

**Memorandum of Understanding**  
**between**  
**The Department of Natural Resources (DNR) and the Department of Transportation (WisDOT)**  
**for**  
**Coordination of Maintenance Activities**

**A. Purpose**

The purpose of this document is to provide guidance for interagency review of maintenance activities under the DNR/DOT Cooperative Agreement (COA) for DOT directed and supervised roadway and bridge maintenance activities.

**B. Applicability**

This memorandum of understanding applies to any transportation maintenance activities subject to the DNR/DOT COA that may impact environmental resources. Maintenance activities that should be considered for coordination include:

- Work in or near wetlands, intermittent and perennial ditches, and waterways.
  - Culverts
    - Pipe removal and replacement.
    - Pipe lining.
    - Cleaning culvert and apron endwalls.
    - Removing debris from culverts.
  - Restoring ditches back to their original shape/as-built conditions (ex. ditching, sediment/vegetation cleanout, shaping, and grading restoration).
  - Riprap placement.
  - Structure work over water.
  - Herbicide application.\*
- Tree Removal
  - Spot locations at or near structures or culvert endwalls for woody vegetation exceeding 3 inch diameter at breast height (dbh).

Note: DOT Region Maintenance Staff (RMS) consult with the DOT Region Environmental Coordinators (REC) to discuss environmental considerations; not to include 3-year woody vegetation management covered by HMM Chapter 07-05-35.

**C. Coordination Procedures for Maintenance Activities**

The procedures outlined below shall be followed to provide consistency when applied in conjunction with the liaison procedures and principles that are outlined in the COA.

**a. Annual Workplan Coordination**

\*Herbicide applications into waters of the state requires a DNR permit according to HMM 07-05-15.

DOT Region Maintenance staff, including bridge staff, shall work with maintenance providers (County Highway Department) to identify activities that fall within the list identified above giving due consideration for activities that are expected to occur in or near wet ditches, wetlands, and/or waterways.

DOT RMS shall develop a list of anticipated activities to be completed within each county for the upcoming calendar year. This will include the scope, limits, and schedule (if known). Information such as location maps and site-specific photos, and project details for DNR to assess the work site should be included. DOT REC shall provide an initial screening of the list of activities to identify which activities should be sent on for review by the DNR Transportation Liaisons (TL).

DOT RMS shall provide the latest list of activities along with the supporting documentation to the DNR TL assigned to each county for their review no later than February 1. The DNR TL shall review the activities to ensure compliance with applicable environmental and regulatory requirements. If additional information is requested by the DNR TL, the DOT RMS shall provide it and copy the DOT REC.

DNR concurrence of the annual work plan shall be conveyed in writing from the DNR TL to the DOT RMS and DOT REC.

If DNR and DOT determine that discussion is not required regarding a specific activity, it will typically not be addressed at the annual meetings.

For those activities determined to require discussion, an annual meeting shall be scheduled no later than February by DOT REC, with assistance from RMS to be held no later than March 1<sup>st</sup> with the DOT RMS, DOT REC, and DNR TL. The meeting purpose is to address recommendations from the DNR and to determine if additional information or follow up is needed.

DNR and DOT shall strive to complete coordination of annual work plan activities by April 1. For activities that require additional coordination beyond the annual meeting, **Attachment 1 - DOT-DNR Maintenance Coordination Form** will be used to provide additional documentation and facilitate DNR review and concurrence for those activities.

**b. Individual Activity Coordination**

Activities arising outside of the annual workplan development and coordination process described above will be coordinated with assistance from DOT REC.

DOT RMS shall provide scope, limits, and schedule (if known) for individual activities. Information such as locations maps and site-specific photos, and project details for DNR to assess the work site shall be provided. **Attachment 1 - DOT-DNR Maintenance Coordination Form** shall be used in coordination of these activities if needed. DOT REC shall provide an initial screening of activities to identify which activities should be sent to the DNR for review.

DNR TL shall review the activities to ensure compliance with applicable environmental and regulatory requirements. If additional information is requested by the DNR TL, the DOT RMS shall provide it and copy the DOT REC.

DNR concurrence shall be conveyed in writing from the DNR TL to the DOT RMS and DOT REC.

### c. Emergency Activity Coordination

Coordination on emergency response activities, as defined in HMM Chapter 03-01-20, including emergency repairs to safety appurtenances will follow the [Highway Maintenance Manual Chapter 03-01-20, WisDOT's environmental procedures for emergency projects guidance](#), or other established procedures established by WisDOT (e.g. spill response). As-needed emergency responses will follow the emergency events section of the DNR-DOT COA.

### Signatory Authority

Upon affixing signatures below, the Signatory Parties agree to the terms of this MOU.

Wisconsin Department of Natural Resources

Signature:

Signed by: Gregory Pils  
A10377AF96B8451

Print Name: Gregory Pils

Title: Director – Bureau of Environmental Analysis & Sustainability

Date: September 30, 2025

Wisconsin Department of Transportation

Signature:

DocuSigned by:  
Rebecca Burkell  
79B6497E9895446

Print Name: Rebecca Burkel

Title: Administrator – Division of  
Transportation System Development

Date: October 1, 2025

\*Herbicide applications into waters of the state requires a DNR permit according to HMM 07-05-15.



## DOT/DNR Maintenance Coordination Form



No.

Fill out this form if your maintenance project is likely to have any activity as outlined in the coordination guidance document. It is intended to serve as a communication tool between DOT Maintenance, DOT Environmental Staff and DNR Liaisons. The form should be submitted to the WisDOT Region Environmental Coordinator for screening prior to submitting to the DNR. Submittal to DNR should be done as soon as possible to prevent delay in work activities. If work was unanticipated or an emergency, please send the form and call DNR Liaison as a follow-up after the site is stable. Send this form to the appropriate contacts listed below.

Send to (Position Title):

DOT Maintenance Staff & Cell #

Region

-

Today's Date

Date(s) of Work

Highway

Maintenance Work Limits

County

-

### Work Description

Brief description of maintenance work (including restoration), natural resource type, location, and impacts. Include name of river, stream, wetland (i.e. Fox River, Fish Creek, private pond, etc.). Attach sketch or photos if necessary.

List BMPs used on this site. (ex. silt fence, erosion mat, flush culvert & remove sediment, turbidity barrier, rock filter bags, coir logs, etc.) Be sure devices are removed once the site has re-vegetated and stabilized.

**Check the boxes that apply to this project.**

**Culverts or Storm Sewer**

- ☐ Cleaning
- ☐ End section repair/replacement
- ☐ Lining
- ☐ Repair
- ☐ Replacement
- ☐ Rip rap replacement
- ☐ Other

**Grading**

- ☐ Ditch cleaning/shaping/grading
- ☐ Embankment failure or eroded embankment
- ☐ Rip rap replacement
- ☐ Other

**Bridges over Water / Wetlands**

- ☐ Concrete sawing (drains into water)
- ☐ Deck Sealing
- ☐ Deck Washing
- ☐ Grading near bridge
- ☐ Rip rap placement
- ☐ Other

**Other work**

- ☐ Filling into waterway or wetland
- ☐ Herbicide Application
- ☐ Material from road repairs
- ☐ Tree Removal (Spot locations at/near structures or culvert endwalls for woody veg. exceeding 3 in dbh)
- ☐ Other

**Use these links to open up FDM and other guidance on temporary erosion control and restoration methods.**

**Links to SDD's for some BMPs**

[Silt Fence](#)  
[Inlet Protection](#)  
[Ditch Checks/Erosion Bales](#)

**Links to FDM Permanent Restoration Alternatives**

[Channel & Slope Erosion Control Matrix](#)  
[DOT Acceptable Products](#)

**Other Links**

[DOT-DNR Cooperative Agreement](#)    [TRANS 401](#)    [Erosion Control Plan in FDM](#)

**Reply From DNR**

- ☐ Concur with actions
- ☐ Do not Concur with actions

DNR Transportation Liaison Signature:

**Issue Status**

- ☐ Resolved
- ☐ Ongoing

Date:

DOT Region Maintenance Staff Signature:

Date:

**Additional DNR Recommendations / Alternative Solution**