

Committee Reports

Parks

1. We made a plan for distribution of fliers about the ongoing spongy moth infestation. We divided up the streets in the Village so that each committee member (plus Mary Janet Wellensiek) will do a share of the distribution. The goal is to finish by March 15.
2. We did a SWOT analysis of McKenna Park (strengths, weaknesses, opportunities, threats). David Boutwell took notes, which will be attached to the meeting minutes.

PHS

1. By consensus, we decided that our current draft of an anti-idling ordinance (modified slightly from Madison's) can go to the Board so that they can check our progress on this task. We noted that a few aspects still need to be figured out, such as who will be cited ("driver"? owner?), what would be the fines for 1st, 2nd, 3rd offense, and how long would the educational / honeymoon period be?
2. We discussed our new task to study vehicle pursuit policies. As a first step, committee members will fill out a matrix comparing SHPD policy with Madison's policy, best practices from the DoJ and the National Highway Transportation Safety Administration, and the Wisconsin Statutes.

Services

1. **Composting** - The committee is brainstorming how we can offer composting as a service for village residents. Composting is something that residents asked for in the 2020 village survey.
2. **Facilities/Site Study** - The committee recommends that the Board have at least 3 public information sessions so that the public has ample opportunity to provide input. One session is not enough. These are huge projects and the committee would like to follow in the Rec Committee's footsteps on how they solicited resident feedback for CORP. The committee recommends surveying the public for their input and presenting those results at the first public information session meeting, if possible.

VOSH Recreation Committee (Chairperson, Dietmar Bassuner)

The VOSH Recreation Committee met on Monday 2023.03.11 at 19:00. This was a regular meeting of the Committee. The agenda focuses were:

- Heiden Haus Ice Rink
- Heiden Haus Summer Nights
- McKenna Park Master Plan

Heiden Haus Ice Rink

Ty Cashen, VOSH Recreation Committee and Ice Rink Public Liaison, provided the committee with updates. Ty informed the Committee of items that went well, and lessons learned from, the short, but very enjoyable skating season of 2023/2024. It is generally understood the El Nino weather patterns had a decisive impact on the long-term viability of the ice sheet. Ty Cashen did conclude the Hockey Rink liner was highly beneficial. Considerations for items to be improved in preparation of the 2024/2025 season are being made.

Heiden Haus Summer Nights

Members of the Committee are hard at work to plan and prepare for the Heiden Haus Summer Nights. Members of the Committee are focusing on:

- Bands and sound
 - Coordinating band schedule
 - Coordinating opening acts
 - Coordinating sound
- Marketing and public outreach
 - Yard signs
 - VOSH bulletin information
 - Posters/flyers
- Food Trucks/Carts
 - Businesses participation
 - Permits and applications.

Please note, events are tentatively scheduled for:

- Thursday 2024.06.06, Music and Food Trucks
- Thursday 2024.06.20, Music and Food Trucks
- Thursday 2024.07.11, Music and Food Trucks
- Thursday 2024.07.25, Music and Food Trucks

Joel Fields is contemplating hiring a magician for one or two event dates. Stay tuned.

McKenna Park Master Plan:

Members of the Committee were made aware the Committee will be the lead committee. Input and participation, in format the same as the CORP, will be sought by other committees, for example Parks and Waterfront, to allow for the process to be wholistic and integrated across disciplines.

As directed by the VOSH Board, Administrator Sharon Eveland is processing an RFP to procure scope of services and fee responses from invited respondents. It is my understanding RFP responses are due early April. Members of the Committee will meet and provide a recommendation to the VOSH Board in advance of April Board meeting.

VOSH Zoning Board of Appeals (Chairperson, Dietmar Bassuner)

The VOSH Zoning Board of Appeals (ZBA) did not meet.

Village of Shorewood Hills

Request for Proposals for Strategic Planning Services

RFP Issuance Date: February 21, 2024

RFP Due Date: March 12, 2024 at 8:00am

Please submit to:

Village of Shorewood Hills
Village Administrator: Sharon Eveland
seveland@shorewood-hils.org

Section 1 SUMMARY

The Village of Shorewood Hills is seeking proposals for Strategic Planning services for the development of the Village's first ever five-year Strategic Plan. All proposals should clearly define how consultants will work with the Village to assist in a comprehensive and participatory process.

Section 2 BACKGROUND

The Village of Shorewood Hills (population of approximately 2,200) is located in Dane County bordered by the City of Madison and Lake Mendota. Census data demonstrates the residents are generally highly educated with incomes above Dane County and State averages.

The Village operates under a Board of Trustees form of government where a seven-member Board determines policy and legislative direction, while the Village Administrator is in charge of day-to-day operations. The Village provides a range of services including police protection, maintenance of streets and other infrastructure, planning and building inspections, parks and natural areas, and recreational activities.

The Village has had a number of transitions over the last two years including new elected officials and staff, including a new Village Administrator. Given these transitions and the fact that the Village has never had a strategic plan, the Village Board finds it an appropriate time to create a strategic plan to help guide the Village's future and assist the Village Board with assessing and prioritizing needs and projects to ensure the most efficient and effective use of Village time and resources.

Section 2 SCOPE OF WORK

The Village Board is seeking a consultant to lead them and the Village Staff through the process of developing a five-year strategic plan with the deliverables outlined below. The Village desires an inclusive process involving input from the Trustees, Village Staff, residents, and businesses, as well as input that can be derived from historical planning efforts, such as the Comprehensive Plan.

The Village encourages the consultant to utilize their own model for providing these strategic planning services but anticipates the following activities to be part of this assignment:

- Interviews with the Trustees
- Interviews with the Village Administrator and Department Heads
- Facilitation of workshops with the Board and staff
- Facilitation of public input from stakeholders including residents and businesses
- Preparation of a draft report and draft findings
- Preparation of a final report and presentation to the Village Board
- Development of a Work Plan to accompany the Strategic Plan

Section 3 DELIVERABLES

The Village Board desires the following deliverables in the process and document:

- A. Mission Statement – Development of a mission statement that is relevant to the community it serves.
- B. Vision Statement – Development of a vision of what the Board of Trustees and other community members perceive the Village will look like in the future.
- C. Statement of Values – A statement of the values that are important for the fulfillment of the Village’s mission.
- D. SWOT Analysis – A review of the Village’s strengths, weaknesses, opportunities, and threats.
- E. Goals, Objectives, & Strategies – An outline and prioritization of what the Village hopes to achieve over the next five years with measurable outcomes provided for the sustainable and equitable delivery of programs and services to Village residents.
- F. Environmental Scan – A review of the Village’s external environment including assessment of local, regional, state, and national trends that may impact the goals, objectives, and strategies of the Village; local, state, and national best practices, fiscal implications, innovations of similar municipalities, as well as opportunities for collaboration as needed to define the timeline, responsible parties, and costs.
- G. Timeline, Responsible Parties, & Costs – An overview of when the Village’s strategies are to be started and completed, a listing of individuals who take responsibility for making sure each strategy is addressed, and estimated financials costs of implementation for each strategy. Identify potential funding sources to implement adopted goals, objectives, and strategies.
- H. Monitoring Success & Key Performance Indicators – A strategy for identifying key performance indicators used regularly to monitor progress on the strategic plan. Implementation roadmap for carrying out the strategic plan that includes processes for keeping it updated and updated and evaluating processes.
- I. Considerations for the Next Strategic Planning Process – An overview of the successes and challenges of the strategic planning process. This section may include advice on linking strategic plans to budget priorities and capital/operational plans.

Section 4 PROPOSAL CONTENT

Proposals should include the following information, presented in a clear, comprehensive, and concise manner, to illustrate the firm’s capabilities and technical approach to the work.

- Firm name, business address, telephone, email contact, and other relevant contract information
- Description of the firm
- Summary of the proposal
- Description of the recommended planning activities
- Work plan & Timeline, including proposed completion date

- Staffing plan, including short resume synopses
- References (3)
- Examples (2) adopted strategic planning documents from other communities the firm has assisted with developing

Pricing must be in a separate document, using the included pricing sheet, and include a “not to exceed” cost for all work needed to complete the requested services. The “not to exceed” pricing must be an all-inclusive cost to include all elements of this assignment, including travel, meetings, document preparation, and printing costs. The pricing shall also include any limitations on the scope of work as well as any potential work not defined within the proposed scope of services or not mentioned in this RFP.

Section 5 SUBMISSION OF PROPOSALS

The Village will be accepting written questions from February 22-28, 2024. Please submit questions via email to Sharon Eveland, Village Administrator, at seveland@shorewood-hills.org. Written responses will be distributed to those submitting questions no later than March 4, 2024

Final proposals shall be delivered as two separate documents via email at seveland@shorewood-hills.org. One file shall be labeled Strategic Plan Proposal and the second file shall be labeled Proposal Cost. All submissions shall be received by March 12, 2024 at 8:00am.

Section 6 ESTIMATED PROJECT TIMELINE

- February 21, 2024: Village issues RFP
- February 22-28, 2024: Village accepting questions
- March 4, 2024: Village issues responses to questions
- March 12, 2024: Deadline for proposals (8:00am CST)
- March 12-13, 2024: Proposals reviewed/scored
- March 14-15, 2024: Firms interviewed if needed (virtually)
- March 19, 2024: Contract awarded by Village Board (top 3 consultants may be asked to attend for questions from the Board)
- April 16, 2024: Project begins
- June 18, 2024: Project completed and presented to the Village Board (unless otherwise agreed upon during contract negotiation)

Section 7 EVALUATION AND AWARD

Based on the proposals submitted, Village staff will select a proposer that will serve the best interests of the Village and meet its objectives as outlined in the RFP to recommend to the Village Board for approval. The Village will negotiate a contract with the selected proposer. The Village will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to the RFP. The Village reserves the right to award

the contract in any manner it deems to be in the best interest of the Village and make the selection based on its sole discretion, including rejection of all proposals.

The Village will consider the following factors, in no particular order:

- Prior experience performing similar work
- Ability, capacity, and skill to fulfill the services as specified
- References from prior or current clients
- Village's prior experience with Consultant, if applicable
- Compliance with RFP specifications

Section 8 OTHER TERMS

All costs incurred with the submission of proposals are solely those of the proposer. The Village will not reimburse any expenses of those proposers. Costs must be valid for at least 90 days from the due date.

Proposers must note any items which the proposer cannot perform or intends to subcontract. Information on any subcontractors must be included in the proposal.

Section 9 ADDITIONAL INFORMATION

The Village anticipates conducting a good governance development workshop concurrently with the strategic plan development. The consultant hired for the strategic plan project is welcome to attend the workshop and may find it useful to their work developing the proposed strategic plan.

Pricing Proposals

Village of Shorewood Hills Strategic Plan and Governance Structure RFP

Company Name: _____

Strategic Plan _____ (not to exceed)

Notes: _____

By signing this document, I am acknowledging that my firm understands the project is to be completed by June 18, 2024 unless otherwise agreed upon during contract negotiations.

Signature Date

Goals

- Provide better proximity of village hall to the ‘heart of the village’
- Keep as much green space in village as possible
- Leverage existing building assets to help fund improvements and build tax base
- Maximize efficiencies given current properties with cost effective solutions
- Maximize Federal and State Grant and Tax Credit Opportunities
- Minimize building expense while balancing needs of the Village
- Align solutions with University Ave Corridor Plan which is part of the approved 2040 Comp Plan
- Improve public access and use of Village Hall
- Provide opportunities to incorporate Public Feedback
- Align any facility improvements with Village Centennial



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**.

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Form 3400-224(R8/2021)

Reporting Information :

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

Project Name: 2023 Annual Report

County: Dane

Municipality: Shorewood Hills Village

Permit Number: S058416

Facility Number: 30909

Reporting Year: 2023

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: Shorewood Hills Village

Facility ID # or (FIN): 30909

Updated Information: Check to update mailing address information

Mailing Address: Village Hall Public Works

Mailing Address 2:

City: Shorewood Hills Village

State: WI

Zip Code: 53705-2115 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: Sharon

Last Name: Eveland

Select to **update** current contact information

Title: Village Administrator

Mailing Address: 810 Shorewood Blvd

Mailing Address 2:

City: Shorewood Hills

State: WI

Zip Code: 53705 xxxxx or xxxxx-xxxx

Phone Number: 608-267-2680 Ext: xxx-xxx-xxxx

Email: seveland@shorewood-hills.org

Additional Contacts Information (Optional)

I&E Program

**Individual with responsibility for:
(Check all that apply)**

- IDDE Program
- IDDE Response Procedure Manual
- 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:

Sharon

Last Name:

Eveland

Select to *update* current contact information

Title:

Village Administrator

Mailing Address:

810 Shorewood Blvd

Mailing Address 2:

City:

Shorewood Hills

State:

WI

Zip Code:

53705

xxxxx or xxxxx-xxxx

Phone Number:

608-267-2680

Ext:

xxx-xxx-xxxx

Email:

seveland@shorewood-hills.org

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

- Yes No

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

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

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
<input checked="" type="checkbox"/> Education activities (school presentations, summer camps) <input checked="" type="checkbox"/> Information booth at event <input checked="" type="checkbox"/> Targeted group training (contractors, consultants, etc.) <input checked="" type="checkbox"/> Government event (public hearing, council meeting) <input checked="" type="checkbox"/> Workshops <input checked="" type="checkbox"/> Tours <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> Passive print media (brochures at front desk, posters, etc.) <input checked="" type="checkbox"/> Distribution of print media (mailings, newsletters, etc.) via mail or email. <input checked="" type="checkbox"/> Media offerings (radio and TV ads, press release, etc.) <input checked="" type="checkbox"/> Social media posts <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Website <input type="checkbox"/> Other: <input type="text"/>

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

- 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.*

Village Newsletter, Website, Links, Brochures, 1 on 1 Communication, MaMSWAP

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

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)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input checked="" type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	Select...	<input type="radio"/> Yes <input type="radio"/> 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	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input checked="" type="radio"/> Yes <input type="radio"/> No

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

Used Village resources to promote MaMSWAP events

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

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

- g. 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
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation

Additional Information: _____

- h. 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.*

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

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
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation
- Stop Work Order
- 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.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

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?

N/A

f. How many municipally operated (private) storm water management BMPs were inspected in the reporting year? 0

g. 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 0

Complete Maintenance 0

Bill Responsible Party 0

Other - Describe below

e. 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.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

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 or operated (i.e., privately owned BMPs) structural storm water management best management practices. 16

b. How many new municipally owned storm water management best 0

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 Weekly
 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 Not completed this year
 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 Drop off locations
- x. What is the frequency of collection?
weekly Oct 1 - Nov 15
- 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*

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>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="33"/>	<input type="text" value="44"/>	<input type="text" value="44"/>	<input type="text" value="0"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="70"/>	<input type="text" value="90"/>	<input type="text" value="90"/>	<input type="text" value="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):

Winter Salt Certification Training

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

Annual Report is presented at Village Board Meeting

Municipal Officials

Annual Report is presented at Village Board Meeting

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

Annual Report is presented at Village Board Meeting, regular communication and coordination to meet requirements

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.*

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

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.*

Missing Information

Do not close your work until you SAVE.

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Final Evaluation - Has Missing Items

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

[Select...](#)

Element: Public Involvement and Participation

[Select...](#)

Element: Illicit Discharge Detection and Elimination

[Select...](#)

Element: Construction Site Pollutant Control

[Select...](#)

Element: Post-Construction Storm Water Management

[Select...](#)

Element: Pollution Prevention

[Select...](#)

Other (describe)

[Select...](#)

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)

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Shorewood Hills Village is subject to the following approved TMDLs: Rock River Basin and/or Beaver Dam Lake

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

[A.3.2] The Permittee is participating in an approved Adaptive Management Project.

Attach a summary of adaptive management implementation actions for the reporting year, including:

- Most recent estimated pollutant of concern percent reduction levels (i.e. total phosphorus and total suspended solids/ sediment), as compared to no controls by reachshed, within the permittee's MS4 permitted area.
- Pollutant of concern percent reduction levels, as compared to no controls by reachshed, which the permittee intends to ultimately achieve within its own MS4 permitted area (not associated with AM buy-in).
- The financial dollar value contributed to an AM program for the reporting year.
- Identify any additional storm water measures that were initially implemented in the reporting year, which reduce the discharge of pollutants of concern from its MS4 permitted area (not associated with AM buy-in). If available, identify the incremental percent reduction gained by such measures relative to the MS4 permitted area.

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.*

Do not close your work until you SAVE.

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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

Do not close your work until you **SAVE**.

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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.

Municipal Facility SWPPP

 File Attachment

Adaptive Management Summary

 File Attachment

Attach - Other Supporting Documents

(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

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

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Complete and Submit Your Application

You have not completed all areas of the application. Please return to the application and complete all missing items.

Contact Information: Complete

Minimum Control Measures Section 1: Complete

Minimum Control Measures Section 2: Complete

Minimum Control Measures Section 3: Complete

Minimum Control Measures Section 4: Complete

Minimum Control Measures Section 5: Complete

Minimum Control Measures Section 6: Complete

Minimum Control Measures Section 7: Complete

Attachments: Required- Has Missing Items

Final Evaluation: Has Missing Items