



**Conservation Committee
Agenda
Thursday, September 6, 2018
7:00 P.M.
Village Hall**

1. Call to order
2. Approve August 2, 2018 Meeting Minutes
3. Staff Liaison Update
 - a. Snow Dumping Alternatives
 - b. Organics Collection RFP
 - c. Village Budget Preliminary Discussions
4. Discuss Citizen Concerns
5. Discuss Conservation Fair / Fish and Feather Festival / River Cleanup Planning
6. Discuss and Review Recycling Handout / Pumpkin Disposal / Website Update
7. Discuss September 19 Native Plants Workshop with Shorewood Waters
8. Subcommittee Reports (Data Baseline Group, Strategy, Film Festival, Solar Survey)
9. Upcoming Events, Member Topics & Suggestions
10. Adjournment

DATED at Shorewood, Wisconsin this 30th day of August, 2018.

VILLAGE OF SHOREWOOD
Sara Bruckman
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

August 2, 2018 7:00 P.M.

Village Hall Committee Room
3930 N. Murray Avenue, Shorewood, WI 53211

1. Call to order

The meeting was called to order at 7:02 p.m.

Members present: Chair Joshua Liberatore, Donna Pollock, Chase Kelm, Henry Tomaszewicz, Meenal Atre, Maggie Pipek, Elisabeth Witt, Matt McGovern, and Sue Murphy Yerkes (left at 7:43 p.m.) and Caroline Kuebler (arrived 7:13 p.m.)

Others Present: Assistant Village Manager Tyler Burkart

Not present: Linda Frank, Roland Schroeder

2. Approve June 7, 2018 Meeting Minutes

Mr. Tomaszewicz moved to approve the June 7, 2018 minutes. The motion was seconded by Mr. Kelm. Vote 9-0 to approve the minutes.

3. Staff Liaison Update

Mr. Burkart informed the Conservation Committee the Village Board approved a communication plan for snow dumping alternatives during a meeting in July. They will discuss the issue at their September 4 COW meeting and consider voting on the alternatives at their September 17 meeting. The Village Board is near finalizing their priorities and discussed several of the initiatives brought forward by committees and departments.

4. Discuss Citizen Concerns

Ms. Murphy Yerkes discussed some public events and services that MMSD provides. Mr. Liberatore mentioned the issue of mulch volcanoes and the harmful effects. The Committee is encouraged to look out for mulch volcanoes and notify DPW when they see one.

5. Discuss and Consider Conservation Fair / Fish and Feather Festival Planning

Mr. Liberatore mentioned the Committee will need to decide if they want to carry out the recycling collection component of the festival. Vendors who do paint recycling and the collection of building / miscellaneous materials are no longer doing public events. The Committee discussed how a vendor like WasteCap could be involved in the festival. The Committee favored putting together a list of recycling resources to the public through a variety of communication channels. TerraCycle is another resource to publicize. Mr. Liberatore asked the Committee to have members present to talk about these resources to the public and pass out promotional items about the Fish and Feather Festival. The Committee determined to keep Goodwill at the event if they want to be there. Mr. Liberatore reminded any subcommittees who are working on this event to have updates for the September meeting and perhaps have fund requests ready in September for the Committee to consider. A river cleaning will occur the morning of the festival. The Committee reviewed the some of the activities that will be present for the festival. There

was additional discussion about pumpkin collection after Halloween and education about pumpkin collection.

6. Discuss Film Festival Planning Team

Mr. Liberatore asked for some volunteers to be a part of a planning team for the 2019 film festival. The team would brainstorm some films and explore communitywide partnerships to help coordinate and promote the films.

7. Discuss and Consider Recommendation on Permanent Organics Collection Program

Mr. Burkart informed the Committee the Village Board will receive the first year results in a memorandum from Mr. Liberatore during their September 4 meeting. The Board will review an RFP drafted by staff. Mr. Burkart anticipates a recommendation and service agreement for a permanent program can be brought to the Board by October 15. If a service agreement is approved, Mr. Burkart would propose a mass mailing to residents to inform them about the program and sign up prior to January 1, 2019. The Committee expressed support for moving forward with the timeline and emphasized the importance of keeping a subsidy in order to acknowledge this is a Village program with several benefits.

8. Discuss Forming a Village Data Baseline Study Group

Mr. Liberatore asked for a few volunteers to begin collecting and assessing baseline data. The team would determine the units of measure and put together a Google form that staff can fill out on a frequency to be recommended by the team.

9. Update on Community Solar Survey

Mr. Kelm informed the Committee that there were about 270 responses to the solar survey. The survey results were very supportive for solar incentives. Members of the Committee are working on a summary of the results and action items in response to the results. There was discussion about PACE financing for solar installations and how the Village can educate property owners about the program. Other items discussed include installations for Village buildings and implementing a community solar program. Mr. Kelm will share the results and summary with the Committee members and staff for further review in September. There was discussion about having a summary on the website as well as in Shorewood Today winter issue and submitted through a press release.

10. Discuss Strategy Team for Community Comparisons

Mr. Liberatore introduced the concept of a subcommittee to review comparable communities and determine what Shorewood and other communities are doing well and areas to improve. The team could review previous plans or goals and recommend actions to move towards those goals. Mr. Burkart recommends sending out an email after the meeting requesting members to inform Mr. Liberatore of which team they'd like to participate in. The list of subcommittee members will then be shared prior to the September meeting.

11. Discuss Future Events

Ms. Frank will discuss next month some of the ideas around the People's Climate March. Ms. Atre discussed the desire to have the Conservation Committee as a part of the Fourth of July parade.

12. Upcoming Events, Member Topics & Suggestions

Ms. Atre informed the Committee about a community effort to eliminate plastic straws from Shorewood businesses.

13. Adjournment

Mr. Tomaszewicz moved to adjourn, seconded by Ms. Kuebler. Vote 9-0 to adjourn. The meeting was adjourned at 8:29 p.m.

Respectfully submitted by,

Tyler Burkart
Assistant Village Manager

Opportunities for Recycling and Safe Disposal in Shorewood

For many years running, the Conservation Committee has hosted a “Clean Green” recycling and safe disposal opportunity in Shorewood to encourage proper reuse or recycling of difficult household items and reduce the landfill-bound waste stream in our community.

In 2017, the Conservation Committee made the decision to join forces with the organizers of the annual Fish and Feather Festival and roll our usual Conservation Fair into the October 14 event at Hubbard Park. Our recycling collection will take place in the upper parking lot from 11 a.m. to 1 p.m., with the Fish and Festival happening down below in the circle drive and lawn area from 11 a.m. to 3 p.m. Many of the great educational, advocacy, and community organizations doing vital work in river and land conservation in the Milwaukee area will be on hand to answer your questions and offer family-friendly activities.

Our collection event in the upper parking lot will feature Goodwill for clothing, electronics, and household items, ReStore for building materials, furniture, and other household items, and TJM Solutions for unwanted latex paint. The Police Department will be collecting expired and unwanted medications and prescription drugs. The Conservation Committee will be collecting old tennis shoes, corks, CFL light bulbs, and batteries for safe recycling.

If you are in the habit of purging such items during spring cleaning, here are some ongoing opportunities for recycling unusual or problematic items:

Miscellaneous Items.

Batteries and electronics - Goodwill location at 2830 N. Oakland Ave.

Corks - Outpost location on Capitol Dr.

CFL lightbulbs - Outpost location on Capitol Dr., Home Depot on Port Washington Dr.

Tennis shoes (not wearable) - Urban Ecology Center at Riverside Park

Plastic bags - Outpost location on Capitol Dr., Metro Market on Oakland Ave.

Cell phones - Outpost location on Capitol Dr.

Hazardous fluids and fuel waste - MMSD has both ongoing drop-off and special events
<https://www.mmsd.com/what-you-can-do/home-haz-mat-collection>

Brita Pitcher filters - You can mail them back to Brita! Just print a free shipping label:
<https://www.brita.com/recycling-filters/>.

Electronics. Shorewood DPW (***“if it plugs into an outlet or runs on batteries, we can recycle it!”***): Shorewood residents may bring their electronic items to the Department of Public Works facility for recycling on the first Saturday of each month throughout the year. Additionally, the Center is open the third Saturday of the month from April to November from 8 a.m. to 2 p.m. Please note that a \$25-50 fee applies to all television sets and monitors dependent upon size. [Recyclable items list](#).

Document shredding. Two local options. Also check with your personal bank or credit union.

North Shore Bank offers a free, annual community shredding event the first weekend of May. <https://www.northshorebank.com/about-us/community/free-community-shredding-day.aspx>

UPS on Oakland offers an ongoing opportunity with Iron Mountain shredding and charges \$1 per pound. <https://shorewood-wi-1971.theupsstorelocal.com/>.

Still have odd or miscellaneous items you'd like to recycle? Visit TerraCycle, an innovative company giving all sorts of “waste” a second life: <http://www.terracycle.com/en-US>.



Gardening for Bees, Birds and Butterflies - *Go Native!*



Wednesday, September 19th
7 p.m. to 8:30 pm
Shorewood Library - 3920 N. Murray Ave.

Learn about these winged beauties that visit and beautify our yards. Discover tips to attract these important pollinators and about the native plants they love.

Take home free native plants and seeds to plant and info on native plants that these pollinators adore. You'll also receive a copy of the new, Shorewood's Water Walking Tour Guide that will show you locations in Shorewood using native plants and innovative stormwater management practices -- green infrastructure.

FREE RAIN BARRELS! The MMSD's Fresh Coast Guardians program is giving away FREE rain barrels. One FREE rain barrel will be provided per household. Call today to reserve your rain barrel to pickup at the workshop. Call Jay at 414-225-2221.

Brought to you by the Village of Shorewood, the Shorewood Waters Project and Conservation Committee.



SHOREWOOD
CONSERVATION
COMMITTEE



FRESH
COAST





VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO CONSERVATION COMMITTEE

Agenda Item: Staff Liaison Updates to the Conservation Committee

Date: September 6, 2018

Presenter: Tyler Burkart, Assistant Village Manager **Department:** Village Manager's Office

I apologize that I am unable to attend tonight's meeting. Below is a brief summary of each of the items I wanted to update the committee on. Please call or email if you have any questions on the below topics.

Snow Dumping Alternatives

The Village Board began discussing the proposed alternatives for snow dumping activities associated with the business district and public parking lots. Several Conservation Committee members were in attendance for this discussion. The Village Board members asked several good questions in an attempt to find a best solution for the entire community. DPW staff will be computing just how much land along Wilson Drive can contain an average snow cycle considering the new design and construction. Administrative staff will also identify the amount of vehicles with a parking permit in the River Park parking lot and the revenue associated with those permits. If the Board determines moving the snow to the River Park parking lot, those vehicles would then have to find a different location to park their vehicles. Staff will follow up with the Village Engineer to obtain a perspective from MMSD. Several residents were in attendance to voice concerns about Wilson Drive and Menlo Boulevard as options. There were concerns expressed that the soil analysis was not robust or detailed enough. While staff will not be able to conduct a more robust soil analysis in the next 10 days, this is a request that will be looked at more intently by DPW staff in the future. The Village Board will make a final decision at their September 17 regular Village Board meeting.

Organics Collection RFP

The Village Board authorized staff to issue a request for proposals (RFP) for a permanent program for organics collection. The RFP will be sent to viable organizations that perform organics collection. Staff anticipates having a recommendation and service agreement ready for the Village Board to consider for their October 15 meeting. The document is available on the Village of Shorewood website. Look for "Request for Proposals" on the main Village page under the heading "Popular Links." The Village may request 1-2 members from the Conservation Committee to help review proposals and make a recommendation. Those members should express interest to Committee Chair Josh Liberatore and me. The Village Board will consider the current \$2.25 per month subsidy and payment for additional carts at the October 15 meeting, as well.

Village Budget Preliminary Discussions

The Village Board began to discuss the upcoming 2019 budget. At a past meeting, they began to look at some revenue options in order to seek ways to lower property taxes. One option discussed was to shift the refuse and recycling collection to the utility bill and make it its own Utility Fund. I am attaching a memo from our Finance Director (Mark Emanuelson) that provides more information towards this concept. The Village Board is asking the Conservation Committee to research and propose how placing the refuse and recycling collection on the utility bill would work. I believe this has been taken off the table for consideration for 2019 but to be reconsidered for the 2020 budget. The Finance Director will present the proposed 2019 budget during the September 17 Village Board Committee of the Whole.

VILLAGE OF SHOREWOOD
REPORTS AND PRESENTATIONS TO VILLAGE BOARD



Agenda Item: Refuse collections utility fiscal metrics

Date: August 29, 2018

Presenter: Mark Emanuelson

Department: Finance

Overview – As part of the annual budgeting process, staff has been asked to present to the Village Board for their consideration, opportunities to diversify the Village’s revenue streams so that they are not a dependent on property taxes to support municipal operations. The creation of a Refuse Collection Utility would remove these costs from the property tax bills and allow the Utility to charge customers a quarterly rate based on Village policies, thereby diversifying the Village’s revenue streams.

After initial review on August 27th, the Village Board directed staff to provide some additional analysis prior to the Village Board considering the creation of a refuse collections utility.

History:

The Village’s has historically charged for refuse (and/or recycling) collection as part of the general tax levy. While this is a fairly straight forward method, residents end up paying different amounts for these services based on the assessed value of their home. In addition, commercial properties and apartment buildings also must pay for these services even though they are ineligible to receive them under municipal policies.

The creation of a refuse collections utility is consistent with the Village’s Financial Policy Guidelines on fees for service, as well as general best practices of establishing the appropriate fees to recover the approximate costs of municipal services which are only provided to certain residents or businesses.

Analysis:

There would be two broad cost centers in a refuse collections utility for the Village of Shorewood:

Collections Costs (primarily fixed costs): Administration, Collections Labor, Equipment, and Facilities

Disposal Costs (Variable costs): Disposal fees and hauling

<u>Collections</u>	<u>Total Costs</u>	<u>Tax Equiv. (TC / 5,000)</u>	<u>User fee (TC / 4,200)</u>	
Administration	\$ 50,000	\$ 10.00	\$ 11.90	roughly 12% Admin costs based on collections wages
Collections Labor	\$ 180,000	\$ 36.00	\$ 42.86	route collector wages and benefits
Equipment Costs	\$ 140,000	\$ 28.00	\$ 33.33	trucks debt service (120,000) / fuel & maint (20,000)
Facility Costs	\$ 30,000	\$ 6.00	\$ 7.14	<u>scale, compactor, land use</u>
	\$ 400,000	\$ 80.00	\$ 95.24	approx. 75% fixed costs
<u>Disposal</u>				
Hauling / Disposal	\$ 320,000	\$ 64.00	\$ 76.19	based on \$45.00 per ton hauling & disposal fee
* WFB credit	\$ (185,000)	\$ (37.00)	\$ (44.05)	<u>chargeback for services</u>
	\$ 135,000	\$ 27.00	\$ 32.14	approx. 25% variable costs
Annual Total	\$ 535,000	\$ 107.00	\$ 127.38	An increase of about \$20.40 per year
Quarterly Amount		\$ 26.75	\$ 31.85	An increase of about \$5.10 per quarter

Summary:

The creation of a refuse collections utility would clearly be the first fundamental step in a process that could continue to be enhanced to promote various conservation efforts.

However, if implemented, staff would encourage using the next 12-18 months to gain additional fiscal data before considering any additional modifications to this process.

While creating a Refuse Collection Utility will require an adjustment to the Village's levy limit, it will be only for the amount of those costs transferred to the utility and will ultimately have a nominal positive impact on the Village's levy limit capacity.

The creation of a refuse collections utility would also have a positive impact on the village's ability to remain compliant with the requirements under the State of Wisconsin Expenditure Restraint Program which provides nearly \$300,000 in State Aids annually to the village.

Vision 2025 Plan - If this item is addressed in the Vision 2025 Plan, please include in what ways.

General fiscal responsibility

Sustainability – If this item is addressed in the Sustainability Action Plan or has long-term sustainability impacts, please include and describe how it will impact the natural environment.

This action could help facilitate multiple conservation efforts

Recommended motion – presentation only

Fiscal Note / Budget Impact –

The creation of a refuse collections utility would also have a positive impact on the village's ability to remain compliant with the requirements under the State of Wisconsin Expenditure Restraint Program which provides nearly \$300,000 in State Aids annually to the village.

Attachments: None