

NOTICE OF MEETING
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
QUARTERLY MEETING

DATE: Wednesday, December 6, 2023

TIME: 3:00 p.m.

PLACE: Port of Milwaukee
Conference Room
2323 S. Lincoln Memorial Drive
Milwaukee, WI 53207

This meeting of the Commission is also accessible for Commissioners and members of the public to attend remotely. You can join this meeting from your computer, tablet, or smartphone at <https://meet.goto.com/SEWRPC/december-quarterly-meeting>. You can also call in by dialing (872) 240-3412, using the access code 194-178-757#, and pressing # again when prompted.

AGENDA:

1. Roll call and Commissioner and Staff Introductions
2. Welcome
3. Consideration of Minutes of the September 13, 2023, Quarterly Commission Meeting (copy enclosed)
4. Review and consideration of Treasurer's Report with Statement of Revenues and Disbursements (copy enclosed)
5. Review and consideration of Standing Committee Reports
 - a. Planning and Research Committee (copy enclosed)
 - b. Administrative Committee (copy enclosed)
 - c. Executive Committee (copy enclosed)
6. Consideration of proposed amendments to the Regional Water Quality Management Plan:
 - a. Amendment to the Village of Grafton sanitary sewer service area (copy of Staff Memorandum and Resolution No. 2023-20 enclosed)
7. Discussion of Commission Service Agreement Fee Schedule
8. Discussion and consideration of changes to Commission Bylaws (copy enclosed)
9. Discussion and consideration of developing a Commission Strategy in 2024
10. Discussion on 2024 Commission Meeting Dates (copy enclosed)
11. Correspondence/Announcements
12. Adjournment

Charles L. Colman
Chairman

CLC/SRH/BRM/EAL
#271141

Enclosures: Minutes (September 2023 Meeting)
Reports
Maps

PORT OF MILWAUKEE

2323 S. LINCOLN MEMORIAL DRIVE
MILWAUKEE, WI 53207



SOUTHBOUND I-794
FROM I-94 / I-43
EXIT 3 TO S. CARFERRY DR



E. LINCOLN AVE

TURN LEFT AT CARFERRY DR
TO LINCOLN MEMORIAL DR

S. LINCOLN MEMORIAL DR

TURN LEFT AT
LINCOLN MEMORIAL DR

S. BRAN ST

S. CARFERRY DR

PORT OF MILWAUKEE

PORT OF MILWAUKEE TO THE BRIDGEWATER MODERN GRILL



MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
QUARTERLY COMMISSION MEETING

Wednesday, September 13, 2023

3:00 p.m.

Racine County
Ives Grove Complex
Auditorium
14200 Washington Ave.
Sturtevant, WI 53177

Meeting Occurred in Person and Virtually via Video and Telephone Conference

Present:

Commissioners:

Charles L. Colman, Chairman
Michael A. Crowley, Vice-Chairman
Donna Brown-Martin
Jonathan Delagrave
James T. Dwyer
Katrina Hanson
Brian E. Holt
John Holloway
Dewayne Johnson
Michael Maistelman
Natalia Minkel-Dumit
Robert W. Pitts
Jeffrey D. Schleif
Peggy L. Shumway
Eric Stelter
David L. Stroik

Excused:

Thomas H. Buestrin
Priscilla Coggs-Jones
Mary Knipper
James A. Ladwig
Amy Maurer

Staff:

Stephanie Hacker	Executive Director
Benjamin R. McKay	Deputy Director
Elizabeth A. Larsen	Director of Administration
Alina Panasiuk	Accounting/HR Specialist

Guest:

Member of the public present for the Dousman sewer service area amendment agenda item

ROLL CALL

Chairman Colman called the 284th meeting of the Commission to order at 3:05 p.m. Roll call was taken, and a quorum was declared present. Chairman Colman indicated for the record that Commissioners Buestrin, Coggs-Jones, Knipper, Ladwig, and Maurer had asked to be excused.

Annual Commission Meeting
September 13, 2023

Racine County Executive Delagrave welcomed the Commission to the County and thanked the Commission staff for the tireless work they continue to do for Racine County.

APPROVAL OF MINUTES OF THE JUNE 14, 2023, ANNUAL COMMISSION MEETING

On a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously, the minutes of the June 14, 2023, Annual Commission Meeting were approved as published.

TREASURER'S REPORT

Mr. Colman called on Mr. Stroik to present the Treasurer's Report. Mr. Stroik noted that a copy of the Treasurer's Report had been provided to all Commissioners for review prior to the meeting and called attention to the following items:

1. Based upon disbursements through July 30, 2023, it is projected that total disbursements for the year will approximate \$8.83 million. Revenues are projected at about \$8.76 million, exclusive of interest income and miscellaneous revenues.
2. The Commission's Reserves Policy indicates a minimum reserve amount of \$5,137,727, with a maximum reserve amount of \$11,127,450. The audited cash and cash equivalents at end of year 2022 are \$5,937,283.
3. As of July 30, 2023, the Commission held in investments and cash on hand approximately \$6.7 million. Just over \$5.80 million was invested in the State of Wisconsin Local Government Pooled Investment Fund. As of July 30, 2023, that fund was yielding 5.15 percent interest. Other funds are held in savings, checking, and certificate of deposit accounts at several banks.

There being no discussion, on a motion by Mr. Dwyer, seconded by Mr. Delagrave, and carried unanimously, the Treasurer's Report for the period ending July 30, 2023, was approved (copy of the Treasurer's Report is attached to the Official Minutes).

STANDING COMMITTEE REPORTS

Planning and Research Committee

Chairman Colman asked Mr. Crowley to present the Planning and Research Committee report. Mr. Crowley noted that the report had been provided to all Commissioners prior to the meeting. He noted that the Planning and Research Committee had met once since the Commission's Quarterly meeting on June 14, 2023.

On August 1, 2023, the Committee took the following actions:

1. Reviewed and acted to recommend to the Commission for adoption the following amendment to the Regional Water Quality Management Plan;
 - Amendment to the Dousman sanitary sewer service area
2. Reviewed an update on the Chloride Impact Study.

Administrative Committee Report

Chairman Colman asked Mr. Dwyer to present the Administrative Committee report. Mr. Dwyer noted that the report had been provided to all Commissioners prior to the meeting. He also noted that the Administrative Committee had met two times, on July 20, 2023, and August 17, 2023, since the previous Commission Meeting.

On Thursday, July 20, 2023, the Committee took the following actions:

1. Reviewed and approved disbursements for four financial periods: year 2023 Nos. 10, 11, 12, 13, and 14, for the period April 24, 2023, to July 2, 2023.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period ending July 2, 2023.
3. Considered and approved a new accounting and human resources software package.
4. Reviewed and approved the selection of certified accounting firm CliftonLarsonAllen, LLP to conduct the Commission's annual audit for 2023.

On Thursday, August 17, 2023, the Committee took the following actions:

1. Reviewed and approved the disbursements for two financial periods: year 2023 Nos. 15 and 16 for the period July 3, 2023, to July 30, 2023.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period ending July 30, 2023.

Executive Committee Report

The Executive Committee met two times, on July 20, 2023, and August 17, 2023, since the previous Commission Meeting.

At both meetings, the Committee:

1. Received and approved a report from the Administrative Committee relative to its meeting that day.
2. Reviewed and approved proposed contracts for planning work. Four contracts were approved in July, and one contract was approved in August. The details of those contracts are attached to this report.
3. Received a report outlining progress on key planning efforts being undertaken by the Commission in 2023. The most recent progress report is attached to this report.

At the July meeting the Committee also took the following actions:

1. Reviewed and approved amendments to the 2023-2026 Regional Transportation Improvement Program (TIP). These amendments to the 2023-2026 TIP were necessary to drop one project and advance seven existing projects and 32 new projects that were approved by the Commission's

Annual Commission Meeting
September 13, 2023

Advisory Committees on Transportation System Planning and Programming for the Kenosha, Milwaukee, Racine, and West Bend Urbanized Area.

2. Reviewed and approved an amendment to the 2023 Overall Work Program (OWP). This amendment revised the 2023 OWP and was done to add Federal Transit Administration 5304 funding to the 2023 work program activities. This funding will support the conduct of a Facility Assessment for Kenosha Area Transit. Mr. McKay indicated that Commission staff will not be assisting with this project.
3. Considered and approved a new appointment to the Environmental Justice Task Force. Ms. GeorgAnn Stinson filled the vacant City of Racine position.
4. Postponed a discussion on community assistance projects to the next Executive Committee meeting.

At the August meeting the Committee took the following actions:

1. Considered and approved a new appointment to the Environmental Justice Task Force. Ms. Annabell Bustillos filled the vacant Racine County position.
2. Held a discussion on community assistance projects and regional plan implementation.

In response to an inquiry by Mr. Stroik, Mr. McKay stated the revision to the 2023 Overall Work Program is required by the Federal Transit Administration to formally add the project to the Commission's work program efforts.

CONSIDERATION OF AMENDMENTS TO THE REGIONAL WATER QUALITY MANAGEMENT PLAN

Amendment to the Dousman sanitary sewer service area (Resolution No. 2023-14)

Chairman Colman asked the Commission to consider Resolution No. 2023-14, noting the Resolution would revise the Dousman sanitary sewer service area. He asked Mr. McKay to present this Resolution.

Mr. McKay noted that the proposed amendment was reviewed in detail at the August 1, 2023, Planning and Research Committee meeting and then provided a brief overview. During the overview Mr. McKay noted that one area is proposed to be added to the existing sewer service area and two areas are proposed to be removed. The area to be added is planned to be developed with business and multifamily housing under the Dousman comprehensive plan. One area to be removed consists primarily of agricultural lands with one homesite, and the other area is primarily low-density single-family housing with 108 existing homesites.

There being no discussion, on a motion by Mr. Dwyer and seconded by Mr. Stroik, Resolution No. 2023-14 was adopted by a vote of 16 ayes and 0 nays (Copy of Resolution No. 2023-14 is attached to the Official Minutes).

REVIEW AND CONSIDERATION OF AMENDMENTS TO THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (Resolution No. 2023-15)

Chairman Colman asked the Commission to consider Resolution No. 2023-15, amending the 2023-2026 TIP. He noted that these materials were provided prior to this meeting.

Annual Commission Meeting
September 13, 2023

Mr. McKay presented Resolution 2023-15, amending the 2023-2026 TIP. He indicated there were seven existing projects and eight new projects to be amended into the TIP. He stated that the addition of these projects to the TIP was approved by the Commission's Advisory Committees on Transportation System Planning and Programming in the Milwaukee, Racine, and Round Lake Beach Urbanized Areas.

There being no questions or comments, on a motion by Mr. Johnson, seconded by Mr. Pitts, and carried by a vote of 16 ayes and 0 nays, Resolution No. 2023-15 was approved (copy of Resolution No. 2023-15 is attached to the Official Minutes).

DISCUSSION OF INITIATING COMMISSION STRATEGIC PLAN

Chairman Colman stated the Commission staff would like to discuss initiating the creation of a new strategy to chart a course for the Commission over the next three to five years. He noted that strategy development today is different from years prior and there is a need to discuss how the Commission can continue to assist in solving regional problems. He then asked Ms. Hacker to introduce the process. A discussion followed where the Commissioners agreed that a strategy is needed to ensure the Commission remains consequential to the Region. Ms. Hacker thanked the Commissioners for their discussion and stated this agenda item was meant for initial discussion with in-depth work on a strategy to begin after January 1, 2024.

CORRESPONDENCE/ANNOUNCEMENTS

Ms. Hacker stated the September Administrative and Executive Committee meetings will be canceled.

ADJOURNMENT

There being no further business to come before the Commission, on a motion by Mr. Stroik, seconded by Mr. Johnson, and carried unanimously, the meeting was adjourned at 4:04 p.m.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary

BRM/EAL/EDL
#00269803

TREASURER'S REPORT
David Stroik, Treasurer
December 6, 2023

This report is for the financial period ending October 22, 2023. As such, it represents the financial status of the Commission through 2023 Reporting Period No. 22.

1. Based upon disbursements through October 22, 2023, it is projected that total disbursements for the year will approximate \$8.73 million. Revenues are projected at about \$8.76 million, exclusive of interest income and miscellaneous revenues.
2. The Commission's Reserves Policy indicates a minimum reserve amount of \$5,137,727, with a maximum reserve amount of \$11,127,450. The audited cash and cash equivalents at end of year 2022 are \$5,937,283.
3. As of October 22, 2023, the Commission had in investments and cash on hand approximately \$7.4 million. Just over \$6.28 million are invested in the State of Wisconsin Local Government Pooled Investment Fund. As of October 22, 2023, that fund was yielding 5.37 percent interest. Other funds are held in savings, checking, and certificate of deposit accounts at several banks.

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**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION TREASURER'S REPORT
A STATEMENT OF REVENUES AND DISBURSEMENTS
THROUGH OCTOBER 22, 2023 AT THE END OF FINANCIAL REPORTING PERIOD TWENTY-TWO**

	Projected Revenue Total	Disbursements through October 22, 2023	Projected Disbursements October 23, 2023 through December 31, 2023	Projected Total Disbursements	Projected Surplus or Deficit December 31, 2023	Projected Surplus/Deficit as a Percent of Program Area Budget
CONTINUING						
Transportation Study ^a	\$5,239,584	\$3,899,995	\$1,163,878	\$5,063,873	\$175,711	3.4
Land Use	251,162	126,473	100,254	226,727	24,435	9.7
Water Quality	1,174,708	927,991	220,042	1,148,033	26,675	2.3
Floodland Management	298,000	251,037	59,771	310,808	-12,808	-4.3
Economic Development	46,304	47,456	11,299	58,755	-12,451	-26.9
Community Assistance	910,604	744,945	203,381	948,326	-37,722	-4.1
Building Program	71,518	0	0	0	71,518	1.0
Subtotal	\$7,991,880	\$5,997,897	\$1,758,625	\$7,756,522	\$235,358	2.9
SPECIAL PROJECTS						
Coastal Zone	\$41,953	\$41,953	\$0	\$41,953	\$0	0.0
Bluemound Corridor BRT Project	106,525	106,525	0	106,525	0	0.0
Datum Conversion Project	13,426	13,426	0	13,426	0	0.0
Chloride Impact Study	611,402	586,052	135,343	721,395	-109,993	-18.0
Subtotal	\$773,306	\$747,956	\$135,343	\$883,299	-\$109,993	--
Miscellaneous Expenses ^b	\$0	\$0	\$0	\$95,000	-95,000	0.0
TOTAL	\$8,765,186	\$6,745,853	\$1,893,968	\$8,734,821	\$30,365	0.3

^a Includes all transportation and planning research projects and selected land use projects

^b Miscellaneous expenses include: payment to the City of Pewaukee in lieu of taxes, website update, and replacement copiers. With these these expenditures, a slight surplus may be expected.

NOTE: ALL FIGURES EXCLUDE:

Liability Accounts	\$335,517	Vacation
	290,733	Post-retirement
subtotal	<u>\$626,250</u>	
Reserves Policy	\$5,137,727	Reserve Fund Minimum
	\$11,127,450	Reserve Fund Maximum

Audited cash and cash equivalents, end of year 2022

\$5,937,283

Cash and Investments as of October 22, 2023, at the End of Financial Reporting Period Twenty-Two

State of Wisconsin Local	
Government Investment Pool	\$6,285,458
Associated Bank Checking	282,815
Associated Bank - money market	176,488
National Exchange Bank - money market	107,096
Commerce State Bank - certificate of deposit	276,451
Spring Bank - certificate of deposit	264,758
	<u>\$7,393,066</u>

Notes

1. Cash reserves are largely maintained in the State of Wisconsin Local Government Pooled Investment Fund. Pending transfer to that fund, monies are temporarily held in the checking, certificates of deposit, and money market accounts. At the end of reporting period twenty-two the interest rate at the State Pooled Investment Fund was 5.37%.
2. The interest rate in the Associated Bank Money Market account is 0.30%.
3. The interest rate in the National Exchange Bank Money Market account is 1.75%.
4. The interest rate in the Spring Bank Certificate of Deposit account is 5.10%, with a term of 12 months to August 2024.
5. The interest rate in the Commerce State Bank Certificate of Deposit account is 1.60% with a term of 15 months to October 2023.

PLANNING AND RESEARCH COMMITTEE REPORT

Michael A. Crowley

December 6, 2023

The Planning and Research Committee has met once since the Commission's Quarterly meeting on September 13, 2023.

On November 7, 2023, the Committee took the following actions:

1. Reviewed and acted to recommend to the Commission for adoption the following amendment to the Regional Water Quality Management Plan;
 - Amendment to the Village of Grafton sanitary sewer service area
2. Reviewed and considered preliminary drafts for 2024 Review and Update of VISION 2050
 - Summary Presentation
 - Review of VISION 2050 Recommendations and Implementation to Date
 - Review of VISION 2050 Forecasts
 - Review of Transportation System Performance

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BRM/EAL
#271127

ADMINISTRATIVE COMMITTEE REPORT

**James T. Dwyer
December 6, 2023**

The Administrative Committee met two times, on October 19, 2023, and November 16, 2023, since the previous Commission Meeting.

On Thursday, October 19, 2023, the Committee took the following actions:

1. Reviewed and approved disbursements for four financial periods: year 2023 Nos. 17, 18, 19, and 20, for the period July 31, 2023, to September 24, 2023.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period ending September 24, 2023.
3. Received a report on the 2024 Commission Health Insurance.
4. Considered and approved the purchase of new office copiers.
5. Considered and approved the purchase of a new telephone system.

On Thursday, November 16, 2023, the Committee took the following actions:

1. Reviewed and approved disbursements for two financial periods: year 2023 Nos. 21 and 22 for the period September 25, 2023, to October 22, 2023.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period ending October 22, 2023.
3. Received a report on staff enrollment in the Wisconsin Department of Employee Trust Funds health insurance program for calendar year 2024.

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EXECUTIVE COMMITTEE REPORT

Charles L. Colman

December 6, 2023

The Executive Committee met two times, on October 19, 2023, and November 16, 2023, since the previous Commission Meeting.

At both meetings, the Committee:

1. Received and approved a report from the Administrative Committee relative to its meeting that day.
2. Reviewed and approved proposed contracts for planning work. Four contracts were approved in October, and ten contracts were approved in August. The details of those contracts are attached to this report.
3. Received a report outlining progress on key planning efforts being undertaken by the Commission in 2023. The most recent progress report is attached to this report.

At the October meeting the Committee also took the following actions:

1. Reviewed and approved the Commission 2023 Title VI Program. The Commission is required to update its Title VI program at regular intervals and submit the program to the Wisconsin Department of Transportation. The Title VI report documents the Commission's full compliance with Title VI of the Civil Rights Act of 1964, in its role as the metropolitan transportation planning organization for Southeastern Wisconsin.
2. Reviewed and approved an amendment to the 2023 Overall Work Program (OWP). This amendment revised the 2023 OWP, which involved a routine budget adjustment among the Continuing Land Use and Transportation Study (CLUTS) projects funded by the Federal Highway Administration and the Wisconsin Department of Transportation. This amendment also reflects an increase to the FHWA PL funds, which were released by the Green Bay MPO. These funds were added to the Chloride Impact Study.

At the November meeting the Committee took the following actions:

1. Reviewed and acted upon changes to the Commission Bylaws.
2. Reviewed and approved amendments to the 2023-2026 Regional Transportation Improvement Program (TIP). These amendments to the 2023-2026 TIP were necessary to advance three existing projects and 11 new projects, which were approved by the Commission's Advisory Committees on Transportation System Planning and Programming for the Milwaukee and West Bend Urbanized Areas.
3. Reviewed and approved the 2024 Overall Work Program for the Commission.

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SEWRPC CONTRACT AND AGREEMENT REPORT - October 19, 2023

Name of Contract or Agreement	Parties to Agreement	Geographic Area Concerned	Brief Description	SEWRPC Responsibilities	Agreement Amount	Time Period of Agreement; Completion Date	Impact of Agreement on SEWRPC Work Program and Budget
Regional Natural Areas and Critical Species Habitat and Management Plan Update - Phase III	Wisconsin Department of Administration Regional Planning Commission	Southeastern Wisconsin Region	This Phase will incorporate changes to the Regional natural areas inventory and improve communication of that inventory in an update to Commission Planning Report No. 42, "A Regional Natural Areas and Critical Species Habitat Protection and Management Plan for Southeastern Wisconsin".	To provide the professional staff services to carry out the plan update.	\$40,000	June 30, 2024	Revenue from this project will help meet the land use planning work program service agreement revenue amount included in the 2024 Commission budget.
2023-2024 Coastal Management Program	Wisconsin Department of Administration Regional Planning Commission	The Lake Michigan coastal area of the Southeastern Wisconsin Region	To undertake technical assistance, public information and outreach, regional analysis, and erosion management planning work efforts in the coastal management area.	To provide the professional staff services to carry out the desired planning program.	\$30,000	June 30, 2024	This represents the annual work program contract relative to the State Coastal Management Program
2023 Regional Water Quality Management Planning Program	Wisconsin Department of Natural Resources Regional Planning Commission	Southeastern Wisconsin Region	To provide fiscal support for the work activities in the water quality management planning program set forth in the Commission's 2023 Overall Work Program. These activities include sanitary sewer service area planning, lake management planning, and groundwater management planning.	To carry out the various water quality management planning activities.	\$135,600	December 31, 2023	Revenue from this contract will help meet the contract revenue amount set forth in the annual Commission budgets for the water quality program.
Climate Action Plan	U.S. Environmental Protection Agency City of Milwaukee Regional Planning Commission	Four County Milwaukee Metropolitan Area	To provide technical support in the expansion of existing climate mitigation plans to address greenhouse gas emissions and reduction measures throughout the Milwaukee metropolitan area and to conduct engagement with low income and disadvantaged communities.	To provide the professional staff services to carry out the requested study.	\$1,000,000	May 31, 2027	Revenue from this contract will help meet the contract revenue amount set forth in the annual Commission budgets for the community assistance planning program.

SEWRPC CONTRACT AND AGREEMENT REPORT - November 16, 2023

Name of Contract or Agreement	Parties to Agreement	Geographic Area Concerned	Brief Description	SEWRPC Responsibilities	Agreement Amount	Time Period of Agreement; Completion Date	Impact of Agreement on SEWRPC Work Program and Budget
Kenosha-Racine-Milwaukee Regional Passenger Rail Project	City of Racine Regional Planning Commission	City of Racine	To provide assistance with Project Scoping and Consultant Solicitation Phase of Kenosha-Racine-Milwaukee Regional Passenger Rail Project.	To provide the professional staff services to carry out the Project Scoping.	\$100,000	December 31, 2023	Revenue from this contract will help meet the contract revenue amount set forth in the annual Commission budgets for the community assistance planning program.
VISION 2050 Outreach Effort to be conducted as part of the 2024 Review and Update	Southside Organizing Center SEWRPC	Southeastern Wisconsin	To engage the services of the Southside Organizing Center, (Consultant) in conducting two phases of outreach for the VISION 2050 effort	To assist the Consultant with the VISION 2050 Outreach effort	(\$2,500)	March 31, 2024	The Commission will reimburse the Consultant \$1,250 for each phase to be held. The reimbursement is funded in part by the Federal Highway Administration, the Wisconsin Department of Transportation, and the Commission
	Urban Economic Development Association SEWRPC	Southeastern Wisconsin	To engage the services of the Urban Economic Development Association, (Consultant) in conducting two phases of outreach for the VISION 2050 effort	To assist the Consultant with the VISION 2050 Outreach effort	(\$2,500)	March 31, 2024	The Commission will reimburse the Consultant \$1,250 for each phase to be held. The reimbursement is funded in part by the Federal Highway Administration, the Wisconsin Department of Transportation, and the Commission
	The Business Council SEWRPC	Southeastern Wisconsin	To engage the services of The Business Council, (Consultant) in conducting two phases of outreach for the VISION 2050 effort	To assist the Consultant with the VISION 2050 Outreach effort	(\$2,500)	March 31, 2024	The Commission will reimburse the Consultant \$1,250 for each phase to be held. The reimbursement is funded in part by the Federal Highway Administration, the Wisconsin Department of Transportation, and the Commission

Name of Contract or Agreement	Parties to Agreement	Geographic Area Concerned	Brief Description	SEWRPC Responsibilities	Agreement Amount	Time Period of Agreement; Completion Date	Impact of Agreement on SEWRPC Work Program and Budget
	Urban League of Racine and Kenosha SEWRPC	Southeastern Wisconsin	To engage the services of the Urban League of Racine and Kenosha, (Consultant) in conducting two phases of outreach for the VISION 2050 effort	To assist the Consultant with the VISION 2050 Outreach effort	(\$2,500)	March 31, 2024	The Commission will reimburse the Consultant \$1,250 for each phase to be held. The reimbursement is funded in part by the Federal Highway Administration, the Wisconsin Department of Transportation, and the Commission
	Renew Environmental Public Health Associates SEWRPC	Southeastern Wisconsin	To engage the services of Renew Environmental Public Health Associates, (Consultant) in conducting two phases of outreach for the VISION 2050 effort	To assist the Consultant with the VISION 2050 Outreach effort	(\$2,500)	March 31, 2024	The Commission will reimburse the Consultant \$1,250 for each phase to be held. The reimbursement is funded in part by the Federal Highway Administration, the Wisconsin Department of Transportation, and the Commission
	Hmong American Friendship Association SEWRPC	Southeastern Wisconsin	To engage the services of the Hmong American Friendship Association, (Consultant) in conducting two phases of outreach for the VISION 2050 effort	To assist the Consultant with the VISION 2050 Outreach effort	(\$2,500)	March 31, 2024	The Commission will reimburse the Consultant \$1,250 for each phase to be held. The reimbursement is funded in part by the Federal Highway Administration, the Wisconsin Department of Transportation, and the Commission
	Milwaukee Urban League SEWRPC	Southeastern Wisconsin	To engage the services of the Milwaukee Urban League, (Consultant) in conducting two outreach phases of for the VISION 2050 effort	To assist the Consultant with the VISION 2050 Outreach effort	(\$2,500)	March 31, 2024	The Commission will reimburse the Consultant \$1,250 for each phase to be held. The reimbursement is funded in part by the Federal Highway Administration, the Wisconsin Department of Transportation, and the Commission
	Common Ground SEWRPC	Southeastern Wisconsin	To engage the services of Common Ground, (Consultant) in conducting two phases of outreach for the VISION 2050 effort	To assist the Consultant with the VISION 2050 Outreach effort	(\$2,500)	March 31, 2024	The Commission will reimburse the Consultant \$1,250 for each phase to be held. The reimbursement is funded in part by the Federal Highway Administration, the Wisconsin Department of Transportation, and the Commission
	Independence First SEWRPC	Southeastern Wisconsin	To engage the services of Independence First, (Consultant) in conducting two phases of outreach for the VISION 2050 effort	To assist the Consultant with the VISION 2050 Outreach effort	(\$2,500)	March 31, 2024	The Commission will reimburse the Consultant \$1,250 for each phase to be held. The reimbursement is funded in part by the Federal Highway Administration, the Wisconsin Department of Transportation, and the Commission

Work Program Progress Report November 16, 2023

Planning Project	Completion Schedule	Status
<u>Transportation</u>		
<ul style="list-style-type: none"> Jurisdictional Highway System Plans 	December 2024	Milwaukee County has submitted a request to update the County's JHSP. Commission staff completed a scope and schedule, and it was approved by County staff. Work has been initiated on the project and is expected to be completed in 2024.
<ul style="list-style-type: none"> Travel Demand Management 	Ongoing	Staff completed a "Try It" Challenge to encourage commuters to try out different modes of transportation available for their commutes. The Challenge and marketing campaign resulted in a substantial increase in traffic to the website and new accounts on CommuteWISE. Staff continues to promote CommuteWISE and are planning outreach for 2024.
<ul style="list-style-type: none"> National/Greenfield Transit Enhancement Study 	Early 2025	Commission staff are beginning work on a transit enhancement study for Milwaukee County along and near National Avenue and Greenfield Avenue following the Milwaukee County Transit Service (MCTS) Route 18, generally between downtown Milwaukee and Waukesha County. The study will consider and evaluate transit technologies, route options, station locations and service improvements, and will result in a recommended alternative for enhanced transit service in the corridor. Throughout the study, public input will be solicited with neighborhood outreach from SEWRPC's Community Partners, comprised of local neighborhood and community groups, and three public meetings. In addition, a Technical Advisory Group and a Community Advisory Group will provide feedback at key milestones in the study. A study website will be established in Spanish and English will be updated for the public to view and comment on study documents and to stay informed on the study. The study is expected to be completed in early 2025. At the request of Milwaukee County, this study has been tabled.
<ul style="list-style-type: none"> Village of Mount Pleasant Bicycle and Pedestrian Plan Update 	Fall 2024	At the request of the Village of Mount Pleasant, Commission staff has initiated work on an update to the Village's current bicycle plan, which was developed by the Wisconsin Bicycle Federation in 2007. This planning work will update the bicycle element and will expand the focus to also include pedestrian recommendations. Staff has been working with Village staff to develop a potential list of advisory committee members and a letter to invited individuals to serve on the committee. Work has initiated on the draft introduction and inventory chapters.
<ul style="list-style-type: none"> Climate Pollution Reduction Grant 	Summer 2027	Commission staff, in cooperation with the City of Milwaukee, received a non-competitive planning grant under the EPA's Climate Pollution Reduction Grant (CPRG) program for the four-county Milwaukee Metro area. The planning grant will provide funding to develop a climate action plan for the four-county area that will identify greenhouse gas (GHG) reduction strategies. The foundational document for this effort is Milwaukee's Climate and Equity Plan. Counties and communities covered by this plan will be eligible to apply for competitive implementation grants in the second phase of the CPRG. Commission staff continued coordinating with ICLEI to assist with GHG inventories, presented to the Community Partners, attended various EPA sponsored webinars, scheduled a meeting with the Coordinating Workgroup, and continued coordination with the City of Milwaukee, US EPA, and State of Wisconsin.
<ul style="list-style-type: none"> Kenosha Transit Planning 	Winter 2023	The City of Kenosha requested a review of potential route changes associated with a potential relocation of the bus transfer center. Commission staff presented draft route changes to City of Kenosha staff and are summarizing the findings, including the demographic characteristics of individuals served by the current and proposed routes and potential travel time savings. The final report was transmitted to the City of Kenosha on November 2.
<u>Environmental</u>		
<ul style="list-style-type: none"> Floodplain mapping program for the Milwaukee County Land Information Office Committee and the Milwaukee Metropolitan Sewerage District (MMSD) 	December 2028	85% complete. Menomonee and Milwaukee River watersheds are complete. Root River hydrologic model has been approved by the WDNR. Root River hydraulic modeling continues, and the West Branch Root River and tributaries have been completed in 2023. Staff continue to work on the Root River mainstem hydraulic model which is 29 river miles long. LOMR submittal work has begun for the Menomonee River and tributaries, with the upper Menomonee River, Honey Creek, Grantosa Creek, Dretzka Park Tributary, and Woods Creek floodplains and modeling approved by the WDNR. Currently working on an MMSD scope to submit the LOMR for the upper 23 miles of the Menomonee River.
<ul style="list-style-type: none"> Chloride Impact Study 	December 2026	Work continues on TR 62 (impacts of chloride), TR-63 (chloride conditions and trends), TR 64 (regression analysis), and TR 66 (state-of-the-art) . TAC meeting set for November 10, 2023, to review the full draft TR 67 (legal and policy considerations).
<ul style="list-style-type: none"> Lower Fox River Inventory Project 	November 2023	Report is being finalized.

Work Program Progress Report November 16, 2023

Planning Project	Completion Schedule	Status
<ul style="list-style-type: none"> • Wetland and Environmental Corridor Delineation Program 	Ongoing	77 reports in progress and 12 scheduled field assessments for the 2024 growing season.
<ul style="list-style-type: none"> • Regional Natural Areas Plan update 	June 2024	Continued progress has been made re-ranking natural areas and critical species habitat sites and the report is being drafted.
<ul style="list-style-type: none"> • Wastewater treatment and water supply facility plans 	Ongoing	No work at this time
<ul style="list-style-type: none"> • Lakes Programs 	December 2023	<ul style="list-style-type: none"> ▪ Continued to work on the Twin Lakes Management Plan. ▪ Continued work on the North Lake Wave Study project. ▪ Completed work on the Walworth County Lake Meander Surveys. ▪ Completed work on the Geneva Lake 2023 Sub-PI Survey. ▪ Continued work on the Delavan Lake Comprehensive Management Plan. ▪ Completed work on the Lower Nemahbin Lake Aquatic Plant Management Plan update, waiting on WDNR review of draft plan. ▪ Completed work on the Big Cedar Lake Aquatic Plant Management Plan. ▪ Completed work on the Little Cedar Lake Aquatic Plant Management Plan. ▪ Continued work on the Geneva Lake Comprehensive plan update. ▪ Initiated work on the Comus Lake 9-Key Element Watershed plan. ▪ Initiated work on the WDNR Surface Water Education (high-quality lakes) grant project in Walworth and Waukesha Counties.
	December 2024	
Land Use		
<ul style="list-style-type: none"> • Regional Food System Plan 	Fall 2023	Work continues on the report. A draft of Chapter 2 is complete, and an Advisory Committee meeting was held on February 21. Comments from the Advisory Committee are being incorporated into Chapter 2 and work on Chapter 3 is underway.
<ul style="list-style-type: none"> • CONNECT 1 TOD Study 	Ongoing	An existing conditions report about potential transit oriented development (TOD) opportunities in the CONNECT 1 bus rapid transit corridor has been completed. The project is a collaboration between the Commission and the Cities of Milwaukee and Wauwatosa.
<ul style="list-style-type: none"> • Ozaukee County Park and Open Space Plan 	Early 2024	Work continues on an update of the park and open space plan. Specifically, a draft of Chapters 1, 2, and 3 have been reviewed by County staff and the Comprehensive Planning Board, and work continues on a draft of Chapters 4 and 5 and Appendices C thru F.
<ul style="list-style-type: none"> • Ozaukee County Land and Water Resource Management Plan 	Late 2023	Final formatting, printing, and publishing of the plan are underway.
<ul style="list-style-type: none"> • Village of Salem Lakes Comprehensive Plan 	Late 2023	Work continues on an update of the Village of Salem Lakes Comprehensive Plan. Specifically, drafts of chapters 1, 2, 3, 4, 5, 7, 8, 9, 10 and 11 have been reviewed by Village staff and the Plan Commission. A revised draft of chapter 6, and a draft of chapter 12 are under preparation.
<ul style="list-style-type: none"> • Village of Somers Comprehensive Plan 	Early 2024	Work continues on an update of the Village of Somers Comprehensive Plan. Specifically, drafts of chapters 1, 2, 3, 4, and 5 have been provided to and reviewed by Village staff. A draft of chapter 6 is under preparation.
<ul style="list-style-type: none"> • City of Waukesha Comprehensive Plan 	Late 2023	Work continues on an update of the City of Waukesha Comprehensive Plan. Specifically, a preliminary draft of the entire plan has been provided to City staff for review and comment. A public hearing on the plan is expected in December.
<ul style="list-style-type: none"> • Kenosha County Comprehensive Plan 	Early 2024	Work continues on an update of the Kenosha County multi-jurisdictional comprehensive plan. Specifically, drafts of chapters 1 and 2 have been completed for County staff review, drafts of chapters 3, 4, 5, 6, and 7 are under preparation, and a meeting was held with the Kenosha County Multi-Jurisdictional Advisory Committee to discuss in part the public participation plan for the plan update.
<ul style="list-style-type: none"> • Town of Cedarburg Comprehensive Plan 	Early 2024	Work continues on an update of the Town of Cedarburg comprehensive plan. Specifically, drafts of the Preface; Introduction and Issues and Opportunities; Housing; Economic Development; Agricultural, Natural and Cultural Resources; and Transportation chapters of the plan have been completed and presented to the Plan Commission. Drafts of the Land Use, Utilities and Community Facilities, and Intergovernmental Cooperation chapters are under preparation.
<ul style="list-style-type: none"> • Village of Sussex Park and Open Space Plan 	Early 2024	Work continues on an update of the Village of Sussex Park and open space plan. Specifically, drafts of chapters 1, 2, and 3 have been completed and presented to the Plan Commission, and a draft of chapter 4 is under preparation.

Work Program Progress Report November 16, 2023

Planning Project	Completion Schedule	Status
<ul style="list-style-type: none"> • Historical Urban Growth File 	2023	Work continues the refinement of the digital file of historical urban growth in the Region over the 1850-2010 timeframe.
<ul style="list-style-type: none"> • Zoning Guide Update 	Ongoing	Updated sections will be posted on the website as the guide is updated.
<ul style="list-style-type: none"> • Regional Land Use Inventory 	2023	Work continues on the year 2020 regional land use inventory. Specifically, wetland delineation updates have been completed for all seven Counties. And land use updates have been completed for Kenosha, Ozaukee, Racine, Walworth, Washington, and Waukesha Counties, and two townships in Milwaukee County have been completed.
<ul style="list-style-type: none"> • Regional Pop/HH/Emp Inventory 	2025	Work has been initiated on an update of the regional population, household, and employment inventory. Specifically, the first phase of the employment inventory (updating the quarter section files to reflect new more up-to-date information), has been completed for Kenosha, Racine, and Walworth Counties, and is underway for Ozaukee and Waukesha Counties.
<ul style="list-style-type: none"> • Hazard mitigation plans 	Varied	Milwaukee County and Washington County hazard plan update work continues. Kenosha County LPT and public meeting to review final three chapters of the plan is set for December 6, 2023. Comments from WEM were received in October on the Racine County plan and response is ready for submittal to WEM.
<ul style="list-style-type: none"> • Washington County LESA Analysis 	Early 2024	Work has been initiated on an update of the Land Evaluation and Site Assessment (LESA) analysis portion of the Washington County Farmland Preservation Plan for use in an update of that plan being undertaken by County staff. Various maps of the land evaluation components and site assessment components of the LESA analysis are under preparation.
<ul style="list-style-type: none"> • Village of Jackson Comprehensive Plan 	Late 2023	Work continues on an update of the Village's land use plan map, a draft map has been provided to Village staff for review and comment, and revisions are currently underway.
<ul style="list-style-type: none"> • Racine County Farmland Preservation Plan 	Late 2024	Work has been initiated on an update of the Racine County Farmland Preservation Plan. Inventory information is currently being collected and updated, and drafts of chapters 1 and 2 are under preparation.
<u>Special Projects/Economic Development</u> <ul style="list-style-type: none"> • Workforce Mobility Team/FlexRide Milwaukee 	Ongoing	Continued working with employers and municipalities to overcome transportation barriers for workers including conversations with the Kenosha Area Business Alliance and Kenosha County. Staff continues to support MobilISE in planning for a sustained/expanded FlexRide Milwaukee on-demand, microtransit service connecting Milwaukee residents to jobs outside areas served by transit.

RESOLUTION NO. 2023-20

RESOLUTION OF THE SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION AMENDING THE ADOPTED REGIONAL WATER QUALITY MANAGEMENT PLAN, THAT PLAN BEING A PART OF THE MASTER PLAN FOR THE PHYSICAL DEVELOPMENT OF THE REGION CONSISTING OF THE COUNTIES OF KENOSHA, MILWAUKEE, OZAUKEE, RACINE, WALWORTH, WASHINGTON, AND WAUKESHA IN THE STATE OF WISCONSIN (GRAFTON SANITARY SEWER SERVICE AREA)

WHEREAS, pursuant to Section 66.0309(10) of the *Wisconsin Statutes*, the Southeastern Wisconsin Regional Planning Commission (SEWRPC), at a meeting held on the 12th day of July 1979, duly adopted a regional water quality management plan as documented in the three-volume SEWRPC Planning Report No. 30, *A Regional Water Quality Management Plan for Southeastern Wisconsin: 2000*; and

WHEREAS, the Commission duly adopted an amendment to the regional water quality management plan refining and detailing the Grafton sanitary sewer service area as documented in SEWRPC Community Assistance Planning Report No. 91 (2nd Edition), *Sanitary Sewer Service Areas for the City of Cedarburg and the Village of Grafton, Ozaukee County, Wisconsin*, dated June 1996, as amended; and

WHEREAS by letter dated April 13, 2023, the Village of Grafton requested that the Commission amend the Grafton sanitary sewer service area to add certain lands located outside of the currently adopted Grafton sewer service area; and

WHEREAS, the proposed amendment to the regional water quality management plan is documented in a Commission staff memorandum entitled, "Response to Request by the Village of Grafton to Amend the Grafton Sanitary Sewer Service Area," attached hereto and made a part hereof; and

WHEREAS, the requested change to the regional water quality management plan, as documented in the aforementioned staff memorandum, was the subject of a public hearing held jointly by the Village of Grafton and the Regional Planning Commission on October 16, 2023; and

WHEREAS, Section 66.0309(9) of the *Wisconsin Statutes* authorizes and empowers the Regional Planning Commission, as the work of making the whole master plan progresses, to amend, extend, or add to the master plan or carry any part or subject thereof into greater detail;

NOW, THEREFORE, BE IT HEREBY RESOLVED:

FIRST: That the regional water quality management plan for the Southeastern Wisconsin Region, being a part of the master plan for the physical development of the Region and comprised of SEWRPC Planning Report No. 30, Volumes One, Two, and Three, which was adopted by the Commission as a part of the master plan on the 12th day of July 1979, and which was subsequently amended to include the refined Grafton sanitary sewer service area, be and the same hereby is amended in the manner identified on Maps 1 and 2 of the aforementioned SEWRPC staff memorandum.

SECOND: That the Executive Director is authorized to submit findings to the Wisconsin Department of Natural Resources and the Wisconsin Department of Safety and Professional Services that public and private sanitary sewer extensions necessary to serve the anticipated development on the lands concerned are in conformance with, and would serve to implement, the adopted regional water quality management plan as herein amended.

RESOLUTION NO. 2023-20

THIRD: That a true, correct, and exact copy of this resolution, together with the aforementioned SEWRPC staff memorandum, shall be forthwith distributed to each of the local legislative bodies of the local governmental units within the Region entitled thereto and to such other bodies, agencies, or individuals as the law may require or as the Commission, its Executive Committee, or its Executive Director, at their discretion, shall determine and direct.

The foregoing resolution, upon motion duly made and seconded, was regularly adopted at the meeting of the Southeastern Wisconsin Regional Planning Commission held on the 6th day of December 2023, the vote being: Ayes __; Nays __.

Charles L. Colman, Chairman
Southeastern Wisconsin
Regional Planning Commission

ATTEST:

Stephanie Hacker, Deputy Secretary

DPH
11/29/23
#271142

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

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SEWRPC Staff Memorandum

RESPONSE TO REQUEST BY THE VILLAGE OF GRAFTON TO AMEND THE GRAFTON SANITARY SEWER SERVICE AREA

October 16, 2023

INTRODUCTION

By letter received April 13, 2023, Ms. Brecken Gries, Assistant Utility Director/Engineer for the Village of Grafton, requested that the Southeastern Wisconsin Regional Planning Commission (SEWRPC) amend the Grafton sanitary sewer service area, tributary to the Village of Grafton sewage treatment facility, as that area is currently documented in SEWRPC Community Assistance Planning Report No. 91 (2nd Edition), *Sanitary Sewer Service Areas for the City of Cedarburg and the Village of Grafton, Ozaukee County, Wisconsin*, dated June 1996, as amended. The basic purpose of the amendment would be to include within the planned sewer service area certain lands located immediately adjacent to, but outside, the currently adopted sewer service area.

AREA DESCRIPTION

As shown on Map 1, the area proposed to be added to the Grafton sewer service area encompasses approximately 28 acres and is located east of, and adjacent to, Port Washington Road within the northwest quarter of U.S. Public Land Survey Section 29, Township 10 North, Range 22 East, Ozaukee County, Wisconsin. The subject area is part of a larger 46 acre parcel, the remaining 18 acres of which are already located in the Village of Grafton sanitary sewer service area.

The subject area is proposed to be developed as a medium-density multi-family residential use as identified in the most recent Village of Grafton comprehensive plan amendment, which was adopted February 6, 2023, and as set forth in the detailed site plans that were provided by the Village along with this amendment request. It is estimated that upon full development, the subject area would accommodate about 181 dwelling units with an estimated population of 406 persons.

The subject area contains approximately 6.1 acres of environmentally significant lands, including a 4.1 acre portion of an isolated natural resource area (INRA) and approximately two acres of small wetlands located outside of the INRA. The subject portion of the INRA is part of a larger 10.3 acre INRA which extends north of the subject area.

A more detailed delineation of the amended sewer service area, and of the adjacent environmentally significant lands (revised to reflect the proposed removal of a portion of the subject INRA to accommodate

development of the subject site, and updated to reflect more recent aerial photography and regional environmental corridor delineations), are shown on the aerial photograph reproduced as Map 2.

RELATIONSHIP OF THE PROPOSED CHANGE TO THE EXISTING SANITARY SEWER SERVICE AREA

The proposed addition of approximately 28 acres to the Grafton sewer service area represents an increase in the Grafton planned sewer service area of 0.5 percent. The proposed addition of 181 dwelling units within the subject area would increase the resident population of the Grafton sewer service area by about 406 persons, or just over 3 percent. The estimated buildout population of the expanded sewer service area—that is, the population that could be accommodated under full development—would approximate 24,108 persons.¹ The year 2050 population range for the Grafton sewer service area set forth in the regional land use and transportation plan (VISION 2050) is 18,440 to 25,480 persons.

WATER QUALITY IMPACTS

Under the adopted regional water quality management plan and the Grafton sewer service area plan, it is envisioned that all new urban development within the planned sewer service area would receive sanitary sewer service. Assuming that all applicable Federal, State, and local permits are obtained, and that proper site development and construction practices are employed, there should be no significant adverse water quality impacts attributable to the development of the planned sewer service area.

WASTEWATER TREATMENT PLANT CAPACITY

Wastewater from the proposed multi-family residential development on the subject property will be conveyed through the Village of Grafton sewerage system and treated at the Village of Grafton Wastewater Treatment Plant (WWTP). The WWTP was upgraded in 2005 and has a design capacity of 2.5 million gallons per day (mgd) on an average annual basis. The 2023 wastewater flow rate is 1.4 mgd on an average annual basis. The proposed addition to the Village of Grafton planned sewer service area would add a residential development area of about 28 acres with a population of about 406 people. The anticipated sewage flow to be generated in the area proposed to be added to the sewer service area is expected to be approximately 0.051 mgd on an average annual basis. Thus, the WWTP has adequate capacity to treat sewage flows from the subject area.

PUBLIC REACTION TO THE PLAN AMENDMENT

A public hearing was held on October 16, 2023, at the Grafton Village Hall to receive public comment on, and reaction to, the proposed sewer service area amendment. The hearing was sponsored by the Village of Grafton and the Regional Planning Commission. A summary of the amendment was presented prior to receiving public comment. No objections to the proposed amendment were expressed at the hearing.

LOCAL ACTION ON THE PLAN AMENDMENT

The Grafton Village Board adopted the sewer service area amendment following the public hearing on October 16, 2023.

1 As part of the sewer service area update for the Village of Grafton completed in June 1996, the buildout population of the Grafton sewer service area, based upon the Village's land use plan at that time, was estimated to be about 23,500 persons. The subsequent amendments to the Grafton sewer service area (including the subject amendment set forth herein) would increase the population by approximately 608 persons.

REGIONAL HOUSING PLAN: JOB/HOUSING BALANCE

Appendix A provides job/housing balance information for the Village of Grafton developed under the SEWRPC regional housing plan. The inclusion of information from the regional housing plan in sewer service area amendment reports is based upon a regional housing plan recommendation (one of 50 recommendations made under the plan) that 1) SEWRPC provide the findings of the approximate job/housing balance analysis conducted under the regional housing plan to communities requesting an amendment of their sanitary sewer service area and 2) for those communities with a job/housing imbalance, that recommendations be provided to the community for their future consideration in addressing that imbalance. However, it is important to note that job/housing balance is not intended to be a requirement to be met by any individual sewer service area amendment.

CONCLUDING RECOMMENDATION

The Regional Planning Commission's evaluation of proposed sanitary sewer service area amendments includes a consideration of whether the amendment is consistent with the regional land use plan, the regional water quality management plan, and the provisions of the *Wisconsin Administrative Code* governing water quality management plans, and whether established procedures for amending sewer service areas have been followed.

- **Consistency with the Regional Land Use Plan**

The regional land use plan recommends that, in addition to the infilling and redevelopment of existing urban centers, new urban development within the Region be accommodated through the orderly expansion of existing urban centers in locations which can be readily served by basic urban facilities, including sanitary sewer service, with the overall amount of new urban development consistent with projected growth in population and the economic base. The regional land use plan further recommends the preservation of primary environmental corridors and that consideration be given to the preservation of secondary environmental corridors and isolated natural resource areas. The proposed sewer service area amendment is consistent with these recommendations of the regional land use plan.

- **Consistency with the Regional Water Quality Management Plan**

The regional water quality management plan recommends that new urban development within the Region be provided with centralized sanitary sewer service. The plan designates a wastewater treatment plant to serve each of the urban centers within the Region that are identified in the regional land use plan. In the case at hand, the regional plan recommends that wastewater from the Grafton urban service area be conveyed to and treated at the Grafton wastewater treatment plant. The proposed sewer service area amendment is consistent with these recommendations of the regional water quality management plan.

- **Consistency with Chapter NR 121 of the *Wisconsin Administrative Code***

Chapter NR 121 of the *Wisconsin Administrative Code* governs the preparation of areawide water quality management plans, including the component sewer service area plans. The code requires that sewer service areas be determined in a way that promotes cost-effective and environmentally sound wastewater collection and treatment and that is consistent with 20-year population projections. Under the code, sewer service area plans must identify lands that are to be excluded from sewer service because of physical or environmental constraints or potential adverse water quality impacts. The proposed sewer service area amendment is consistent with these provisions of the *Wisconsin Administrative Code*.

- **Consistency with Procedural Requirements**

As carried out by the Regional Planning Commission, the sewer service area amendment process must begin with a request to the Commission from the appropriate local unit of government or government agency to process the amendment. A public hearing must be held on the proposed amendment; the hearing is jointly sponsored by the Regional Planning Commission and the requesting agency or unit of government. Subsequent to the public hearing, the requesting agency or unit of government must act to approve the amendment as presented at the hearing, approve a modified amendment, or deny the amendment. Only after approval by the requesting agency or unit of government will the proposed amendment be considered for adoption by the Regional Planning Commission as an amendment to the areawide water quality management plan. All of the Commission's procedural requirements have been met for this amendment.

Given all of the foregoing, it is recommended that the Southeastern Wisconsin Regional Planning Commission formally amend the Village of Grafton sanitary sewer service area as documented in SEWRPC Staff Memorandum, Response to Request by the Village of Grafton to Amend the Village of Grafton Sanitary Sewer Service Area, in the manner shown on Map 1. It is also recommended that the Wisconsin Department of Natural Resources approve this sewer service area plan amendment and transmit the plan amendment to the U.S. Environmental Protection Agency for certification.

JED/DPH/mid
10/17/2023; 09/06/2023; 09/01/2023; 07/12/2023
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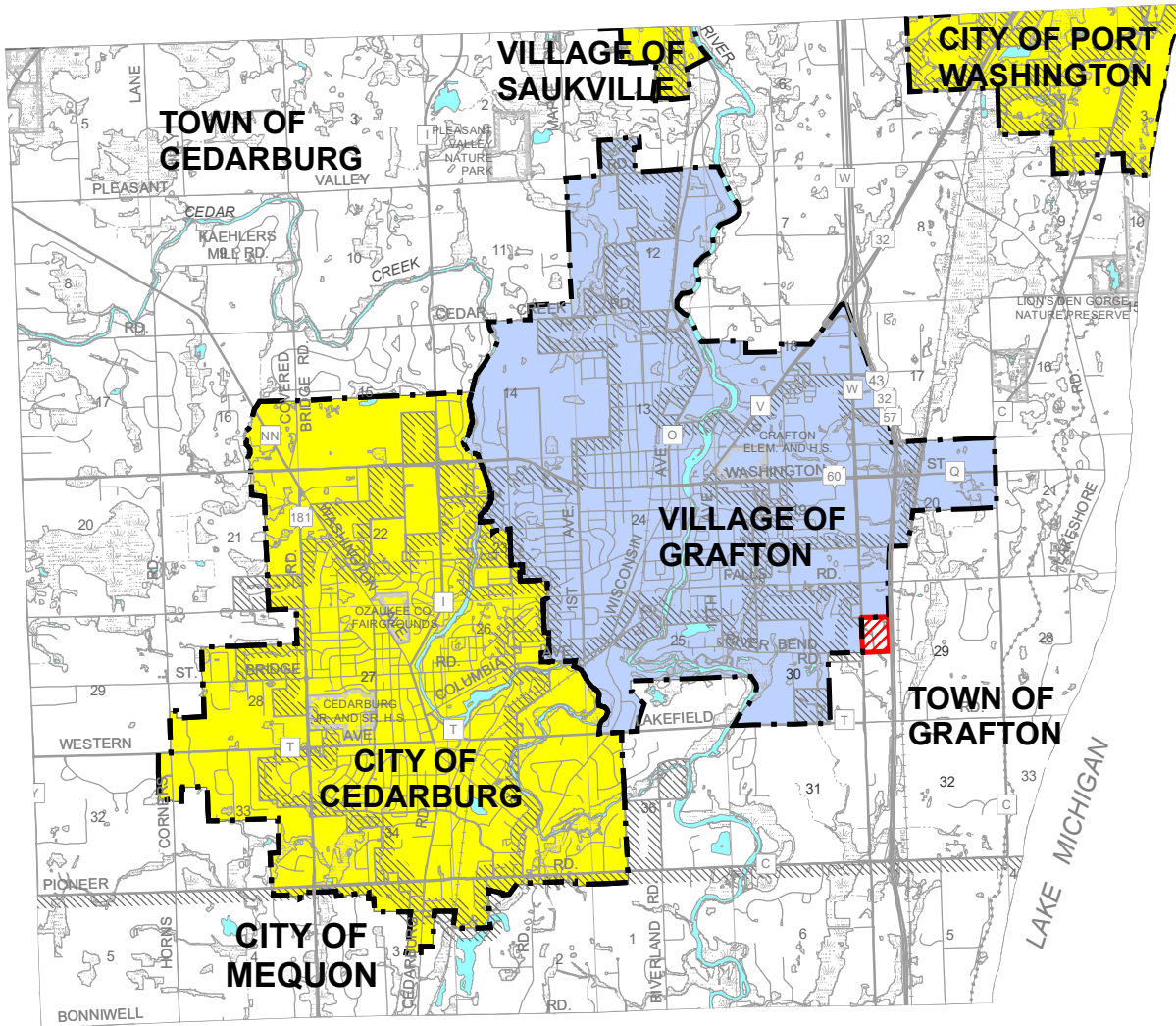
SEWRPC Staff Memorandum





**RESPONSE TO REQUEST BY THE VILLAGE OF GRAFTON
TO AMEND THE GRAFTON SANITARY SEWER SERVICE AREA**

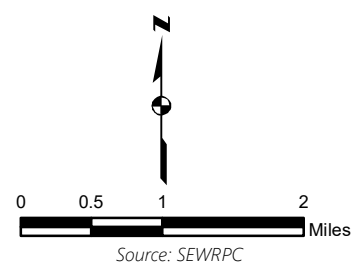
October 16, 2023

MAPS

Map 1
Proposed Amendment to the Village of Grafton Sanitary Sewer Service Area



-  GRAFTON PLANNED SANITARY SEWER SERVICE AREA
-  PLANNED SANITARY SEWER SERVICE AREA BOUNDARY
-  OTHER PLANNED SANITARY SEWER SERVICE AREAS
-  AREA PROPOSED TO BE ADDED TO THE GRAFTON SANITARY SEWER SERVICE AREA

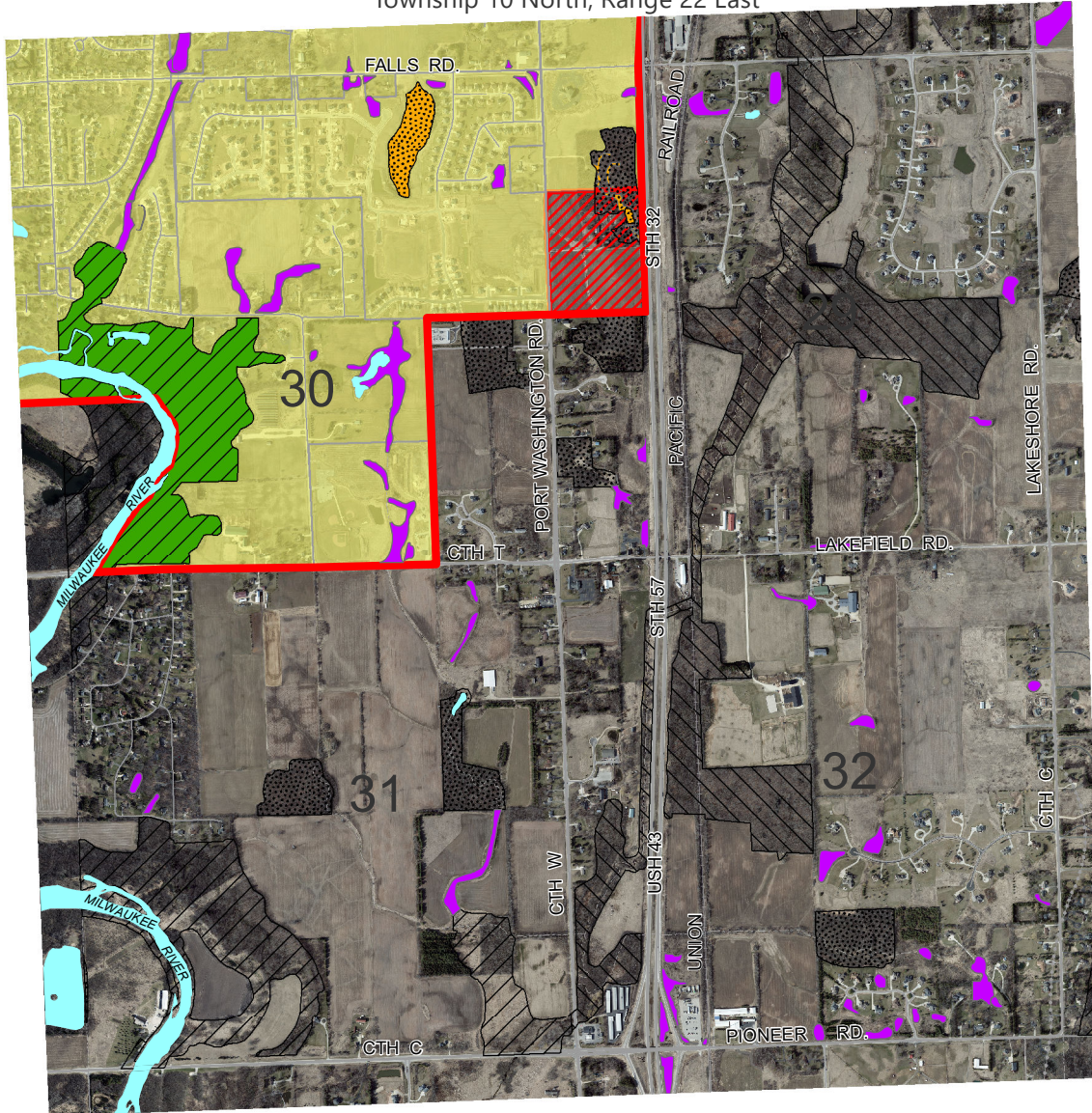









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Map 2

Environmentally Significant Lands and Planned Sanitary Sewer Service Area for the Village of Grafton

U.S. Public Land Survey Sections 29, 30, 31, and 32,
Township 10 North, Range 22 East




-  PRIMARY ENVIRONMENTAL CORRIDOR
-  SECONDARY ENVIRONMENTAL CORRIDOR
-  ISOLATED NATURAL RESOURCE AREA
-  GRAFTON PLANNED SANITARY SEWER SERVICE AREA
-  PLANNED SANITARY SEWER SERVICE AREA BOUNDARY
-  PROPOSED SANITARY SEWER SERVICE AREA TO BE ADDED TO THE VILLAGE OF GRAFTON
-  SURFACE WATER

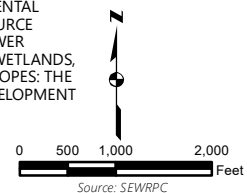
 WETLANDS AND SURFACE WATER AREAS LESS THAN 5 ACRES IN SIZE LOCATED OUTSIDE ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS

RESTRICTIONS ON SEWERED DEVELOPMENT

PRIMARY ENVIRONMENTAL CORRIDORS WITHIN THE PLANNED SEWER SERVICE AREA: THE EXTENSION OF SEWERS TO SERVE NEW DEVELOPMENT IS CONFINED TO LIMITED RECREATIONAL AND INSTITUTIONAL USES AND RURAL-DENSITY RESIDENTIAL DEVELOPMENT IN AREAS OTHER THAN WETLANDS, FLOODLANDS, SHORELANDS, AND STEEP SLOPES.

 PORTIONS OF THE SECONDARY ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS WITHIN THE PLANNED SANITARY SEWER SERVICE AREA WHICH ARE COMPRISED OF WETLANDS, FLOODPLAINS, SHORELANDS, AND STEEP SLOPES: THE EXTENSION OF SEWERS TO SERVE NEW DEVELOPMENT IN THESE AREAS IS NOT PERMITTED.

NOTE: This map replaces Map 8-14, page 38, of SEWRPC Community Assistance Planning Report No. 91 (2nd Addition), *Sanitary Sewer Service Areas for the City of Cedarburg and the Village of Grafton, Ozaukee County, Wisconsin*, June 1996, and replaces Map 2, page 3, of *SEWRPC Amendment to the Regional Water Quality Management Plan, Village of Grafton*, dated September 2019.



APPENDICES

Appendix A

REGIONAL HOUSING PLAN: JOB/HOUSING BALANCE ANALYSIS

On March 13, 2013, the Regional Planning Commission adopted a regional housing plan for the seven-county Southeastern Wisconsin Region. That plan is documented in SEWRPC Planning Report No. 54, *A Regional Housing Plan for Southeastern Wisconsin*, dated March 2013. The plan addresses a range of housing issues and concerns, including the balance between jobs and housing throughout the Region. The plan includes a generalized analysis of the “job/housing balance” for subareas of the Region. The regional housing plan recommends providing the findings of the job-housing analysis to communities seeking to amend their sanitary sewer service areas, with the intent to inform communities of any job/housing imbalance, and to encourage them to consider addressing the imbalance when they review and update their community comprehensive plan and zoning ordinance. Accordingly, the findings of that analysis are summarized in this appendix.

The job/housing analysis conducted under the regional housing study examined the relationship between jobs and housing that would exist in areas planned by local governments to be served by a public sanitary system, assuming implementation of adopted long-range comprehensive plans for those areas. For each sewer community, the analysis compared the projected relative shares of lower-cost, moderate-cost, and higher-cost housing¹ with the projected relative shares of lower-wage, moderate-wage, and higher-wage jobs,² respectively. Job/housing imbalances identified under this analysis are indicated on Map A.1. A “lower-cost” job/housing imbalance indicates a community projected to have a higher percentage of lower-wage jobs than lower-cost housing. A “moderate-cost” job/housing imbalance indicates a community projected to have a higher percentage of moderate-wage jobs than moderate-cost housing.

Map A.1 shows the Village of Grafton is projected to have lower-cost and moderate-cost job/housing imbalances. The regional housing plan would encourage the Village to consider conducting a more detailed job/housing analysis specific to their community, with the community-level analysis considering community-specific wage data and housing price data. The community-specific analysis could also consider the effect of multiple workers in a household, which was not incorporated in the regional-level analysis.

¹ For purposes of the analysis, lower-cost housing generally includes multi-family dwellings and single- and two-family dwellings at densities of 6,000 square feet or less per dwelling unit; moderate-cost housing includes single- and two-family dwellings at densities of one dwelling per 6,000 to 20,000 square feet for homes constructed prior to 2000 and at densities of one dwelling per 6,000 to 10,000 square feet for housing constructed after 2000; and higher-cost housing includes the balance of the housing stock.

² For purposes of the analysis, lower-wage jobs include those with an average annual wage that is 80 percent or less than the average annual wage for all jobs in the county; moderate-wage jobs include those with an average annual wage between 80 percent and 135 percent of average annual wage for all jobs in the county; and higher-wage jobs include those with an average annual wage that is 135 percent or more of the annual average wage for all jobs in the county.

The regional housing plan further recommends that communities which are demonstrated to have a job/housing imbalance following a community-specific analysis consider making changes to their comprehensive plan and zoning ordinance, as appropriate, to enable the provision of housing suitable for the people holding jobs in their community. Actions to address a moderate-cost job/housing imbalance could include modifying the comprehensive plan to permit some single-family residences on smaller lots (1/4 acre or less) and of modest square footage (1,200 square feet). Actions to address a lower-cost job/housing imbalance could include modifying the comprehensive plan to permit some modest multi-family housing (density of about 10 housing units per acre and 800 to 850 square feet per two bedroom apartment).

Additional information about the housing plan and the job/housing balance analysis is available on the SEWRPC website (www.sewrpc.org/sewrpc/housing.htm) or by contacting the SEWRPC staff.

Appendix A

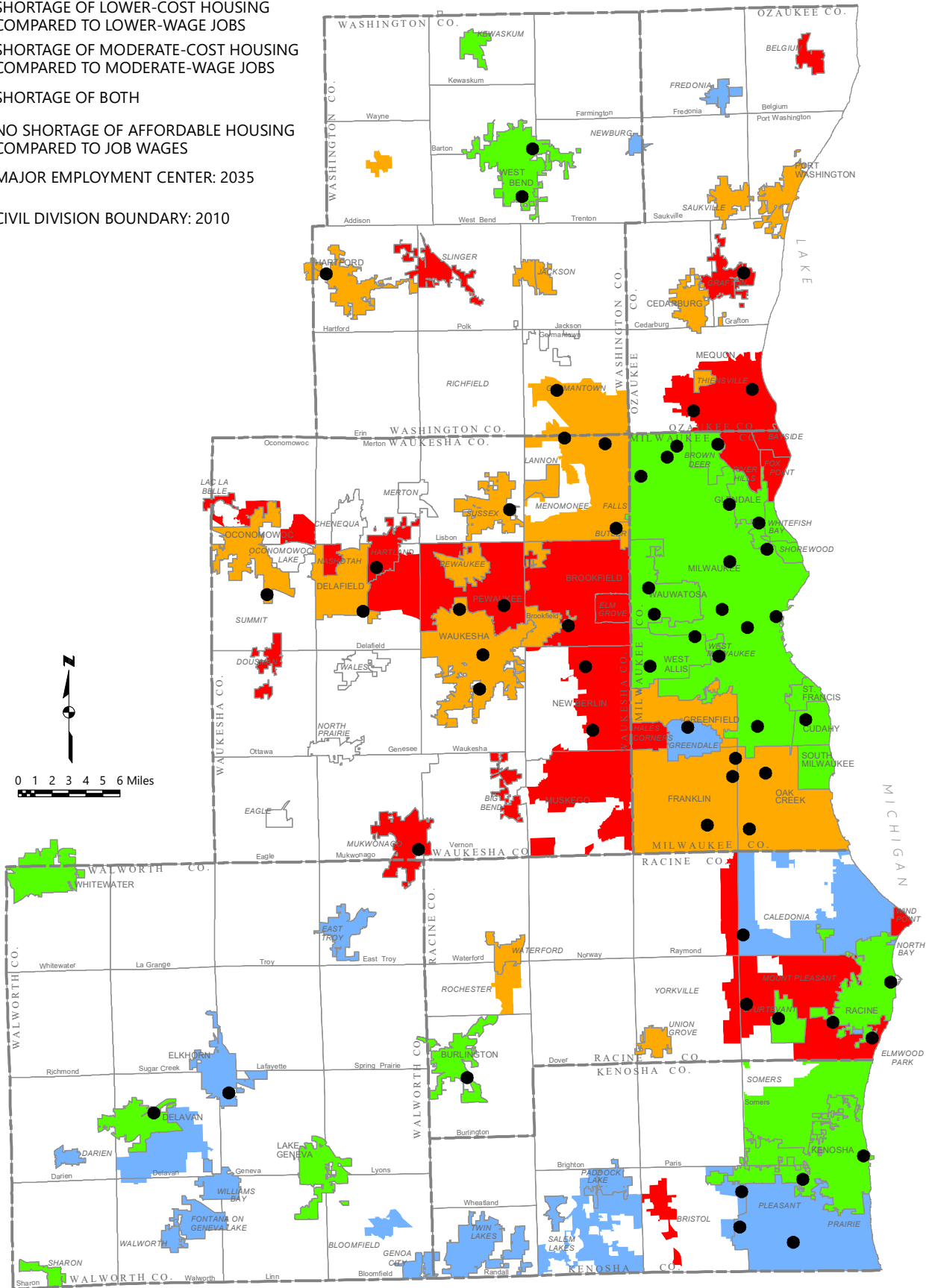
**REGIONAL HOUSING PLAN:
JOB/HOUSING BALANCE ANALYSIS**

MAPS

Map A.1

Projected Job/Housing Imbalances in Sewered Communities in the Southeastern Wisconsin Region: 2035

- SHORTAGE OF LOWER-COST HOUSING COMPARED TO LOWER-WAGE JOBS
- SHORTAGE OF MODERATE-COST HOUSING COMPARED TO MODERATE-WAGE JOBS
- SHORTAGE OF BOTH
- NO SHORTAGE OF AFFORDABLE HOUSING COMPARED TO JOB WAGES
- MAJOR EMPLOYMENT CENTER: 2035
- CIVIL DIVISION BOUNDARY: 2010



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BYLAWS OF THE SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

Adopted – March 9, 1961	Revised – March 5, 1981
Revised – April 5, 1962	Revised – January 1, 1984
Revised – March 7, 1963	Revised – December 6, 1984
Revised – June 6, 1963	Revised – December 4, 1989
Revised – September 3, 1964	Revised – September 7, 1994
Revised – December 5, 1965	Revised – September 13, 1995
Revised – September 5, 1968	Revised – March 4, 1998
Revised – June 1, 1972	Revised – September 15, 1999
Revised – June 1, 1978	Revised – December 3, 2003
Revised – June 5, 1980	Revised – June 18, 2014
Revised – December 4, 1980	Revised – November ## , _____, 2023

PREAMBLE

These Bylaws, consistent with the Statutes of the State of Wisconsin, further define and regulate the Southeastern Wisconsin Regional Planning Commission and those Committees and officers established by it, and responsible to it, and have been adopted by the Commission for that purpose. Where the word "Commission" appears hereinafter, it shall be construed to mean the Southeastern Wisconsin Regional Planning Commission.

ARTICLE I – OFFICES

Section 1 - The Commission shall establish its offices at such location as it may determine, to be located, however, within the Southeastern Wisconsin Region, which is comprised of the Counties of Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha.

ARTICLE II – MEETINGS

Section 1 – ANNUAL MEETING – -- There shall be an Annual Meeting of the Commission on the third Wednesday in June of each year. The annual budget shall be adopted at this meeting.

Section 2 – QUARTERLY MEETINGS – -- Quarterly meetings of the Commission shall be held on the second Wednesday following Labor Day in September and on the first Wednesday in December and March of each year except when a different date within the quarter is designated by the ~~Chairman~~Chairperson.

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Section 3 – SPECIAL MEETINGS – Special meetings may be called at any time by the Chairperson ~~of the Commission~~. Special meetings shall also be called by the Chairperson upon written request therefor by three or more Commissioners.

Section 4 – NOTICE OF MEETINGS – The Secretary ~~of the Commission~~ shall mail and / or e-mail to each of the ~~members of the Commission~~ Commissioners a notice in writing not less than five (5) days before the holding of any meetings, whether quarterly, special, or annual; and such notice shall state a time and place of such meeting.

~~Section 5~~ Section 5 – QUORUM – ~~The~~ A majority of the ~~voting members of the Commission~~ Commissioners shall constitute a quorum at any meeting. Adoption of a budget or the voting of an appropriation shall require a two-thirds (2/3) vote of the Commissioners present, voting at a legal meeting, but in no event less than a majority of the twenty-one (21) Commissioners.

Section 6 – PAYMENT FOR ATTENDANCE AT COMMISSION AND COMMISSION STANDING COMMITTEE MEETINGS AND OTHER RELATED MEETINGS AND ASSIGNED WORK – Each Commissioner attending any meeting of the Commission or of any standing committee or other committee thereof, and any adjourned meeting of the Commission or of any standing committee or other committee thereof, shall be entitled to receive a payment of \$100.00 per day for attending such meetings. These payments shall be deemed to constitute a variable form of the per diem compensation authorized under Section 66.9450309(4) of the *Wisconsin Statutes*. In addition, each Commissioner shall be entitled to payment of mileage and meals at the rates set forth in the Commission Personnel Regulations for actual expenses incurred in attending Commission meetings, Commission standing committee meetings, and other meetings as required by Commission business.

Section 7- MEETINGS BY REMOTE COMMUNICATIONS - Notwithstanding anything to the contrary in these Bylaws, annual, quarterly, and special meetings may be held by means of remote communication, at a physical location, or both. Commissioners entitled to be present and to vote at a meeting that are not physically present at such a meeting but participate by means of remote communication shall be considered present in person for all purposes under these Bylaws and may vote at such a meeting. Any meeting at which Commissioners are permitted to participate by means of remote communication shall be conducted in accordance with guidelines and procedures that the Executive Committee may adopt, and subject to requirements of Chapter 66 of the Wisconsin Statutes.

ARTICLE III – OFFICERS AND RESPONSIBILITIES

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Section 1 – NUMBER AND TERM – The officers of the Commission shall be comprised of a Chairperson, Vice-Chairperson, Secretary, and Treasurer. The officers shall be selected by ballot at the December Quarterly meeting of the Commission held in even-numbered years, and shall take office on the first day of January of odd-numbered years. The officers shall hold their terms of office for a period of two years or until their successors have been duly elected and qualified.

Section 2 – SELECTION PROCESS – At least thirty (30) days prior to the December Quarterly meeting in even-numbered years, the Chairperson shall appoint a Nominating Committee for the purpose of nominating ~~Commission members~~ Commissioners for election as officers. The Chairperson shall advise the Commission members of ~~his~~proposed appointments to the Nominating Committee. The Nominating Committee shall take into account the following policies as it performs its duties:

- A. To avoid the fact or appearance of a conflict between areawide interests and the interests of a local government body, Commissioners who are also elected officials should not be nominated to serve as Chairperson.
- B. Commissioners nominated for Chairperson should have previously served on the Executive Committee.
- C. As many Commissioners as possible who are willing and able should be nominated over time to serve as Commission officers. Long-term tenures—in excess of eight (8) years in any given office - are to be discouraged.

In applying the foregoing, the Nominating Committee should consider any special conditions attendant to the Commission's work program or membership composition that may require, in the best interests of the Commission, setting aside such policies.

Section 3 – REMOVAL – Any of the Commission officers may be removed for cause ~~and, or~~ may be removed if incapacitated ~~or~~and unable to attend the meetings of the Commission and of the Executive Committee and attend to the affairs of their office. ~~Removal Cause and incapacity shall be determined by the Commission in its discretion and removal~~ from office shall require a two-thirds (2/3) vote of the Commissioners present, voting at a legal meeting, but in no event less than a majority of the twenty-one (21) Commissioners.

Section 4 – VACANCIES – Should any office become vacant ~~for any cause~~, the Executive Committee of the Commission is empowered to designate an interim officer who shall serve in that office until the next regularly scheduled Commission meeting. The Commission shall consider the interim designation of an officer by the Executive Committee to constitute a nomination by that Committee of a permanent successor. The Commission shall thereupon act to elect a permanent successor at the earliest opportunity, who shall serve the remainder of the vacated term.

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Section 5 – CHAIRPERSON – The Chairperson ~~of the Commission~~ shall preside, and may vote, at all meetings of the Commission and at all meetings of the Executive Committee. The Chairperson shall be an ex-officio member of all other standing committees except the Nominating Committee. The Chairperson may present to the Commission such matters as, in their judgment, require attention; and shall perform such other duties as are entrusted to the Chairperson by Statute or by these Bylaws. Subject to any contrary requirements in these Bylaws, the Chairperson shall be guided by Robert’s Rules of Order in the conduct of a meeting.

Section 6 – VICE CHAIRPERSON – The Vice Chairperson shall preside at all meetings of the Commission and all meetings of the Executive Committee in the absence of the Chairperson or in the event that the Chairperson is incapacitated or unable to serve; and in the absence or disability of the Chairperson, the duties of the Chairperson shall be performed by the Vice Chairperson.

Section 7 – SECRETARY AND DEPUTY SECRETARY – The Secretary of the Commission shall keep and distribute minutes of all meetings of the Commission and all meetings of the Commission standing committees; shall be required to countersign all documents required to be executed; and shall keep and preserve all resolutions, transactions, findings, and determinations of the Commission. In the absence of the Secretary or as requested by the Secretary, the Deputy Secretary, who shall be the Executive Director of the Commission, shall perform the duties of the Secretary. The Secretary shall distribute an annual report of the Commission’s activities to the legislative bodies of the local governmental units within the Region. The Secretary shall also keep the official seal of the Commission.

Section 8 – TREASURER – The Treasurer of the Commission shall keep all the funds of the Commission and shall deposit them in a depository authorized by the Executive Committee. The Treasurer shall keep an accurate record of all receipts and disbursements, and shall make all disbursements under the direction of the Executive Committee ~~of the Commission~~.

Section 9 – ADDITIONAL OFFICERS – The Commission, at an annual, special, or quarterly meeting, may create such additional officers as it may deem in its judgment advisable and prescribe their duties.

Section 10 – COMMITTEES – The Commission shall have standing committees as it may deem necessary, including, but not limited to, those named hereafter.

There shall be an Executive Committee, Intergovernmental and Public Relations Committee, Nominating Committee, and Planning and Research Committee. The duties of these standing committees shall be as set forth in these Bylaws and as prescribed by the Commission from time to time. Ad-hoc committee members shall be appointed under the same terms as the Nominating Committee.

A. Executive Committee:

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1. Membership: The Executive Committee shall consist of the four (4) elected officers, the chairpersons of the three (3) other standing committees, at least one (1) Commissioner from each county not represented on the Executive Committee in the form of an officer or a standing committee chairperson, and such additional Commissioners from any county as the Chairperson may determine to be in the best interests of the Commission. Such Commissioner or Commissioners as are required in fulfillment of the foregoing provisions to be appointed by the Chairperson of the Commission shall be so appointed after consultation with all the Commission members residing in the county in question. The number of Commissioners on the Executive Committee shall not exceed ten (10). The Chairperson may also appoint up to two (2) additional Commissioners to serve as ~~Alternate Members~~alternate members of the Executive Committee. The Chairperson may request that ~~such Alternate Members~~one or more of the alternate members attend and participate in Executive Committee meetings in the absence of regular members.
2. Powers and Duties: The Executive Committee shall, pursuant to the statutory authority of Section 66.~~9450309~~ of the *Wisconsin Statutes*, act for the Commission on all matters except the adoption of the annual budget and the adoption of any part of the advisory master plan for the Region, as defined in Section 66.~~9450309~~. The Executive Committee may, by its own rules or regulations, delegate its powers to subcommittees of not less than three Commissioners. The Executive Committee or its duly authorized subcommittees shall have the duty and power of generally administering the Commission's affairs, approving its contracts, recommending the annual budget, and establishing policy on intergovernmental relations and public information. The Executive Committee shall advise the Commission on the administration of the Commission's personnel and budget. The Executive Committee shall report its actions on all matters to the Commission at the next meeting of the Commission first following the taking of the action.
3. Quorum: A quorum of the Executive Committee shall be one more than half of members and of any of its subcommittees to which it may delegate the power of decisions, one more than half of members. Only ~~seated~~ Commissioners seated as Executive Committee members may vote.

B. Intergovernmental and Public Relations Committee:

1. Selection: The Chairperson shall appoint to the Intergovernmental and Public Relations Committee seven (7) members, plus the Treasurer, giving preference to the Commission members appointed by their ~~County Board~~county board.

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2. Powers: The Intergovernmental and Public Relations Committee shall advise and assist the Chairperson and the Executive Committee in the Commission's relations with the public and units of government within the Region.
 3. Quorum: A quorum of the Intergovernmental and Public Relations Committee shall consist of one more than half of members. Only ~~seated~~ Commissioners seated as Intergovernmental and Public Relations Committee members may vote.
- C. Nominating Committee: The Nominating Committee shall consist of one (1) Commissioner from each county appointed by the Chairperson. No officer may serve on the Nominating Committee. At the December Quarterly meeting of the Commission held in even-numbered years, the Nominating Committee shall submit to the Commission nominations for the election of officers for the two-year term to begin on the first day of January of the next year. Only ~~seated~~ Commissioners seated as Nominating Committee members may vote.
- D. Planning and Research Committee:
1. Selection: The Chairperson shall appoint to the Planning and Research Committee no fewer than seven (7) members.
 2. Powers: The Planning and Research Committee shall:
 - a. Have the duty of recommending to the full Commission for its adoption upon no less than ten (10) ~~days~~' notice any part of the advisory master plan for the physical development of the Region or amendments thereto as defined in Section 66.9450309 of the *Wisconsin Statutes*;
 - b. Give advice with the approval of the Chairperson of the Commission on matters referred to the Commission pursuant to Section 66.9450309 (11) of the *Wisconsin Statutes*, provided the Commission shall not have suspended the duty to refer such matters to it for advice;
 - c. Determine the relative priority of Commission planning studies; and
 - d. Recommend to the Executive Committee the appointment of the members of Citizen Advisory Committees pursuant to Section 66.9450309 (7) of the *Wisconsin Statutes* provided the creation of such a committee has been approved by the Executive Committee or full Commission.
 3. Quorum: A quorum of the Planning and Research Committee shall consist of one more than half of members, and of any of its subcommittees to which it may delegate the power of

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decisions, one more than half of members. Only ~~seated~~ Commissioners seated as Planning and Research Committee members may vote.

Section 11 – TRANSIT REPRESENTATION RESPONSIBILITIES – The County Executives and/or County Board Supervisors representing the Counties of Kenosha, Milwaukee, Ozaukee, Racine, Washington, and Waukesha on the Commission, all being elected officials of units of government that administer and operate major modes of transportation in the Milwaukee metropolitan area, including public transportation systems, shall have the responsibility to help ensure that the needs and concerns of the public transportation systems lying within their respective counties are effectively addressed in the transportation planning process carried out by the Commission as the Metropolitan Planning Organization (MPO) for the Milwaukee metropolitan planning area. In so doing, these Commissioners shall work with other local officials and with the public transit system managers to help ensure that the activities of the Commission as the MPO are properly addressing the needs pertaining to those systems. These Commissioners shall also bring to the Commission’s attention any specific area of concern relative to transit planning and development within their respective jurisdictions.

Section 12 – STATE REPRESENTATION RESPONSIBILITIES – The individual Commissioners who are appointed to the Commission by the Governor, one from each County, and who serve at the Governor’s pleasure, shall from time to time caucus and select from that group one Commissioner who shall have the responsibility to help ensure that the needs and concerns of the State and, in particular, the Wisconsin Department of Transportation are effectively addressed in the transportation planning process carried out by the Commission as the Metropolitan Planning Organization (MPO) for the Milwaukee metropolitan planning area. In so doing, that individual shall, as may be necessary, meet both with the Governor and the Secretary of Transportation to help ensure that the activities of the Commission as the MPO take into consideration the needs of the State. That individual shall bring to the Commission’s attention transportation planning and development issues raised by the Governor or the Secretary of Transportation.

ARTICLE IV – PERSONNEL

Section 1 – POSITIONS – The Executive Committee shall establish positions and rates of pay for regular staff positions under the Executive Director, subject to the approval of the Commission.

ARTICLE V – CONTRACTS, CHECKS, AND DEPOSITS

Section 1 – CONTRACTS – The Commission may enter into such contracts as the Executive Committee may determine, which are not inconsistent with the provisions of Section 66.9450309 of the *Wisconsin Statutes* and which may be subject to review by the Commission as a body.

Section 2 – CHECKS, DRAFTS, AND VOUCHERS – The Executive Committee ~~of the Commission~~ may authorize and direct the Treasurer to issue such checks, drafts, and vouchers as it may deem necessary for the payment of bills and expenses incurred for and on behalf of the Commission, which are not

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inconsistent with the provisions of the *Wisconsin Statutes* and which may be subject to review by the Executive Committee and the Commission as a body. All disbursements of the Commission shall be by check drawn on the Commission's depository bank and co-signed by the Chairperson or Vice Chairperson, and the Treasurer. Payroll disbursements may be made by electronic fund transfer as well as by check. To facilitate prompt payment of small petty claims, there is established a petty cash fund of \$250. This principal sum is authorized to be placed in the custody of the Executive Director, Deputy Director, and / or Director of Administration, each of whom are authorized to make payments of claims up to and including \$250500 from this petty cash fund. When this fund nears depletion, it shall be replenished through the regular disbursement procedure. In addition, the Executive Director, Deputy Director, and Director of Administration are each authorized to incur expenses and make disbursements to meet such expenses up to and including \$5,000, provided that such expenses shall be in conformance with the duly approved budget of the Commission. All disbursements over \$250500 are to be reported to the Executive Committee at the first meeting after such disbursements are approved by the Executive Director, Deputy Director, and / or Director of Administration.

Section 3 – DEPOSITS – The Executive Committee of the Commission may select the depository for the funds of the Commission and direct the Treasurer to deposit the funds in such designated depository in such manner so the deposits will not be made inconsistent with Wisconsin Law and which may be subject to review by the Commission as a body. The Treasurer, at the direction of the Executive Committee, shall invest funds of the Commission, which are not currently needed for the conduct of its daily business, in certificates of deposits, money market accounts, short-term United States Government Bonds, or in the Local Government Investment Pool maintained by the State Treasurer of Wisconsin.

ARTICLE VI – FISCAL YEAR

Section 1 – The fiscal year of the Commission shall be the calendar year.

ARTICLE VII – SEAL

Section 1 – The Commission shall procure an official seal which shall contain the following legend: "SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION".

ARTICLE VIII - AMENDMENTS

Section 1 – These Bylaws may be amended at any annual meeting of the ~~members of the Commission~~ Commissioners or at any quarterly meeting or at any special meeting called by the Chairperson in accordance with these Bylaws for the specific purpose of amending the Bylaws. The Secretary shall mail and / or e-mail to each member of the Commission a copy of the proposed amendment to the Bylaws. This shall be done not less than ten (10) days prior to the date of the meeting. However, amendment of these Bylaws shall require a two-thirds (2/3) vote of the Commission present, voting at a legal meeting, but in no event less than a majority of the twenty-one (21) Commissioners.

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ARTICLE IX – COMPLIANCE WITH WISCONSIN LAW

Section 1 – INCONSISTENCIES – In the event that these Bylaws, or any provisions herein contained, should in any manner be contrary to the provisions of the Wisconsin Law, including but not limited to Wis. Stat. § 66.0309, the provisions of the Wisconsin Law shall prevail.

* * *

SH/BRM/EAL

SEWRPC Bylaws Client Version COMPARED to CM Edit v.2 11.28.23 4862-4547-6244 v.1.docx revised November ##, _____, 2023
4858-3056-7828, v. 1

**Southeastern Wisconsin Regional Planning Commission
Committee and Commission Meetings in 2024**

By Meeting Type

Full Commission – Meets on Wednesdays at 3:00 p.m.

March 6, 2024	September 11, 2024
June 12, 2024 (with Dinner)	December 4, 2024 (with Dinner)

Executive Committee – Currently meets on Thursdays at 1:30 p.m.

January 18, 2024	July 18, 2024
February 15, 2024	August 15, 2024
March 14, 2024	September 19, 2024
April 18, 2024	October 17, 2024
May 16, 2024	November 14, 2024
June 20, 2024	December 12, 2024

Intergovernmental and Public Relations Committee – Convenes on an as-needed basis.

Nominating Committee – Currently meets in even-numbered years.

November 14, 2024

Planning & Research Committee – Currently meets on Tuesdays at 1:30 p.m.

February 6, 2024	August 6, 2024
May 21, 2024	November 5, 2024

By Chronological Order

Thursday, January 18, 2024	1:30 p.m.	Executive
Tuesday, February 6, 2024	1:30 p.m.	Planning & Research
Thursday, February 15, 2024	1:30 p.m.	Executive
Wednesday, March 6, 2024	3:00 p.m.	Commission – Quarterly
Thursday, March 14, 2024	1:30 p.m.	Executive
Thursday, April 18, 2024	1:30 p.m.	Executive
Tuesday, May 21, 2024	1:30 p.m.	Planning & Research
Thursday, May 16, 2024	1:30 p.m.	Executive
Wednesday, June 12, 2024	3:00 p.m.	Commission – Annual
Thursday, June 20, 2024	1:30 p.m.	Executive
Thursday, July 18, 2024	1:30 p.m.	Executive
Tuesday, August 6, 2024	1:30 p.m.	Planning & Research
Thursday, August 15, 2024	1:30 p.m.	Executive
Wednesday, September 11, 2024	3:00 p.m.	Commission - Quarterly
Thursday, September 19, 2024	1:30 p.m.	Executive
Thursday, October 17, 2024	1:30 p.m.	Executive
Tuesday, November 5, 2024	1:30 p.m.	Planning & Research
Thursday, November 14, 2024	12:00 p.m.	Nominating
Thursday, November 14, 2024	1:30 p.m.	Executive
Wednesday, December 4, 2024	3:00 p.m.	Commission – Quarterly
Thursday, December 12, 2024	1:30 p.m.	Executive