



**Conservation Committee  
Agenda  
Thursday, February 4, 2021  
7:00 P.M.  
Via teleconference**

Call information: 1-312-626-6799

Meeting ID: 992 6599 7145

Password: 262350

Video Link: <https://zoom.us/j/99265997145?pwd=clh6T2NLeXltVmI4a1ZpVXM4c3BpZz09>

1. Call to order
2. Approve January 7, 2021 Meeting Minutes
3. Discuss Citizen Concerns
4. Discuss and Consider Recommendation on Dog Waste Station Proposal
5. Staff Liaison Updates
  - a. Update on Shorewood Short: Be a Good Neighbor Video Series
  - b. Sustainability Scorecard
  - c. EIGP Grant Submission
6. Discuss 2020 Annual Report and 2021 Future Initiatives
7. Discuss 2021 Environmental Film Festival
8. Discuss DPW Downspout Disconnection Program
9. Discuss Milwaukee City-County Task Force on Climate & Economic Equity
10. Subcommittee Reports
11. Upcoming Events, Member Topics & Suggestions
12. Adjournment

DATED at Shorewood, Wisconsin this 28<sup>th</sup> day of January, 2021.

VILLAGE OF SHOREWOOD  
Sara Bruckman, CMC/WCMC  
Village Clerk

Should you have any questions or comments regarding any items on this agenda, please contact the Manager's Office at 847-2705.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.



# Conservation Committee

## Minutes

January 7, 2021 7:00 P.M.

Via teleconference

### 1. Call to order

The meeting was called to order at 7:05 p.m.

Members present: Joshua Liberatore, Henry Tomasiewicz, Bella Peaslee (arrived at 7:21 p.m.), Chuck Hagner, Maggie Pipek, Kendra Carey, Meenal Atre, Pat Wilson, Linda Frank

Others Present: Assistant Village Manager Tyler Burkart, Trustee Wesley Warren

Not present: Caroline Kuebler, Elisabeth Witt, Donna Pollock and Matt McGovern

### 2. Approve December 3, 2020 Meeting Minutes

Mr. Tomasiewicz moved to approve the December 3, 2020 minutes. The motion was seconded by Mr. Hagner. Tr. Warren needs to be added to the attendance. Vote 8-0 to approve the minutes.

### 3. Discuss Citizen Concerns

No citizen concerns.

### 4. Staff Liaison Updates

Mr. Burkart provided an update on the Shorewood Short video series. Mr. Burkart met with Ms. Beaslee who is beginning to put videos together on salt usage, removing snow from sidewalks and pedestrian ramps, dog waste, and cart placement. The videos will be seasonally focused. We hope to have the videos completed my next month to begin showing the public. Mr. Burkart also reported about proposed donations for dog waste stations and a foot wash station that will go to the Parks Commission. Next month the Committee will begin working on the annual report and prioritization of initiatives. Lastly, Mr. Burkart presented that the North Shore is finalizing an RFP with Peter Murphy to select a vendor for the upcoming solar panel group buy program in 2021.

### 5. Discuss PSC Grant Application

Mr. Liberatore and Mr. Burkart introduced a grant opportunity through the Public Service Commission. Mr. Burkart reported that the Village would apply to receive funding for alternative roof controls to assist with the HVAC system. Ms. Frank moves to recommend applying for the energy grant through the Public Service Commission. Mr. Tomasiewicz seconded the motion. Motion approved by a 9-0 vote.

### 6. Discuss Bird City Application and Consider Approval for Application Fee

Mr. Tomasiewicz began working on the Bird City application. The draft of the application was sent to Mr. Burkart and Mr. Hagner to review. Mr. Burkart mentioned he will work with Mr. Hagner and Mr. Tomasiewicz on some of the changes to the website needed before the application is finalized. Mr. Tomasiewicz proposed taking the lead with the Fin and Feather Festival for 2021. Mr. Burkart suggested the Parks and Public

Spaces might be able to assist with the event, too. There is an opportunity to revision what the festival may look like. Ms. Frank thought there was a possibility of having one of the films for the film festival is about birds. Ms. Atre, Ms. Frank, and Mr. Liberatore will put together an information packet that includes where a business or landlord can get tape for windows to help prevent bird collisions. The packet could be presented at a future BID meeting. Mr. Liberatore moves to approve funding for the Bird City application. Ms. Carey seconds the motion. Motion approved by a 8-0 vote with Mr. Hagner abstaining.

**7. Subcommittee Reports**

Ms. Frank reported she's been putting messages up on the electronic sign outside of the high school as well as the public monitor in Village Center. The current message is about salt usage. Ms. Frank asks Committee members to send ideas to her for other months in 2021. Mr. Liberatore will put out a spreadsheet to circulate with Committee members to get ideas. Ms. Atre had the idea of reaching out to North Shore Bank to see if they would put the Committee's messages on their screens.

**8. Upcoming Events, Member Topics & Suggestions**

Mr. Liberatore mentioned the concept of doing a virtual environmental film festival. Movies already purchased like From the Waste Up and Symphony of the Soil could be shown through Zoom share screen. Mr. Liberatore and Mr. Burkart tested the video out which worked out well during the test. Ms. Atre volunteered to help with the post screening discussion. Mr. Tomasiewicz mentioned the idea of showing a preview to future environmental films before the showing begins. Mr. Liberatore will finalize the time and details with Ms. Atre and Mr. Burkart.

**9. Adjournment**

Mr. Tomasiewicz moved to adjourn, seconded by Mr. Hagner. Vote 9-0 to adjourn. The meeting was adjourned at 8:19 p.m.

Respectfully submitted by,

Tyler Burkart  
Assistant Village Manager

# Scoop the Poop! Shorewood

A proposal presented to the January 12, 2021 meeting  
of the Shorewood Parks Commission

Linda Laarman & Judy Winn

# Overview: Scoop the Poop! Shorewood



Purchasing,  
installing and  
maintaining poop  
bags stations  
throughout the  
Village



Recruiting  
sponsors for  
stations  
Recruiting  
groups or  
individuals to  
keep the  
stations filled



Encouraging dog  
owners to use  
the stations

## Rationale: Why is it so important to pick up the poop?



- ▶ Shorewood dogs produce 555 pounds of poop daily
- ▶ Research shows that, nationwide, only about 40% of dog poop picked up
- ▶ Poop washes into sewers, rivers and Lake Michigan
- ▶ 30% of bacteria in urban watersheds is estimated to come from dog poop
- ▶ Poop contains parasites, bacteria and viruses - harmful to other dogs and people
- ▶ Poop impacts growth of algae which impacts the smell at our beaches
- ▶ Poop on shoes and boots is not fun!

# Stations: What do they look like?



- ▶ Aluminum
- ▶ Hold approximately 600 bags
- ▶ Hope for a decal on them
- ▶ No waste receptacles: extra work and snow problem
- ▶ Cost for each station: Approximately \$120

# Bags: What are they like?



- ▶ 4,000 bags per case
- ▶ Approximately \$80.00 per case





# Locations: Where will the stations go?

- ▶ Predominant interest is sidewalks
  - ▶ Immediate interest in streets near Oakland and Capitol (heavily traveled)
  - ▶ Eventually throughout the Village
- ▶ On parkways, close to sidewalks - middle of block to cut down on signage
- ▶ Village Parks



# Maintenance: How will the stations be kept supplied with bags?

- ▶ Class or group project to fill stations on a regular basis and keep data on how many they put in and how often
- ▶ Bags kept at Department of Public Works



# Apartment and Condo Buildings: What special efforts should be made?

- ▶ Reach out to owners/managers/condo associations
- ▶ Wall mounted dispensers (approximately \$75)
- ▶ Bags available at front desks



**Budget: How much will this cost per station based on our research to date?**

Item	Cost
Station	\$120.00 (\$75 for wall mounted)
Bags (4,000)	\$80.00
Total	\$200.00



# Budget: Where does the funding come from?

- ▶ **Businesses**
  - ▶ Shorewood Business Improvement District
  - ▶ Door to door recruitment
- ▶ **Civic Organizations**
  - ▶ Individual recruitment
- ▶ **Individuals**
  - ▶ Door to door leaflets

# Publicity - How will we get the word out?

- ▶ Kae Donlevy will lead this effort
  - ▶ Facebook, Village Publications
  - ▶ Special updates in Shorewood Waters information
- ▶ Kae also will be in charge of decals for stations



**Village of Shorewood,  
Wisconsin**

@shorewoodgov · Government Organization

# Pilot - How do we start out the project?

- ▶ Linda and Judy willing to fund 10-15 stations



# Next steps

Task	Date	Person(s) responsible
Finalize details of project (vendors, costs, etc.)		
Gain approval		
Announce project to community, including sponsorship		
Start the pilot (10-15 stations)		
Recruit sponsors		
Recruit groups/individuals to maintain stations		
Purchase additional stations and bags		
Install stations and bags		
Plan for sustainability- volunteers supervised by Village Department		





Stations all over the world!

**Village of Shorewood 2020 Annual Report**

**VILLAGE OF SHOREWOOD  
DEPARTMENT / COMMITTEE ANNUAL REPORT**

**Instructions:** To help inform the Village Board on the annual operations, services and activities being performed by all areas of the Village, the Village Manager is asking each department and citizen committee to complete the following report. Please contact the Village Manager's Office if you have any questions about the report.

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**Name of Department / Committee:**

**Name of Department Head / Committee Chair:**

**Other Department Managers / Committee Members:**

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**Identify your most significant department / committee services and activities performed in the past year.**

## Village of Shorewood 2020 Annual Report

Identify your department / committee proposed initiatives that you hope to perform or implement in future years. Initiatives are significant subjects such as service delivery changes, capital items, programs, or studies that require Village resources and time to execute. Each initiative listed should link to one of the six vision statements in [Vision 2025](#) on pages 6-8. Include the vision number(s) in the “Relationship to Vision 2025” column corresponding with the vision statement(s) that best relates to the initiative along with a brief explanation. For each initiative, please complete the “Request Execution of New Village Initiative” form to complete this section. For citizen committees, please utilize your staff liaison to complete this form.

Department / Committee Initiative(s)	Relationship to Vision 2025
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

## Village of Shorewood 2020 Annual Report

**FOR VILLAGE DEPARTMENTS:** Please review and evaluate the Village fee schedule. For fees that should be modified or require additional review from the Village Board, please list out those fees in the chart below. In addition, please indicate your department’s recommendation to amend the fee. If the fee impacts additional departments, please list the following departments you’ve contacted and gained their approval involving your recommendation.

Village Fee – include Fee amount	Recommended Modification	Departments Approving Recommendation
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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**Agenda Item:** Consider Combined Sewer Service Area Downspout Disconnection Plan  
(meeting #2)

**Date:** 2/1/2021

**Presenter:** Leeann Butschlick, Public Works Director

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**History** – Please include a timeline of historical relevant events related to this agenda item. This may include previous Village board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is not relevant history, N/A should be entered in this space.

The [Milwaukee Metropolitan Sewerage District Rules](#) apply to all governmental units which own or operate a sewer tributary to the District's sewerage system. These rules address a multitude of operational and administrative items, including planning, design and construction of sewers; management, operations and maintenance of tributary (local) sewers; and discharge regulations and enforcement procedures among others.

Section 3.107 of [Chapter 3 Management Operations & Maintenance of Tributary Sewers](#) addresses prohibited connections within the combined sewer system, specifically the connection of roof drains (downspouts) to the combined sewer. MMSD 3.107 (3)(a) reads:

- (3) (a) For structures that contain up to four residential units, the connection of roof drains to combined sewers is prohibited after January 1, 2025, when the following conditions are present, unless disconnection would cause property damage or unsafe conditions.
1. The roof drain is external.
  2. Sufficient space is available to locate the discharge point at least five feet away from basement or foundation walls and property lines.
  3. Pervious surface is available at the discharge point.
  4. The discharge location is level or slopes away from the structure, but not so steep that the discharge would cause erosion.
  5. The discharged water will not create ice on pedestrian walkways or otherwise create a nuisance for adjoining properties.
- (b) After disconnection and implementation of all practical on-site stormwater management techniques, if roof drainage has caused property damage or unsafe conditions, then reconnection to the combined sewer is allowed.

A map of the Village's Combined Sewer Service Area (CSSA) is attached. Approximately 1,946 residential properties exist within the CSSA which is located primarily east of Oakland Avenue.

This program was reviewed by the Public Works Committee on January 25, 2021 and recommended (3-0) for Village Board consideration.

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**Agenda Item Discussion** – Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.

### **Estimated Impact**

The Village's consulting engineer, Strand Associates, performed a partial visual assessment of four CSSA areas to estimate the number of downspouts currently connected and how many of those are likely to be exempt based upon MMSD's 3.107 identified conditions (above). Please see the attached January 6,

2021 Strand letter. Results were extrapolated to estimate the number of properties which are currently in full compliance, partial compliance, non-compliance and those which would likely be expected to qualify for exemption to the rule. Below please find a summary table:

**ESTIMATED CSSA DOWNSPOUT DISCONNECTION STATUS**

	Properties	Properties with All Downspouts Currently Disconnected	Properties with Partially Connected Downspouts		Properties with All Downspouts Connected			Estimated Non-compliant Properties
			<i>Exempt</i>	<i>Not Exempt</i>	<i>Exempt</i>	<i>Some Exempt</i>	<i>Not Exempt</i>	
Total	1,946	755	276	62	468	94	291	447
%		39%	14%	3%	24%	5%	15%	23%

Strand’s estimates are illustrated above. Based upon this report, an estimated 447 properties in Shorewood’s CSSA are not currently compliant with MMSD’s Chapter 3 Rule. Given this (estimated) number of properties and workload capacity, staff anticipates that compliance will require development and implementation of a multi-year program. A draft of this program is attached for your review.

**Implementation**

Implementation of a Downspout Disconnection Program (DDP) will require multiple site visits by a Shorewood employee (or contractor). The first visit would identify each downspout location and document its connection status. A subsequent visit will be required to document disconnection, if required. The proposed plan identifies the Public Works Construction Coordinator as the primary responsible employee. Actual disconnection orders will be issued by the Plumbing Inspector and any corrective orders or follow-up will be done under his authority.

Please note that if a suitable candidate for the Construction Coordinator position is not found and the position not filled, there is not currently staff capacity to implement this program. Under this scenario, proposals would be sought from area engineering firms to provide site assessment duties.

**Education and Outreach**

Education and outreach will be significant and is proposed to be performed through the Shorewood Waters Project contract. The 2021 budget (included within the Sewer Utility Budget) was developed with this program as the 2021 SWP focus. Educational outreach will include direct mail, a dedicated web page(s), development of a FAQ, social media campaign and use of Village Manager’s memo and Shorewood Today. Communication templates developed in 2021 are anticipated to be used throughout the program.

The Conservation Committee will be engaged as a communication and outreach partner.

As discussed by the Public Works Committee, outreach materials will emphasize the collective benefits of this program to the overall capacity and operation of the Village’s combined sewer system and the positive impact on the basement back-up risk reduction. The Director of Public Works will oversee public outreach.

**Financial Assistance**

No financial assistance is proposed. The cost to disconnect a downspout varies from property to property, but staff very generally estimates the cost of a simple do-it-yourself downspout disconnection at less than \$30. Costs will vary if the task is performed by a plumber.

MMSD has indicated that rain barrels (with diverter kits) will be provided at no cost to residents who have are granted a variance under this program. Participation in a rain barrel workshop (currently offered virtually) will be required to receive the rain barrel. MMSD does have other programs related to rain barrels and rain gardens which offer products at substantial discounts. These programs and offerings will be regularly communicated to residents in the program area.

**Exemptions**

As outlined in the Rule, the proposed plan will provide an exemption from disconnection for downspouts which do not meet the conditions outlined in MMSD Rule 3.107 (3)(a). The Village Code adopts all MMSD Rules by reference; however, to provide maximum clarity, the Shorewood Village Code should specifically state the downspout disconnection criteria. Staff is consulting with the Village Attorney to review current Code language and develop suggested modifications for Village Board consideration in the near future. These modifications will codify specific conditions under which exemptions may be granted in the combined sewer service area.

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**Community and Business Outreach** – *If applicable, did you notify the community groups and business that are directly impacted by this agenda item. Please specify in the attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes                       No

*If yes, identify and what community groups and businesses were notified.*

N/A. A Project Management and Communication Plan will be developed and presented for Village Board Consideration upon program approval.

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**Fiscal Note** – *If applicable, please address the financial impacts of the item.*

Staff currently estimates approximately 150-200 hours of effort in 2021, including Public Works and Utility Staff. Additionally, 50-75 hours of Shorewood Waters Project time is estimated for outreach and education at an approximate cost of \$2,500 - \$3,750 (currently budgeted through Sewer Utility). Outreach materials and mailings are estimated at \$2,000 (currently budgeted through Sewer Utility).

Staffing effort is estimated at 200-500 annually hours for years 2022-2024, including Public Works, Sewer Utility and Planning and Development (Building Inspection) staff. The program as currently proposed does not include consultant support, however, if other infrastructure or Utility programs (Village construction, meter replacement, etc.) do not allow sufficient staff capacity, assistance may be sought from the Village’s consulting municipal engineer. Should staff believe that necessary, it will be brought to the Village Board for consideration.

Staff is not proposing any financial incentive to property owners to comply with this requirement.

Currently a plumbing permit is required for downspout disconnection. No fee is required.

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**Action Required/Recommended** – *Please include the recommended motion of possible actions for this agenda item.*

A proposed 2021 project timeline is outlined below:

2/1/2021	Village Board considers adoption of CSSA DDP program
Spring 2021	Village Board considers necessary program Code modifications
Spring 2021	Initial direct mail to 1-4 unit residential property owners in CSSA
Spring 2021	Web resources, social media and other outreach campaigns developed
Summer –fall 2021	Phase I Area property site assessments
Fall – winter 2021	DPW staff compile site assessment data, coordinate and draft disconnection orders
Early 2022	Disconnection notices mailed to applicable properties in Phase I area

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**Attachments** – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Shorewood Combined Sewer Service Area map
2. January 6, 2021 Strand letter
3. Draft CSSA Downspout Disconnection Program