

# 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**.

## Reporting Information

**Submittal Type:** Annual Report

**Project Name:** Shorewood Annual Report 2017

**County:** Milwaukee

**Municipality:** Shorewood Village

**Facility Number:** 31329

**Reporting Year:** 2017

## 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]
- Attach the following items as appropriate using the attachments tab above
  - Construction Site Pollution Control Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Leaf and Yard Waste Management
  - Municipal Cooperation Attachment
  - Municipal Facility Inspections
  - Pollution Prevention Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Storm Water Consortium/Group Report
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Winter Road Maintenance
  - Other Annual Report Attachment
- Complete all required forms and upload required attachments
- 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**

<b>Name of Municipality</b>	Shorewood Village
<b>Facility ID # or (FIN):</b>	31329
<b>Updated Information:</b>	<input type="checkbox"/> Check to update mailing address information
<b>Mailing Address:</b>	3801 N Morris Blvd
<b>Mailing Address 2:</b>	
<b>City:</b>	Shorewood
<b>State:</b>	Wisconsin
<b>Zip Code:</b>	53211 <small>xxxxx or xxxxx-xxxx</small>

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

Yes  No  Unsure

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  Unsure

**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**

	<input type="checkbox"/> Select to <b>create new</b> primary contact
<b>First Name:</b>	Leeann
<b>Last Name:</b>	Butschlick
	<input type="checkbox"/> Select to <b>update</b> current contact information
<b>Title:</b>	
<b>Mailing Address:</b>	3801 N. Morris Blvd.
<b>Mailing Address 2:</b>	
<b>City:</b>	Shorewood
<b>State:</b>	<u>WI</u>
<b>Zip Code:</b>	53211-2385 <small>xxxxx or xxxxx-xxxx</small>
<b>Phone Number:</b>	414-847-2650 Ext: <input type="text"/> <small>xxx-xxx-xxxx</small>
<b>Email:</b>	lbutschlick@villageofshorewood.org

## Additional Contacts Information (Optional)

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

- I&E Program
- 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:**

## Missing Information

**Minimum Control Measures- Section 1 : Complete**

**1. Public Education and Outreach**

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events). Quantity and Estimated People Reached are both optional.

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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**Topic:** Detection and elimination of illicit discharges

Signage                                      Select...                                             Yes     No

**Topic:** Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices

Website                                      Select...                                             Yes     No

Social media posts                      10 - 19                                             Yes     No

Educational activities (School presentations, summer camps, etc)                      1 - 9                                             Yes     No

Informational booth at event                      20 - 49                                             Yes     No

Other                                      1 - 9                                             Yes     No

Other                                      50 - 99                                             Yes     No

Other                                      50 - 99                                             Yes     No

Other                                      50 - 99                                             Yes     No

**Topic:** Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides

Website                                      Select...                                             Yes     No

Informational booth at event                      20 - 49                                             Yes     No

Social media posts                      10 - 19                                             Yes     No

Educational activities (School presentations, summer camps, etc)                      1 - 9                                             Yes     No

Other                                      1 - 9                                             Yes     No

Other                                      50 - 99                                             Yes     No

Other                                      50 - 99                                             Yes     No

Other                                      50 - 99                                             Yes     No

202,859

**Topic:** Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Direct one-on-one communication      50 - 99             Yes     No

**Topic:** Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Passive print media (brochures at front desk, posters, etc.)      1 - 9             Yes     No

Social media posts      10 - 19             Yes     No

Educational activities (School presentations, summer camps, etc)      1 - 9             Yes     No

Informational booth at event      50 - 99             Yes     No

Website      Select...             Yes     No

Other      50 - 99             Yes     No

Other      50 - 99             Yes     No

Other      50 - 99             Yes     No

Other      50 - 99             Yes     No

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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**Topic:** Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Did not focus on this topic this reporting year      Select...             Yes     No

**Topic:** Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Direct one-on-one communication      Select...             Yes     No

**Topic:** Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Direct one-on-one communication      Select...             Yes     No

**Topic:** Other (describe):

Select...      Select...             Yes     No

**b.** Any other Public Education and Outreach program information for inclusion in the Annual Report

may be added here or attached on the attachments page.

The Village of Shorewood again sponsored its Shorewood Waters Project campaign, an education and information designed to connect residents with their waterways through activities and events [www.villageofshorewood.org/shorewoodwaters](http://www.villageofshorewood.org/shorewoodwaters). In 2017 the respect Our Waters campaign participated in a collaborative messaging opportunity known as "Thursday Night Lights". A media broadcast vendor organized a television show that broadcast local high school football games on television. The message was spread through this programming in several ways including an educational table at football games, live television interviews at half-time, a sponsored "watershed moment" of the game that featured the ROW logo, message and various digital advertising opportunities. Since this was a joint effort and did not solely feature the ROW campaign, the number of people reached has been broken out in this section. The final number of individuals that viewed this program reached 5,386,761. This includes impressions made via digital media, television viewers and informative conversations held with residents during football games.

## Missing Information

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

Form 3400-224 (09/17)

## Minimum Control Measures - Section 2 : Complete

### 2. Public Involvement and Participation

a. Describe how the municipality has kept the following local officials and municipal staff apprised of the municipal storm water discharge permit programs and its requirements.

#### Elected Officials

Elected officials are kept apprised of permit-related programs and requirements via periodic departmental reports.

#### Municipal Officials

Municipal officials are kept apprised of permit-related programs and requirements through regular discussions and evaluations.

#### Appropriate Staff

Appropriate staff have daily conversations regarding storm water management operations.

b. Complete the following information on Public Involvement Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the

Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events). Quantity and Estimated People reached are both optional.

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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**Topic:** Storm Water Management Plan and/or updates

None                                      Select...             Yes     No

**Topic:** Storm water related ordinance and/or updates

None                                      Select...             Yes     No

**Topic:** MS4 Annual Report

Government Event (Public Hearing, Council Meeting, etc)                                      1 - 9             Yes     No

Website                                      Select...             Yes     No

**Topic:** Volunteer Opportunities

Clean-up events                                      Select...             Yes     No

Citizen Committe Meetings                                      Select...             Yes     No

**Topic:** Other (describe) :

Select...                                      Select...             Yes     No

c. Any other Public Involvement and Participation program information for inclusion in the Annual Report may be added here or attached on the attachments page

SWP activities included a river clean up, the Surf @water event with the SURF Rider Foundation, and the Fish & Feather Festival community event. SWP continued its partnership with the Shorewood Senior Resource Center and Shorewood Library in the Monarch Waystation.

### Missing Information

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

Form 3400-224 (09/17)

### Minimum Control Measures - Section 3 : Complete

#### 3. Illicit Discharge Detection and Elimination

a. How many total outfalls does the municipality have?             Unsure

b. How many outfalls did the municipality evaluate as part       Unsure

- of their routine ongoing field screening program?
- c. How many were confirmed illicit discharges?   Unsure
- 
- d. How many illicit discharge complaints did the municipality receive?   Unsure
- e. How many were confirmed illicit discharges?   Unsure
- f. How many of the identified Illicit discharges did the municipality eliminate in the reporting year?   Unsure
- 
- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance?  Unsure
- Verbal Warning
  - Written Warning (including email)
  - Notice of Violation
  - Civil Penalty/ Citation
- h. Any other Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report may be added here or attached on the attachments page.
- 

## Missing Information

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

Form 3400-224 (09/17)

## Minimum Control Measures - Section 4 : Complete

### 4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year?   Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year?   Unsure
- c. Do the above numbers include sites <1 acre?  Yes  No  Unsure
- 
- d. How many erosion control inspections did the municipality complete in the reporting year?   Unsure
- 
- e. 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.  Unsure
- Verbal Warning
  - Written Warning (including email)
  - Notice of Violation
  - Civil Penalty/ Citation



0

Stop Work Order

Forfeiture of Deposit

No Authority

Other - Describe below

f. Any other Construction Site Pollutant Control program information for inclusion in the Annual Report may be added here or attached on the attachments page.

**Missing Information**

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

Form 3400-224 (09/17)

**Minimum Control Measures - Section 5 : Complete**

**5. Post-Construction Storm Water Management**

a. How many new construction sites with new structural storm water management practices have received local approvals?   Unsure

b. How many privately owned storm water facility inspections were completed in the reporting year?   Unsure

c. 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.  Unsure

Verbal Warning

Written Warning (including email)

Notice of Violation

Civil Penalty/ Citation

Forfeiture of Deposit

Complete maintenance

Bill responsible part

No Authority

Other - Describe below

d. Any other Post-Construction Storm Water Management program information for inclusion in the Annual Report may be added here or attached on the attachments page.

## Missing Information

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

Form 3400-224 (09/17)

## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.)  Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water facilities?   Unsure
- b. How many new municipally owned storm water facilities were installed in the reporting year?   Unsure
- c. How many municipally owned storm water devices were inspected in the reporting year?   Unsure
- d. How many of these facilities required maintenance?   Unsure  
If so, attach report on attachments page.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review)  Not Applicable

- e. How many inspections of municipal properties been conducted in the reporting year?   Unsure
- f. Have amendments to the SWPPPs been made?  Yes  No  Unsure

Collection Services - *Street Sweeping / Cleaning Program*  Not Applicable

- g. Did the municipality conduct street sweeping/cleaning during the reporting year?  
 Yes  No  Unsure
- h. If known, how many tons of material was removed?   Unsure
- i. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?  
 Yes  
 No - Explain \_\_\_\_\_  
 Not Applicable  
 Unsure

Collection Services - *Catch Basin Sump Cleaning Program*  Not Applicable

- j. Did the municipality conduct catch basin sump cleaning during the reporting year?  
 Yes  No  Unsure
- k. How many catch basin sumps were cleaned in the reporting year?   Unsure
- l. If known, how many tons of material was removed?   Unsure

m. 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  
 No - Explain

- 
- Not Applicable  
 Unsure

Collection Services - *Leaf Collection Program*  Not Applicable

n. Does the municipality conduct curbside leaf collection?  Yes  No  Unsure

o. Does the municipality notify homeowners about pickup?  Yes  No  Unsure

Where are the residents directed to store the leaves for collection?

- Pile on terrace  Pile in street  Bags on terrace  Unsure  
 Other - Describe

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p. What is the frequency of collection?  
weekly in season

q. Is collection followed by street sweeping/cleaning?  Yes  No  Unsure

Winter Road Management  Not Applicable

\*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

r. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? 30  Unsure

s. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Oct 0 Nov 7 Dec 170 Jan 240 Feb 225 March\* 28

Liquids (gallons) (ex. brine)

Oct 0 Nov 0 Dec 1680 Jan 1345 Feb 1600 March\* 0

t. Was salt applying machinery calibrated in the reporting year?  Yes  No  Unsure

u. Have municipal personnel attended salt reduction strategy training in the reporting year?  Yes  No  Unsure

If yes, describe what training was provided:

In-house training included proper material handling and application, equipment operation, operator safety and policy review.

When: 10-6/2017 How many attended: 15

Internal (Staff) Education & Communication

v. Have training or education on SWPPPs for municipal facilities  Yes  No

been held for municipal or other personnel?

Unsure

If yes, describe what training was provided

When:

How many attended:

#### Additional Pollution Prevention Information

w. Any other Pollution Prevention program information for inclusion in the Annual Report may be added here or attached on the attachments page.

### Missing Information

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

Form 3400-224 (09/17)

## Minimum Control Measures - Section 7 : Complete

### 7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?  Yes  No  Unsure

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. Any other Storm Sewer System Map information for inclusion in the Annual Report may be added here or attached on the attachments page.

## Missing Information

Do not close your work until you SAVE.

Form 3400-224 (09/17)

## Final Evaluation - Complete

### 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

6000	6450	6450	<u>Other</u>
------	------	------	--------------

**Element:** Public Involvement and Participation

6000	6450	6450	<u>Other</u>
------	------	------	--------------

**Element:** Illicit Discharge Detection and Elimination

1000	1000	1000	<u>Other</u>
------	------	------	--------------

**Element:** Construction Site Pollutant Control

2500	2500	2500	<u>General revenue fund</u>
------	------	------	-----------------------------

**Element:** Post-Construction Storm Water Management

2500	2500	2500	<u>General revenue fund</u>
------	------	------	-----------------------------

**Element:** Pollution Prevention

3000	3000	3000	<u>Other</u>
------	------	------	--------------

**Element:** Storm Water Quality Management

20000	20000	20000	<u>Other</u>
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**Element:** Storm Sewer System Map

0	0	0	<u>Other</u>
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**Other (describe)**

			<u>Select...</u>
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### Water Quality

**a:** Were there any known water quality improvements or degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes  No  Unsure      If Yes, explain below:

**b:** 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

**c:** Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes  No  Unsure

### Additional Information

Based on the municipality's storm water program evaluation in Part II, describe any proposed changes to the municipality's storm water program.

A Stormwater Management Plan update will be completed in 2018.

Do not close your work until you SAVE.

Form 3400-224 (09/17)

**Requests for Assistance on Improving Permit Programs**

Would municipality like the Department to contact them about providing more information on developing or improving any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement
- Illicit Discharge Detection and Elimination
- Post-Construction Storm Water Management
- Storm Water Quality Management
- Storm Sewer System Map
- Construction Site Pollutant Control
- Pollution Prevention
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

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

## 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.

## Attach Documents

 File Attachment

[GInventoryandMaintenanceLog.pdf](#)

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

**Draft and Share PDF Report with Municipality's Governing Body.**

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 approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)



## Sign and Submit Your Application

### Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

**NOTE:** For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

### Terms and Conditions

**Certification:** I hereby certify that I am an authorized representative of the municipality covered under Shorewood Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority ( Form 3500-123 ) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Authorized Signature.

- I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.