



**Illicit Discharge Committee Meeting Minutes**  
**Thursday, January 10, 2008**  
**1:30 to 3:30 p.m.**  
**OMNI Associates, Inc.**

**Member Participants:** Matthew Heckenlaible, Sue Olson, Peter Schlein, James Rabe, Brian Wayner, Elizabeth Marks, Allen Davis, Keith Marquardt

**Absent:** None

**Minutes Taken by:** Nancy Lamers (DIVERSIFIED business solutions, inc.)

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**Summary of Action Items:**

Name	Action	Deadline
	1. Brian Wayner to forward contact information for a marketing consultant he has worked with recently to Sue Olson.	
	2. Sue Olson will check for current IDDE PowerPoint presentation revision in an electronic format and forward to Nancy Lamers.	
	3. Nancy Lamers to update IDDE PowerPoint presentation per committee suggestions.	
	4. Matt Heckenlaible and Nancy Lamers will confirm that current version of IDDE Manual is posted to "Member's only" section of NEWSC website.	
	5. Matt Heckenlaible to expanding "fixing illicit discharges" section of IDDE PowerPoint presentation and add photos to all slides as appropriate.	

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**I. Meeting began at 1:20 p.m.**

**II. Training PowerPoint presentation work session (script, manual, and presentation format)**

Sue Olson presented the most recent draft of the IDDE PowerPoint, with outline handout of script. The committee reviewed those documents and proposed revisions. The focus of the IDDE PowerPoint is as an internal training tool to first present to supervisors and then have supervisors present to staff. Matt Heckenlaible will expand “fixing illicit discharges” section and add photos to all slides as appropriate.

Sue Olson will check for current revision in an electronic format and forward to Nancy Lamers to update per committee suggestions.

NEWSC members should be given access to the IDDE Manual in a MS Word format via the “Member’s Only” section of [www.newsc.org](http://www.newsc.org), to allow municipalities the ability to customize the manual to their needs. Flowcharts are currently in MS Publisher.

Matt Heckenlaible and Nancy Lamers will confirm current version before posting.

**III. Other Topics**

**Snow Piles – How to deal with them**

Brian Wayner asked committee members to discuss snow piles and how to deal with them. Sue Olson mentioned that the DNR does not have any codes that currently address this, but the City of Appleton suggests a grass buffer strip. Snow melt in parking lot is a huge problem. Matt Heckenlaible agreed that trash is a public nuisance at this point, but dealing with the salt, sand, etc. is too much to deal with. Allen Davis pointed out that the topic has been brought up at the Grand Chute Town Board, but it has not been fully addressed at this point.

**Training Video Priority?**

The committee would like to convert the IDDE PowerPoint presentation to a DVD format. Discussion took place about the priority level of creating training video in relation to other priorities currently underway:

- a) IDDE Ordinance & Procedures due September
- b) Jason Weis is working on manuals as part of the Grand Chute IDDE grant – Deadline 1-2 months.

## **DNR Grant Update**

Sue Olson provided an update to the committee:

- a) She is working on an RFP for marketing consultant
- b) Brian Wayner to forward contact information for a marketing consultant he has worked with recently to Sue Olson
- c) Sindee Kleckner will not be returning to NEWSOC Coordinator position
- d) Amy Callis is leaving Calumet County, so will not be I&E Committee Chair

## **TMDL Meeting – Public Information**

Meeting for lower Fox is being held in two sessions on January 23, 2008 at the Grand Chute Town Hall. The first session is from 2:30 to 4:00 p.m. and the second session is from 6:00 to 7:30 p.m.

### **IV. Next IDDE Committee Meeting**

Tuesday, March 18, 2008

1:30 to 3:30 p.m.

OMNNI Associates, Inc.

(With leftover birthday cake from Peter Schleinz?)

### **V. Meeting ended at 3:25 p.m.**