

**Village of Brownville
Municipal Separate Storm Sewer System (MS4)
Stormwater Management Program Organizational & MCM Flow Chart**

**STORMWATER MANAGEMENT PROGRAM (SWMP) COORDINATOR [STORMWATER MANAGEMENT OFFICER (SMO)]:
Mayor, Patrick Connor**

Maintains the Stormwater Management Program Plan by:

- Approves annual report as signatory
- Reviewing updates to the plan
- MCM 1 & 2: Organizes board meetings to educate the public
- MCM 1: Coordinates village website updates, postings of reports and village newsletters
- MCM 1: Maintaining and obtaining educational publications for distribution
- MCM 3: Overseas Public Works Staff with Illicit Discharge Detection and Elimination
- MCM 4: Enforcement of SWPPP approval of and acceptance of SWPPPs submitted to the village (MS4 Acceptance)
- MCM 6: Overseas Public Works Staff on pollution prevention and good housekeeping

VILLAGE BOARD OF TRUSTEES: Steve Mott, Mike Walrath, Amy Baker, Robert Goutremout

- Reviews and approves the annual report
- Reviews and approves project Storm Water Prevention Plans (SWPPP)

PUBLIC WORKS STAFF: Superintendent William Pickett, Brandon Loomis

Provides Implementation and Oversight for the following:

- Develops procedures for road sweeping and cleaning and implements with Jefferson County
- MCM 2: Pet waste bags/Collection of garbage from roadside
- MCM 2: Plantings
- MCM 2: Storm drain markings
- MCM 3: Landscaping and irrigation
- MCM 3: Parking lot maintenance
- MCM 5: Annual facility Inspections
- MCM 6: Street, bridge, right-of-way, and winter road maintenance
- MCM 6: Parks, open space and municipal building maintenance
- MCM 6: Vehicle and fleet maintenance
- MCM 6: Solid Waste & Stormwater maintenance

**PLANNING COORDINATORS: Clerk-Treasurer Annette West,
Clerk-Treasurer Amber Klusacek, Deputy Clerk Debbie Matusiak**

- Handles all MS4 communications
- Assists all employees and officials in the approval and coordination of:
 - MCM 1: Updates the village website and prepares the village newsletters
 - MCM 1: Direct mailings
 - MCM 2: Schedules clean up days
 - MCM 1 & 2: Helps organize and record board meetings
 - Public events coordinator
 - Report preparation for approval and/or mailings
- Maintains copies of all documents, record keeping and document organization

JEFFERSON COUNTY HIGHWAY DEPT.

- Performs street sweeping and cleaning of streets, bridges, parking lots, and rights-of-way

JEFFERSON COUNTY SWCD

- Assists with comprehensive system mapping including outfalls, interconnections, preliminary storm sewersheds, MS4 infrastructure, and basemap information
- Provides edu. and outreach materials, trainings, and workshops