

MEETING NOTICE
QUARTERLY COMMISSION MEETING
East Central Wisconsin Regional Planning Commission

Date: Friday, July 28, 2023
Time: 10:00 a.m.
Place: New London Municipal Building - Council Chambers 215 N. Shawano St., New London, WI 54961

1. Call to Order – Chair Nooyen called the meeting to order with the time noted at 10:00 a.m.

2. Roll Call

A. Introduction of Alternates and Guests –

Commission Members Present:

Alice Connors	Calumet County
Nick Kesler.....	Calumet County
Ronald McDonald	Ex-Officio Member
Scott Nelson (Virtual).....	Ex-Officio Member
Steve Abel	Fond du Lac County
Jeremy Johnson (Alt. for Elizabeth Moses).....	Menominee County
Eugene Caldwell.....	Menominee County
Kevin Englebert (Alt. for Thomas Nelson)	Outagamie County
Jake Woodford.....	Outagamie County
Nadine Miller (Virtual)	Outagamie County
Lee Hammen	Outagamie County
Jeff Nooyen.....	Outagamie County
Ken Capelle	Shawano County
Steve Gueths	Shawano County
Tom Kautza	Shawano County
Aaron Jenson (Alt. for Brian Smith).....	Waupaca County
Dick Koeppen (Virtual).....	Waupaca County
David Albrecht (Alt. for Tom Egan).....	Winnebago County
Jerry Bougie (Alt. for Jon Doemel)	Winnebago County
Mark Rohloff (Alt for Matt Mugerauer).....	Winnebago County
Robert Schmeichel	Winnebago County

Commission Members Excused:

David DeTroye (Alt. for Tom Reinl)	Calumet County
Sam Kaufman.....	Fond du Lac County
Joe Moore (Alt. for Keith Heisler)	Fond du Lac County
Brenda Schneider	Fond du Lac County
Jane Comstock.....	Menominee County
DuWayne Federwitz	Waupaca County
Robert Keller	Winnebago County

ECWRPC Staff and Guests:

Melissa Kraemer Badtke	Executive Director
Sara Otting.....	Controller
Wilhelmina Paustian	Senior Planner
Colin Kafka	Associate Planner
Leann Buboltz.....	Administrative Coordinator
Brenna Root.....	Associate Planner
Craig Moser.....	Deputy Director

2. Approval of Agenda / Motion to Deviate - A motion was made by Vice Chair Connors and second by Mr. Albrecht to approve of the agenda as presented. Motion carried unanimously.

3. **Public Comment** – There was no one in attendance for public comment. Chair Nooyen acknowledged a Letter of Support received from the City of Neenah regarding the Fox Cities SSA Plan regarding Agenda Item 7. (C)(4). Letter on file.
4. **Approval of the Minutes of the April 28, 2023 Quarterly Commission Meeting.** A motion was made by Mr. Woodford and second by Mr. Schmeichel to approve of the minutes as presented. Motion carried.
5. **Announcements and Reports**
 - A. Director's Report – Ms. Kraemer-Badtke shared with the members Project(s) status and highlights from the following areas; *list not all inclusive*.
 - i. **Title VI Questionnaire** - Demographic data. Ms. Kraemer-Badtke shared that staff is updating the Title VI Plan for the Appleton/Oshkosh Metropolitan Planning Organization (MPO). The commission serves as the MPO for both Appleton and Oshkosh. She stated that in order to complete this Plan, staff is requesting the Commissioners complete a short questionnaire regarding information regarding the Board.
 - ii. **Staffing Updates:**
 - a. Associate Planner, Tanner Russell accepted a planner position with the Town of Grand Chute. Also, Associate Planner, Adam BellCorelli accepted a position with Winnebago County Office of Administration and staff will be looking to refill this position.
 - b. East Central staff hired Tom Walsh as an LTE Special Projects Planner to work with communities and WisDOT in the MPOs on projects.
 - c. East Central staff hired Becky Olejniczak, a part time human resources consultant to assist with staff recruitment, leadership training and assisting with updates on the employee manual.
 - d. Chris Colla has been hired for the Associate Transportation Planner position and will be starting in mid-August. Ms. Kraemer-Badtke acknowledged and thanked Commissioner, Brenda Schneider for assisting to recruit for the Associate Planner position.
 - iii. **Economic Development:**
 - a. **Comprehensive Economic Development Strategy (CEDS):** East Central staff hosted multiple County Focus Group meetings to discuss with administrators, community development professionals and other partner organizations economic development challenges and opportunities within their County. Ms. Kraemer-Badtke shared that East Central staff has conducted focus groups at Outagamie, Waupaca, Shawano, Marquette, Green Lake, and Winnebago Counties along with Calumet, Fond du Lac and Waushara Counties. Input from the County focus groups will be included in the Comprehensive Economic Development Strategy. Associate Planner, Colin Kafka will be presenting the findings at the October Quarterly meeting.
 - b. **CARES Act Funding:** The CARES Act Grant award period expired on June 30, 2023. The Continuity Plan for the Commission along with the Disaster Recovery and Economic Development Resiliency Plan are completed. Ms. Kraemer-Badtke noted that having all the program deliverables completed, East Central staff will be working with the Economic Development Administration staff to close out the grant award. It was noted that \$43,852.35 was remaining in the CARES Act grant and will be returned to the U.S. Department of Treasury. In discussions with the staff from the Economic Development Administration, this will not impact the Commission in receiving future funding for the three-year planning partnership grant.
 - iv. **Transportation Program** –
 - a. **Appleton TMA Certification Review:** Ms. Kraemer-Badtke shared that every 4 years the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) must review and certify the metropolitan transportation planning processes for metropolitan planning organizations that have a population over 200,000 in accordance with 23 U.S.C. 134(k)(5) and 49 U.S.C. 5303(k). She noted that the review focuses on compliance with Federal regulations, challenges, successes, and experiences of the cooperative relationship between the MPO(s), the Wisconsin Department of

Transportation, and public transportation operators throughout the metropolitan transportation planning processes.

The Review will consist of four primary activities: • *Review of planning products* (desk audit/review) • *Site Visit* on Wednesday, August 23rd and Thursday, August 24th at East Central Offices • *Preparation of a Certification Review Report*: The report is issued 60 days following the site visit and summarizes the process and finding of the review as well as if the process is certified. • *Certification Review Closeout Presentation* (Quarterly Commission Board Meeting in October)

- b. **Agricultural Road Improvement Program (ARIP)**: Ms. Kraemer-Badtke reported that this new program is authorized to begin in the 2023-2025 Biennial Budget. She noted that there is a \$150 million dollars to be award in the 2023-25 Biennium. The Projects may be reimbursed at a maximum 90% state/10% local cost share. It is anticipated that application materials will be released in early calendar year 2024. The initial review of the legislation indicates that ARIP project eligibility is restricted to an improvement project on a county, town, city or village highway functionally classified by DOT as a local road or minor collector or a bridge or culvert on a highway that provides access to agricultural lands or facilities used for the production of agricultural goods, including forest products, and used by at least one agricultural producer and is designed as a class “B” highway under Wis. State Stats. 349.15 due to structural deficiencies or has been subject to posted weight limitation for at least one month during the previous year.
- c. **Local Contracts: Comprehensive Plans**: East Central staff received notice from the Wisconsin Department of Administration that they are sending out letters to communities whose comprehensive plan has not been updated in the last 10 years. East Central staff is able to work with communities on updating their comprehensive plan through a contract that covers the Commission staff time and costs to complete the project. As part of the Commission’s reorganization plan which was approved in 2020, local contracts are considered based on staff capacity and are considered, in part, as backfill for additional revenue for the budget as necessary.

7. Business -

- A. Executive Committee –Chairperson Nooyen requested that the motion combine and include the three listed meeting minutes. The Commission members concurred.
 - 1. Meeting Minutes from April 19, 2023
 - 2. Meeting Minutes from May 17, 2023
 - 3. Meeting Minutes from June 14, 2023

A motion was made by Vice Chair Connors and second by Mr. Kautza to approve of the minutes from the April 19, 2023, May 17, 2023, June 14, 2023 Executive Committee meetings as presented. Motion carried unanimously.

- 4. 2nd Quarter – 2023 Financial report presented by Sara Otting-Controller. An overview was given to the members of the 2023 Financial Report for the Second Quarter. One of the items noted is that with the GASB changes it shows that the Commission could be released from the building lease earlier than expected with the timeframe of July of 2023.

A motion was made by Mr. Rohloff and a second by Mr. Jensen to accept 2nd Quarter – 2023 Financial Report as presented and to place on file. Motion carried unanimously.

- 5. 2nd Quarter, 2023 Work Program Performance Report. Ms. Otting gave an overview of the 2023 Work Program Performance Report. Amongst other items, she noted that the accounts are all on track. Report on file.

A motion was made by Mr. Gueths and a second by Mr. Koeppen to approve of the 2nd Quarter, 2023 Work Program Performance Report as presented and be placed on file. Motion carried unanimously.

6. **Resolution 20-23:** Authorizing Commission Staff to Destroy Public Records According to the Adopted “Records Retention Policy and Destruction Schedule” – Ms. Otting reported that every year staff follows East Central’s Records Retention Policy and Destruction Schedule for the destruction of East Central’s public records. East Central has completed 2022 financial and single audit. Calendar Year 2012 Records will be destroyed by August 31, 2023 once the resolution is approved.

A motion was made by Mr. Capelle and a second by Mr. Hammen to approve of Resolution 20-23: Authorizing Commission Staff to Destroy Public Records According to the Adopted “Records Retention Policy and Destruction Schedule”. Motion carried unanimously.

7. **Reaffirmation Resolution 21-23:** Discussion and action on the Transportation Alternative Set-aside Program (TA Set-aside) FFY 2023-2026 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). (*being addressed under the full authority of the Commission*). Ms. Kraemer-Badtke reported that the Commission serves as the Policy Board for the Appleton (Fox Cities) Metropolitan Planning Organization which is designated as a Transportation Management Area (TMA). She noted that the Appleton (Fox Cities) MPO receives an annual apportionment for the Transportation Alternatives Set Aside Program. East Central staff worked with WisDOT staff to work with communities for the new program cycle. It was reported that the Appleton (Fox Cities) MPO received five projects, the selection committee reviewed and ranked the projects and is recommending four of the five projects to be awarded TA-Set aside funding as outlined in the Resolution 21-23. This was approved by the Executive Committee on behalf of the full Commission.

A motion was made by Mr. Albrecht and a second by Mr. Kautza to approve **Reaffirmation Resolution 21-23:** Discussion and action on the Transportation Alternative Set-aside Program (TA Set-aside) FFY 2023-2026 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) (*being addressed under the full authority of the Commission*). Motion carried unanimously.

8. **Reaffirmation Resolution 22-23:** Discussion and action on the Carbon Reduction Program (CRP) FFY 2022 and FFY 2023 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). (*being addressed under the full authority of the Commission*). Ms. Kraemer-Badtke reported that the Commission serves at the Policy Board for the Appleton (Fox Cities) Metropolitan Planning Organization which is designated as a Transportation Management Area (TMA). The Appleton (Fox Cities) MPO receives an annual allocation for the Carbon Reduction Program. She noted that East Central staff and WisDOT staff worked with communities for the new carbon reduction program cycle. The Appleton (Fox Cities) MPO carbon reduction program received 4 applications, which were all awarded based on the funding allocation the Appleton (Fox Cities) MPO received. This was approved by the Executive Committee on behalf of the full Commission.

A motion was made by Mr. Abel and a second by Mr. Englebert to approve of **Reaffirmation Resolution 22-23:** Discussion and action on the Carbon Reduction Program (CRP) FFY 2022 and FFY 2023 applications within the Appleton (Fox Cities) Metropolitan Planning Organization (MPO). (*being addressed under the full authority of the Commission*). Motion carried unanimously.

9. **Reaffirmation of Resolution 25-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 (*being addressed under the full authority of the Commission*) Ms. Kraemer-Badtke reported that the Commission serves as the Policy Board for the Appleton (Fox Cities) Metropolitan Planning Organization which is designated as a Transportation Management Area (TMA). She noted that the WisDOT requested that a number of projects including the Carbon Reduction Program projects, the 5311 program projects and the TA – Set-aside projects be provided a TIP number and amended into the TIP. The projects were under review for the 15 days and no

public comment was received. This was approved by the Executive Committee on behalf of the full Commission.

A motion was made by Vice Chair Connors and a second by Mr. Bougie to approve of **Reaffirmation of Resolution 25-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)* Motion carried unanimously.

10. **Reaffirmation of Resolution 26-23:** Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023 *(being addressed under the full authority of the Commission)* Ms. Kraemer-Badtke reported that the Commission serves as the Policy Board for the Oshkosh Metropolitan Planning Organization. She noted that the WisDOT requested that a number of projects including the 5311 program projects and WisDOT project to be provided a TIP number and amended into the TIP. The projects were under review for the 15 days and no public comment was received. This was approved by the Executive Committee on behalf of the full Commission.

A motion was made by Mr. Caldwell and a second by Mr. Hammen to approve of **Reaffirmation of Resolution 26-23:** Amending the Transportation Improvement Program for the Oshkosh Metropolitan Planning Organization – 2023 *(being addressed under the full authority of the Commission)* Motion carried unanimously.

11. **Reaffirmation of Resolution 27-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)* Ms. Kraemer-Badtke reported that the Commission serves as the Policy Board for the Appleton (Fox Cities) Metropolitan Planning Organization which is designated as a Transportation Management Area (TMA). She noted that the WisDOT requested that a number of projects including projects for the National Highway Performance Program be provided a TIP number and amended into the TIP. The projects were under review for the 15 days and no public comment was received. This was approved by the Executive Committee on behalf of the full Commission.

A motion was made by Mr. Woodford and a second by Mr. Capelle to approve of **Reaffirmation of Resolution 27-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023 *(being addressed under the full authority of the Commission)* Motion carried unanimously.

12. **Reaffirmation of Resolution 28-23:** Amending the Surface Transportation Block Grant (STBG) – Urban Program funding levels for the previously selected projects from 2023-2027 within the Appleton (Fox Cities) MPO - *(being addressed under the full authority of the Commission)* Ms. Kraemer-Badtke reported that a number of communities that received Surface Transportation Block Grant Funding in 2019. During the 2022 program cycle unanticipated increases in project costs were occurring and the communities were requesting additional funds. She shared that STBG funding is typically 80% federal funding/20% local match, however when these projects were awarded funds, they were not awarded at the full 80%. With the new Bipartisan Infrastructure Law, the Appleton (Fox Cities) MPO, has additional funding to add to these projects and we are able to add additional funding to these projects to bring them up to the full 80%. This was approved by the Executive Committee on behalf of the full Commission.

A motion was made by Mr. Johnson and a second by Mr. Albrecht to approved of the **Reaffirmation of Resolution 28-23:** Amending the Surface Transportation Block Grant (STBG) – Urban Program funding levels for the previously selected projects from 2023-2027 within the Appleton (Fox Cities) MPO - *(being addressed under the full authority of the Commission)* Motion carried unanimously.

13. **Reaffirmation of Resolution 29-23:** Approving the draft 2024 Indirect Cost Rate with U.S. Department of Interior for the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director and East Central staff to begin the process of negotiating the 2024 Indirect Cost Rate with the U.S. Department of Interior (*being addressed under the full authority of the Commission*) Ms. Otting noted that each year staff is required to submit the draft cost allocation plan to the Department of Interior, to begin conversations to negotiate the indirect cost rate. This was approved by the Executive Committee on behalf of the full Commission.

A motion was made by Vice Chair Connors and a second by Mr. Englebert to approve of the **Reaffirmation of Resolution 29-23:** Approving the draft 2024 Indirect Cost Rate with U.S. Department of Interior for the 2024 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission and Authorizing the Executive Director and East Central staff to begin the process of negotiating the 2024 Indirect Cost Rate with the U.S. Department of Interior (*being addressed under the full authority of the Commission*) Motion carried unanimously.

14. **Resolution 31-23:** Adoption of the Preliminary Year 2024 Budget, Final Tax Levy and Staffing Plan for the East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke presented the 2024 preliminary budget and levy options for the Commission based on the recommendations from the June Executive Committee meeting. She shared with the members that based on the reorganization plan, the budget focused on the core program areas with significant funding increases in the transportation program. It was noted that each budget and levy option rely on the following information; Equalized Property Values 2018 through 2022, Levy Amounts 2020-2023 and Proposed 2024 Levy Options, Preliminary 2024 Budget Summary with Levy Options Comparison, Programs & Grants – (These amounts remain the same for all levy options), and Overhead Budget – (These amounts remain the same for all levy options).

Staff presented the four options

Option 1: 2024 Budget and Proposed Levy Amount - \$575,000

Option 2: 2024 Budget and Proposed Levy Amount - \$600,000

Option 3: 2024 Budget and Proposed Levy Amount - \$625,000 (recommended by Executive Committee at their June meeting)

Option 4: 2024 Budget and Proposed Levy Amount - \$702,443

A motion was made by Mr. Schmeichel and a second by Mr. Rohloff to approve of **Resolution 31-23:** Adoption of the Preliminary Year 2024 Budget, Final Tax Levy and Staffing Plan for the East Central Wisconsin Regional Planning Commission – Option 3: 2024 Budget and Proposed Levy Amount - \$625,000.00. Discussion provided clarification that the Indirect Cost Rate was determined prior to the known costs of healthcare for employees. Motion carried unanimously.

15. **Resolution 32-23:** Amending the 2023 Work Program, Budget and Staffing Plan for East Central Wisconsin Regional Planning Commission. Ms. Kraemer-Badtke presented the three components to the amendment for the 2023 Work Program, Budget and Staffing plan. She noted the following:
- The first is an update to the economic development program to reflect the funding that is being utilized for the Small Community Technical Assistance Project.
 - The second is the additional funding for the New North Broadband Mapping project and the inclusion of \$40,000 to complete the mapping for this project.
 - The third is to amend the 2023 staffing plan. Included in the 2024 work program, budget and staffing plan, is an additional associate planner position for the transportation department. Due to staff turnover and capacity current capacity challenges, East Central staff would like to hire that individual in the third and fourth quarter prior to 2024 to assist with program deliverables.

A motion was made by Mr. Bougie and a second by Mr. Hammen to approve of **Resolution 32-23**: Amending the 2023 Work Program, Budget and Staffing Plan for East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously.

16. **Resolution 33-23**: Authorizing the Executive Director of the Commission to Enter into a Contract with Ayres Associates for the Economic Development Small Community Technical Assistance Project. Mr. Kafka gave a brief overview. He noted that staff anticipated that there would be funding remaining from the Economic Development Administration (EDA) 3 Year Planning Partnership Grant, which will conclude at the end of 2023. He shared that East Central staff submitted a request for proposals and worked with the selection team to review the proposals and selected a consultant, Ayres Associates. It is expected that the project would commence in August and then begin meetings with local communities in October.

A motion was made by Vice Chair Connors and a second by Mr. Abel to approve of **Resolution 33-23**: Authorizing the Executive Director of the Commission to Enter into a Contract with Ayres Associates for the Economic Development Small Community Technical Assistance Project. Motion carried unanimously.

17. **Resolution 34-23**: Authorizing the Executive Director of the Commission to Enter into a Contract with SRF Consulting Group to develop the Electric Vehicle Readiness Plan for the Oshkosh Metropolitan Planning Organization (MPO). Ms. Kraemer-Badtke shared that one of the work program deliverables outlined in the 2023 work program was to develop an Electric Vehicle Readiness Plan for the Oshkosh MPO. She noted that East Central staff released a request for proposals and received proposals from six firms. The selection committee reviewed the submittals and selected SRF Consulting Group to develop the Electric Vehicle Readiness Plan. Ms. Kraemer-Badtke stated that the purpose of the plan will be to work with community stakeholders including, but not limited to, City staff, economic development professionals, chambers of commerce, local fire departments, and others.

A motion was made by Mr. Abel and a second by Mr. Caldwell to approve of **Resolution 34-23**: Authorizing the Executive Director of the Commission to Enter into a Contract with SRF Consulting Group to develop the Electric Vehicle Readiness Plan for the Oshkosh Metropolitan Planning (MPO). Motion carried unanimously.

Resolution 35-23: Approving the East Central Wisconsin Regional Planning Commission Disaster Recovery and Economic Development Resiliency Plan. Mr. Kafka reported to the Commission that this was a deliverable of the CARES Act funding. He noted that many sectors were impacted by the Covid Pandemic. East Central staff conducted one-on-one interviews with stakeholders within each of the sectors that were impacted. Once the interviews were completed staff analyzed data for each of the Counties and also at the Regional level. The results of the findings can be found in the Plan. Link available to review: <https://www.ecwrpc.org/wp-content/uploads/2023/07/ECWRPC-Disaster-Recovery-and-Economic-Resiliency-Plan.pdf>

A motion was made by Mr. Jensen and second by Mr. Kautza to approve of **Resolution 35-23**: Approving the East Central Wisconsin Regional Planning Commission Disaster Recovery and Economic Development Resiliency Plan. Discussion took place commending Rachel Roth-GIS Analyst I and Colin Kafka-Associate Planner on the great job compiling the information and the presentation as it is a tremendous resource that is now available. Motion carried unanimously.

18. **Resolution 36-23**: Authorizing the Executive Director of the Commission to Enter into a Contract with New North, Inc. for the Regional Broadband Mapping Project. Ms. Kraemer-Badtke reported that the Public Service Commission of Wisconsin announced that 77 entities had opted into the Broadband Equity, Access, and Deployment (BEAD) Local Planning Grant Program. She noted that the BEAD Local Planning Grant Program supports locally informed analysis of broadband needs that will provide information for Wisconsin's Five-Year Action Plan. New North, Inc. as the Regional Economic Development Organization (REDO) has

been working with counties within East Central Wisconsin to begin the process to develop each of the County plans. Ms. Kraemer-Badtke shared that during the initial conversations with the New North Broadband Alliance, it was communicated that there was a need to have GIS data analysis and visualization services provided as part of the plan development. Staff from New North, Inc. and the participating counties requested the GIS and data analysis services from East Central Wisconsin Regional Planning Commission and Bay Lake Wisconsin Regional Planning Commission. East Central staff has continued to work with staff from the Wisconsin Public Service Commission and several other Regional Planning Commissions from across the state to develop statewide and regionwide GIS datasets for broadband data. The Broadband Equity, Access and Deployment (BEAD) Local Planning Grant Project will begin August 1, 2023 and will be completed by December 31, 2023. East Central Wisconsin Regional Planning Commission will be provided \$40,000 to develop the regional broadband dataset along with conducting data analysis. At the completion of the project, the GIS data and information will be provided back to the counties.

A motion was made by Mr. Gueths and a second by Mr. Woodford to approve of **Resolution 36-23**: Authorizing the Executive Director of the Commission to Enter into a Contract with New North, Inc. for the Regional Broadband Mapping Project. Motion carried unanimously.

B. Economic Development Committee

1. Approval of the January 4, 2023 Minutes for Meeting. A motion was made by Vice Chair Connors and a second by Mr. Rohloff to approve of the minutes as presented. Motion carried unanimously.

C. Environmental Management Committee

1. Approval of the Community Facilities Committee (Dissolved) Minutes for the March 8, 2023 Meeting. A motion was made by Mr. Albrecht and a second by Mr. Jensen to approve of the minutes as presented. Motion carried unanimously.
2. Approval of the Open Space/Environmental Management Committee (Dissolved) Minutes for the April 12, 2023 Meeting. A motion was made by Mr. Schmeichel and a second by Mr. Johnson to approve of the minutes as presented. Motion carried unanimously.
3. Approval of the Environmental Management Committee June 14, 2023 Meeting. A motion was made by Mr. Englebert and a second by Mr. Schmeichel to approve of the minutes as presented. Motion carried unanimously.
4. **Resolution 23-23**: Final Approval of the Updated Fox Cities 2040 Sewer Service Area Plan. Wilhelmina Paustian – Senior Planner presented an overview of the Fox Cities 2040 Sewer Service Area Plan update. She reported that this is the fifth update of the Fox Cities Plan which was certified by the WDNR in 2006.

Ms. Paustian shared that the 2040 SSA Plan is comprised of four separate sewer service areas spanning three counties and 20 municipalities. The SSAs are associated with the 4 wastewater treatment plants in the Fox Cities: Neenah-Menasha Sewerage Commission, Fox West Regional Sewerage Commission, Appleton Wastewater Treatment Plant, and the Heart of the Valley Metropolitan Sewerage District in Kaukauna. Approximately 12,800 acres of land were added to the entire Fox Cities area spread out over the 4 SSAs. A public hearing was held at the Environmental Management Committee on June 14, 2023. The public comments included documentation from the Village of Fox Crossing objecting to the boundaries of the Neenah-Menasha SSA Map 9 in the draft Plan relating specifically a previous SSA Amendment in 2020.

Upon further discussion, the Environmental Management Committee directed ECWRPC staff to reach out to the WI Department of Natural Resources (WDNR) for clarification on what the WDNR's final administrative decision was regarding the SSA Amendment (Track 164 in 2020). Ms. Paustian shared that ECWRPC is a contracted agency with the WDNR, who is the final authority on all SSA Amendments and Plan Updates. The WDNR submitted a final decision letter on Friday, July 14th, 2023.

Ms. Paustian reported that the 2020 SSA Amendment in question had two phases. Phase one was to bring in 2,001 acres and Phase two would bring in the remainder of area in the Town of Clayton's Sanitary District at a future date. The WDNR approved modifying the SSA boundary to include Phase one (2,001 acres). However, the WDNR did not approve or deny phase two or the "proposed long term addition" since they expected an additional SSA amendment would be submitted at a future date. This determination is consistent with the current draft SSA Plan maps. It was noted that staff also reached out to the interested parties in this area to discuss a long-term plan for who should service the area. Ms. Paustian stated that upon approval, staff will send the draft Plan to the WDNR for final review and administrative decision. It is required to be reviewed and certified by the WDNR in order to be included in the formal Wisconsin Areawide Water Quality Plan (which the WDNR oversees). Note - All of the Public Comments are included in the Appendix of the Plan. Link available to review: <https://www.ecwrpc.org/wp-content/uploads/2023/07/Fox-Cities-SSA-Plan-2040-FINAL-DRAFT-JULY-2023.pdf>

A motion was made by Mr. Schmeichel and a second by Mr. Abel to approve of Resolution 23-23: Final Approval of the Updated Fox Cities 2040 Sewer Service Area Plan as presented. Motion carried unanimously.

Commissioner Englebert on record commending Ms. Paustian for her diligent efforts and transparent processes throughout the Plan update.

D. Transportation Committee

1. Approval of the Minutes for April 11, 2023 Meeting
2. **Resolution 30-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Ms. Kraemer-Badtke reported that the Commission serves as the Policy Board for the Appleton (Fox Cities) Metropolitan Planning Organization which is designated as a Transportation Management Area (TMA). She noted that this amendment is to provide TIP numbers to the TA Set Aside and Surface Transportation Block Grant Projects and amend the TIP to include these projects. These projects were posted for a 15 day review period and no public comment was received.

A motion was made by Mr. Kautza and a second by Mr. Jensen to approve of **Resolution 30-23:** Amending the Transportation Improvement Program for the Appleton (Fox Cities) Transportation Management Area – 2023. Motion carried unanimously.

E. Regional Comprehensive Planning Committee

1. No Business Items

8. **Other Business**

9. **Establish Time and Place for Next Commission Meeting.**

- A. The next Quarterly Commission Board meeting will be 10:00 a.m. on Friday, October 27, 2023. Additional meeting details will be forthcoming.

10. **Adjourn** – A motion was made by Mr. Abel and second by Mr. Koeppen to adjourn with the time noted at 11:09 a.m.

Respectfully submitted by

Leann Buboltz – Administrative Coordinator
ECWRPC