



# **PUBLIC WORKS COMMITTEE AGENDA**

**June 27, 2023 at 5:30 PM**

**Municipal Service Building - Training Room, 2026 New Jersey Avenue**

It is possible that a quorum (or a reverse quorum) of the Sheboygan Common Council or any other City committees/boards/commissions may be in attendance, thus requiring a notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W.2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact the Department of Public Works at 920-459-3440. Persons other than council members who wish to participate remotely shall provide notice to the Public Works Department at 920-459-3440 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## **OPENING OF MEETING**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Introduction of Committee Members and Staff

## **MINUTES**

- [5.](#) Approval of Minutes: June 13, 2023

## **ITEMS FOR DISCUSSION & POSSIBLE ACTION**

- [6.](#) Gen. Ord. No. 8-23-24 / June 19, 2023: An ordinance amending Sec 60-131 of the 2023 Sheboygan Municipal Code (1997 Code sec. 134-181) so as to prohibit use of the city-owned boat launches during the Mercury Midwest Challenge Event.
- [7.](#) Res. No. 20-23-24 / June 19, 2023: A resolution authorizing the appropriate City officials to enter into a contract with Bay-Lake Regional Planning Commission to update the Sheboygan Urbanized Area Sewer Service Plan and authorizing payment for such services.

## **NEXT MEETING DATE**

8. Next Regular Meeting Date: July 11, 2023

## **ADJOURNMENT**

9. Motion to adjourn

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library*  
*Sheboygan County Administration Building • City's website*

**CITY OF SHEBOYGAN**  
**PUBLIC WORKS COMMITTEE MINUTES**  
**Tuesday, June 13, 2023**

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**COMMITTEE MEMBERS PRESENT:** Alderperson Amanda Salazar, Chair Dean Dekker, Alderperson Angela Ramey, Alderperson Joe Heidemann and Vice Chair Zach Rust.

**STAFF/OFFICIALS PRESENT:** Mayor Ryan Sorenson, Director of Public Works David Biebel, City Engineer Ryan Sazama, Superintendent of Parks and Forestry Joe Kerlin, Superintendent of Streets and Sanitation Joel Kolste, Superintendent of Facilities and Traffic Mike Willmas, Assistant City Attorney Liz Majerus, City Forester Tim Bull, Administrative Coordinator Heather Burke, and Administrative Clerk Stacy Weseljak.

**OPENING OF MEETING**

1. Call to Order

Chair Dean Dekker called the meeting to order at 5:30 PM.

2. Roll Call

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Introduction of Committee Members and Staff

**MINUTES**

5. Approval of Minutes: May 23, 2023

MOTION TO APPROVE MINUTES FROM MAY 23, 2023

Motion made by Vice Chair Rust, Seconded by Alderperson Ramey.

Voting Yea: Alderperson Salazar, Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust

**ITEMS FOR DISCUSSION & POSSIBLE ACTION**

6. Gen. Ord. No. 4-23-24 / June 5, 2023: An ordinance amending Section 8-16 of the 2023 Sheboygan Municipal Code relating to allowing pets in parks and on public grounds.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE ORDINANCE

Motion made by Vice Chair Rust, Seconded by Alderperson Salazar.

Voting Yea: Alderperson Salazar, Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust

7. Gen. Ord. No. 6-23-24 / June 5, 2023: An ordinance repealing portions of Section 21 of Subs. of Gen. Ord. 28-14-15, relating to certain parking restrictions on the east side of the 2200 block of North 5th Street and the 400 block of Euclid Avenue.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE ORDINANCE

Motion made by Vice Chair Rust, Seconded by Alderperson Ramey.

Voting Yea: Alderperson Salazar, Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust

8. Gen. Ord. No. 7-23-24 / June 5, 2023: An ordinance repealing Section 11 of Subs. of Gen. Ord. 28-14-15 and Gen. Ord. 25-03-04, relating to parking restrictions on the north side of the 1600 block of Illinois Avenue.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE ORDINANCE

Motion made by Alderperson Heidemann, Seconded by Vice Chair Rust.

Voting Yea: Alderperson Salazar, Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust

9. Res. No. 18-23-24 / June 5, 2023: A resolution authorizing the Director of Public Works to take necessary actions to receive a grant from Alliant Energy and a grant from Restoration of Our Trees Sheboygan for the purchase and planting of municipal trees and authorizing an adjustment to the 2023 budget.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION

Motion made by Vice Chair Rust, Seconded by Alderperson Ramey.

Voting Yea: Alderperson Salazar, Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust

#### **NEXT MEETING DATE**

10. Next Regular Meeting Date: June 27, 2023

#### **ADJOURNMENT**

11. Motion to adjourn

MOTION TO ADJOURN AT 5:52 PM

Motion made by Vice Chair Rust, Seconded by Alderperson Salazar.

Voting Yea: Alderperson Salazar, Chair Dekker, Alderperson Ramey, Alderperson Heidemann, Vice Chair Rust

## CITY OF SHEBOYGAN

## REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION

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**ITEM DESCRIPTION:** An ordinance amending Sec 60-131 of the 2023 Sheboygan Municipal Code (1997 Code sec. 134-181) so as to prohibit use of the city-owned boat launches during the Mercury Midwest Challenge Event.

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**REPORT PREPARED BY:** Michael Willmas, Superintendent of Facilities and Traffic

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**REPORT DATE:** June 20, 2023

**MEETING DATE:** June 27, 2023

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**FISCAL SUMMARY:**

Budget Line Item: N/A  
 Budget Summary: N/A  
 Budget: N/A  
 Expenditure:  
 Budgeted Revenue: N/A

**STATUTORY REFERENCE:**

Wisconsin: N/A  
 Statutes:  
 Municipal Code: Sec. 60-131

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**BACKGROUND / ANALYSIS:** Mercury Racing, a division of Mercury Marine and Brunswick Corporation, has chosen Sheboygan, WI and its port on Lake Michigan to host their Mercury Midwest Challenge Event powerboat race. The City of Sheboygan is honored to be hosting and celebrating Mercury Racing's 50<sup>th</sup> Anniversary. This event will be held over three days, but will require four additional days for set-up and breakdown.

**STAFF COMMENTS:** Department of Public Works is requesting additional days, August 8, 9, 10, and 14, 2023 for set-up and breakdown of the special event. During this time period, August 8-14, 2023, the parking lots and boat launches will be restricted to the public for safety concerns.

**ACTION REQUESTED:** Motion to recommend the Common Council adopt as amended Gen. Ord. No. 8-23-24 amending Section 60-131 of the 2023 Sheboygan Municipal Code (1997 Code sec. 134-181) so as to prohibit use of the city-owned boat launches during the Mercury Midwest Challenge Event.

**ATTACHMENTS:**

- I. Ord. No. 8-23-24

II

Gen. Ord. No. 8 - 23 - 24. By Alderpersons Dekker and Rust. June 19, 2023.

AN ORDINANCE amending Sec 60-131 of the 2023 Sheboygan Municipal Code (1997 Code sec. 134-181) so as to prohibit use of the city-owned boat launches during the Mercury Midwest Challenge Event.

WHEREAS, the Mercury Midwest Challenge Event, a powerboat race on Lake Michigan, will occur on August 11, 12, and 13, 2023; and

WHEREAS, safety concerns dictate that the use of the city's boat launch sites be restricted during the event.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

Section 1. Section 60-131 of the 2023 Sheboygan Municipal Code entitled "Use Of Boat Launch Sites" is hereby amended so as to add subsection (c) to read as follows:

"Sec 60-131 Use Of Boat Launch Sites

. . .

- (c) No person shall launch a boat or other watercraft or otherwise utilize any of the designated municipal boat launch sites, nor shall any person park a boat trailer or other vehicle in the parking stalls near the boat launch sites designated for vehicles with boat trailers only during the duration at any time on August 11, 12, or 13, 2023, except with the express written consent of the Mayor; such consent shall be granted only as part of the City's role in promoting safety during the Mercury Midwest Challenge event."

RD

Section 2. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance shall be in effect from and after its passage and publication.

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I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor

## CITY OF SHEBOYGAN

## REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION

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**ITEM DESCRIPTION:** A resolution authorizing the appropriate City officials to enter into a contract with Bay-Lake Regional Planning Commission to update the Sheboygan Urbanized Area Sewer Service Plan and authorizing payment for such services.

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**REPORT PREPARED BY:** David H. Biebel, Director of Public Works

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**REPORT DATE:** June 21, 2023

**MEETING DATE:** June 27, 2023

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**FISCAL SUMMARY:**

Budget Line Item:	N/A
Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

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**STATUTORY REFERENCE:**

Wisconsin	N/A
Statutes:	
Municipal Code:	N/A

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**BACKGROUND / ANALYSIS:** Section 208 of the Clean Water Act requires local agencies to prepare a comprehensive program for water quality and identify the most cost-effective and environmentally sound wastewater treatment configuration for the municipal sewage treatment facility and collection system for a 20-year period.

**STAFF COMMENTS:** The last plan was completed in October 2011 and is in need of updating, along with the new 2020 census data and land developing activities. The current plan is set for the horizon year of 2030 and this new update will now have a planning horizon of 2050. The City of Sheboygan owns and operates the Regional Wastewater Treatment Plant and contracts with the surrounding communities to provide sewerage treatment within defined area. This study will further define which areas are allowed sewer service.

**ACTION REQUESTED:** Motion to recommend the Common Council adopt Res No. 20-23-24 authorizing the appropriate City officials to enter into a contract with Bay-Lake Regional Planning Commission to update the Sheboygan Urbanized Area Sewer Service Plan and authorizing payment for such services.

**ATTACHMENTS:**

- I. Res. No. 20-23-24
- II. Bay-Lake Contract Number 23013-08
- III. Bay-Lake Scope of Services and Cost Proposal



III

Res. No. 20 - 23 - 24. By Alderpersons Dekker and Rust. June 19, 2023.

A RESOLUTION authorizing the appropriate City officials to enter into a contract with Bay-Lake Regional Planning Commission to update the Sheboygan Urbanized Area Sewer Service Plan and authorizing payment for such services.

WHEREAS, in conjunction with a technical advisory committee consisting of representatives from the City of Sheboygan, City of Sheboygan Falls, Village of Kohler, and Towns of Mosel, Sheboygan, Sheboygan Falls, and Wilson, the City developed a Sheboygan Urbanized Area Sewer Service Plan ("SSA") in 2009, 2010, and 2011; and

WHEREAS, the SSA identifies existing sewer areas and adjacent land most suitable for new development accommodating growth to 2030; and

WHEREAS, the SSA is due for an update to accommodate future growth to 2050; and

WHEREAS, Bay-Lake Regional Planning Commission is a multi-service planning agency that provides planning and technical assistance to member local units of government, of which, the City of Sheboygan is one.

NOW, THEREFORE, BE IT RESOLVED: That the Mayor and City Clerk are hereby authorized to enter into the attached Contract for Professional Services Between the Bay-Lake Regional Planning Commission and the City of Sheboygan, Sheboygan County, Wisconsin.

BE IT FURTHER RESOLVED: That the Finance Director is authorized and directed to draw on Account No. 630361-513100 (Wastewater - Contracted Services) in payment of same.

PD

\_\_\_\_\_  
\_\_\_\_\_

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Dated \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, City Clerk

Approved \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_, Mayor

**CONTRACT FOR PROFESSIONAL SERVICES BETWEEN THE  
BAY-LAKE REGIONAL PLANNING COMMISSION AND THE  
CITY OF SHEBOYGAN, SHEBOYGAN COUNTY, WISCONSIN  
(Sheboygan Urbanized Area Sewer Service Plan Update)**

This Agreement entered this \_\_\_\_ day of \_\_\_\_\_ 2023, by and between the City of Sheboygan, (herein called the "City") and the Bay-Lake Regional Planning Commission (herein called the "Commission").

WITNESSETH: The City of Sheboygan is a participating member of the Commission; and

WHEREAS, the City has requested the Commission to provide services for the update of the Sheboygan Urbanized Area Sewer Service Plan (with a new horizon year of 2050); and

WHEREAS, The Commission has a professional staff qualified to undertake such work; and

WHEREAS, the project and the character of the services to be performed by the Commission hereunder are consonant with the powers it possesses and the duties and functions it is created to perform under *Wisconsin Statutes* Section 66.0309;

NOW, THEREFORE, in consideration of these premises and of their mutual and dependent promises and agreements, the parties hereto contract and agree as follows:

- I. Engagement of Commission. The City hereby agrees to engage the Commission and the Commission hereby agrees to perform the services hereinafter set forth.
- II. Scope of Work to be Undertaken by the Commission.
  - A. The Commission will provide consultant services as detailed in the *2050 Sheboygan Urbanized Area Sewer Service Plan Update: Scope of Services and Cost Proposal*, dated February 6, 2023.
  - B. The Commission shall coordinate all of its work with the Technical Advisory Committee for the *Sheboygan Urbanized Area Sewer Service Plan*, or other assigned personnel, to guide the process of preparing the *2050 Sheboygan Urbanized Area Sewer Service Plan Update*.
- III. Assistance from the City.
  - A. The City agrees to supply all such data and assistance reasonably available to the City upon the request of the Commission.
  - B. The City agrees to notice all public meetings associated with this project in accordance with state law and provide a site for all meetings.
- IV. Personnel
  - A. The Commission represents that it has, or will secure at its own expense, all personnel and equipment required to perform the services under this agreement. It is understood that its personnel shall in no manner be considered employees of the City nor shall they have any contractual relationships with the City.
  - B. All of the services required hereunder will be performed by the Commission or under supervision of its personnel.
  - C. None of the work or services covered by this agreement shall be subcontracted without the expressed formal concurrence of the City.

- V. Time of Performance. This contract will be in effect as of the date first above written through May 31, 2024, and may be extended upon the mutual agreement of the Commission and the City. The project will officially start in May 2023.
- VI. Total Fee for Services. Total fee for services will be up to **\$30,000** as detailed in the *2050 Sheboygan Urbanized Area Sewer Service Plan Update: Scope of Services and Cost Proposal*, dated February 6, 2023.
- VII. Reimbursement and Method of Payment. Subject to the limits set forth in Section VI, the City will reimburse the Commission monthly, after receiving an invoice from the Commission.
- VIII. Termination for Convenience of the City. If through any cause, barring an act of God, the Commission fails to fulfill the obligations under this contract, or if the Commission violates any of the covenants, agreements, or stipulations of this contract, the City has the right to terminate this contract giving 30-day written notice to the Commission. If the agreement is terminated by the City as provided herein, the Commission will be paid for the actual costs of the services performed under this agreement. In such an event, all finished or unfinished documents, data, studies, surveys, drawings, maps, and reports pertaining to the project prepared by the Commission will, at the option of the City, be made available to it.
- IX. Changes. The City or the Commission may, from time to time, request changes in the scope of work of the Commission to be performed hereunder. Such changes, including any increase or decrease in the amount of the Commission's compensation, which are mutually agreed upon by and between the City and the Commission; or the development of additional materials as requested by the City, will be incorporated in written amendments to this agreement.
- X. Equal Opportunity Compliance.
- A. In accordance with s. 16.765, *Wis. Stats.*, the Commission agrees to the provisions below:
- In connection with the performance of work under this Contract, the Commission agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), *Wis. Stats.*, sexual orientation, or national origin.
- This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Commission further agrees to take affirmative action to ensure equal employment opportunities. The Commission agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Commission setting forth the provisions of the nondiscrimination clause.
- B. The Commission shall provide a copy of its Affirmative Action Plan to the City, if requested.
- C. Section 109 of the Housing and Community Development Act of 1974, Title 1, as amended, prohibits discrimination on the basis of race, color, national origin, handicap, age, religion, and sex, within Community Development Block Grant programs or activities.
- D. Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual, shall, solely, by reason of his or her handicap, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funds.
- E. Age Discrimination Act of 1975, as amended, which provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination, on the basis of age, under any program or activity receiving federal funds.

- F. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which provides that no person shall be excluded from participation, denied benefits, or subjected to discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance.
- XI. Interest of Municipal Officials and Others. No officer, member or employee of the City or public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this agreement shall participate in any decision relating to this agreement which affects his/her personal interest or the interest of any corporation, partnership or association in which he is directly or indirectly interested; nor shall any such officer, member or employee of the City or other public official of the governmental unit within the City have any interest, direct or indirect, in this agreement or the proceeds thereof.
- XII. Assignability. The Commission will not assign or transfer any interest in this agreement without the prior written consent of the City thereto; provided that claims for money due the Commission from the City under this agreement may be assigned to a bank, trust company or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.
- XIII. Interest of the Commission. No employee of the Commission presently has any interest or shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of any services he/she may be required to perform herein.
- XIV. Liability. Each party to this agreement shall hold and save every other party to this agreement, their respective officers, directors, agents, and employees, harmless from liability of any nature or kind, including costs and expenses, for or on account of any or all damages of any character whatsoever resulting directly or indirectly from the performance or non-conformance by the indemnifying party of services under this agreement, excluding damages resulting from the negligent or intentional acts by, or acts in excess of the scope of authority of the indemnified party.

IN WITNESS WHEREOF, the City and the Commission has executed this Agreement as of the date first above written.

Attesting Witness:

**City of Sheboygan, Sheboygan County, Wisconsin**

\_\_\_\_\_  
Ryan Sorenson, Mayor

\_\_\_\_\_  
Meredith DeBruin, City Clerk

**Bay-Lake Regional Planning Commission**

\_\_\_\_\_  
Cindy J. Wojtczak, Executive Director

\_\_\_\_\_  
Brandon G. Robinson, Assistant Director

# **2050 SHEBOYGAN URBANIZED AREA SEWER SERVICE PLAN UPDATE: SCOPE OF SERVICES AND COST PROPOSAL**

**Sheboygan Urbanized Area**

**(Cities of Sheboygan and  
Sheboygan Falls, Village of  
Kohler, and Towns of Mosel,  
Sheboygan, Sheboygan  
Falls and Wilson)**

**Sheboygan County, Wisconsin**

**February 6, 2023**



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## PROJECT UNDERSTANDING

The Bay-Lake Regional Planning Commission (“Commission”) prepared this Scope of Services for the Sheboygan Urbanized Area. This Scope of Services outlines the proposed work program, timeline, and costs to update the *Sheboygan Urbanized Area Sewer Service Plan*.

The *Sheboygan Urbanized Area Sewer Service Plan* (“SSA Plan”) identifies existing sewer areas and adjacent land most suitable for new development. With a planning horizon of at least 20 years, the Sheboygan Urbanized Area may use the SSA Plan to review and approve sewer service extension requests for new development. However, to grant service extension requests, the Sheboygan Urbanized Area must receive a permit from the Wisconsin Department of Natural Resources (WDNR). The WDNR requires an SSA Plan to meet the requirements of the federal Clean Water Act and Chapter NR 121 of the *Wisconsin Administrative Code* before approving permit requests.

The Sheboygan Urbanized Area developed its existing SSA Plan in 2009, 2010 and 2011 with a technical advisory committee (TAC) made up of 11 voting members: four from the City of Sheboygan, and one each from the City of Sheboygan Falls, Village of Kohler, Towns of Mosel, Sheboygan, Sheboygan Falls and Wilson, and Sheboygan County, with Commission staff and WDNR staff serving as ex-officio (non-voting) members. The Commission facilitated the planning process. The existing plan was developed to accommodate growth to 2030, meaning it is due for an update.

### Bay-Lake Regional Planning Commission

The Bay-Lake Regional Planning Commission (Commission) is a multi-service planning agency within Wisconsin that delivers a variety of federal, state, and local programs. It provides planning and technical assistance to member local units of government in northeast Wisconsin and is accountable to its members. The Commission also serves as an effective partner for state and federal governments.

#### Commission Contact:

Izzy Fuller, Environmental Planner

Email: [ifuller@baylakerpc.org](mailto:ifuller@baylakerpc.org)

Phone: 920-448-2820, ext. 106

Website: [www.baylakerpc.org](http://www.baylakerpc.org)

Address: 1861 Nimitz Drive  
De Pere, WI 54115

## OBJECTIVES

The Commission has identified the following objectives in preparing the *2050 Sheboygan Urbanized Area Sewer Service Plan*:

- Work cooperatively with the Cities of Sheboygan and Sheboygan Falls, the Village of Kohler, the Towns of Mosel, Sheboygan, Sheboygan Falls and Wilson, Sheboygan County, and the WDNR Water Quality Program representatives to prepare an update to the Sheboygan Urbanized Area SSA Plan.
- Prepare an SSA Plan that meets the requirements of Chapter NR 121 of the *Wisconsin Administrative Code* and the WDNR Water Quality Program.

- Prepare a plan that can be updated, cost-effectively, on a five- to 10-year cycle.
- Encourage public involvement in the preparation of the SSA Plan, which will, at a minimum, involve a public informational meeting/public hearing/open house, as well as public meetings of the plan TAC.
- Coordinate planning efforts with the development of the long-range transportation plan for the metropolitan planning area (including shared data).
- Consider existing planning studies in the Sheboygan Urbanized Area, as well as planning efforts approved by area communities and Sheboygan County.
- Prepare maps in a GIS format tied to Sheboygan County's existing parcel-based mapping.

## SCOPE OF SERVICES

Through a contract agreement between the Commission, the communities of the Sheboygan Urbanized Area, and the WDNR, the Commission will update the *Sheboygan Urbanized Area Sewer Service Plan* by leading content development and by assisting with meeting facilitation. The completed plan will address the requirements of Chapter NR 121 of the *Wisconsin Administrative Code* and the WDNR Water Quality Program.

The following scope of services is intended to describe the high-level process to update the plan. The Commission is flexible in refining the details to best suit the Sheboygan Urbanized Area's desired outcomes.

### Task 1: Project Kickoff

The Commission proposes to facilitate one (1) kickoff meeting at the beginning of the project to provide an opportunity to discuss the project, clarify objectives and schedule, and begin discussing key technical issues with the plan TAC

Prior to this meeting, the Commission will review relevant and existing plans and studies to better understand recent planning efforts and existing conditions.

#### TASK 1: COMMISSION'S PROPOSED DELIVERABLES

- Agenda for project kickoff meeting

### Task 2: Update Required Sewer Service Area Plan Elements

The Commission will prepare an update to the *Sheboygan Urbanized Area Sewer Service Plan*. The updated SSA Plan will meet the requirements of Chapter NR 121 of the *Wisconsin Administrative Code* and will serve as a formal amendment to the state's *Areawide Water Quality Management Plan*. Commission staff will use model SSA Plans and research best

practices to reorganize, simplify or add new topics/chapters to the SSA Plan (as needed). The Commission will update the following components:

- **Introduction:** To orient the reader, the Commission will update the plan’s introduction chapter. This chapter will provide an overview of Chapter NR 121 of the *Wisconsin Administrative Code*, the history of sewer service area planning, the purpose of the plan, and the location and delineation of the planning area. The Commission will include location maps of the existing sewer service area (as amended) and of the planning area in this chapter.
- **Goals, Objectives, and Policies:** This chapter will present the goals, objectives and policies related to sewered development and sewer service in the planning area, as established by the TAC developing the SSA Plan.
- **Land Characteristics:** This chapter will highlight the natural features of the planning area. It will provide a detailed definition and mapping of environmentally sensitive areas and how they impact water quality management planning. This chapter will include a land use inventory of the planning area and of the existing sewer service area (as amended). The Commission will include maps of environmentally sensitive areas and of the most recent land use inventory (2021) in this chapter.
- **Wastewater and Stormwater Management:** This chapter will inventory wastewater treatment and collection facilities within the planning area. It will also include a discussion of stormwater management programs. The Commission will include a map of wastewater treatment service areas in this chapter.
- **Demographic Trends and Projections:** The Commission will document and describe population and housing data and projections through 2050 in this chapter. The data will help to inform wastewater treatment and collection system needs for the next 20+ years.
- **Sewer Service Area Analysis:** This chapter will document land use projections and allocations based on this plan’s demographic analysis. This chapter will include a determination of the available acreage for future growth. Then, based on the land use projections and allocations, the Commission will prepare a sewer service area boundary determination (including a description of that boundary). The Commission will include a map of the official sewer service area boundary in this chapter.
- **Plan Implementation and Institutional Structure:** This chapter will provide an overview of this plan’s implementation procedures. It will include a description of the TAC for the plan, as well as an overview of the procedures for: sewer extension reviews, wastewater treatment facility reviews, sewer service area boundary amendments (including standards and procedures), and other amendments and plan updates.

- **Additional Content:** The Commission will incorporate supplemental content as plan appendices. This content may include: a legal description of the sewer service area boundary, the affidavit of publication for the public hearing, documentation of TAC plan approval, and documentation of WDNR plan approval.

#### **TASK 2: COMMISSION'S PROPOSED DELIVERABLES**

- TAC Meeting Agendas
- Presentations for up to five (5) meetings
- Draft SSA Plan elements

#### **Task 3: Final Products**

Upon review of the draft plan update by the plan TAC, the Commission will refine and prepare a hearing ready SSA Plan. Commission staff will format the plan document into a digital file to facilitate future revisions and amendments. The Commission will attend one (1) public hearing of the TAC to present the plan update in anticipation of approval.

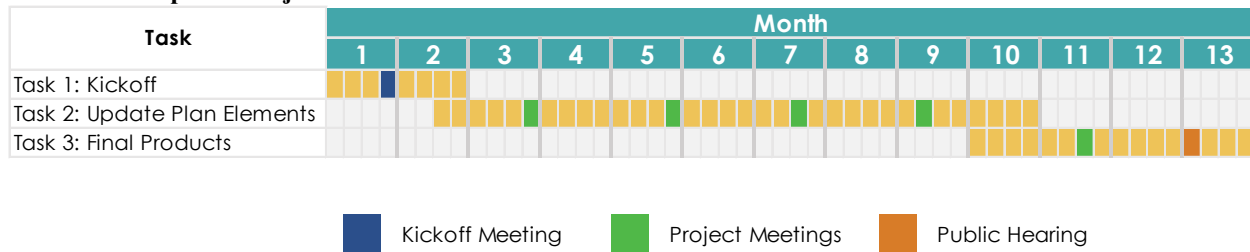
#### **TASK 3: COMMISSION'S PROPOSED DELIVERABLES**

- Presentation for one (1) public hearing.
- One (1) printed and one (1) digital copy of the *2050 Sheboygan Urbanized Area Sewer Service Plan* for each community participating on the TAC, with one additional copy sent to the WDNR Water Quality Program (nine copies total – the Commission will submit this deliverable after the SSA Plan update has been approved by the TAC and by the WDNR).
- Digital copies of the maps contained in the plan.
- GIS data created during the completion of the plan.
- Final plan and maps will be maintained at the Commission and will be available at the Commission's website.

### **PLANNING PROCESS AND TIMELINE**

The Commission anticipates a 13-month planning horizon to update the *2050 Sheboygan Urbanized Area Sewer Service Plan* (see Exhibit 1). This timeline is based on the scope of services outlined earlier in this proposal, which includes a project kickoff meeting and up to five (5) meetings to review plan elements. Upon TAC and WDNR approval of this scope of services and over the course of this project, this timeline may be amended if there are unforeseen issues or delays in the planning process.

For the Commission to complete a quality plan in a timely manner, the plan TAC will be required to review and make comments on the SSA Plan update as it is written. The Commission will revise the materials as directed by the plan TAC.

**Exhibit 1: Proposed Project Timeline****DIVISION OF WORK**

Commission staff will be responsible for:

- Attending one (1) project kickoff meeting, up to five (5) TAC meetings to review plan elements, and one (1) public hearing with the plan TAC.
- Sending out meeting notices and agendas to the plan TAC, area news media, citizens, stakeholders, and other interested and required parties.
- Arranging for a virtual participation option for all meetings.
- Updating relevant data, maps, and content.
- Formatting the SSA Plan document (including text, maps, and other exhibits), following TAC review of the updated SSA Plan.
- Assisting the plan TAC with preparation of public hearing materials.

The plan TAC will be responsible for:

- Posting/noticing meeting agendas for plan TAC meetings and the public hearing locally.
- Providing a meeting space for all in-person meetings with the capability to connect with the Commission's virtual meeting platform.
- Providing a secretary for minute/note taking.
- Reviewing and providing comments and feedback on updated SSA Plan elements.
- Participating in meetings and providing input.
- Supplying relevant data and assistance as reasonably available.

**PROJECT COST**

The Commission's fee for service is based on time and expenses. The estimated fee for completing the *2050 Sheboygan Urbanized Area Sewer Service Plan* is **\$30,000**. Some of the tasks that normally would be part of this process have been completed by other Commission

activities (such as the land use inventory completed under the Sheboygan MPO program, saving considerable resources for this effort).

As part of the project cost, the Cities of Sheboygan and Sheboygan Falls, the Village of Kohler, the Towns of Mosel, Sheboygan, Sheboygan Falls and Wilson, Sheboygan County and the WDNR will each receive one printed copy and one PDF copy of the plan. The Commission can provide additional printed copies of the plan for an additional cost.

Additional meetings, document copies, and other work activities requested by TAC members or the communities they represent (beyond those listed in this scope of services) will be at an additional cost to the participating local units of government. That cost would be based on a mutually agreed upon fee.

It is possible that the WDNR may be able to subsidize up to half of the cost of plan completion; however, the Commission and the participating local units of government represented on the TAC will need to contact WDNR staff to determine if this funding is available.

**Exhibit 2: Proposed Budget for the SSA Plan Update**

Budget Summary	Cost Estimate
Task 1: Kickoff	\$797
Task 2: Plan Updates	\$20,405
Task 3: Final Products	\$8,798
<b>Total Cost</b>	<b>\$30,000</b>

## PROJECT TEAM AND QUALIFICATIONS

The Commission's core team for the *2045 Sheboygan Urbanized Area Sewer Service Plan* is:

- Ms. Izzy Fuller** Ms. Fuller is the Commission's Environmental Planner. Her primary duties involve environmental reviews, resiliency planning for rural and urban landscapes, and coordinating with many diverse environmental organizations on projects and plans within the region. Izzy has a bachelor's degree in Environmental and Sustainability Studies and Urban Ecology from the University of Utah. In the past several years, she has worked as an intern and researcher, planning and managing several environmental projects and facilitating community engagement related to sustainability and social justice.
- Mr. Jeffrey Agee-Aguayo** Mr. Agee-Aguayo will assist Ms. Fuller on the project, including meeting facilitation, record keeping, and providing data from the MPO planning process that can be used in the sewer service area planning process. Mr. Agee-Aguayo's primary duties are with the Sheboygan MPO program, although he occasionally handles other transportation planning duties outside the MPO program, including sewer service plan administration, hazard mitigation planning, transit planning and comprehensive planning. Jeff has a bachelor's degree (Spanish major, Geography

minor) and a master's degree in Urban and Regional Planning, both from the University of Iowa.

- **Ms. Nicole Barbiaux** Ms. Barbiaux will provide mapping and GIS data for this project under the direction of the project manager. As a GIS Specialist, Ms. Barbiaux's primary roles involve supporting member communities with GIS services as well as supporting internal planning processes with related data analysis, maps, graphics, and other visualization tools. Nicole brings a GIS experience from a variety of different environments and particularly specializes in utility asset management, interactive online maps and applications and cartographic display. Nicole earned her bachelor's degree in Geography with an emphasis in Cartography and GIS from the University of Wisconsin - Stevens Point.

## Work Experience

The Commission has experience in SSA planning and has worked with the Sheboygan Urbanized Area on SSA planning and administration since the late 1980s. The Commission also maintains and administers the SSA plans for the Manitowoc-Two Rivers-Mishicot sewer service area, the City of Marinette, and the Village of Luxemburg.

In addition, the Commission has been assisting the Sheboygan Urbanized Area and various jurisdictions in Sheboygan County (including the county itself) with various planning issues since its inception in 1972, including the Sheboygan MPO transportation planning program and updating of the *Sheboygan County Hazard Mitigation Plan*.

The Commission uses a team approach for its planning projects under the guidance of an experienced and qualified team leader who acts as the project coordinator.

## Capability Statement

The Commission, a public and official areawide planning agency for northeastern Wisconsin, has provided professional experience in community planning since 1972. Commission staff have a total of over 100 years of planning experience.



***Providing cooperative planning and funding solutions to foster healthy and thriving communities within the region.***

- **Community Assistance**
- **Economic Development**
- **Geographic Information Systems**
- **Environmental**
- **Transportation**

**Bay-Lake Regional Planning Commission**

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