

## MEETING NOTICE

### COMMUNITY FACILITIES COMMITTEE MEETING

East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: *Chuck Hornung (Chair), Brenda Schneider (Vice Chair), James Lowery, David Albrecht, Lee Hammen (Temporary Appointment)*

**Place:** Virtual

**Date:** Wednesday, January 12, 2022

**Time:** 10:00 a.m.

**Meeting Link:** <https://global.gotomeeting.com/join/570465533>

**Phone Number:** United States: [+1 \(872\) 240-3212](tel:+18722403212)

**Access Code:** 570-465-533

*Please contact the East Central office if you are unable to attend and arrange for an alternate to be present.*

#### AGENDA

1. **Welcome and Introductions**
2. **Roll Call**
  - A. Introduction of Alternates, Staff and Guests
3. **Approval of Agenda / Motion to Deviate**
4. **Public Comment**
5. **Approval of the Minutes of the September 8, 2021 Community Facilities Committee Meeting**
6. **Announcements and Updates**
  - A. Staff Report
7. **Business / Action Items**
  - A. New Business
    - i. Approval of the 2022 Work Program & Budget – 1200 Element – Water Quality Management Planning Program
    - ii. 2045 Regional Comprehensive Plan Visioning Exercise
  - B. Held Over Business
    - i. 9/8/2021 - Town of Neenah’s SSA Amendment Request for the North Grimes Area

**8. Informational / Discussion Items**

- A. County Roundtable Discussion (*as time permits*)

**9. Upcoming Commission Meetings**

- A. *The next **Community Facilities Meeting** will take place Wednesday, March 9, 2022 at 10:00 a.m. Further details will be forthcoming.*
- B. *The next **Quarterly Commission Meeting** will take place Friday, January 28, 2022 at 10:00 a.m. Further details will be forthcoming.*

**10. Adjourn**

*Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.*

## DRAFT - MINUTES

### COMMUNITY FACILITIES COMMITTEE MEETING

East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: *VACANT, Brenda Schneider (Vice Chair), Chuck Hornung (Chair), James Lowey, David Albrecht, Lee Hammen (Temporary Appointment)*

**Place:** Virtual Meeting  
**Date:** Wednesday, September 8, 2021  
**Time:** 10:00 a.m.

*Please contact the East Central office if you are unable to attend and arrange for an alternate to be present.*

#### AGENDA

#### 1. Welcome and Introductions

Mr. Hornung called the meeting to order at 10:00 a.m.

#### 2. Roll Call

##### Committee Members Present:

Chuck Hornung, Chair .....	Fond du Lac County
James Lowey .....	Menominee County
David Albrecht.....	Winnebago County
Lee Hammen .....	Outagamie County

##### Committee Members Excused:

Brenda Schneider, Vice Chair.....	Fond du Lac County
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##### ECWRPC Staff and Guests Present:

Melissa Kraemer-Badtke.....	ECWRPC Executive Director
Kevin Englebert .....	ECWRPC Assistant Director
Rachel Roth .....	ECWRPC GIS Assistant
Erin Bonnin.....	ECWRPC Administrative Coordinator
George Dearborn.....	Village of Fox Crossing
Jeffrey Sturgell.....	Village of Fox Crossing
David Tracey.....	Village of Fox Crossing
Ellen Skerke .....	Town of Neenah

#### A. Introduction of Alternates, Staff and Guests

**3. Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meeting Requirements**

Ms. Kraemer Badtke stated the meeting was posted in compliance with Wis. Stats. Sec. 19.84 regarding the Open Meetings requirement and that it was a legal meeting.

**4. Pledge of Allegiance**

**5. Moment of Silent Meditation**

**6. Approval of Agenda / Motion to Deviate**

Mr. Lowey motioned to approve the agenda/deviate, Mr. Hammen seconded the motion. The motion passed unanimously.

**7. Public Comment**

There was no public comment.

**8. Approval of the Minutes of the May 11, 2021 Community Facilities Committee Meeting Summary of Proceedings (Attachment #1)**

Mr. Lowey motioned to approve the minutes of the May 11, 2021 meeting, Mr. Hornung seconded the motion. The motion passed unanimously.

**9. Announcements and Updates**

Ms. Kraemer Badtke shared Commissioner and staff changes regarding the Community Facilities Committee.

**10. Business / Action Items**

**A. New Business**

**1. Election of Chair and Vice Chair (Attachment #2)**

Mr. Lowey nominated Mr. Hornung for the position of Chair and Ms. Schneider for the position of Vice Chair. Mr. Hammen seconded the motion. The motion passed unanimously.

**2. Approval of the 2021-22 Community Facilities Committee meeting calendar (Attachment #3)**

There was no discussion on the meeting calendar.

Mr. Hammen motioned to approve the meeting calendar, Mr. Lowey seconded the motion. The motion passed unanimously.

**3. Track 168 – Town of Neenah Sanitary District #2 Neenah-Menasha 2030 Sewer Service Area Amendment Request (North Grimes Area) (Attachment #4)**

Mr. Englebert noted that this item is an amendment request to amend the planning area boundary within the Fox Cities Sewer Service Area. The request is from the Town of Neenah. Upon receipt of the request, the Town of Neenah was to prepare an engineering analysis which was received. A memo was issued inviting the Village of Fox Crossing and City of Neenah to make comments on the proposal from the Town of Neenah. An engineering analysis was received from the Village of Fox Crossing. On Tuesday morning, a request was received to table the item from the Town of Neenah. The Town of Neenah has received a

proposal for consideration from the Village of Fox Crossing and the Town would like to review the proposal and act accordingly.

There was discussion regarding required annexation to service the amendment, the Town of Neenah engineering analysis, and dispute resolution.

The Village of Fox Crossing thanked the committee for the acceptance of the engineering report.

There were no other questions.

There was discussion regarding making the motion to table the item until correspondence has been received back from the parties.

Mr. Hammen motioned to table item 10-A-3, Mr. Albrecht seconded the motion. The motion passed unanimously.

Mr. Englebert noted that the committee will be kept informed on this item.

## **11. Informational/Discussion Items**

### **A. County Roundtable Discussion (*as time permits*)**

There was no roundtable discussion.

## **12. Establish Time and Place for Next Commission Meeting**

*The next **Community Facilities Committee Meeting** will take place January 12, 2022 at 10:00 a.m. Further details will be forthcoming.*

There was discussion regarding in-person versus virtual attendance for this meeting.

*The next **Quarterly Commission Meeting** will take place Friday, October 29, 2021 at 10:00 a.m. Further details will be forthcoming.*

Ms. Kraemer Badtke noted that the meeting would likely be a virtual meeting.

## **13. Adjourn**

Mr. Hammen motioned to adjourn, Mr. Lowey seconded the motion. The motion passed unanimously.

*Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.*

**TO:** Community Facilities Committee

**FROM:** Wilhelmina Paustian, Senior Planner

**DATE:** January 4, 2022

**RE:** Water Quality Management Program Update

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East Central has an ongoing contractual agreement with the Wisconsin Department of Natural Resources (DNR) to administer the Water Quality Management Planning (WQM) Program for our region. The DNR is currently evaluating their Areawide WQMP (AWQMP) and is working with the designated Sewer Service Area Planning Programs across the State to help make them more consistent. For example, one change to East Central's current practice will likely be to comply with the requirement for the WQM Policies and Procedures to be adopted separately from the individual Sewer Service Area (SSA) Plans. Staff continues to coordinate with the DNR to ensure we meet their requirements.

East Central Staff has started meeting with individual communities in the Fox Cities to continue work on the Fox Cities SSA Plan update. Once the Policies and Procedures document is underway, as reference above, staff will begin focusing on specific sections of the 2040 Fox Cities SSA Plan to update. The draft allocation maps and Priority Development Area maps that were completed in 2021 with community input will be the starting point when work continues on those sections. As the Plan update process moves forward, communities will have the opportunity to comment and provide feedback during engagement meetings throughout the year.

Over the course of Quarter 4 (October 2021 to December 2021), East Central staff transitioned into new roles within the WQM Program. Staff had multiple meetings with the DNR to discuss the contract and the 2022 Work Program. The DNR also provided some training sessions with staff on Wisconsin's AWQMP and program administration tasks such as quarterly reporting. In addition, staff has met with SSA Program managers at the Capital Area Regional Planning Commission (CARPC) and Brown County. East Central Staff will work in partnership with Brown County staff since they are in the process of conducting an update to the 2040 Brown County Sewage Plan. The DNR recommended collaborating with Brown County as they likely have similar changes to make to their WQM Program to meet the DNR's requirements.

East Central Staff has also started meeting with communities in the region to introduce new staff. To begin, we are scheduling meetings with communities in the Fox Valley, since the Fox Valley SSA Plan will be the first update written in 2022.

**TO:** Community Facilities Committee

**FROM:** Wilhelmina Paustian, Senior Planner

**DATE:** January 4, 2022

**RE:** 2022 Water Quality Management Planning Work Program

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### **2022 Water Quality Management Planning Work Program**

Enclosed in the meeting materials is the 2022 Water Quality Management Planning (WQMP) Work Program developed for the East Central Wisconsin Regional Planning Commission (ECWRPC). In December, ECWRPC staff met with the Wisconsin Department of Natural Resources (DNR) to discuss the draft work program and budget for 2022. The DNR will likely be contributing \$32,000 towards the program budget according to our annual contract, however DNR staff have verbally stated their contribution may be higher if funds allow. The Commission will continue to match funds for the WQMP Program plus make an additional investment in staff time for 2022.

The WQMP portion of the work program is divided into four elements which include:

- Community Facilities Committee Administration and Coordination (number 1205)
- WQMP Program Administration (number 1231)
- WQMP Program Continuing Management (number 1232)
- Update Sewer Service Area (SSA) Plans (number 1233)

In 2022, we plan to continue conducting 208 water quality conformance reviews and SSA Plan amendments for sanitary sewer service areas. Staff will be evaluating the current fee structure and the cost of conducting 208 water quality conformance reviews and SSA Plan amendments. We also plan to update ECWRPC's WQMP program policies and procedures in accordance with DNR standards. In addition, we intend to finalize the 2040 Fox Cities SSA Plan through a collaborative planning process throughout the course of the year.

**Staff Recommendation:** Staff recommends the approval of the 2022 Water Quality Management Planning Work Program.

**Table 6: ECWRPC Water Quality Management Planning (WQMP) Program Budget**

<b>1200 Work Program Elements</b>		<b>Budget</b>	<b>WDNR Funding</b>		<b>Other Funding</b>		<b>Commission</b>	
		<b>Dollars</b>	<b>Dollars</b>	<b>%</b>	<b>Dollars</b>	<b>%</b>	<b>Dollars</b>	<b>%</b>
1205	Communities Facilities Committee Administration	\$8,787.79	\$8,000.00		\$0.00		\$787.79	
1231	Program Administration	\$25,307.78	\$8,000.00		\$0.00		\$17,307.78	
1232	Continuing Management	\$42,387.52	\$8,000.00		\$5,645.00		\$28,742.52	
1233	Update Sewer Service Area Plans	\$66,831.62	\$8,000.00		\$0.00		\$58,831.62	
<b>1200</b>	<b>Total WQMP Work Program</b>	<b>\$143,314.71</b>	<b>\$32,000.00</b>	<b>22.3%</b>	<b>\$5,645.00</b>	<b>3.9%</b>	<b>\$105,669.71</b>	<b>73.7%</b>



## 1200 WATER QUALITY MANAGEMENT PLANNING

### 1200 MAJOR WORK PROGRAM ELEMENT: WATER QUALITY MANAGEMENT PLANNING ADMINISTRATION & IMPLEMENTATION

**Program Objective:** To administer the Water Quality Management (WQM) Planning Program according to the contractual agreement with the Wisconsin Department of Natural Resources (WDNR), per the Wisconsin State Statutes. To update and implement SSA Plans, and educate communities on the procedures and policies to comply with the Water Quality Management Program.

1200 Work Program Cost Summary			
WDNR	Other Funding	ECWRPC	ELEMENT TOTAL
\$32,000.00	\$5,645.00	\$105,669.71	\$143,314.71
22.3%	3.9%	73.7%	100.0%

1200 - Staff Allocations in Hours			
Executive Director/ Assistant Director	Planning Staff	GIS Staff	Total Hours
164	1337	237	1738

#### FY 2020 Major Accomplishments

- Worked with WDNR to begin streamlining the WQM Planning Program
- Updated East Central's Water Quality Management GIS online map resource
- Conducted conformance reviews and SSA amendments

1200 Work Program – FY 2022 Schedule of Activities & Work Products	
Description	Timeline
1. Community Facilities Committee Administration/Coordination	Ongoing
2. Conduct 208 conformance reviews and SSA amendments	Ongoing
3. Update the SSA Program Policies and Procedures	Ongoing
4. Finalize the Fox Cities 2040 SSA Plan	Ongoing

**1205 MAJOR WORK PROGRAM ELEMENT: COMMUNITIES FACILITIES COMMITTEE ADMINISTRATION**

**Program Objective:** To support the Commission's designated Standing Committee. Staff will support activities for the quarterly meetings of the Commission's Community Facilities Committee (CFC).

1205 Work Program Cost Summary			
WDNR	Other Funding	ECWRPC	ELEMENT TOTAL
<b>\$8,000.00</b>	<b>\$0.00</b>	<b>\$787.79</b>	<b>\$8,787.79</b>
<b>91.0%</b>	<b>0.0%</b>	<b>9.0%</b>	<b>100.0%</b>

1205 - Staff Allocations in Hours			
Executive Director/ Assistant Director	Planning Staff	GIS Staff	Total Hours
33	50	9	92

**FY 2021 Major Accomplishments**

- Hosted quarterly Community Facilities Committee (CFC) Meetings
- Prepared meeting materials and provided staff recommendations to the CFC

1205 Work Program – FY 2022 Schedule of Activities & Work Products	
Description	Timeline
1. Community Facilities Committee Administration/Coordination	Ongoing
2. Schedule and host quarterly CFC meetings	Quarterly

## 1231 MAJOR WORK PROGRAM ELEMENT: PROGRAM ADMINISTRATION

**Objectives:** Administer the Water Quality Management Program through coordination with the DNR, the CFC, and communities to re-structure, promote, and implement the Sewer Service Area (SSA) Policies and Procedures.

1231 Work Program Cost Summary			
WDNR	Other Funding	ECWRPC	ELEMENT TOTAL
<b>\$8,000.00</b>	<b>\$0.00</b>	<b>\$17,307.78</b>	<b>\$25,307.78</b>
<b>31.6%</b>	<b>0.0%</b>	<b>68.4%</b>	<b>100.0%</b>

1231 - Staff Allocations in Hours			
Executive Director/ Assistant Director	Planning Staff	GIS Staff	Total Hours
58	201	25	284

### FY 2021 Major Accomplishments

- Updated East Central's Water Quality Management online mapping resource and hosted meeting with the DNR to explain the features
- Met with DNR to review the progress on the 2021 Work Program and review the 2022 Work Program

1231 Work Program – FY 2022 Schedule of Activities & Work Products	
Description	Timeline
1. Coordinate with WDNR to update and approve policy and procedural changes to ECWRPC's Water Quality Management Program	January-June
2. Provide Quarterly Reports	Quarterly
3. Upload all required program documents and deliverables to SWIMS	Ongoing
4. Engage with other SSA Program Managers in WI to learn best practices	Ongoing
5. Build and strengthen relationships between the new staff at ECWRPC and the communities	Ongoing
6. Inventory SSA records and manage documents; digitizing or organizing as needed	Ongoing
7. Coordinate with DNR for a mid-year 2022 Work Program performance review, contract amendment, and review of the 2023 Work Program	June-December

## 1232 MAJOR WORK PROGRAM ELEMENT: CONTINUING MANAGEMENT

**Objectives:** Continue to provide ongoing Water Quality Management Planning implementation, WQM 208 conformance reviews and sewer service plan amendments, and educational outreach to communities as an effective means to protect and maintain Wisconsin's water quality.

1232 Work Program Cost Summary			
WDNR	Other Funding	ECWRPC	ELEMENT TOTAL
<b>\$8,000.00</b>	<b>\$5,645.00</b>	<b>\$28,742.52</b>	<b>\$42,387.52</b>
<b>18.9%</b>	<b>13.3%</b>	<b>67.8%</b>	<b>100.0%</b>

1232 - Staff Allocations in Hours			
Executive Director/ Assistant Director	Planning Staff	GIS Staff	Total Hours
17	418	101	536

### FY 2020 Major Accomplishments

- Conducted 208 Water Quality Conformance Reviews
- Conducted SSA Amendments
- Developed SSA Amendment flow chart

1232 Work Program – FY 2022 Schedule of Activities & Work Products	
Description	Timeline
1. Implement SSA Planning by conducting 208 water quality conformance reviews for sanitary sewer extensions, private laterals, NR-110 Wastewater Facilities Plans, lift stations, and interceptor sewers on an as-needed basis	Ongoing
2. Implement SSA Planning by conducting SSA Amendment reviews on an as-needed basis	Ongoing
3. Educational outreach to the region's community members and consultants to provide a general understanding of the Water Quality Management policies and procedures (especially following the adoption of the new policies, procedures, and ESAs; developed in 2022)	Ongoing
4. Re-define Environmentally Sensitive Areas (ESAs) in the Region and create a clear reference document	Ongoing
5. Continuing education opportunities for East Central Staff i.e. webinars, workshops	Ongoing
6. Maintain and update the SSA webpage on East Central's website	Ongoing
7. Maintain and update ECW's online interactive SSA mapping resources	Ongoing

## 1233 MAJOR WORK PROGRAM ELEMENT: UPDATE SEWER SERVICE AREA PLANS

**Objectives:** Follow guidelines outlined in the Wisconsin Statutes Chapter NR 121: Areawide Water Quality Management Plans to update and adopt Sewer Service Area Plans.

1233 Work Program Cost Summary			
WDNR	Other Funding	ECWRPC	ELEMENT TOTAL
\$8,000.00	\$0.00	\$58,831.62	\$66,831.62
12.0%	0.0%	88.0%	100.0%

1233 - Staff Allocations in Hours			
Executive Director/ Assistant Director	Planning Staff	GIS Staff	Total Hours
56	668	102	826

### FY 2020 Major Accomplishments

- Created draft future land use maps and priority development areas for the four Sewer Service Areas of the Fox Cities SSA Plan Update

1233 Work Program – FY 2022 Schedule of Activities & Work Products	
Description	Timeline
1. Update SSA Planning Program policies and procedures	January – April
2. Designation and Delineation of Environmentally Sensitive Areas	January – April
3. Develop SSA Amendment Process	January - April
4. Write the 2040 Fox Cities SSA Plan Update:	Ongoing
a. Redefine Goals and Objectives for Fox Cities SSA Plan	Ongoing
b. Finalize SSA Planning Area Description and Limits	March – June
c. Inventories of Existing Conditions	March – July
d. Water Quality Assessment	March – August
e. Inventory of Wastewater Treatment Facilities	April – August
f. Growth Forecasts	April - September
5. Public and Community Participation	Ongoing
6. Adoption and publication of 2040 Fox Cities Plan	December

**TO:** Community Facilities Committee

**FROM:** Trish Nau, Principal Planner

**DATE:** January 4, 2022

**RE:** 2045 Regional Plan Visioning Exercise

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East Central staff is in the process of updating the Regional Comprehensive Plan. For this plan update, staff are reviewing County and local municipality Comprehensive Plans, assessing regional trends, and conducting data collection. In addition, staff have been reaching out to East Central's standing committees to discuss questions regarding the Regional Comprehensive Plan update. The purpose of the visioning exercise is to get each Standing Committee's perspective on questions that relate particularly to their County and the Regional Comprehensive Plan Elements. This exercise is part of the Public Participation Plan recommended methods that was adopted at the April 2021 Commission Meeting for outreach efforts.

Answers that have been gathered from the exercise will be compiled for common trends across all counties within the region. County staff are also being interviewed with the same questions and are being compared to all answers received.

More information on the regional plan can be found here:

<https://www.ecwrpc.org/programs/comprehensive-planning/2045-regional-comprehensive-plan/>

A survey link has also been created for additional feedback:

<https://www.surveymonkey.com/r/ECWRPC2045>

**Staff Recommendation:** Committee Members should fill out questionnaire before the Community Facilities Committee meeting and should be prepared to discuss their answers with the group.



## Our Home, Our Region

### Guiding the Region for the next 25 years!

#### A 2045 Comprehensive Plan for the East Central Wisconsin Region

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#### Issues and Opportunities

#### Standing Committee Interview Questions:

1. What are the top 2-3 **issues** your County is facing currently?

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2. What are the top 2-3 **opportunities** in your County?

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3. What is your vision for the development of the region for the next 25 years?

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4. *How effectively do your communities collaborate with each other and the County?*

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5. *What are some new ways to collaborate with your communities or other Counties?*

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6. *What will drive change within your County?*

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7. *What role should ECWRPC play in the region?*

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8. *What are some external issues that are impacting your County?*

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