

Village of Hales Corners

5635 S. New Berlin Road

Hales Corners, WI 53130

Phone: (414) 529-6161

Fax: (414) 529-6179

www.halescorners.org



James R. Ryan Municipal Building

PUBLIC WORKS COMMISSION

Meeting Notice/Agenda

April 16, 2026 (Thursday) – 5:30 p.m.

Hales Corners Village Hall (5635 S. New Berlin Road)

Notice is hereby given that the Public Works Commission will meet at the above date, time, and place.

Notice is given that a majority of the Village Board may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This would constitute a meeting of the Board per State ex rel. Badke v. Greendale Village Board even though the Board will not take formal action at this meeting.

AGENDA

1.0 ROLL CALL

M. Postotnik: ☐ Present ☐ Excused ☐ Absent; A. Fritz: ☐ Present ☐ Excused ☐ Absent;
R. Merkel: ☐ Present ☐ Excused ☐ Absent; T. Spottek: ☐ Present ☒ Excused ☐ Absent;
M. MacGillis: ☐ Present ☐ Excused ☐ Absent; D. Bessen: ☐ Present ☐ Excused ☐ Absent;

Staff:

Public:

2.0 GENERAL BUSINESS

- Approval of Minutes – March 19, 2026
- Public Comment

3.0 ADMINISTRATION REPORT

3.1 DPW Task Updates

3.2 DPW Manager Updates

4.0 PROJECTS:

- 4.1** Hales Happiness Water Main – Update
- 4.2** Village Library Parking Lot Project – Update
- 4.3** Lory Lane Lift Station – Update
- 4.4** Whitnall Way Lift Station – Update
- 4.5** 2026 Road Program

5.0 NEXT SCHEDULED MEETING – May 21, 2026 @ 5:30pm

6.0 ADJOURNMENT



Steven Houte, Director of Public Works
April 10, 2026

Note: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services by contacting the Clerk's Office, 414-529-6161.

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MINUTES

➤ *Meeting called to Order by MacGillis at 5:30 PM*

1.0 ROLL CALL

M. Postotnik: ☐ Present ☒ Excused ☐ Absent; A. Fritz: ☒ Present ☐ Excused ☐ Absent;

R. Merkel: ☐ Present ☒ Excused ☐ Absent; T. Spottek: ☒ Present ☒ Excused ☐ Absent;

M. MacGillis: ☒ Present ☐ Excused ☐ Absent; D. Bessen: ☒ Present ☐ Excused ☐ Absent;

Staff:

➤ *S. Houte, Director of Public Works*

Public:

➤ *None*

2.0 GENERAL BUSINESS

- Approval of Minutes – January 15, 2026

➤ *Fritz motioned to approve the minutes, and Spottek seconded it with spelling correction to be made. No discussion and passed 3-0.*

- Public Comment

➤ *None*

3.0 ADMINISTRATION REPORT

3.1 DPW Task Updates

- *Ordered replacement street lighting for missing/damaged lights*
- *A pedestrian light pole was knocked down at the corner of Janesville and HWY 100 (Bosch Restaurant). Contacted vehicle owners' insurance for re-imbursement.*
- *Ordered the remaining allotment of road salt and included the eligible reserve for a total of 480 tons.*
- *Staff are cleaning up debris from plowing operations.*
- *Emergency storm sewer cleaning was needed from blockages caused by leaves. It was located on Grange near 108th St.*
- *Staff recommended in leu of purchasing a stump grinder attachment for the skid steer to purchase addition snow removal and de-icing attachments.*
- *Staff will be working on updating the Steet Sign inventory as they are available.*
- *Arbor day tree planting planning.*
- *Shop and vehicle maintenance.*
- *Staff working on Village Hall paint touch ups when not able to work outside.*
- *Snow and de-icing totals to date: responded to 30 events, used approximately 700 tons of salt and 2,800 gal of calcium chloride.*
- *Staff responded to an emergency light pole knockdown in which happened to belong to the DOT. Located on Janesville and 116th St.*

3.2 DPW Manager Updates

- *Updated and filed with the DNR the E-cycle annual report.*
- *Future reporting for DNR for Storm Water and MMSD.*
- *Reviewing grant application with the DNR for small structures. This is intended for road cross culver maintenance/replacement.*
- *Working with Engineer on scope and plans for the 2026 paving areas.*
- *Working with Engineer on scope and plans for Ridge Rd. Reconstruction.*
- *Coordinated with the County to have the lane closure on Janesville Road snow removal.*

4.0 PROJECTS:

4.1 2024 Road Program – Update

- *Contractor dispute resolution ongoing.*

4.2 Hales Happiness Water Main – Update

- *All homes are in service. Continue with low flow storm water piping. Install cross culverts. Perform manhole adjustments for paving. Working on restoration. Review pavement for replacements of failed areas.*

4.3 Village Library Parking Lot Project – Update

- *This project was Bid and low Bidder is Always Construction. Whitin the next week there will be a preconstruction meeting.*

4.4 Lory Lane Lift Station – Update

- *Having some issues with alarms and staff is investigating by adjusting the floats.*

4.5 Whitnall Way Lift Station – Update

- *Working with the Engineer on the design*

4.6 2026 Road Program

- *Quick review of the roads slated for paving and potential tree removal discussion..*

5.0 NEXT SCHEDULED MEETING – April 16, 2026 @ 5:30pm

6.0 ADJOURNMENT

- *Fritz motioned to adjourn, and Spottek seconded it with. No discussion and passed 3-0.*



Steven Houte, Public Works Director
March 16, 2026

Note: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services by contacting the Clerk's Office, 414-529-6161.

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

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

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2025 Annual Report

County: Milwaukee

Municipality: Hales Corners, Village

Permit Number: S050059

Facility Number: 31272

Reporting Year: 2025

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Required Attachments and Supplemental Information

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

Annual Report

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

- Municipal Cooperation Attachment
- Other Annual Report Attachment

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

- Sign and Submit form

Municipal Contact Information- Complete

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

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Hales Corners, Village

Facility ID # or (FIN): 31272

Updated Information:

☐ Check to update mailing address information

Mailing Address: 5635 S. New Berlin Road

Mailing Address 2:

City: Hales Corners, Village

State: WI

Zip Code:

53130

xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

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

☐ Select to **create new** primary contact

First Name: Steven

Last Name: Houte

☐ Select to **update** current contact information

Title: DPW Project Manager

Mailing Address: 5635 S. New Berlin Rd.

Mailing Address 2:

City: Hales Corners

State: WI

Zip Code: 53130

xxxxx or xxxxx-xxxx

Phone Number: 414-529-6165

Ext:

xxx-xxx-xxxx

Email: shoute@halescorners.org

Additional Contacts Information (Optional)

☐ I&E Program

☐ IDDE Program

☐ IDDE Response Procedure Manual

Individual with responsibility for:
(Check all that apply)

- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

 xxxxx or xxxxx-xxxx

Phone Number:

 Ext: xxx-xxx-xxxx

Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☐ Select to **create new** Billing contact

First Name:

Last Name:

☐ Select to **update** current contact information

Title:

Mailing Address:

Mailing Address 2:

City:

State: WI

Zip Code:

 xxxxx or xxxxx-xxxx

Phone Number:

 Ext: xxx-xxx-xxxx

Email:

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

☒ Yes ☐ No

☒ Public Education and Outreach Root Pike Win - Respect Our Waters

☒ Public Involvement and Participation Root Pike Win - Respect Our Waters

☒ Illicit Discharge Detection and Elimination raSmith

☒ Construction Site Pollutant Control raSmith

- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention

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

☐ Yes ☒ No

Minimum Control Measures- Section 1 : Complete**1. Public Education and Outreach**

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☐ Yes
☒ No
- b. How many total educational events were held during the reporting year:
- c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? ☒ Yes ☐ No
- d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

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

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

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

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

Attachment:

Minimum Control Measures - Section 2 : Complete**2. Public Involvement and Participation**

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

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☒ MS4 Annual Report ☒ Storm Water Management Program ☒ Storm Water related ordinance ☐ Other: 	☒ General Public ☒ Public Employees ☒ Residents ☒ Businesses ☒ Contractors ☒ Developers ☒ Industries ☒ Public Officials ☐ Other	Select...	☐ Yes ☐ No

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

☐ NA (Individual Permittee)

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

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

This education and outreach report and associated activities were produced and executed by Root-Pike WIN's Respect Our Waters Program. Please contact info@rootpikewin.org with questions.

Minimum Control Measures - Section 3 : Complete**3. Illicit Discharge Detection and Elimination**

a. How many total outfalls does the municipality have?

b. How many major outfalls does the municipality have?

- c. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?
- d. From the municipality's routine screening, how many were confirmed illicit discharges?
-
- e. How many illicit discharge complaints did the municipality receive?
- f. From the complaints received, how many were confirmed illicit discharges?
-
- g. 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.)

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

- | | |
|---|---------------------------------|
| ☒ Verbal Warning | <input type="text" value="12"/> |
| ☒ Written Warning (including email) | <input type="text" value="0"/> |
| ☒ Notice of Violation | <input type="text" value="0"/> |
| ☒ Civil Penalty/ Citation | <input type="text" value="0"/> |

Additional Information: _____

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?
-
- d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.
- | | |
|--|---------------------------------|
| ☒ Verbal Warning | <input type="text" value="12"/> |
|--|---------------------------------|

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

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

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

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

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

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

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

e. Does MS4 have maintenance authority on these privately owned BMPs? ☒ Yes ☐ No

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

☒ Verbal Warning	0
☒ Written Warning (including email)	0
☒ Notice of Violation	0
☒ Civil Penalty/ Citation	0
☐ Forfeiture of Deposit	
☒ Complete Maintenance	0

- ☐ Bill Responsible Party
- ☐ Other - Describe below

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

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of "municipally owned" (i.e., publicly owned BMPs) or operated (i. e., privately owned BMPs) structural storm water management best management practices.
- b. How many new municipally owned storm water management best management practices were installed in the reporting year ?
- c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year?
- d. What elements are looked at during inspections (250 character limit)?
- e. How many of these facilities required maintenance?
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

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

- g. How many municipal properties require a SWPPP?
- h. How many inspections of municipal properties have been conducted in the reporting year?
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:
- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked*

Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.

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

Collection Services - *Street Sweeping Program* ☐ Not Applicable

- l. Did the municipality conduct street sweeping during the reporting year?
☒ Yes ☐ No
- m. If known, how many tons of material was removed?
- n. Does the municipality have a [low hazard exemption](#) for this material? ☐ Yes ☐ No
- o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
☒ Yes - Explain frequency Streets performed 2 times and Vg Lots 3 times.
☐ No - Explain _____
☐ Not Applicable

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

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No
- q. How many catch basin sumps were cleaned in the reporting year?
- r. If known, how many tons of material was collected?
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☐ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
☒ Yes- Explain frequency Annually
☐ No - Explain _____
☐ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No
- v. Does the municipality notify homeowners about pickup? ☐ Yes ☒ No
- w. Where are the residents directed to store the leaves for collection?
☐ Pile on terrace ☐ Pile in street ☒ Bags on terrace
☐ Other - Describe _____
- x. What is the frequency of collection?
14 times.

y. Is collection followed by street sweeping? ☐ Yes ☒ No

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

This is a Contracted service collection by GFL for several weeks in spring and fall.

Winter Road Management ☐ Not Applicable

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

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

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	73	255	316	86	0

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Pre-wetting compound</u>	0	216	972	1160	331	0

ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No

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

Training Date	Training Name	# Attendance

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*

Internal (Staff) Education & Communication

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

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

On line tutorials, seminars and relevant information.

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

Root Pike Win and by Staff Memo.

Municipal Officials

Root Pike Win and by Staff Memo.

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

Verbal instruction.

- 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.*

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?

☐ Yes ☒ No

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

☐ Storm water treatment facilities

☐ Storm pipes

☐ Vegetated swales

☐ Outfalls

☐ Other - Describe below

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

Final Evaluation - Complete**Fiscal Analysis**

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

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
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Element: Public Education and Outreach

2385	2400	2400	<u>Storm water utility</u>
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Element: Public Involvement and Participation

2400	1500	1500	<u>Storm water utility</u>
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Element: Illicit Discharge Detection and Elimination

4200	2000	2000	<u>General revenue fund</u>
------	------	------	-----------------------------

Element: Construction Site Pollutant Control

1500	1500	1500	<u>General revenue fund</u>
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Element: Post-Construction Storm Water Management

1500	1500	1500	<u>Storm water utility</u>
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Element: Pollution Prevention

10000	10000	10000	<u>Storm water utility</u>
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Other (describe)

			<u>Select...</u>
--	--	--	------------------

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?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

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

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☐ Yes ☒ No ☐ Unsure

Storm Water Quality Management

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

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

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

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

Requests for Assistance on Understanding Permit Programs

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

Please select all that apply:

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

Required Attachments and Supplemental Information

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

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

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

Attach - Other Supporting Documents

AR EO

 File Attachment

[2025 Hales Corners Synopsis.xlsx](#)

(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

EO Program

 File Attachment

[2025 ROW Summary and Photo Recap - Hales Corners.docx](#)

IDDE Program

 File Attachment

[2025 IDDE Visual Inspection Forms.docx](#)

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

Sign and Submit Your Application

Steps to Complete the signature process

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

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

Terms and Conditions

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

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

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

Name:	Steven R Houte
Title:	Director of Public Works

Authorized Signature.
☒ I accept the above terms and conditions.

Signed by : i:05.t|mywisconsin id|houtes@gmail.com on 2026-03-31T15:12:50
You have already signed and submitted this application to the DNR. Please [contact the Wisconsin DNR](#) for assistance.

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

**Village of Hales Corners
MS4 Audit 2026**

MS4 Program Audit for WPDES Permit No. WI- S050059-04 <i>Construction, Post-Construction, and Pollution Prevention Programs</i> Date: _____ Location for in-office portion: _____	
Permittee: Village of Hales Corners	DNR Staff Representatives: Lexi Montes, Sam Katt

Time	Program/Agenda Item
9:00 - 9:10 AM	Opening/Overview
9:10 – 10:10 AM (~45 min to 1 hour)	Construction Site Pollutant Control Program (In-Office)
10:10 – 11:10 AM (~45 min to 1 hour)	Post-Construction Stormwater Management Program (In-Office)
11:10 – 12:10 PM (~45 min to 1 hour)	Pollution Prevention Program (In-Office)
12:10 – 12:40 PM (30 min)	Break (optional)
12:40 – 2:00 PM (~1-1.5 hours)	Visit an active private <u>and</u> public (Village project – road project, municipal building project, etc.) construction site which requires a Department Construction Stormwater Permit (i.e., over an acre or more of land disturbance) (In the field, weather dependent). Please provide addresses of a private and public development over an acre or more: Name(s) of person responsible for conducting erosion control inspections at the Village (or if the Village utilizes a consulting firm please list information): *If the Village does not have an active public development at the time of the audit, please note this here.
~2:00 – 2:30 PM (~30 min)	Visit a Village owned stormwater Best Management Practice (e.g., pond, infiltration basin, etc.) (In the field, weather dependent). Please provide name, type, and address of stormwater BMP: Name(s) of person responsible for conducting stormwater BMP inspections:

Commented [EM1]: Please feel free to adjust start times as needed. We can also be flexible with the order of events too. For example, if we need to do Post-Construction first because staff involved only have the morning available, please feel free to change the table.

2:30 – 3:30 PM (~1 hour)	Visit one Village owned property which requires a Stormwater Pollution Prevention Plan (SWPPPs) (In the field, weather dependent) Please provide the location of the Village owned property: Provide the name(s) and role of the person responsible for conducting SWPPP inspections at the property:
If needed at end (10 minutes)	Closing/Recap <i>Determine if additional meetings and/or materials are needed.</i>

Steven Houte

From: Bellin, Robert - DOT <Robert.Bellin@dot.wi.gov>
Sent: Thursday, March 26, 2026 2:06 PM
To: Steven Houte
Cc: Rotier, Steven - DOT; Bista, Rabi - DOT
Subject: WisDOT 2380-04-00, STH 24 - V. of Hales Corners San MH
Attachments: MonoShim_Manhole_HMA Overlay.pdf; HalesCornersSan.pdf; NPL_gen.doc; DOT Non-Participating Letter ID 2380-04-70 MWW_090325.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Steve,

As we discussed on the phone, WisDOT resurface project 2380-04-00/70, along STH 24 (Janesville Rd) from the County line to 110th street is a 2-lift (4-inch) paving operation, repaving the HMA that overlays concrete. For multiple lift resurface projects, WisDOT has a policy of plating and adjusting our own Manholes in order to improve ride quality. WisDOT recommends that the utilities and local municipalities do the same of adjusting their MHs within the roadway (with priority to those being in the driving lane). See attached Construction Detail that shows this.

I understand that the DT 1078 / DT2236 coordination you provided stated no conflict, but considering the above and from reviewing the facility maps and utility survey that was collected, it appears the Village of Hales Corners has the following (See attached PDF):

- 33 Sanitary Sewer Manholes in the roadway pavement
 - o 14 in the driving lanes (Red)
 - o 19 in the roadway shoulder (Blue)

We would prefer to have the Village of Hales Corners to perform the adjusting MH work. If you choose to have work done as non-participating by the contractor, you will need to fill out a non-participating request letter (NPL). I included a boiler plate NPL that will need to be put on a Village letterhead as well as an example from MKE Water. I've seen estimates of approximately \$650 for the adjust and an additional \$450 or so for a sealing ring, but you may have different bid history.

Also, if you have any specific requirements or types of sealing rings, please let me know.

Please let me know if you have any questions or concerns and let me know how you'd like to proceed.

Thanks,



Bob Bellin, P.E.

Project Manager | WisDOT SE Region

Phone: 262.521.4405

Email: robert.bellin@dot.wi.gov

141 NW Barstow Street, PO Box 798

Waukesha, WI 53187-0798

Non-Participating Letter

This letter is required for all non-participating work requested by a community
Due date – by PS&E

This letter should be on community letterhead and signed by a duly authorized official of the community. Address the letter to the project manager and a copy sent to Planning. The body of this letter has to contain the following information:

Subject: Design and Construction ID's – this is very important project limits

We would like to request that the Wisconsin Department of Transportation incorporate construction work on the behalf of community/utility into the contract documents for the above noted construction project.

Specifically, the work we would like to incorporate in the contract document is short description of work including the estimated cost for the work.

We understand that this work will be incorporated into the contract as a non-participating item and that the actual cost based of the bid, shall be the responsibility of community/utility. We further understand that we will be billed as work progresses, for all work associated with this item, including installation, labor, materials consultant oversight and DOT oversight performed on our behalf under the DOT construction contract, and agree to pay as invoices are received.

Community would be the local sponsor (City, Village, Town, or County. If County is the lead agency and requesting the work on behalf of a local, and the local would pay the County in turn, then the County should be listed as the Community)

Steven Houte

From: Daniel Besson
Sent: Wednesday, April 1, 2026 2:18 PM
To: kiernan_t@yahoo.com; Steven Houte; Dr Gerald Schwartz
(drgeraldschwartz@gmail.com)
Subject: appointments

Follow Up Flag: Follow up
Flag Status: Completed

Good Afternoon,

It's that time of year for reappointments to the Building Maintenance Committee, which are one-year appointments. Please select one member of your Board or commission to serve on this committee, which makes recommendations to the Village Board during budget season. The purpose of this committee is to ensure that all departments have a better understanding of each other's needs and to recommend items for inclusion in the Capital Plan. If you have any questions, please contact me.

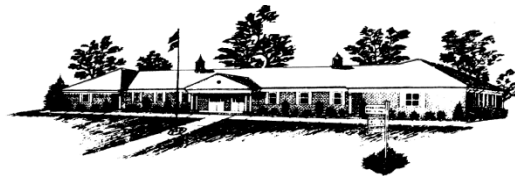
Dan Besson
Village President
Hales Corner

Open Meetings Disclaimer: This email contains the thoughts, opinions, and commentary of the author alone. It is intended as a one-way transmission of a thought, idea, or information related to my role as municipal official or issues within the municipality, but is not intended to serve as an invitation for reply, rebuttal, discussion, debate or responsive commentary. Please do not respond to this email as it is the author's intention to utilize the informality and convenience of this electronic message while simultaneously avoiding any and all violations of the Wisconsin Open Meetings Law contained in Section 19.81 of the Wisconsin Statutes or elsewhere within Wisconsin law, as applicable to this municipality as described in 66 Op. Att'y Gen. 237 (1977). Specifically, there is no intention on the part of the author to engage in or foster any "governmental business" as defined in *State ex.rel. Newspapers v. Showers*, 398 N.W.2d 154 (Wis.1987). You are specifically requested to refrain from forwarding or "replying to all" with regard to its contents, so as to avoid the possible "walking quorum" proscriptions, including those considered in *State ex.rel. Lynch v. Conta*, 239 N.W.2d 313 (Wis. 1976). It is the author's motive and intent to comply with the overriding policy of the open meetings law - to ensure public access to information about governmental affairs. Your cooperation in accomplishing this end is most appreciated.

The Village of Hales Corners is required by law to store both outgoing and incoming electronic correspondence. The Village may be required to produce e-mail records upon request. E-mail transmission cannot be guaranteed to be secure, timely or error-free. The Village therefore recommends that you do not send confidential information to us via electronic mail, including account numbers, social security numbers or any personal identification numbers. Any review, forwarding, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer on which it exists.

Village of Hales Corners

5635 S. New Berlin Road
Hales Corners, WI 53130
Phone: (414) 529-6161
Fax: (414) 529-6179
www.halescorners.org



James R. Ryan Municipal Building

NOTICE

March 30, 2026

Owner(s) or Occupant(s)
Re: Mailbox Location

Dear Owner or Occupant:

In anticipation of the roads being finalized, areas topsoiled and restored the Village is reaching out to each resident regarding their mailbox location. In the past, upon project completion, the Village has been contacted by the United States Mail Postmaster about mailbox locations not being in conformance. The Postmaster has notified residents on an individual basis as well to inform them that mail will not be delivered until the mailbox is installed to their specified installation.

Once the restoration has been completed any subsequent mailbox locations that are not in conformance will not be maintained by the Contractor or by The Village.

The face of the mailbox shall be within 12 inches from the edge of the road pavement and the bottom of the box be 41 to 45 inches above the pavement grade.

On the back of this page for reference is a copy of a received letter from the Postmaster from a previous project, which provides guidance for relocating your mailbox

If your mailbox is not in compliance, please make the corrective installation within the following two weeks.

Sincerely,
Village of Hales Corners

A handwritten signature in blue ink, appearing to read "Steven Houte". The signature is fluid and cursive, with a long horizontal stroke at the end.

Steven Houte, Director of Public Works

Cc:
Sandra Kulik, Village Administrator
Public Works Committee
Ryan Mann, ra-Smith

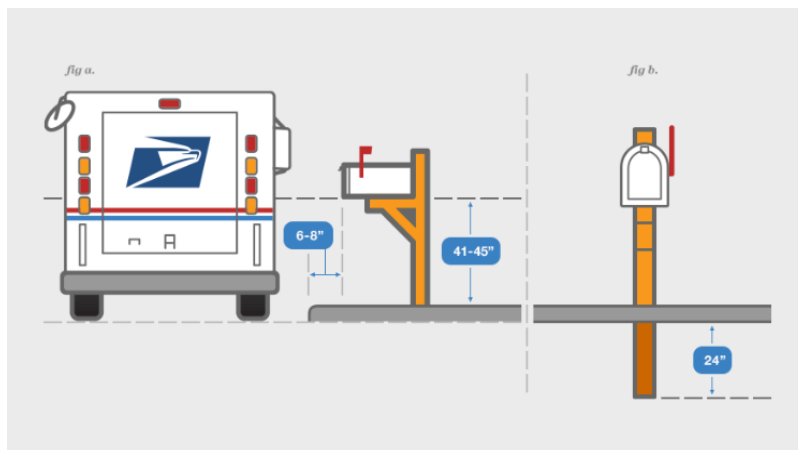
Subject: Mail box Location

City of Hales Corners,

We recently learned that the construction in Hales Corners is coming to an end. The box can stay in the location its in except that it needs to be moved up to be within 12 inches of the street and with the requirements below.

Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.

- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.



Should you have any questions or concerns, please do not hesitate to contact me. If you don't believe that you can get the mailbox up within a month please reach out to me either by phone or email.

Sincerely,

Heather Laehn
Postmaster
Franklin Post Office
9575 Brenwood Park Drive
Franklin, WI 53132
Heather.m.laehn@usps.gov

HALES HAPPINESS - SANITARY MANHOLE WORK SCHEDULE

MH NUMBER	LOCATION	MH TYPE	ESTIMATED HEIGHT	RECOMMENDED FOR	NOTES
			OF CHIMNEY REPLACEMENT		
1	11912 WOODSIDE	BLOCK	0.80'	YES	
2	11818 WOODSIDE	BLOCK	0.70'	YES	REPLACE SEAL ON LID
3	11740 WOODSIDE	PRECAST	0.30'	NO	
4	11726 WOODSIDE	BLOCK	0.50'	YES	
5	11640 WOODSIDE	BLOCK	0.80'	YES	
6	5241 115TH	BLOCK	1.30'	YES	
7	5261 115TH	BLOCK	0.90'	YES	REPLACE SEAL ON LID
8	5280 115TH	BLOCK	0.40'	YES	
9	5301 115TH	BLOCK	1.10'	YES	
10	5340 115TH	BLOCK	0.30'	YES	
11	11400 115TH	BLOCK	0.40'	YES	
					MH SHOULD BE JETTED - A LOT OF DEBRIS ON BENCH BLOCKING LATERALS
12	11328 115TH	BLOCK	0.90'	YES	
13	11140 ABBOTT	BLOCK	1.20'	YES	
					MH SHOULD BE JETTED - A LOT OF DEBRIS ON BENCH BLOCKING LATERALS
14	11101 ABBOTT	BLOCK	0.80'	YES	
15	SHOPPING MALL/BANK ON ABBOTT	PRECAST	1.0'	NO	WRONG LID - REPLACE LID
16	5280 111TH	BLOCK	0.40'	YES	
17	5330 111TH	BLOCK	0.40'	YES	
18	5337 111TH	BLOCK	0.40'	YES	NO SEAL ON LID-REPLACE LID
19	11100 MALLORY	BLOCK	0.40'	YES	NO SEAL ON LID-REPLACE LID
20	11130 MALLORY	BLOCK	0.50'	YES	NO SEAL ON LID-REPLACE LID
21	11230 MALLORY	BLOCK	1.0'	YES	MH HAS 5.3' TOTAL OF CHIMNEY
22	11140 UPHAM	BLOCK	0.90'	YES	
23	11102 UPHAM	BLOCK	0.60'	YES	
24	11310 114TH	BLOCK	0.80'	YES	
25	5321 114TH	BLOCK	0.50'	YES	CRACKS IN EXISTING BLOCK MH
					REMOVE SEAL TO DETERMINE CHIMNEY WORK REQUIRED
26	5340 114TH	BLOCK	???	YES	