

**Meeting of the Incorporation Review Ad Hoc Committee  
Town of Menasha – Community Center – Badger Room  
Monday, June 9, 2014 – 6:00 p.m.**

**Minutes**

**Call to Order**

Committee Chair Jones called the meeting to order at 6:00 p.m. Secretary Seidl noted those present: Chair Jones, committee members: Coughlin, Nemecek, Raddatz, and Renard. Absent: Andrew.

Other staff present: Community Development Director George Dearborn, Attorney Roger Clark, Town Administrator Jeff Sturgell.

There were 18 attendees.

**Discussion**

1. Chair Jones asked if there were any revisions to the minutes. None noted. Mr. Raddatz moved approval. Second by Mr. Renard. Motion carried.
2. Chair Jones reviewed notes from a discussion with Administrator Sturgell and Town Attorney Clark regarding how "remnant" is defined and how sustainability might be defined. Discussion included input from past discussion with the Wisconsin Department of Administration (DOA) indicating they may not be supportive of incorporating the entire Town at one time.
  - a. One option would be to approach incorporation in phases, incorporating portion of the Town West of the Fox River which the DOA has indicated they would support. Then annex or attach the remnants on the East side of the river. This is similar to what the Village/Town of Harrison did.
  - b. No matter the approach, proving the sustainability of the remnant to the Town not incorporated will be essential to the process.
3. Mr. Nemecek moved we hire an independent to study and report on remnant sustainability. Second by Mr. Raddatz. Motion Carried.
4. Chair Jones noted that in recent incorporations in Wisconsin, four communities had an increase in property tax rate and six had a decrease in property tax rate.
5. Attorney Clark gave a report on the impact on potential incorporation of the Sanitary District. If there is incorporation, ownership of the Sanitary District could be in question. However, it is his opinion that it would not be an issue because municipal law states that the ownership lies with the largest population entity, which would be the West side of the Town, so the potential incorporated community would own the Sanitary District. The Sanitary District already serves beyond the Town boundary and the sewer district is regulated by the DNR. He doesn't see the DNR allowing someone else coming in and trying to provide service.
6. Chair Jones will be scheduling a meeting with the DOA and invited all committee members to join him. He will communicate the date of that meeting.
7. The Committee set dates for public input sessions: August 18 for the West side; September 3 for East side.
8. In response to a question from an attendee re: status of Harrison process and how they handled the remnant as attachment vs. annexation. Addressed by Attorney Clark. In an annexation, the land must be contiguous. In an attachment, the land does not have to be contiguous.

**Adjournment**

At 6:55 p.m., **MOTION: Renard/Seidl** to adjourn. Motion carried.

Respectfully submitted,

Pam Seidl, Secretary

**Note:** *These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, are subject to revision.*

**NEXT MEETING: JUNE 23, 2014 at Town of Menasha Municipal Complex.**