

**CITY OF MENASHA**  
**Winnebago County Joint Review Board**  
**Council Chambers, City Hall – 140 Main Street**  
**October 18, 2016**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 2:00 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Brian Adesso (Menasha Joint School District), Mark Harris (Winnebago County), Amy Van Straten (Fox Valley Technical College), Scott Francis (Public Member), and Mayor Merkes (City of Menasha).

MEMBERS EXCUSED: None.

OTHERS PRESENT: CDD Buck, AP Englebert, and ASD Steeno.

**C. MINUTES TO APPROVE**

1. **Minutes of the July 16, 2015 Joint Review Board Meeting**

Motion by Scott Francis, seconded by Mark Harris to approve the July 16, 2015 Joint Review Board meeting minutes as presented.

The motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

1. No one spoke.

**E. ACTION ITEMS**

1. **Set Next Meeting Date**

The next meeting of the Joint Review Board was scheduled for Wednesday, November 9, 2016 at 2:00PM.

**F. DISCUSSION ITEMS**

2. **Review and Discuss Amendment to Tax Incremental District #5 Project Plan**

CDD Buck introduced the proposed amendment to the project plan of TID #5. The amendment will not change the boundary of the district but will provide an allocation in the estimated amount of \$732,500 from TID #5 to TID #3. CDD Buck explained that TID #3 is expected to close by the end of 2016 without recouping its project costs. Therefore, the proposed allocation will move excess funds from TID #5 and apply it to the balance of TID #3.

AP Englebert explained a brief history of TID #3 and discussed the reasons why the district is not financially solvent. Some of the reasons include properties converting to tax-exempt status, a reduction in computer-aid, and a general depreciation of values within the district.

Mayor Merkes explained to the board that computer-aid was not included in projections regarding the future solvency of the districts. Mark Harris commented that not using computer-aid was a good idea as computer-aid may disappear in the future.

3. **Review and Discuss Amendment to Tax Incremental District #10 Project Plan**

CDD Buck provided an overview of the proposed amendment to the project plan of TID #10. The amendment seeks to include language in the TID #10 project plan to allocate excess increment, if available, into the City of Menasha Housing Rehabilitation fund. CDD Buck explained that State Statutes allow for allocations of increment into housing programs that benefit areas within a ½ mile radius of the district boundary. CDD Buck and ASD Steeno informed the board that it is commonplace for all TID project plans to have language as proposed included.

Staff is proposing allocating up to \$50,000 annually to the Housing Rehabilitation fund if there is sufficient increment available in the district.

Scott Francis asked why housing was chosen to direct excess increment. Mayor Merkes responded that housing rehabilitation has been a priority of the Common Council and staff. He also explained that using increment to improve the housing stock would benefit all taxing entities in the form of higher property values.

**G. ADJOURNMENT**

Motion by Brian Adesso, seconded by Scott Francis, to adjourn at 2:23 PM.

The motion carried.

*Minutes respectfully submitted by AP Englebert.*