

**TOWN OF CLAYTON  
JOINT REVIEW BOARD MEETING  
On the Creation of TID #1**

Clayton Town Hall  
8348 County Road T, Larsen, WI  
June 27, 2019 at 4:00 p.m.

**MEETING MINUTES**

1. Call to Order –Acting Chair

Clerk Stevens called the meeting to order at 4:00 p.m.

2. Roll Call –Acting Chair

**JRB REPRESENTATIVES PRESENT**

Vicki Fitzgerald, Chief Financial Officer, representing Winnebago County  
Andrew Thorson, Asst District Admin for Business Services, Neenah Joint School District  
Faith Schiedermayer, representing Fox Valley Technical College  
Richard Johnston, Administrator, Town of Clayton  
Dick Knapinski, 8605 Clayton Avenue, Neenah, Nominated Member At-Large

**STAFF PRESENT**

Gary Becker, GWB Professional Services, Town of Clayton Consultant  
Holly Stevens, Clerk, Town of Clayton  
Tori Straw, Assistant Administrator, Town of Clayton

3. Nominate/Elect JRB Chair

Clerk Stevens requested nominations for Chairperson.

**MOTION:**

Motion by Faith Schiedermayer  
Second by Vicki Fitzgerald  
Motion to nominate Richard Johnston as Chair

No other nominations were presented

**VOTE:**

Motion carried by unanimous voice vote to name Richard Johnston as Chair of the Town of Clayton TID #1 Joint Review Board Chairperson

4. Nominate/Elect At-Large JRB Member

Chair Johnston presented the Town’s nomination for JRB Member At-Large, Dick Knapinski

**MOTION:**

Motion by Chair Johnston  
Second by Vicki Fitzgerald

Motion to accept the Town's nominee Dick Knapinski as the Town of Clayton TID #1 Joint Review Board Member At-Large

**VOTE:**

Motion carried by unanimous voice vote to name Dick Knapinski as Member At-Large for the Town of Clayton TID #1 Joint Review Board

5. Discuss TID #1 Creation

Chair Johnston summarized the purpose for creation of TID #1

- Encourage Development on East Side of Town
- 2016 Comprehensive Plan included Working Lands Initiative to the West
- TID on the East would promote development while preserving the rural community on the West
- The STH 41/10/441 Interchange has facilitated ease of access in the STH 10 corridor
- Current development in that area is on private systems and wells
- Municipal Utilities are needed to facilitate high-value development / without utilities this development will not occur
- Current development to the east of the Town is indicative of the type of development likely to occur if necessary services are available
- WI DOT in process of constructing roundabouts along major intersections of STH 76 which will change the nature of the development along that corridor

Consultant Gary Becker reviewed the TID #1 Project Plan

- Town reached \$500,000,000 in equalized value and therefore, by statute, may create a traditional TID

The Project Plan includes and the JRB discussed the following:

- A statement listing the kind, number and location of all proposed public works or improvements within the district;
- an economic feasibility study;
- a detailed list of estimated project costs;
- a description of the methods of financing all estimated project costs;
- the time when the related costs or monetary obligations are to be incurred;
- a map showing existing uses and condition of real property in the district;
- a map showing proposed improvements and uses in the district;
- proposed changes of zoning ordinances, master plan, if any, maps, building codes and Town ordinances;
- a list of estimated non-project costs;
- a statement of the proposed method for the relocation of any persons to be displaced;
- an indication as to how creation of the tax incremental district promotes the orderly development of the Town;
- an analysis of the overlying taxing districts;
- a map showing the district boundaries

Mr. Becker Concluded his review briefly discussing a timeline of events

- Plan Commission Public Hearing has been noticed and scheduled for July 10, 2019

- Plan Commission will review and consider adoption of the Project Plan and Boundary at its regular meeting immediately following the public hearing
  - Plan Commission will then forward the Project Plan and Boundary to the Town Board for its approval
  - Joint Review Board will hold its second meeting sometime between Mid-August and Early September to review and approve the Project Plan and boundary
  - After the JRB approval, the Plan and boundary will be submitted to the WI Department of Revenue
6. Other Business—NONE
  7. Set Date for JRB Meeting #2—To be determined by a meeting poll
  8. ADJOURN

**MOTION:**

Motion by Andrew Thorson

Second by Dick Knapinski

Motion to adjourn at 4:53 p.m.

Motion carried by unanimous voice vote

**Town of Clayton Joint Review Board Members:**

Richard Johnston, Administrator, representing Town of Clayton

Andrew Thorson, Assistant District Administrator for Business Services, Neenah Joint School District

Amy Van Straten, V.P. Financial Services, Fox Valley Technical College

Mark Harris, County Executive, Winnebago County

Dick Knapinski, At-Large