Municipal-wide Water Quality Plan Ordinances Pollution Prevention Program Post-Construction Program Winter roadway maintenance 		
First Name:	Dustin		
Last Name:	Kraege		
Title:	Superintendent		
Mailing Address:	400 Myron Street		
Mailing Address 2:			
City:	Wausau		
State:	<u>WI</u>		
Zip Code:	54401 xxxxx or xxxxx-xxxx		
Phone Number:	715-261-6963 Ext: xxx-xxx-xxxx		
Email:	dustin.kraege@ci.wausau.wi.us		

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

Select to <i>create new</i> Billing contact				
First Name:	Thomas			
Last Name:	Niksich			
Select to <i>update</i> current contact information				
Title:	Project Engineer			
Mailing Address:	407 Grant Street			
Mailing Address 2:				
City:	Wausau			
State:	WI			
Zip Code:	54403 xxxxx or xxxxx-xxxx			
Phone Number:	715-261-6748 Ext: xxx-xxx			
Email:	thomas.niksich@ci.wausau.wi.us			

1. Does the municipality rely on another entity to satisfy some of the permit requirements? • Yes O No

✓ Public Education and Outreach North Central Wisconsin Stormwater Coalition

✓ Public Involvement and Participation North Central Wisconsin Stormwater Coalition

Illicit Discharge Detection and Elimination

Construction Site Pollutant Control

Dest-Construction Storm Water Management

Pollution Prevention

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

 \bigcirc Yes \odot No

Minimum Control Measures- Section 1: Complete

1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group) Yes ○ No
- b. How many total educational events were held during the reporting year: ²³
- c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year? ⁶

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

d. Will additional information/summary of education events be attached to the annual report? ● Yes ○ No

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. <u>Permit Activities</u>. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	5/12/202	22			
Project/Event Name	Present	Presentation to Capital Improvements and Streets Maintenance Committee			
Delivery Mechanism	Governm	Government Event (Public Hearing, Council Meeting, etc)			
Topics Covered		Target Audier		-	Regional Effort (Optional)

🗹 MS4 Annual Report	🗹 General Public 🗌	<u>101 +</u>	○ Yes ◉ No
🗹 Storm Water Management	Public Employees		
Program	Residents		
Storm Water related ordinance	Businesses		
🗌 Other:	Contractors		
	Developers		
	Industries		
	Public Officials		
	🗌 Other		

b. <u>Volunteer Activities</u>. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	4/29/2022	🗌 NA (Individual Permitte	e).	
Project/Event Name	Presentation to Local N	Presentation to Local Middle School and Inlet Stenciling.		
Delivery Mechanism	Storm drain stenciling	corm drain stenciling		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)	
Volunteer Opportunity	General Public	<u>51-100</u>	⊖Yes ● No	
	Public Employees			
	Residents			
	Businesses			
	Contractors			
	Developers			
	Industries			
	Public Officials			
	🗌 Other			

c. Brief explanation on Public Involvement and Participation reporting. *Limit response*

to 250 characters and/or attach supplemental information on the attachments page.

See attached supplemental information.

			Form 3400-224 (R8/2021)				
Ν	Ainimum Control Measures - Section 3 : Complete						
3. Illicit Discharge Detection and Elimination							
a.	How many total outfalls does the municipality have?	49					
b.	How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?	1					
c.	From the municipality's routine screening, how many were confirmed illicit discharges?	0					
d.	How many illicit discharge complaints did the municipality receive?	1					

e.	 e. From the complaints received, how many were 1 confirmed illicit discharges? 		1		
f.	How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? (If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)		1	Unsure	
g.	How many of the following enforcement med use to enforce its illicit discharge ordinance? enter the number of each used in the reporti Verbal Warning	Check all tha	-	ality 🗌 Unsure	
	✓ Written Warning (including email)	1			
	□ Notice of Violation				
	Civil Penalty/ Citation				
	Additional Information:				
h.	Brief explanation on Illicit Discharge Detectio marked Unsure for any questions above, justi 250 characters and/or attach supplemental in	fy the reason	ing. Limit re	esponse to	
Se	ee attached supplemental information.				
				Form 3400-224 (R8/20)21)
	Ainimum Control Measures - Section 4 : Com . Construction Site Pollutant Control	plete			
a.	How many total construction sites with one a of land disturbing construction activity were point in the reporting year?		14	Unsure	
b.				Unsure	
c.	c. How many erosion control inspections did the municipality 41 Unsure complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?				
d.					
	✓ Verbal Warning	30			
	Written Warning (including email)	8			
	□ Notice of Violation				
	Civil Penalty/ Citation				
	🗌 Stop Work Order				

Other - Describe below

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

See attached supplemental information.

	Ainimum Control Massures Costion F. Comm			Form 3400-224 (R8/2021)
	Ainimum Control Measures - Section 5 : Comp . Post-Construction Storm Water Management			
	How many sites with new structural storm wat management Best Management Practice (BMF received local approval ? *Engineered and constructed systems that are designed to pro quality control such as wet detention ponds, constructed wetla basins, grassed swales, permeable pavement,	ter P) have ovide storm water	2	Unsure 🗌
b.	Does the MS4 have procedures for inspecting maintaining private storm water facilities?	and	⊖ Yes ● No	🗌 Unsure
c.	If Yes, how many privately owned storm water management facilities were inspected in the re Inspections completed by private landowners should be includ number.	eporting year?		Unsure Unsure
d.	Does the municipality utilize privately owned s management BMP in its pollutant reduction ar		● Yes ○ No	🗌 Unsure
e.	If yes, does MS4 have maintenance authority of privately owned BMPs?	on these	0	Unsure
f.	How many municipally owned storm water ma BMPs were inspected in the reporting year?	anagement	73	Unsure
g.	What types of enforcement actions does the n to compel compliance with the regulatory med apply and enter the number of each used in th No Authority	chanism? Checl	k all that	Unsure Unsure
	✓ Verbal Warning	0		
	Written Warning (including email)	0		
	✓ Notice of Violation	0		
	Civil Penalty/ Citation			
	Forfeiture of Deposit			
	Complete Maintenance			

✓	Bill	Responsible Party	
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□ Other - Describe below

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

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See attached supplemental information.

			Form 34
Ν	Inimum Control Measures - Section 6 : Complete		
6	Pollution Prevention		
S	corm Water Management Best Management Practice Inspections	Not A	Applicable
a.	Enter the total number of municipally owned or operated structural storm water management best management practices.	73	Unsure 🗌
).	How many new municipally owned storm water management best management practices were installed in the reporting year ?	2	Unsure 🗌
2.	How many municipally owned storm water management best management practices were inspected in the reporting year?	71	Unsure
d.	What elements are looked at during inspections (250 character limit)?		
	See attached supplemental information.		
г.	How many of these facilities required maintenance?	10	Unsure
f.	Brief explanation on Storm Water Management Best Management Practice inspection reporting. <i>If you marked Unsure for any question</i> <i>above, justify the reasoning. Limit response to 250 characters and/o</i> <i>attach supplemental information on the attachments page.</i>		
	See attached supplemental information.		
Ρ	ublic Works Yards & Other Municipally Owned Properties (SWPPP Pl	an Rev	iew) 🗌 Not
g.	How many municipal properties require a SWPPP?	3	Unsure
۱.	How many inspections of municipal properties have been conducted in the reporting year?	1	Unsure
	Have amendments to the SWPPPs been made? ○ Yes ● No ○ Unsure		
•	If yes, describe what changes have been made. Limit response to 25 and/or attach supplemental information on the attachment page:	50 chai	racters
	N/A		
k.	Brief explanation on Storm Water Pollution Prevention Plan reporti Unsure for any questions above, justify the reasoning. Limit response	0	

	characters and/or attach supplemental information on the attachments page.					
	See attached supplemental information.					
С	ollection Services - Street Sweeping / Cleaning Program 🗌 Not Applicable					
١.	Did the municipality conduct street sweeping/cleaning during the reporting year? \odot Yes \bigcirc No \bigcirc Unsure					
m.	If known, how many tons of material was removed? 6,527 Unsure					
n.	Does the municipality have a low hazard exemption for this • Yes O No material?					
0.	If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency					
	Yes - Explain frequency The city clean priority streets on a weekly basis.					
	O No - Explain					
С	ollection Services - Catch Basin Sump Cleaning Program 🗌 Not Applicable					
p.	Did the municipality conduct catch basin sump cleaning during the reporting year? \odot Yes \bigcirc No \bigcirc Unsure					
q.	How many catch basin sumps were cleaned in the reporting year? 812 \Box Unsure					
r.	If known, how many tons of material was collected? 101 \Box Unsure					
s.	Does the municipality have a low hazard exemption for this • Yes • No material?					
t.	If catch basin sump cleaning is identified as a storm water best management practic in the pollutant loading analysis, was cleaning completed at the assumed frequency					
	\odot Yes- Explain frequency Each basin every other year.					
	O No - Explain					
	○ Not Applicable					
С	ollection Services - <i>Leaf Collection Program</i> 🗌 Not Applicable					
u.	Does the municipality conduct curbside leaf collection? $ extbf{O}$ Yes $ extbf{O}$ No $ extbf{O}$ Unsu					
v.	Does the municipality notify homeowners about pickup? \odot Yes \bigcirc No \bigcirc Unsu					
w.	Where are the residents directed to store the leaves for collection? ✓ Pile on terrace □ Pile in street □ Bags on terrace □ Unsure					
	Other - Describe					
х.	What is the frequency of collection? 2x per year and additional if time permits.					
y.	Is collection followed by street sweeping/cleaning? \bullet Yes \bigcirc No \bigcirc Unsu					
Z.	Brief explanation on Collection Services reporting. If you marked Unsure for any questions above, justify the					

reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page

See attached supplemental information.

Winter Road Management
Not Applicable

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

520

Unsure

- ^{aa.} How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles*.)
- ^{ab.} Provide amount of de-icing products used by month last winter season? Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	0	425	648	363	517	471
Salt/sand mix	0	132	371	243	184	202
None						

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	21255	30133	18283	18258	26439	8200

- ^{ac.} Was salt applying machinery calibrated in the reporting Yes No Unsure year?
- ^{ad.} Have municipal personnel attended salt reduction strategy Yes No Unsure training in the reporting year?

Training Date	Training Name	# Attendance	
4/10/2022	APWA Winter Maintenance Certification	3	
9/20/2022	APWA Winter Maintenance Certification	3	

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

Internal (Staff) Education & Communication

^{af.} Has the municipality provided an opportunity for internal
Yes
No
Unsure training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ?
If yes, describe what training was provided (250 character limit):
See attached supplemental information.
When: 10/5/2022

How many attended: 6

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

Elected Officials

See attached supplemental information.

Municipal Officials

See attached supplemental information.

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

See attached supplemental information.

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

See attached supplemental information.

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7: Complete

7. Storm Sewer System Map

- ^{a.} Did the municipality update their storm sewer map this year?
 - \odot Yes \bigcirc No \bigcirc Unsure

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

- ✓ Storm water treatment facilities
- Storm pipes
- Vegetated swales
- Outfalls
- Other Describe below
- ^{b.} Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Updates to the stormwater system are tracked by engineering and given to the GIS department to update at the end of the year.

Final Evaluation - Complete

Fiscal Analysis

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

Annual	Budget	Budget	Source of Funds
Expenditure	Reporting Year		
Reporting Year		Year	
Element: Public E	Education and Ou	itreach	
625	1250	1250	General revenue fund
Element: Public I	nvolvement and	Participation	
625	1250	1250	General revenue fund
Element: Illicit Di	ischarge Detectio	n and Eliminat	ion
2000	5000	11000	General revenue fund
Element: Constru	uction Site Polluta	ant Control	
6000	17000	36500	General revenue fund
Element: Post-C	onstruction Storr	n Water Mana	gement
680000	323000	1648500	General revenue fund
0	0	150000	Tax Incremental Finance District
Element: Polluti	on Prevention		
1261000	1250000	1250000	General revenue fund
]] [
Other (describe)			1
			Select

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

Water Quality

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

No
Unsure
If Yes, explain below:

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

 \bigcirc Yes \bigcirc No \bigcirc Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

 \bigcirc Yes \bigcirc No \bigcirc Unsure

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

Storm Water Quality Management

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

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

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

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

Requests for Assistance on Understanding Permit Programs

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

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

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

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

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

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

Storm Sewer System Map				
I File Attachment	StormSewerMap.pdf			

Attach - Other	Supporting	Documents
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AR Other

🎚 File Attachment

2022AnnualStormwaterReportSupplementalInformation.pdf

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

Attach - Permit Compliance Documents

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

Sign and Submit Your Application

Steps to Complete the signature process

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

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

Terms and Conditions

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

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

• Authorized municipal contact using WAMS ID.

○ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.

○ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

		Thomas Niksich
		Project Engineer
Authorized Signature. ✓ I accept the above terms and conditions.		Signed by : i:0#.f wamsmembership tniksich on 2023-03-31T10:32:47 You have already signed and submitted this application to the DNR. Please <u>contact</u> <u>the Wisconsin DNR</u> for assistance.

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