

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

Clayton Town Hall  
8348 County Road T, Larsen, WI  
August 23, 2019 at 10:00 a.m.

**MEETING MINUTES**

1. Call to Order –Acting Chair

Chair Johnston called the meeting to order at 10:00 a.m.

2. Roll Call

**JRB REPRESENTATIVES PRESENT**

Mark Harris, Winnebago County Executive, 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, Member At-Large (Arrived 10:16 a.m.)

**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. Review and Act on Minutes from June 27<sup>th</sup> Meeting

**MOTION:**

Motion by Andrew Thorson

Second by Dick Knapinski

Motion to approve the June 27, 2019 Joint Review Board First Meeting Minutes

**VOTE:**

Motion carried by unanimous voice vote to approve the June 27, 2019 Joint Review Board First Meeting Minutes

County Executive Harris noted that he had not been in attendance at the first meeting, but he had been provided and reviewed all of the materials.

4. Review Town Board Resolution Creating TID #1

Mr. Becker presented and reviewed Town of Clayton Resolution 2019-010 Town Board Resolution Designating Boundaries and Approving a Project Plan for Tax Incremental District No. 1, Town of Clayton, County of Winnebago, State of Wisconsin

5. Consider Resolution Approving TID #1

The Board discussed the TID Plan and the impact its creation will have.

- County Executive Harris requested clarification of how the Town intends to minimize the effect the creation of the TID will have on those taxpayers outside of the TID boundaries.
- Chair Johnston explained the history of the Town which has led to the creation of the TID, as well as the strategy for the Project Plan
  - The governing body rejected participation when the regional treatment facility was being developed approximately 35 years ago
  - Sewer and Water agreements with adjacent municipalities were not available without annexation provisions
  - Annexation would erode the Town's ability to sustain itself
  - The residents have continually expressed a desire to maintain and preserve the history and identity of the Town
  - The Town's Comprehensive Plan was developed with preservation of the Town's rural heritage at its core
  - The Comp Plan by design focuses planned development primarily in the TID boundary area
  - The planned and orderly development within the TID is not guaranteed, but without the TID it is likely to not happen at all
  - The TID investment costs are phased to allow for flexibility in response to the rate of development
  - The TID Plan was developed utilizing "worst case scenario" numbers in order to ascertain all of the risk involved with the development
  - The financial plan for borrowing is designed to minimize its affect on taxpayers by adding new debt only as old debt retires in order to maintain a relatively stable tax rate
- Andrew Thorson asked for clarification of the capitalization of interest for approximately the first three years.
- Chair Johnston explained that until development starts to occur, the TID will not have increment to provide a tax base to support the financing. Capitalizing interest will allow for initial development to occur
- Mr. Thorson recognized the phased development and inquired about the likelihood of a full build-out
- Chair Johnston noted the phases allow for adjustment in the investment—if development occurs quickly, the investment and phases may be fast-tracked. If the market changes and development is slow to occur, additional investment in the next stages may be delayed.
- Dick Knapinski noted, as someone living inside the TID boundary, that the Plan as designed has provided the Town and residents with a clear understanding of what may or may not happen. Because the "worst case scenario" has been applied, any surprises which may arise should be good surprises rather than bad.
- Mr. Knapinski noted that it is imperative that development occur in a very orderly and controlled manner.
- Chair Johnston noted that the Town has taken as many precautions as possible in development of the Project Plan in order to minimize the impact on the entire Town, however, there is no guarantee.
- Mr. Johnston also noted that the recent land purchase made by the Neenah Joint School District along Clayton Avenue in the Town of Neenah is immediately adjacent to an area in the Town of Clayton which has a significant amount of land poised for development as a result. He noted that campuses, even those which are not yet developed, historically

- increase rooftops and foster development which puts the Town of Clayton in a very good position in that regard.
- Mr. Johnston recognized that staff will have to implement strategic and careful decisions regarding development both inside and outside of the TID boundaries in order to continue minimizing the TID's impact

Mr. Becker read the proposed Resolution in its entirety.

**MOTION:**

Motion by Dick Knapinski

Second by Andrew Thorson

Motion to approve the Joint Review Board Resolution Concerning the Creation of Tax Incremental District No. 1 Town of Clayton, County of Winnebago, State of Wisconsin

Motion carried with a voice vote of 4-1 with County Executive Harris voting in opposition.

6. Annual Review

Mr. Becker noted the JRB will need to convene annually on or about July 1<sup>st</sup> to review the Annual Report for TID #1.

7. Other Business

No other business was presented.

8. ADJOURN

**MOTION:**

Motion by Andrew Thorson

Second by Faith Schiedermayer

Motion to adjourn at 11:14 a.m.

**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, Member At-Large