



VILLAGE OF TWIN LAKES

105 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181
Phone (262) 877-2858 Fax (262) 877-4019

VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

Monday, February 5, 2024 – 6:30 p.m.

Village Hall, 105 E. Main Street, Twin Lakes, WI

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: TRUSTEES ANDRES, BOWER, FITZGERALD, KAROW, KASKIN, PERL, PRESIDENT SKINNER
4. PUBLIC COMMENTS AND QUESTIONS
5. PRESIDENT AND TRUSTEE REPORTS
 - A. TRUSTEE SHARON BOWER - ADMINISTRATION, FINANCE, JUDICIARY, LICENSING
 1. Presentation by District Administrator Michael Plourde on Wilmot referenda
 2. Discussion regarding the Twin Lakes Short-Term Rental Ordinance.
 3. Other?
 - B. TRUSTEE KEVIN FITZGERALD - STREETS & ROADS, EQUIPMENT, STREET LIGHTS, WEEDS, LAKE PLANNING AND PROTECTION
 1. Discussion regarding Resolution R2024-2-1 Approving the Village of Twin Lakes Adjusted Urban Area Boundary.
 2. Other?
 - C. TRUSTEE BILL KASKIN - CEMETERY, SANITATION, RECYCLING, SENIORS
 1. Other?
 - D. TRUSTEE AARON KAROW - BUILDING AND ZONING, PLAN COMMISSION, AND PUBLIC BUILDINGS
 1. Other?
 - E. TRUSTEE KEN PERL - POLICE, FIRE, LAKE CONTROL, PARKS AND BEACHES
 1. Other?
 - F. TRUSTEE BARB ANDRES - SEWER, HEALTH AND ENVIRONMENT, YOUTH, LIBRARY
 1. Discussion regarding a quote from Sabel Mechanical for Digester Wall Repair.
 2. Update on WWTF phosphorus compliance alternatives with Village Engineer.
 3. Other?

G. VILLAGE PRESIDENT HOWARD SKINNER

1. Discussion regarding the Aquanuts Annual Agreement and Compliance Statement.
2. Other?

6. CLOSED SESSION

Notice is given that the Village Board may move to closed session for the following reasons:

1. Pursuant to Wis. §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding a Village lease at 3101 East Lakeshore Drive. [Roll Call Vote]

7. OPEN SESSION

Motion to return to open session pursuant to Wis. Stat. 19.85(2) and take action on any items discussed in closed session.

8. ADJOURN

*****MATTERS MAY BE TAKEN IN ORDER OTHER THAN LISTED*****

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Clerk Treasurer's office in advance so the appropriate accommodations can be made.

VILLAGE OF TWIN LAKES

ORDINANCE NO. 2021-04-02

An Ordinance Creating Chapter 5.40 Of The Twin Lakes Code Of Ordinances Pertaining to Short Term Rentals

The President and the Trustees of the VILLAGE OF TWIN LAKES, Kenosha County, Wisconsin, do herewith ordain as follows, to wit:

SECTION I

Chapter 5.40 of the Twin Lakes Code of Ordinances, pertaining to short term rentals, is hereby created to read as follows:

“Chapter 5.40 Short Term Rentals

Sections:

- 5.40.010 Short Term Rentals.**
- 5.40.020 Operations of Short-Term Rentals.**
- 5.40.030 Standards for Short-Term Rentals.**
- 5.40.040 Display of License.**
- 5.40.050 Appeal and License Revocation.**
- 5.40.060 Penalties.**
- 5.40.070 Fees.**
- 5.40.080 Severability.**

“5.40.010 Short Term Rentals.

A. Purpose. The purpose of this Article is to ensure that the quality of short-term rentals operating within the Village of Twin Lakes is adequate for protecting public health, safety and general welfare, including establishing minimum standards of space for human occupancy and for an adequate level of maintenance; determining the responsibilities of owners, operators and property managers offering these properties for tourists or transient occupants, to protect the character and stability of all areas, especially residential areas, within the Village of Twin Lakes; to provide minimum standards necessary for the health and safety of persons occupying or using buildings, structures or premises; and provisions for the administration and enforcement thereof.

B. Definitions.

- (1) For the purpose of administering and enforcing this Article, the terms or words used herein shall be interpreted as follows:
 - (a) Words in the present tense include the future.
 - (b) Words in the singular number include the plural number.

- (c) Words in the plural number include the singular number.
- (2) The following definitions and conditions apply unless specifically modified:
 - (a) Clerk. The Village Clerk of the Village of Twin Lakes or designee.
 - (b) Corporate entity. A corporation, partnership, limited liability company, or sole proprietorship licensed to conduct business in this state.
 - (c) Dwelling Unit. One (1) or more rooms with provisions for living, cooking, sanitary, and sleeping facilities and a bathroom arranged for exclusive use by one (1) person or one (1) family. Dwelling Units include residential, tourist rooming house, seasonal employee housing and dormitory units.
 - (d) Owner. The owner of a short-term rental.
 - (e) Person. Shall include a corporation, firm, partnership, association, organization and any other group acting as a unit as well as individuals, including a personal representative, receiver or other representative appointed according to law. Whenever the word person is used in any section of this Article prescribing a penalty or fine, as to partnerships or association, the word shall include the partners or members hereof, and as to corporations, shall include the officers, agents or members thereof who are responsible for any violation of such section.
 - (f) Property Manager. Any person that is not the property owner and is appointed to act as agent and/or provides property management services to one or more short-term rental.
 - (g) Short-Term Rental. A residential dwelling that is offered for rent for a fee and for fewer than 29 consecutive days, as defined in Wis. Stat. § 66.0615(1)(dk).
 - (h) State. The State of Wisconsin Department of Health, or its designee.

5.40.020 Operations of Short-Term Rentals.

A. No person may maintain, manage, or operate a short-term rental more than 10 nights each year without a short-term rental license. Every short-term rental shall be operated by an Owner or Property Manager.

B. Each short-term rental is required to have the following licenses and permits:

- (1) A State of Wisconsin Tourist Rooming House License;
- (2) A Seller's permit issued by the Wisconsin Department of Revenue, unless the short term rental is rented exclusively through a lodging marketplace, as defined by 66.0615(1)(bs), which (1) has informed the operator that the lodging marketplace will collect and remit all applicable taxes on behalf of the short term rental operator and (2) actually collects and remits all applicable taxes relating to the short term rental.
- (3) A permit or license issued pursuant to the provisions of this Article.

- C. Each short-term rental shall comply with all of the following:
- (1) No vehicular traffic shall be generated that is greater than normally expected in the residential neighborhood.
 - (2) There shall not be excessive noise, fumes, glare, vibrations generated during the use.
 - (3) Name plates or other signage shall not exceed one square foot. No other signage advertising the short-term rental is permitted on site. Off-site advertising in media channels relating to the availability of the rental may take place only after all Village and State permits and licenses have been obtained.
 - (4) The number of occupants in any unit shall not exceed the limits set forth in the State of Wisconsin Uniform Dwelling Code and other applicable county and Village housing regulations based upon the number of bedrooms in each unit. In no case shall the short-term rental have more than two occupants per bedroom.
 - (5) No recreational vehicle (RV), camper, tent, or other temporary lodging arrangement shall be permitted on site as means of providing additional accommodations for paying guests or other invitees.
 - (6) Any activities shall be in compliance with other applicable noise regulations.
 - (7) Compliance with all applicable state, county, and local codes and regulations is required.
 - (8) Annual general building inspection is required prior to issuance or renewal of the license.
 - (9) A local property management contact for the short term rental must be on file with the Village at the time of application with a 24-hour contact phone number. The local Property Manager must be available 24 hours a day. The Property Owner must notify the Village within twenty- four (24) hours of a change in management contact information for the short-term rental.
 - (10) A short-term rental license shall not be issued until the following contingency has been met:
 - (a) General Building and fire code inspections completed by the Village and no outstanding orders remain.
 - (11) Short-term rental licenses are issued for one-year period and must be renewed annually subject to Village approval or denial.
 - (12) Each short-term rental shall maintain the following written records for each rental of the dwelling unit: the full name and current address of any person renting the property, the time period for that rental, and the monetary amount or consideration paid for that rental.

5.40.030 Standards for Short-Term Rentals.

A. Each short-term rental shall comply with this Article's requirements or any other applicable Village ordinance. Each short-term rental shall comply with the following minimum requirements:

- (1) One (1) internal bathroom for every (4) occupants.
- (2) Not less than one hundred fifty (150) square feet of floor space for the first occupant thereof and at least an additional one hundred (100) square feet of floor space for every additional occupant thereof. The floor space shall be calculated on the basis of total habitable room area. Floor space is determined using interior measurements of each room. Floor space does not include kitchens, bathrooms, closets, garages, or rooms not meeting Uniform Dwelling Code requirements for occupancy. The maximum occupancy for any premises without a separate enclosed bedroom is two (2) people plus two (2) additional people per house.
- (3) A safe, unobstructed means of egress from the short-term rental leading to safe, open space at ground level.
- (4) Shall have functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Chapter SPS 321 of the Wisconsin Administrative Code.
- (5) There shall be no outdoor storage by the tourist or transient.
- (6) As a condition of issuance of a license under this Article, the Property Manager shall certify that each managed property is in compliance with the terms and conditions of the license and this Article.
- (7) Operators shall review the Boat Safety brochure provided to them by the Village and disseminate that information to any renter they may have.

5.40.040 Display of License.

Each short-term rental license shall be displayed on the inside of the main entrance door of each short-term rental.

5.40.050 Appeal and License Revocation.

A. The denial of a short-term license or the renewal of a short-term license under this Article may be appealed by filing a written appeal request with the Clerk within ten (10) days of the Village's notice of denial. The appeal shall be heard by the Village Board. The Village Board shall then reconsider the initial application or renewal application, and any recommendations, and may approve or deny the application or renewal.

B. A license may be revoked by the Village Board for one or more of the following reasons:

- (1) Failure to make payment on taxes or debt owed to the Village.
- (2) Three (3) or more legitimate calls for police service, building inspection or the health department for nuisance activities or other law violations in a twelve (12) month period.

- (3) Failure to comply with annual Village building inspection requirements.
- (4) Failure to maintain all required local and state licensing requirements.
- (5) Failure to comply with any requirements cited within this Article.
- (6) Any violation of an applicable zoning regulation or other state or local land use or property maintenance regulation.
- (7) Any violation of local, county, or state laws that substantially harm or adversely impact the predominately residential uses and nature of the surrounding neighborhood.

5.40.060 Penalties.

A. Any person who shall violate any provision of this Article shall be subject to a \$500 penalty after one warning and in the forfeiture amounts as provided for in the bond schedule for the Village Municipal Court.

B. Penalties set forth in this section shall be in addition to all other remedies of injunction, abatement or costs whether existing under this Article or otherwise.

5.40.070 Fees.

A. Short-Term Rental License application fee - \$150.

B. Re-inspection fee - \$65

5.40.080 Severability.

If any provision of this Article is held invalid or unconstitutional by any court of competent jurisdiction, such a decision shall not affect the validity of any other provision of this Article. It is hereby declared to be the intention of the Village of Twin Lakes that all provisions of this Article are separable. This Article shall not invalidate or interfere with any lawful private or other lawful public covenant or restriction on property which prohibits or restricts to a greater extent the uses described and licensed herein.”

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

SECTION III

This Ordinance shall take effect immediately upon passage and publication as provided by law, and the Village Clerk/Treasurer shall so amend the Village of Twin Lakes Code of Ordinances, and shall indicate the date and number of this creating Ordinance therein.

Dated this 20th day of April, 2021.

ATTEST:

VILLAGE OF TWIN LAKES

Sabrina Waswo, Village Clerk

Howard K. Skinner, Village President

Members Voting:

Aye

Nay

Absent

Abstained

VILLAGE OF TWIN LAKES

ORDINANCE NO. 2021-08-02

An Ordinance Amending Chapter 5.40 Of The Twin Lakes Code Of Ordinances Pertaining to Short Term Rentals

The President and the Trustees of the VILLAGE OF TWIN LAKES, Kenosha County, Wisconsin, do herewith ordain as follows, to wit:

SECTION I

Chapter 5.40 of the Twin Lakes Code of Ordinances, pertaining to short term rentals, is hereby amended to read as follows:

“Chapter 5.40 Short Term Rentals

5.40.020 Operations of Short-Term Rentals.

C. Each short-term rental shall comply with all of the following:

- (4) The number of occupants in any unit shall not exceed the limits set forth in the State of Wisconsin Uniform Dwelling Code and other applicable county and Village housing regulations based upon the number of bedrooms in each unit. In no case shall the short-term rental have more than two occupants per bedroom **plus two (2) additional people per house.**

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

SECTION III

This Ordinance shall take effect immediately upon passage and publication as provided by law, and the Village Clerk/Treasurer shall so amend the Village of Twin Lakes Code of Ordinances, and shall indicate the date and number of this creating Ordinance therein.

Dated this 16th day of August, 2021.

ATTEST:

VILLAGE OF TWIN LAKES



Sabrina Waswo, Village Clerk



Howard K. Skinner, Village President

Members Voting:

6 Aye — Nay 1 Absent — Abstained

5.)B.)1.

VILLAGE OF TWIN LAKES

RESOLUTION NO. R2024-2-1

Approving the Village of Twin Lakes Adjusted Urban Area Boundary

WHEREAS, the Village of Twin Lakes was designated by the Governor of the State of Wisconsin for the purpose of carrying out cooperative, comprehensive, and continuing urban transportation planning in the Twin Lakes Urban Area and

WHEREAS, metropolitan transportation planning, including the establishment of adjusted urban area boundaries and metropolitan planning area boundaries, is required of metropolitan planning organizations by U.S. Department of Transportation regulations implementing Title 23, United States Code (Federal Aid Highway Acts) and Title 49, United States Code (Federal Transit Act, as amended); and

WHEREAS, the Federal Highway Administration allows states to adjust the census-defined urban area boundaries for planning and funding purposes; and

WHEREAS, the Wisconsin Department of Transportation, every 10 years following the release of decennial census data, lead a process to adjust Census-defined Urban Area Boundaries (UABs) within the state, in conjunction with the respective office of the Federal Highway Administration; and

WHEREAS, after review by MPO staff, the MPO Technical Advisory Committee, the Wisconsin Department of Transportation, and the Federal Highway Administration, the proposed adjusted Urban Area Boundary has been found to be justified; and

WHEREAS, the Wisconsin Department of Transportation will after MPO approval of the boundary submit the proposed adjusted urban area boundary to the respective FHWA division office;

NOW, THEREFORE, BE IT RESOLVED that the Village of Twin Lakes MPO informs the Wisconsin Department of Transportation that the Adjusted Urban Area Boundary as reflected in the attached map is hereby approved and adopted.

Adopted this ___ day of February 2024.

Attest:

Approved:

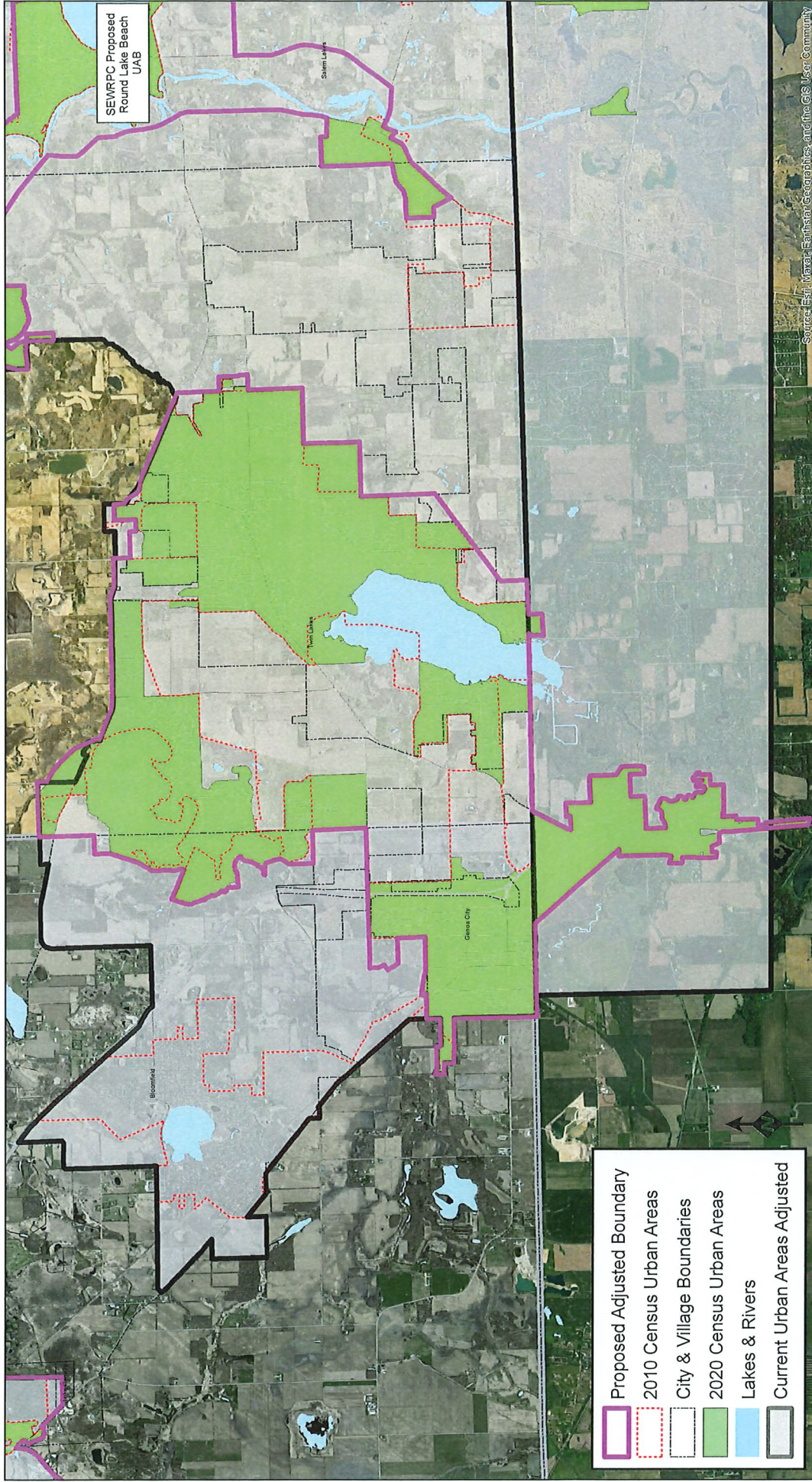
Sabrina Waswo, Village Clerk
Village of Twin Lakes

Howard Skinner, Village President
Village of Twin Lakes

Twin Lakes Urban Area

(Proposed Adjusted Boundary)

DRAFT



- Proposed Adjusted Boundary
- 2010 Census Urban Areas
- City & Village Boundaries
- 2020 Census Urban Areas
- Lakes & Rivers
- Current Urban Areas Adjusted



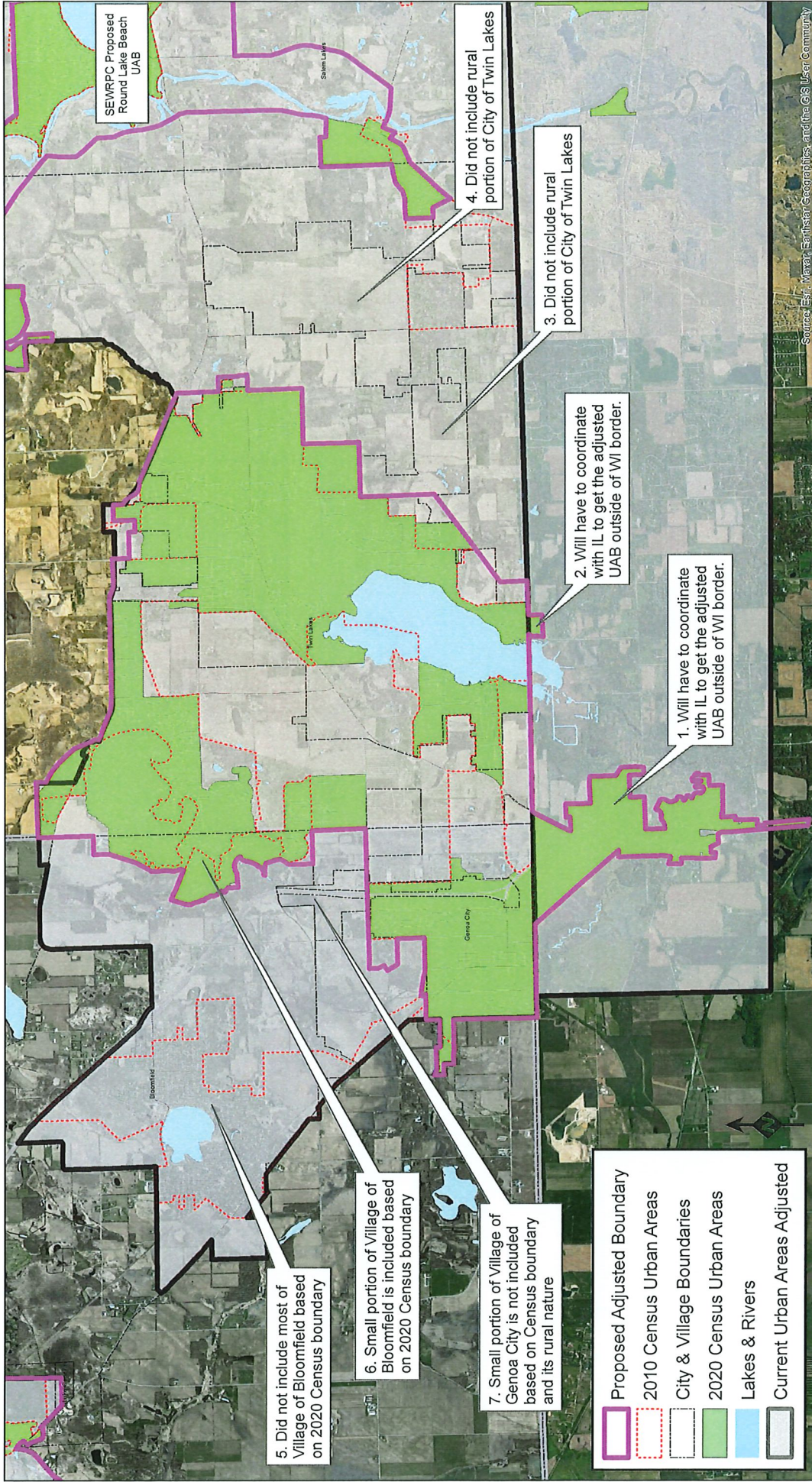
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Population (2020): 11,123
Housing Units: 5,750
Map Date: 10/12/2023

Twin Lakes Urban Area

(Proposed Adjusted Boundary)

DRAFT



- Proposed Adjusted Boundary
- 2010 Census Urban Areas
- City & Village Boundaries
- 2020 Census Urban Areas
- Lakes & Rivers
- Current Urban Areas Adjusted



Population (2020): 11,123
 Housing Units: 5,750
 Map Date: 10/12/2023



2020 Census: Urban Area Boundary Adjustments

- Part 1: Background and Process – Page 1
- Part 2: Technical Considerations – Page 7
- Part 3: Key Process Steps – Page 9

Part 1: Background and Process

This section includes information explaining Census-defined urban areas, release of urban area boundary data, and the process WisDOT uses for adjusting those urban area boundaries.

Urban Areas are defined by the US Census as individual municipalities or groups of nearby municipalities with a total population of 5,000 or higher. In the past, *urbanized area* was the term for urban areas with populations of 50,000 or higher; all Metropolitan Planning Organizations (MPOs) were urbanized areas. With the 2020 Census, the *urbanized area* category has been discontinued. Large urban areas, with populations of 50,000 and higher, are **MPOs**. All smaller urban areas, with populations of 5,000 to 49,999, are just **urban areas**. MPOs with populations of 200,000 and higher are federally designated as Transportation Management Areas (TMAs).

A. Census-Defined Urban Boundaries and Adjusted Urban Area Boundaries

The Urban Area Boundary (UAB) is important for transportation planning because it is a key factor for federal Surface Transportation Block Grant (STBG) funding eligibility.

WisDOT’s funding program for federal STBG funding is the State Transportation Program (STP). It divides STBG funds into STP-Urban and STP-Rural. The UAB is also a factor for Federal Highway Administration (FHWA) Highway Performance Monitoring System (HPMS) reporting.

Areas *within* the UAB are considered to be **Urban**. All functionally classified, non-local roads within an urban area are eligible for STP-Urban funding. Areas *outside* the UAB are considered to be **Rural**. Functionally classified roads (Major Collectors and higher) outside the UAB are eligible for STP-Rural funding. When a rural county highway continues across the UAB into an urban area; that urban portion is eligible for STBG/STP-Urban rather than STBG/STP-Rural funding. See [WisDOT's Local Program website](#) for additional information.

Functional Classification is a way to define and categorize the various roles that streets and highways play in serving the state’s varied transportation needs. Arterial, Collector, and Local classifications categorize roads based on the amount and types of traffic the roads carry, characteristics of the roadways, land uses in the vicinity of the roadways, and the development and population density of the surrounding area.



Also, the approval process is different for urban and rural areas. Approval for changes in an urban area are carried out by the municipal board or elected official; approval in rural areas is under jurisdiction of the county board.

The criteria used by the US Census Bureau for defining urban areas do not align well with transportation planning needs. Census-defined urban areas often do not correspond to known geographic or municipal boundaries and can be irregularly shaped. For this reason, FHWA allows states to adjust the Census-defined urban boundaries in creating the official urban boundary for planning and funding purposes.

Adjustment of these boundaries allows states and MPOs to smooth out the irregularities, ensure administrative continuity, and encompass fringe areas with residential, commercial, industrial, recreational, and/or national defense significance. Adjusting Census-defined Urban boundaries facilitates planning and programming by creating urban boundaries more appropriate for these purposes. The Adjusted UAB becomes the official Urban Area Boundary after it has been approved by FHWA.

WisDOT’s deadline for approval of adjusted Urban Area Boundaries is June 30, 2024. This provides a window of approximately 18 months to complete all review, adjustment, and approval of all UA boundaries, including bi-state MPOs. While FHWA has extended their deadline to April 2025, WisDOT will keep the June 2024 deadline. For any adjusted Urban Area Boundaries not approved by the 2025 deadline, the official urban area boundary will default to the Census-defined urban boundary. This outcome is not an acceptable option; WisDOT will review and work with local officials to adjust and approve every Urban Area Boundary in the state.

The Urban Area Boundary (UAB) should not be confused with the municipal or corporate boundary of a city, village, or town. These CVT boundaries are used for some transportation planning purposes but they do not affect eligibility for federal STBG funding.

B. Initial Preparation

Prior to the release of Census 2020 Urban Area Boundary data—expected late in CY 2022—WisDOT-BPED will hold an informational meeting with DTSD Region Planners to explain the boundary update and approval process, including communication with local governments, and timeline for completion. Then, before or shortly after the Census release of UA Boundary data, BPED and the Region staff will hold individual meetings with MPO staff to discuss the boundary adjustment process and answer any questions before the process gets underway. This advance discussion will hopefully minimize numerous iterations of boundary adjustments and back-and-forth communication during the process.

C. Current Urban Area Boundary and Census-Defined Boundary Overlay Map

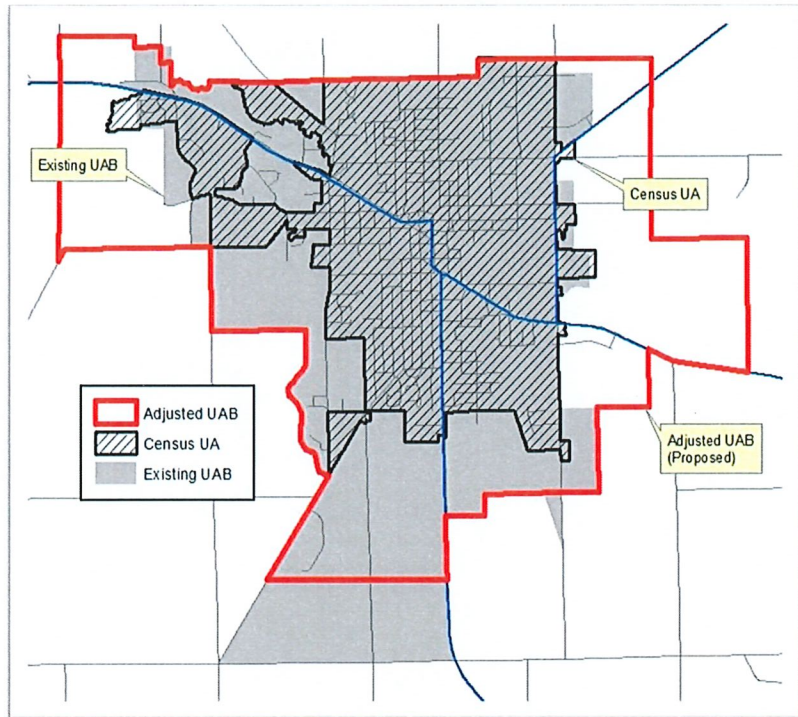
BPED will begin the Urban Area Boundary review and adjustment process. Using Geographic Information Systems (GIS), BPED will overlay the 2020 Census-defined urban boundary on the existing

UA boundary, with the changes highlighted. BPED will then coordinate with the MPOs, other Urban Areas, and respective WisDOT Region staff to create the initial proposed boundary adjustments for each Urban Area.

D. Proposed Urban Area Boundary Adjustments

For the MPOs, BPED will send the initial overlay map to the MPO contact(s), who will then draft the initial adjusted UA boundary map and send it to Region staff, BPED staff, and FHWA staff for review.

For all other urban areas, in addition to the overlay map, BPED will also develop the initial proposed boundary adjustments and send that map to Region staff and FHWA before to reach concurrence on adjustments. BPED will then send the adjusted UA boundary map to local officials for review and approval. BPED and Region staff will concur on the final proposed adjusted boundary map. For additional information on this process, see WisDOT’s [Functional Classification and Boundary Approval Policy](#).



MPOs: The MPO Director or appropriate staff will coordinate review and approval by their Technical Advisory and/or Policy Board. BPED will coordinate with the MPO Liaison, Region Planner, and FHWA throughout the boundary adjustment development and approval processes.

Other urban areas: WisDOT Region staff will coordinate communication with the urban areas in their respective region. They will initiate contact with the Municipal Clerk or other elected official (e.g., city planner, public works director, mayor, etc.) to explain the process and timeline for completion. This local official will coordinate the boundary map review and approval by the local board, transportation committee, or designated Urban Area committee.

Region staff will coordinate with BPED as needed during the local review and approval process to address any questions or concerns that arise.

Newly-Defined Urban Areas: If there are any “new” census-defined urban areas—populated places that did not meet the criteria for urban definition in 2010—they will switch from being rural places to



urban places. Thus, their STBG/STP funding eligibility will change from rural to urban. As a result, the pool of potential funding recipients will change, and with it, the project prioritization factors used to consider and submit projects for STBG/STP funding.

For these newly defined Urban Areas, it is recommended that the Region staff meet with local official(s) (including BPED staff, if desired) to introduce them to the Urban Area concept and what it means for the community—primarily a change in federal funding source and consequent ramifications—as well as an overview of the process and timeline. WisDOT will use the same criteria and analysis for adjusting newly-designated urban area boundaries as are used for pre-existing urban areas. A pre-meeting may be beneficial for any other existing urban areas, too. Region staff will likely make this determination, but BPED also may come across a situation that might benefit from a pre-boundary adjustment meeting with the municipality.

Bi-state MPOs: WisDOT will propose adjustments for the Wisconsin portion of the MPO, through coordination with the DTSD Region Planner and MPO Director or delegated MPO staff person who, in turn, will coordinate closely with the neighboring state on the urban area boundary adjustments in that state. The bi-state MPOs in Wisconsin are:

- Duluth-Superior MPO (MN)
- La Crosse-La Crescent MPO (MN)
- Dubuque MPO (IA)
- Beloit-South Beloit MPO (IL)
- Round Lake Beach TMA (SEWRPC and CMAP (IL) MPOs)
- Metropolitan Council TMA (MN)

E. Review and Approval by MPO/UA Officials

For the MPOs, the MPO policy board reviews the proposed boundary adjustments, can ask questions and suggest changes to WisDOT, and upon concurrence with WisDOT, votes to approve the proposed UA boundary.

For the other urban areas, the municipal clerk—or other local elected official—receives the proposed UA Boundary map and presents it to the appropriate governing body (municipal board/committee) for review and approval. See WisDOT's [Functional Classification and Boundary Approval Policy](#).

If there are questions, or recommendations for changes to the proposed map, the local official should contact the Region Planner who then contacts BPED to discuss them and concur on any changes. BPED will send the revised map back to the Region Planner to send (or present to) the MPO/Local officials. This iterative process continues until all parties concur on the final proposed UA boundary map. The MPO/Local officials approve the proposed UA map and send documentation of approval to the Region Planner who forwards it to BPED.

BPED finalizes the proposed UA map and prepares documentation for internal approval.



F. Governor/WisDOT Secretary Approval

Federal Law (23 USC 101) states that State and local officials are responsible for approval of urban area boundaries. In Wisconsin, the Governor delegates state approval authority for adjusted Urban Area Boundaries to the State Transportation Secretary. WisDOT will send the proposed UA Boundary map to the WisDOT Secretary for approval/signature. Record of the approval is included with the proposed map.

First in the approval process, the MPOs and other urban areas will pass a resolution approving the adjusted UA boundary and send it to WisDOT-BPED. In the event that passage of a formal resolution is not possible in timely manner, passage of a motion to approve the changes and documented in the meeting minutes, is acceptable. Next, BPED will forward the adjusted boundary map to the WisDOT Secretary for written approval. Finally, BPED will send the map, along with both approval documents, in a submittal packet to FHWA-Wisconsin.

The Census-defined Urban Area—not the adjusted Urban Area—is used to determine the population of the Urban Area. This is a factor for urban areas just under the 50,000 population threshold for MPO designation or the 200,000 threshold for TMA designation.

G. FHWA Approval

Upon receipt of the adjusted UA Boundary map and approval documentation from BPED, FHWA will send a letter to WisDOT approving the adjusted boundary map.

H. Final UA Boundary Maps

Once FHWA as approved the adjusted UA boundary, it becomes official, Urban Area Boundary. Upon receipt of the final approval from FHWA-Wisconsin, BPED will add the approval dates to the final UAB maps and posts them on its [website](#). The description of urban areas and UA boundaries on the website will be updated to align with the new urban definitions created from the 2020 Census.

An **outline** of key steps in the UA boundary adjustment process is included at the end of this document.

I. Metropolitan Planning Area (MPA) Boundaries

Federal Regulations governing Metropolitan Planning Area Boundaries are found in 23 CFR 450.312. Whereas the UA boundary typically defines the area of potential growth of the community over 10 years, the MPA boundary typically extends beyond that to encompass the area of expected urbanization of the metropolitan planning area 20 years into the future.

Transportation projects that fall within the MPA boundary are included in the MPO's Transportation Improvement Program (TIP).

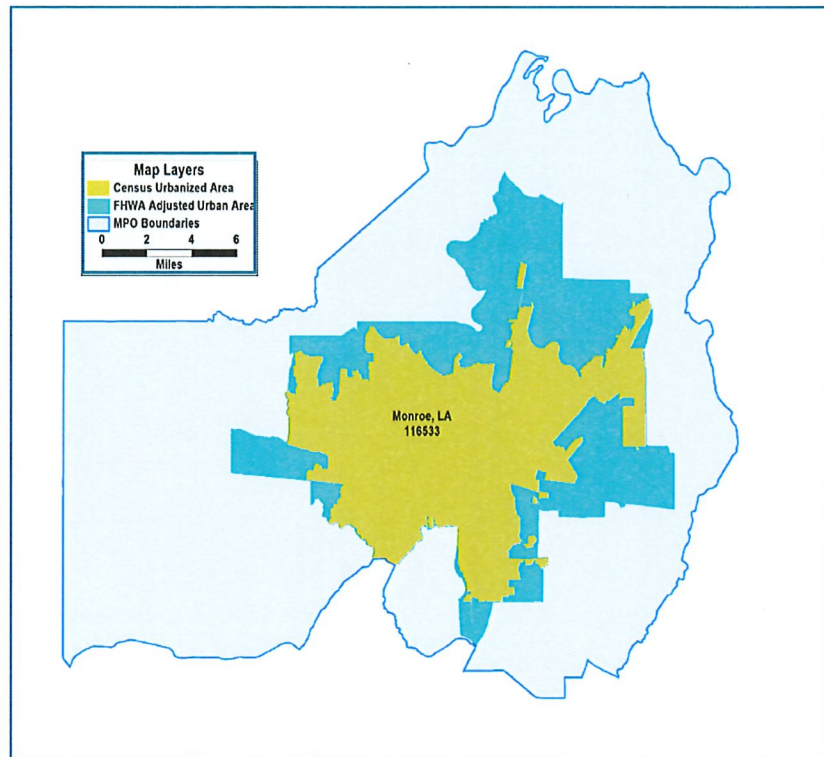
The area between the approved Urban Area (UA) boundary and the Metropolitan Planning Area (MPA) boundary is considered **rural** for functional classification and funding purposes.

The MPA boundary is used by the federal government as the delineation between jurisdictions of adjoining MPOs.

The MPA boundary must include the entire area encompassed by the adjusted UAB. The MPA boundary usually extends beyond the UAB but can coincide with it, depending on the land use, transportation network, and anticipated growth and development in the areas adjacent to or very near the UA (as shown in the example to the right).

MPOs typically update and finalize their MPA boundaries after the adjusted UA boundary has been approved, although review and consideration of the MPA boundary may occur simultaneously with the urban area boundary adjustment process described above.

The final MPA boundary decisions belong to the MPO; WisDOT has more of an advisory role with regard to the location of the MPA boundary. However, as with WisDOT approval of the Adjusted Urban Area



Boundary, the MPA boundary/map has to be signed off by Department Secretary (as the designee of the Governor) and submitted to FHWA. FHWA acknowledges receipt of the MPA boundary but does not have approval responsibility and therefore does not sign off on the MPA boundary/map.

This guidance will be reviewed and may be revised after the US Census Bureau has released the urban area data, or after the urban boundary review and adjustment process has begun, to make sure it appropriately addresses any previously unanticipated situations. BPED will clarify the current information and provide additional guidance that may be helpful.



Part 2: Technical Considerations

This section comprises the various technical considerations and recommendations—the “rules”—for making adjustments to the Census-defined Urban Area Boundary (UAB).

- 1. The adjusted boundary must include all of the Census-defined boundary.** The adjusted UAB can be concurrent with, or outside of, the Census-defined boundary but *cannot be inside it*.
- 2. The adjusted boundary must include only one Census-defined Urban Area.** This is a one-to-one relationship. The adjusted UAB cannot include two or more Census-defined Urban Areas.
- 3. The adjusted boundary should encompass one contiguous area.** If the Census-defined boundary has resulted in a non-contiguous, disconnected portion of the urban area, the adjusted boundary can be expanded to include this area, creating a contiguous urban area.
- 4. Include within the adjusted boundary areas expected to be developed in the next 10 years.** Because the urban boundary adjustment process occurs only once every ten years, include areas that are likely to experience growth and development during the upcoming ten year window—areas which might be included in the next census boundary definition.
- 5. Eliminate inaccurate, unreasonable, or vaguely apparent boundaries.** Use physical features (e.g., roads, rivers, parcel/property lines, water bodies/shorelines) to define the urban area. The availability of maps and satellite imagery through Google, Bing, USGS (US Geological Survey), and NAIP (National Agriculture Imagery Program) has made it relatively easy to see physical features, roads, residential and commercial developments, and other land uses in considering prudent boundary adjustments.
- 6. Adjust portions of the Census-defined boundary that do not follow a recognizable feature.** When the Census-defined boundary results in an irregular dip or bump-out that does not follow a physical, land use, or roadway feature, and has no apparent relationship to the urban area, smooth out this portion of the boundary using a clearly-definable feature as previously discussed.
- 7. Include all of an incorporated city or village.** If the Census boundary includes part of an incorporated community, include all of the community to avoid the situation where a city or village has both urban and rural portions. Funding eligibility is a key consideration here; it is recommended to have all roads within an urban community be eligible for STP-Urban funding, rather having some roads eligible for STP-Urban funds and others eligible for STP-Rural funds. However, these decisions should take into account recent annexations and extraterritorial zoning areas, as well as potential rural versus urban funding implications. In some cases, a rural portion could stay separate from the adjusted urban area (remain outside the adjusted boundary), but only with compelling justification.



GUIDANCE DOCUMENT

This rule also applies to unincorporated developed areas—commercial, industrial, residential, institutional, etc.—*near* an urban area. If the Census-defined boundary cuts through one of these developments, it is recommended to adjust the boundary to include the entire developed area.

8. **Include typically urban land uses within the urban area boundary.** These are generators *other than* commercial, industrial, and residential uses. These include transit service routes such as bus lines and passenger terminals, as well as golf courses, airports, athletic fields, and ferry terminals, for example, even though these types of land uses can be located in rural locations, too.
9. **Ensure that the adjusted boundary includes or excludes all roads that run concurrent with the boundary.** Do not create or perpetuate a situation where some 'border roads' are within the urban area and others are outside the urban area, or where a single roadway has one or more segments inside and one or more segments outside the boundary. The UAB should be adjusted to include all border roads. Again, funding eligibility is a consideration. Note: Adjusting the boundary to *exclude* all 'border roads' is only possible in cases where the *Census-defined boundary does not include any portions of those border roads*. As mentioned at the beginning of this section, adjusting the urban area boundary *inside* of the Census-defined boundary is not permitted. Thus, in such cases, the only option is to adjust the UAB outward to include all border roads.
10. **Include an entire interchange either inside or outside the urban area boundary.** Often, interchanges exist on 'border roads' as described above. In such cases, make sure that the UAB is adjusted to include the entire interchange within the boundary, not just some of the ramps or auxiliary lanes. As is the case with roads, it might not be possible to adjust the boundary to *exclude* the entire interchange because the Census-defined urban boundary cannot be adjusted inward. Thus, if the Census-defined boundary cuts through the interchange, the only option is to adjust the boundary outward to include all interchange roads and ramps.
11. **Consider the functional classification of roads near the urban boundary.** Roadway Functional Classification and urban boundary placement are closely related. See WisDOT's [Functional Classification Criteria and Procedures](#) for detailed information. Functional classification review begins after the boundary adjustment process concludes; therefore, it is important to consider existing classified and unclassified roads, as well as planned roadways near the UAB when considering boundary adjustments, especially within the context of land use, spacing, and continuity. Functional classification issues should not be the primary factor in determining if and where to adjust an urban boundary, but rather, considered alongside the boundary adjustment criteria above.



Part 3: Overview of Process Steps*

1. US Census releases Urban Area (UA) Boundary data (shape files)
2. BPED creates initial UA maps showing:
 - Previous adjusted UA boundary
 - Current Census-defined UA boundary
 - Differences between the two boundaries highlighted
- 3a. BPED sends initial individual overlay map to each **MPO** (UA w/population = 50,000+)
 - Coordinate initial proposed boundary adjustments with MPO, Region, and FHWA via virtual meeting(s), as often as needed
 - Inform (cc: on communication) Planning Section MPO Liaisons
 - BPED reaches concurrence with MPO and respective Region and create final proposed adjusted UA boundary map
 - MPO (Transportation Advisory Committee and/or Policy Board) reviews proposed adjusted UA boundaries
 - MPO Policy Board approves adjusted UA boundary map
- 3b. BPED sends draft individual adjusted UA map to the other **UAs** (population = 5,000 to 49,999)
 - Coordinate with Region staff and FHWA on initial proposed boundary adjustments
 - Region sends initial communication to Municipal Clerk (or other official) for UAs in their region
 - For new UAs, Region schedules (virtual) meetings to explain the concept/process
 - Affected City/Village boards, designated Urban Area committee, or elected official(s) review proposed adjusted UA boundaries
 - BPED discusses comments/suggestions from municipality with Region (and respective local officials if warranted) and makes any revisions to draft UA map.
 - Affected City/Village boards or designated Urban Area committee reviews and approves proposed adjusted UA boundaries
4. Upon receipt of approval/concurrence from MPOs and other UAs, WisDOT sends maps to SO (as Governor's designee) for approval
5. Upon receipt of approved maps from SO, BPED sends approval packet to FHWA for approval
6. Upon receipt of approval letter from FHWA, BPED creates final UAB maps and posts on WisDOT's internet site
7. Deadline for approval of all adjusted UA Boundary maps is June 30, 2024

* Steps 3a and 3b can occur simultaneously.

S.) F.) I.



Quote No. Q10785
Date: Jan 23, 2024

W 3150 Co Rd H, Fond du Lac, WI 54937
920-581-5810
www.sabelmechanical.com
Sabel Contact: Brad Parkhurst
Email: bparkhurst@sabelmechanical.com

Sabel Mechanical LLC

Customer Billing Information	Job Site Information	Contact and Other Information
Village of Twin Lakes 901 Gatewood Dr, Twin Lakes, WI, 53181	Twin Lakes WWTP 901 Gatewood Dr, Twin Lakes, WI, 53181	Contact: Greg Richter Phone: (262)877-3404 Email: sewer@twinlakeswi.gov

Sabel Mechanical is pleased to submit this proposal for:

Scope of Work

1. Digester Wall Repair \$34,644.05

Labor, Equipment, and Materials to perform the following:

- Install four (4) metal beams across metal wall from concrete wall to center metal wall to support insulation wall
- Cut supports in existing wall to make room for each beam
- Anchor beams to concrete wall with 2 anchors
- Weld beams to inside metal wall and insulation wall
- Weld hole between insulation wall and inside wall
- Paint beams according to spec given
- Onsite paint will be touch up to existing walls

Excludes draining and cleaning of tanks
Excludes by-pass pumping if required

Quote Total: \$34,644.05
Estimate valid until: Feb 22, 2024
Terms of Payment: 30 days

Customer Signature: _____ Date _____

Customer Name (Print) _____

P.O. #: _____

Due to the fluctuating material pricing and availability, quote is valid thru end of today's business day, Pricing may have to be adjusted at time of purchase and will be reflected when project is invoiced

AQUANUTS AGREEMENT AND COMPLIANCE STATEMENT
2024

MUST OBEY ALL STATE LAWS

1. Adult supervision shall be provided at all practices and performances. The name of an individual who will be available all year to act as liaison with the Village Board and Park Commission must be provided if it is not the signatory to this document.
2. Use of the Scout House will be allowed for storage and during practices and shows. However, the Scout House must be left in a usable condition after every use by the Aquanuts as it is used by others. All equipment and materials shall be stored in the available cabinets and storage facilities when not in use.
3. Reparation fee will be charged for any damage to the Scout House or grounds. No changes to the grounds or Scout House may take place without prior Park Commission approval. The Aquanuts are responsible for cleaning all five bathrooms at the Scout House after each performance. Trash accumulated during Aquanut practices and performances shall be disposed of in the toters available on site. The Scout House and grounds must be kept clean; there will be pre and post season inspections by Village personnel. There may also be periodic inspections during the season to verify the property is kept clean.
4. No vehicle access is allowed into the show site besides for loading/unloading purposes only. Vehicles are to remain in the parking lot at all times.
5. No sales of food or drink are allowed in Lance Park with the exception of the Concession Stand.
6. Ski jumps must meet State Code as far as lighting, color, reflective material, and distance from shore. *Please refer to WI. S.S. 30.13(1m)*. Jump(s) must be installed prior to the time the launch pier is installed and removed after it is removed.
7. Subject to review by the Park Commission, equipment and the main jump may be stored at Lance Park or its vicinity before or after the show season. No trailers or traileed equipment will be permitted to be stored in the parking lot at any time. No trailers or traileed equipment can be stored on the grass at any time. Additional liability insurance listing the Village as additionally insured must be provided in the amount of \$1 million for the stored ramp.
8. All insurance, show and practice schedules, as well as show and practice maps must be filed with the Village of Twin Lakes on or before May 1st of each year. Insurance Limits: \$2 million liability additional insured Village of Twin Lakes.

9. Final determination of the practice and performance areas shall be made between the Aquanuts, the Police Department and the Village Administrator.

10. There shall be **NO POWER LOADING** of boats per Village Ordinance 8.36.050(F). Aquanuts must follow all State Statutes and Village Ordinances. Especially that of *WI. S.S. 30.69(3)* which requires all boats and skiers to **REMAIN AT LEAST 100 FEET DISTANCE FROM A SWIM AREA**, and *Section 8.36.050 (E) of the Village Code* which **PROHIBITS WATER SKIING BETWEEN SUNSET OR 8:30P.M., WHICHEVER OCCURS EARLIEST AND 9:00A.M.** Under **NO CIRCUMSTANCES**, may Swim Area Buoys be moved to accommodate the course area. Further, Water Patrol will enforce the perimeter of the course area to allow safe access across the lake. Special waiver of the prohibition of water skiing as outlined in Section 8.36.050 (E) is given to allow one night performance provided details of this performance are approved by the Chief of Police or his designee.

11. The Aquanuts Show Permit does not authorize the pulling of more than 2 skiers, allow more that 2 tow ropes, allow ropes in excess of 75 feet, or allow persons to ski without floatation devices outside of the area described in the permit.

12. There is to be no parking of vehicles in the driveways or at the boat launch, except for the active loading or unloading of vehicles or trailers. There is to be no parking of vehicles on the grass at any time.

13. Excessive citizen complaints will void this permit.

14. Traffic control to be provided by Aquanuts and will be coordinated with the Twin Lakes Police Department.

All of the above requirements must be met. Failure to satisfy or comply with the above requirements can result in permit suspension as well as loss of Lance Park use privileges.

Dated this ___ day of _____, 2024.

Howard K. Skinner
Village President

Bob Koehler, President
Aquanuts Water Shows Inc.

Sabrina Waswo
Village Clerk

Board Member
Aquanuts Water Shows Inc.