



Bay-Lake Regional Planning Commission

441 South Jackson Street, Green Bay, WI 54301

tele: 1 (920) 448-2820 fax: 1 (920) 448-2823 www.baylakerpc.org

The regional planning commission for Northeastern Wisconsin serving communities within the counties of:

FLORENCE • MARINETTE • OCONTO • BROWN • DOOR • KEWAUNEE • MANITOWOC • SHEBOYGAN

April 12, 2011

Greg Searle, Section Chief
Bureau of Watershed Management
Wisconsin Dept. of Natural Resources WT/3
PO Box 7921
Madison, WI 53707

Re: 10023-09 Sheboygan Sewer Service Plan Update Phase II – Reimbursement Request

Dear Mr. Searle:

Please find enclosed invoice No. 4782 in the amount of \$4,801.31 for expenses incurred in the period of January 1 through March 31, 2011, for work undertaken on the contract referenced above.

If you have any questions about this invoice, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Richard L. Heath".

Richard L. Heath
Executive Director

RLH:rm

Enclosure



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BILL TO
Greg Searle, Section Chief Bureau of Watershed Management Wisconsin Dept. of Natural Resources P.O. Box 7921 Madison, WI 53707

Invoice

DATE	INVOICE #
3/31/2011	4782

P.O. NO.	CONTRACT NO.
	10023-09

DESCRIPTION	AMOUNT
For the period Jan. 1 - Mar. 31, 2011 Wisconsin Dept. of Natural Resources - Sheboygan Sewer Service Plan Update Phase II	
Salary	1,976.13
Leave Additive	434.75
Fringe Benefit	889.26
Indirect Cost	1,403.05
Travel	98.12
 Remaining contract balance \$6,456.61	
Total	\$4,801.31

Progress Report

2030 Sheboygan Urbanized Area Sewer Area Plan

January 1, 2011 through March 31, 2011

Submitted by:

Angela Pierce

Natural Resources Planner III

Bay-Lake Regional Planning Commission

(920) 448-2820

Project reporting period January 1, 2011 through March 31, 2011

Table 1. Task detail.

Task	Narrative Description	Time Estimate (Hours)	Time Spent, previous report periods (Hours)	Time Spent, current report period (Hours)	Time Remaining (Hours)	Staff	Proposed Check-in Date ¹	Proposed Completion Date ¹	Cost Estimate
Steering Committee (TAC) Meetings (Task #3 from Table 3)	Hold 6 SSA technical advisory committee (TAC) meetings to review and revise the goals, objectives, and policies; review ESA delineations; establish density standards; establish SSA boundary; review implementation procedures; review the draft plan; and app	36	2	12	22	Jeff Agee-Aguayo (meeting facilitator), Angela Pierce (project manager), and Brenda Rehberg (clerical)	12/1/2010-1/15/2010	1/30/2011-3/15/2011	\$2,174.27
Inventory/Digitize Land Use (Task #4 and 5 from Table 3)	Clean-up the digital land use data, as some of the land use polygons from the updated transportation network do not match up with the SSA parcels requiring manual updates in GIS. Update ESA data including the stream and lake buffers based on local ordinance.	200	68	34	98	Joshua Schedler (GIS manager) and GIS Intern	10/7/2010-11/20/2010	11/12/2010-12/22/2010	\$3,609.48
Inventory/Analyze Existing WWTFs (Task #6 from Table 3)	Contact WWTPs in the SSA to update their information.	12	2	0	10	Angela Pierce (project manager), and Joshua Schedler (GIS manager)	10/7/2010-11/20/2010	11/12/2010-12/22/2010	\$718.09
Open House/Public Hearing (Task #3 from Table 3)	An Open House and Public Hearing will be held to gather public input and the TAC will review and approve the SSA Plan based on comments received.	26	0	0	26	Jeff Agee-Aguayo (meeting facilitator), Angela Pierce (project manager), Joshua Schedler (GIS manager), and Brenda Rehberg (clerical)	12/1/2010-1/15/2011	2/1/2011-3/15/2011	\$1,526.91
Develop SSA Alternatives/Allocations (Task #7 from Table 3)	Update land use projections and allocations based on the updated GIS land use data. Update the SSA boundary based on land use allocations and TAC input. Assess developed and undeveloped acreage within the SSA.	30	0	20	10	Angela Pierce (project manager), and Joshua Schedler (GIS manager)	1/3/2011-2/18/2011	2/1/2011-3/15/2011	\$1,902.10
Draft Plan and Plan Printing (Task #8-11 from Table 3)	Develop a written boundary description of the SSA and finish drafting the plan based on updated land use data and TAC input. Get WDNR approval. Finalize and print 15-20 copies of approved plan.	54	4	0	50	Angela Pierce (project manager), Joshua Schedler (GIS manager), and Brenda Rehberg (clerical)	1/3/2011-2/18/2011	2/1/2011-3/15/2011	\$3,029.64
Total Hours:		358	76	66	216				

1. Proposed Check-in Dates and Proposed Completion Dates have shifted by 45 days from original proposal to accommodate delayed project start date awaiting contract.

Table 3. Revised timetable¹⁴.

Task	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Notes
1. Prepare Demographic Profiles	COMPLETED										Completed prior to Phase II.
a. Population Trends	COMPLETED										Completed prior to Phase II.
b. Population Projections	COMPLETED										Completed prior to Phase II.
c. Household Size	COMPLETED										Completed prior to Phase II.
d. Economic Trends	COMPLETED										Completed prior to Phase II.
e. Density (Existing/Proposed)	COMPLETED										Completed prior to Phase II.
f. Land Consumption Calculations	COMPLETED										Completed prior to Phase II.
2. Develop Preliminary SSA Boundary for TAC Review	COMPLETED										Completed prior to Phase II.
3. SSA Technical Advisory Committee (TAC) Meetings											TAC meetings were held on 1/31/2011 and 3/4/2011. The next TAC meeting will be held in early April 2011.
a. Define Goals and Objectives	COMPLETED										Completed on 3/4/2011 after TAC approval.
b. Delineate ESAs	COMPLETED										Completed on 1/31/2011 after TAC approval.
c. Review and approve implementation procedures											TAC approval would be more pertinent at a meeting later in the process. Anticipate TAC completion in May 2011.
d. Establish density standards											Anticipate completion in April 2011 after TAC approval.
e. TAC review/approve of SSA boundary and draft plan.											TAC and BLRPC staff began working on this element in March 2011. Anticipate completion in June 2011.
f. Open House/Public Input											This element will need to be shifted to allow the TAC time to approve proposed SSA boundary. Anticipate completion June 2011.
g. Public Hearing											This element will need to be shifted to allow the TAC time to approve proposed SSA boundary. Anticipate completion July 2011.
h. Approval of Final Plan by TAC											Anticipate completion in July 2011.
4. Inventory/Digitize Land Use											GIS digital land use data refinement and ESA data updates are complete. Work will continue to ensure ESA boundaries do not divide parcels and to accommodate future changes from TAC as they update the SSA boundary.
5. Inventory Natural Resources	COMPLETED										Completed in November 2010.
6. Inventory Existing Wastewater Treatment Facilities	COMPLETED										Information compiled. Will be incorporated into plan as it is drafted.
7. Develop SSA Alternatives/Allocations											Will be completed shortly after the TAC establishes a density standard in April 2011.
8. Draft Plan											This work will continue throughout the project. Anticipate completion in June-July 2011 ² .

Table 3. Revised timetable^{1,2}.

9. WDNR Draft Plan Review												Received comments from WDNR staff during Month 1 and 2 based on draft plan. Further review will be sought towards the end of the project during July-August 2011 ² .
10. WDNR Plan Approval												
11. Plan Printing												

1. Timetable is based on October 2011 starting period based on when contract was issued.

2. Will request an extension to allow additional time to complete the project. Project is anticipated to go over schedule by approximately two months (to September 2011) to allow another month or two of TAC meetings.