

MEETING MINUTES
COMMUNITY FACILITIES COMMITTEE
East Central WI Regional Planning Commission

Date: Wednesday, January 11, 2023 - Virtual

1. Welcome and Introductions

Chair Schneider called the meeting to order at 10:05 a.m.

2. Roll Call

Committee Members Present:

Brenda Schneider-Chair Fond du Lac County
Ken Capelle Shawano County
Aaron Jenson (Perm. Alt. for Brian Smith)..... Waupaca County
David Albrecht (Perm. Alt. for Tom Egan) Winnebago County

Committee Members Absent (Excused):

James Lowey-Vice Chair Menominee County
Jeff Nooyen Outagamie County

ECWRPC Staff:

Melissa Kraemer-Badtke Executive Director
Wilhelmina Paustian Senior Planner
Mike Zuege GIS Manager
Rachel Roth GIS Analyst 1
Leann Buboltz Administrative Coordinator

3. Approval of the Agenda/Motion to Deviate - A motion was made by Mr. Albrecht and second by Mr. Capelle to approve of the agenda. Motion carried unanimously.

4. Public Comment – None

5. Approval of the Minutes of the November 7, 2022 Community Facilities Committee Meeting - A motion was made by Mr. Albrecht and seconded by Mr. Jenson to approve as presented. Mr. Capelle stated that he is opposed due to his concerns of meeting a quorum for the November 7, 2022 meeting with three members of the six members present.

Mr. Albrecht moves to lay over the approval of the minutes until East Central staff can resolve the question. A second was made by Mr. Capelle. Chair Schneider noted that a motion was made and seconded that we lay over action of the minutes until East Central staff can resolve the question if a quorum was met on November 7, 2022. Motion carried unanimously.

Ms. Kraemer-Badtke review of the By-Laws indicated ...” *The presence at any meeting(s) (including Standing Committees, unless otherwise noted) of a majority (defined as >=50%) of the current Committee members...constitute a quorum for the transaction of any business”* ... On November 7, 2022 the Community Facilities Committee met quorum requirements showing three members of the six members present.

Chair Schneider expressed that Staff had sufficiently answered the question and found that a quorum was met, and asked the members for a motion to approve the November 7, 2022 Community Facilities Committee minutes. A motion was made by Mr. Albrecht and second by Mr. Capelle to approve of the minutes as presented. Motion carried unanimously.

6. Announcements –

A. Staff Report

1. WQM Planning Program Staff Update presented by Ms. Wilhelmina Paustian. Ms. Paustian shared with the Committee members that staff is in the process of updating the Fox Cities Sewer Service Area (SSA) Plan. She noted that informational meetings with the communities in each of the four Sewer Service Areas have been scheduled for the end of January 2023 and will include a background summary of the sewer service areas and a review of draft chapters and maps.

Ms. Rachel Roth-GIS Analyst demonstrated the Water Quality Hub which is can be accessed on the ECWRPC webpage. She shared with the Committee that in 2022 staff updated the ECWRPC Mapping Portal where three GIS Hubs were developed for the transportation, economic development and water quality management program areas. The water quality management planning hub includes information on sewer service area planning, instructions for submitting Section 208 conformance reviews as well as links to the SSA web map and SSA Plans. It is anticipated that this Hub will be publicly available at the end of January 2023. Visit the hub: <https://water-quality-hub-ecwrpc.hub.arcgis.com/>. The CFC members expressed to staff that the Hub was very well done and a great resource.

2. 2023 CFC Meeting Schedule – Members noted that the schedule is approved.

7. New Business/Action Items – presented by Ms. Paustian – Senior Planner.

- A. **Proposed Resolution 5-23:** Amending and Updating Section 2 of the “ECWRPC Schedule of Fees for Services” for the East Central Wisconsin Regional Planning Commission. Ms. Paustian presented the proposed updated fee schedule to the members. She noted that Resolution 51-22 was approved in November 2022 however, additional conformance reviews were submitted to the Commission after the approval and staff reconsidered splitting the conformance review fees into additional categories. Ms. Paustian shared that a new category for public sewer reconstruction projects was created and the newly proposed fee schedule is classified by the type of conformance review required as well as member versus nonmember counties. Note - the proposed changes will be brought to the Quarterly Commission meeting in January. If the Commission approves the changes, they will go into effect on March 1, 2023.

A motion was made by Mr. Albrecht and a second by Mr. Jenson to approve of **Proposed Resolution 5-23:** Amending and Updating Section 2 of the “ECWRPC Schedule of Fees for Services” for the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

- B. Approval of the 2023 Work Program & Budget – Water Quality Management Planning Program – presented by Ms. Paustian, Senior Planner.

Ms. Paustian summarized the Work Program by sharing that the DNR has contributed \$35,000 annually toward the program budget and also verbally stated that their contribution may be higher if funds allow. She noted that with the anticipated new fee structure going into effect on March 1, 2023 it is estimated that the fees received by the Commission will be \$14,000. She also noted that the Commission will continue to match fund for the WQM Planning Program.

2023 Work Programs and Projects – (List not all inclusive)

- Section 208 Water Quality Conformance reviews and SSA Plan amendments
- Updating the Water Quality Management Planning Policies and Procedures working in partnership with DNR, municipal and partner organizations.
- Finalize the 2040 Fox Cities SSA Plan, anticipated adoption in 2023.
- Plan updates for Sherwood SSA and Stockbridge SSA with anticipated adoption in 2024.

A motion was made by Mr. Albrecht and a second by Mr. Capelle to approve the 2023 Work Program & Budget for the Water Quality Management Planning Program. Motion carried unanimously.

8. Informational/Discussion Items

- A. County Roundtable - Discussion took place on the type of meeting will be offered in the future; virtual or in person. Staff indicated that January meetings are typically held virtually do to the possible inclement weather. It was noted that the type of meeting for the next CFC meeting will be determined as it nears the March timeline.

9. Establish Time and Place for Next Commission Meeting

- A. *The next **Community Facilities Meeting** will take place Wednesday, March 8, 2023 at 10:00 a.m. Further details will be forthcoming.*
- B. *The next **Quarterly Commission Meeting** will take place on Friday, January 27, 2023 at 10:00 a.m. Further details will be forthcoming.*

- 10. Adjourn** – A motion was made by Mr. Albrecht and second by Mr. Jenson to adjourn. Time noted at 10:40 a.m.

Respectfully submitted by
Leann Buboltz – ECWRPC Administrative Coordinator