



**AGENDA**

**FOR ANNUAL JOINT REVIEW BOARD MEETING  
CITY OF ALTOONA, WISCONSIN  
December 8, 2021 at 2:00 P.M.**

**THE MEETING WILL BE HELD ON ZOOM TELECONFERENCE / VIDEO CONFERENCE. DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE JOINT REVIEW BOARD MEETING VIA THE APPLICATION, ZOOM UNTIL FURTHER NOTICE. AN INSTRUCTION PAGE WILL BE PROVIDED ON THE NEXT PAGE SHOWING HOW TO PARTICIPATE.**

You may join the **DECEMBER 8, 2021** meeting from your computer, tablet or smartphone via  
**WEBSITE:** <https://zoom.us/join>  
**WEBINAR ID:** 856 0419 2289  
**WEBINAR PASSWORD:** 027029

**Or you can also dial in using your phone.**  
**CALL IN PHONE NUMBER:** 1-312-626-6799  
**WEBINAR ID:** 856 0419 2289  
**WEBINAR PASSWORD:** 027029

*To make a public comment Raise your hand by pressing \*9 on your telephone keypad. You will be called upon in the order received.*

1. Call to order
2. Roll call.
3. Consideration and appointment and/or reaffirmation of the Joint Review Board's public member.
4. Election and/or reaffirmation of Chairperson.
5. Review minutes from June 22, 2020 Annual Meeting.
6. Review Annual PE-300 Reports and the performance and status of:
  - a. Tax Incremental District No. 2.
  - b. Tax Incremental District No. 3.
  - c. Tax Incremental District No. 4.
7. Approve "Resolution Acknowledging Filing of Annual Reports and Compliance with Annual Meeting Requirement."
8. Adjourn.

Cindy Bauer  
City Clerk



# ZOOM INSTRUCTION GUIDE

## WEBSITE and TELEPHONE

*DUE TO CORONAVIRUS COVID-19 RESIDENTS ARE ENCOURAGED TO ATTEND THE PARKS AND RECREATION COMMITTEE MEETING VIA THE APPLICATION, ZOOM UNTIL FURTHER NOTICE.*

### **ZOOM MEETING INFORMATION:**

**WEBSITE:** <https://zoom.us/join>

**MEETING ID: 856 0419 2289**

**Webinar Password: 027029**

**CALL IN PHONE NUMBER: 1-312-626-6799**

#### **IMPORTANT INFORMATION**

*ZOOM can be accessed by telephone or computer. You must have a computer or mobile phone app to see the PowerPoint slides.*

*For those participating by computer only, you must have a microphone enabled computer to communicate verbally. Otherwise you will have to call in via the telephone as well.*



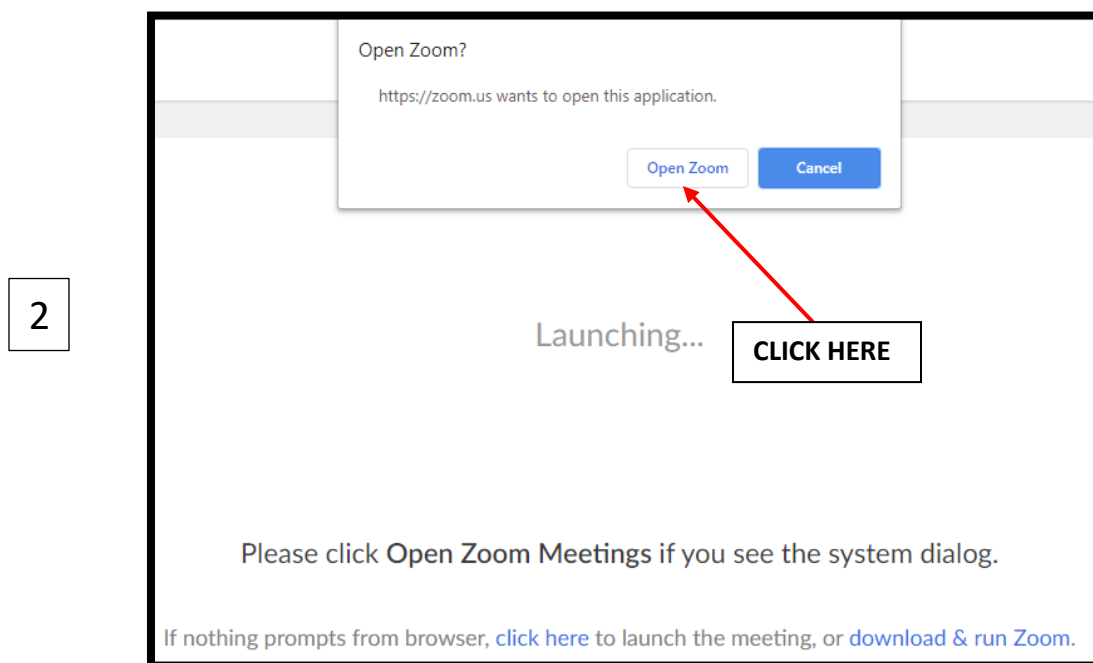
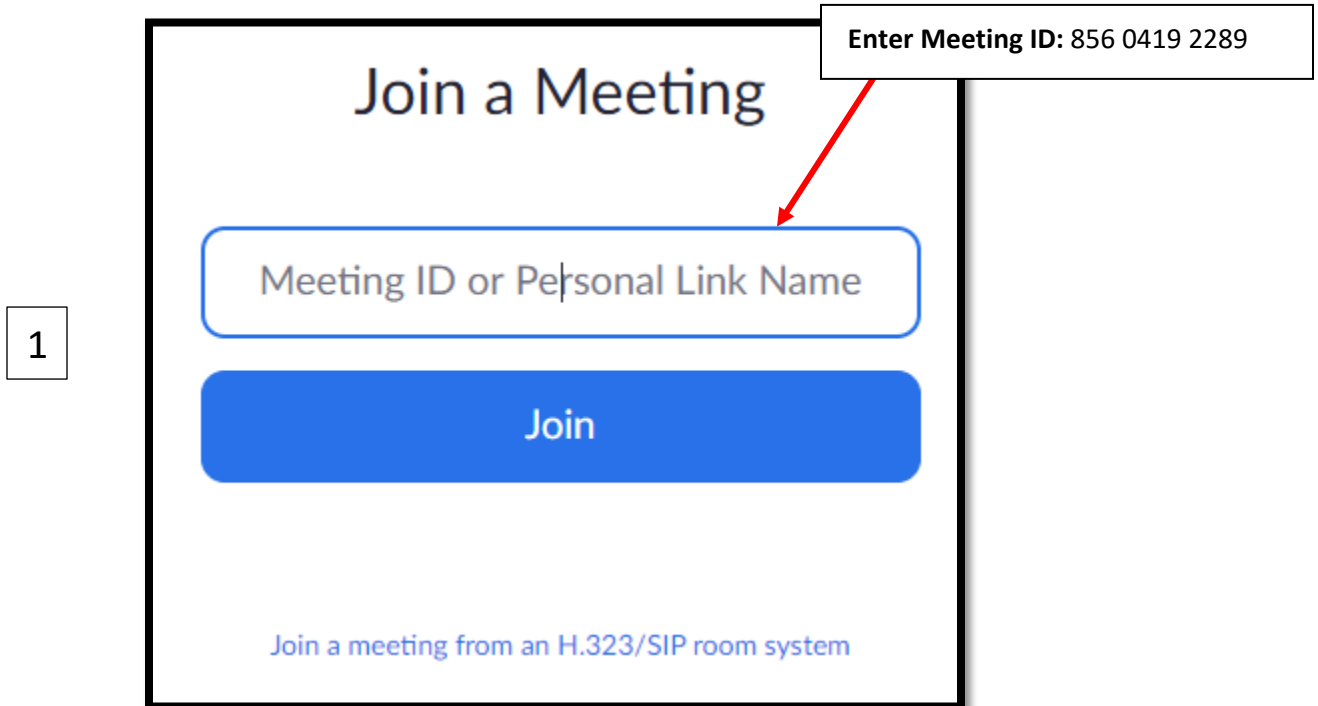
## **TO ACCESS VIA TELEPHONE:**

1. Call phone number: 1-312-626-6799
2. Enter Meeting ID: 856 0419 2289
3. Enter webinar password: 027029# to confirm you are a participant and enter the meeting
4. To state a public comment, "raise hand": \*9  
(You will be called on in order received)



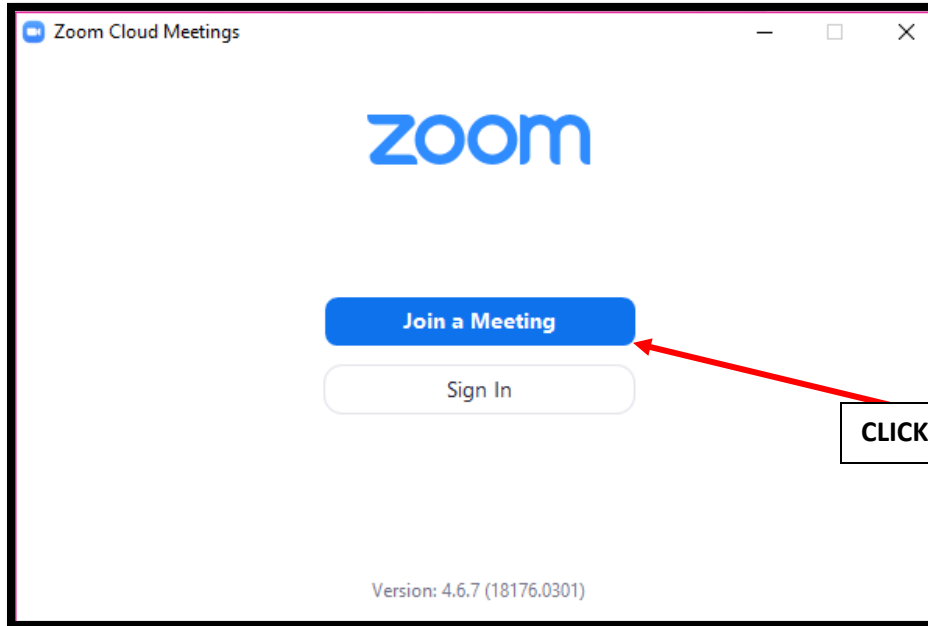
## TO ACCESS VIA WEBSITE:

1. Access website at: <https://zoom.us/join>
2. A set of dialogue boxes will appear (as seen below)



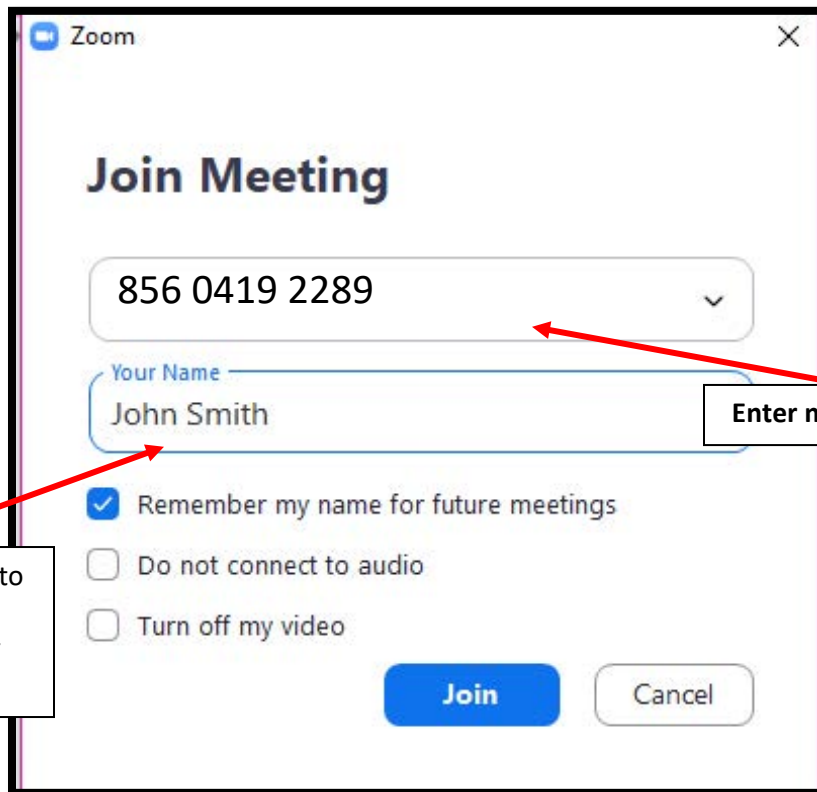


3



CLICK HERE

4



Enter meeting ID: 856 0419 2289

Enter Your **Name** to be displayed in Zoom meeting for public viewing

**5. Enter webinar password on the next screen: 027029**



5a

Computer Audio

Choose ONE of the audio conference options

Phone Call Computer Audio

**Join with Computer Audio**

Failed to detect your microphone. Please make sure your microphone is properly connected.  
Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

CLICK HERE

5b

Phone Call

Choose ONE of the audio conference options

Phone Call Computer Audio

Dial: 1-312-626-6799

**Meeting ID: 856 0419 2289** ✓

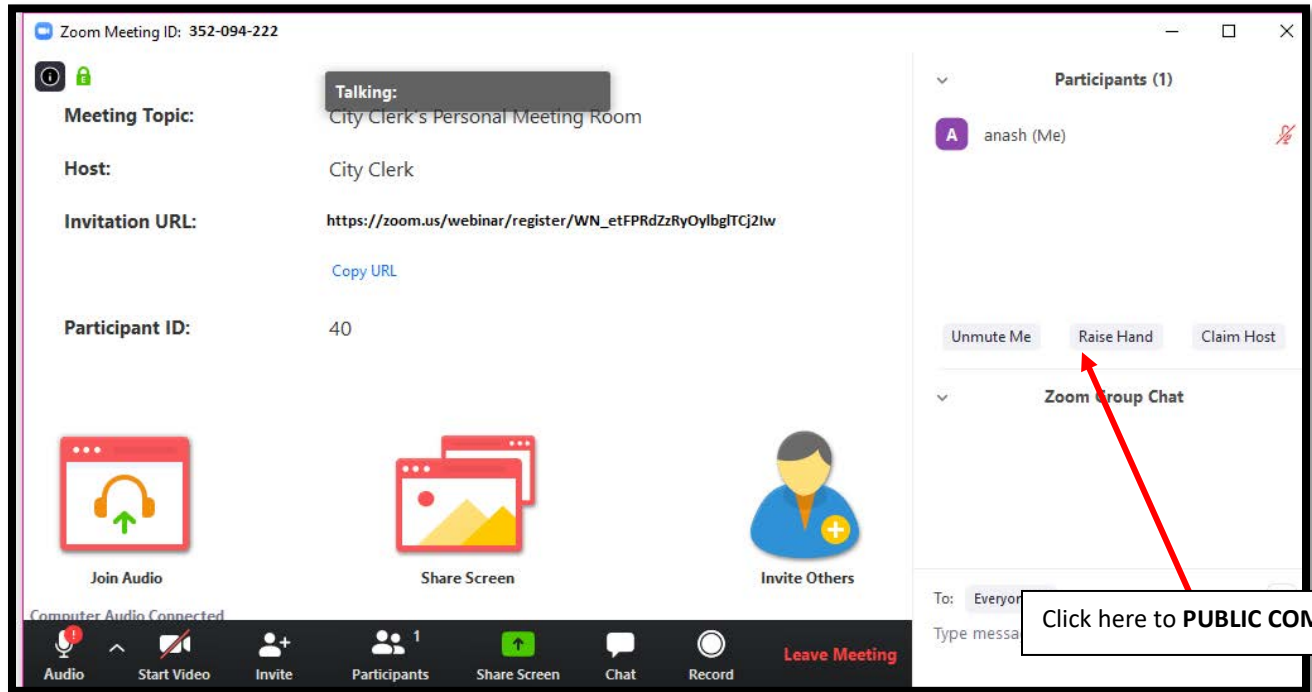
**Meeting Password: 027029** ✓

Done ✓

Call 1-312-626-6799



6



3. Use icon **RAISE HAND** to provide Public Comments. You will be unmuted and called upon in the order received.

## SEE WEBSITE LINKS BELOW FOR MORE TUTORIALS

<https://support.zoom.us/hc/en-us/articles/201362193>

<https://support.zoom.us/hc/en-us>

[https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1)

**ALTOONA JOINT REVIEW BOARD  
ANNUAL MEETING  
MINUTES  
June 22, 2020**

**(1) Call meeting to order.**

The meeting was called to order by Mayor Brendan Pratt at 11:00 a.m. held in the Council Chambers at Altoona City Hall.

**(2) Roll call.**

Members Present:       **Michael Markgren**, Altoona School District  
                                  **Stella Pagonis**, Eau Claire County Board  
                                  **Brendan Pratt**, Mayor, City of Altoona  
                                  **Mark Willer**, Public Member

Also Present:           **Mike Golat**, City Administrator  
                                  **Sean Lentz** of Ehlers  
                                  **Roy Atkinson**, Deputy City Clerk  
                                  **Tina Nelson**, Finance Director

Absent:                   Angela Eckmann, Chippewa Valley Technical College

**(3) Discuss/consider approval of minutes of the May 28, 2020 organizational meeting.**

Motion by Willer/Markgren to approve the minutes of the May 28, 2020 Joint Review Board meeting. **Motion carried.**

**(4) Review the public record, planning documents, Plan Commission resolution adopting amendment to project plan, and resolution passed by the Common Council approving the amendment.**

Sean Lentz of Ehlers Inc. explained the project plan amendment. Tax Incremental District (TID) No. 4, is an existing mixed-use district, created by a resolution of the City of Altoona Common council adopted on May 22, 2008. TID No. 4 was amended (boundary and project plan) on December 21, 2010. The proposed additional and updated project costs may include, but are not limited to: various public improvements and cash grants to owners, lessees or developers of land located within the district (development incentives), and professional and organizational services, administrative costs, and finance costs. The proposed amendment allows the District to incur additional project costs within the District and ½ mile of the District's boundaries to promote on-going development. New projects include Utility extensions and water tower and utilities. The Project Plan did not change after the initial meeting of the Joint Review Board on May 28, 2020. Lentz noted that JRB members were given a clearer map of the district boundary along with a signed letter from Attorney Behling who reviewed the Project Plan Amendment.

Lentz mentioned that the Plan Commission held a public hearing on June 9, 2020 at 5:30 p.m. to provide the community an opportunity to comment upon the proposed amendment of the District. The Project Plan was reviewed by Council and approved at its Council Meeting on June 11, 2020 at 6:00 p.m. Resolutions were brought forth and approved at both the Plan Commission and Council for approval of the TID No. 4 Amendment.



**(5) Consideration and possible action on resolution approving Tax Incremental District No. 4's Amendment.**

Motion by Willer/Markgren to approve the Resolution approving Tax Incremental District No. 4's Amendment. **Motion carried.**

**(6) Review minutes from December 5, 2019 Annual Meeting.**

Motion by Pagonis/Willer to approve the minutes of the December 5, 2019 Joint Review Board Annual meeting. **Motion carried.**

**(7) Review Annual PE-300 Reports and the performance and status of:**

Sean Lentz of Ehlers explained the requirement that the Joint Review Board must meet on an annual basis to report the performance and status of existing Tax Incremental Districts. The City is also required to file a PE-300 report for each Tax Increment District due July 1<sup>st</sup> annually. The reports were filed with the Wisconsin Department of Revenue on June 15, 2020.

**A. Tax Incremental District No. 2**

Lentz presented the Annual PE-300 Report and performance of Tax Incremental District No. 2. This District was created in 2000 and represents the Business Park area. Lentz mentioned that we are sharing revenues with District #3. In 2009 the District was amended to allow projects within a half mile of the District.

**B. Tax Incremental District No. 3**

Lentz presented the Annual PE-300 Reports and performance of Tax Incremental District No. 3. This District was created in 2001 which represents the River Prairie Development area and follows outside the one-half mile boundary which includes the area along Lake Road to the new School District of Altoona. Base under 5 million, and has grown to over 202 million in revenue. The closing date of TID #3 is projected in 2024 and the extra year for the Affordable Housing Fund.

**C. Tax Incremental District No. 4.**

Lentz presented the Annual PE-300 Reports and performance of Tax Incremental District No. 4. Tax Increment District No. 4 has an expenditure period through May of 2023. The City will be focusing on completed the remaining projects within the expenditure period. The District representing the south and eastern section of the City. This District was created in 2008. This area obviously is where the city needs to grow to the east and south of the City.

**(8) Approve "Resolution Acknowledging Filing of Annual Reports and Compliance with Annual Meeting Requirement".**

Motion by Markgren/Pagonis to approve the Joint Review Board Resolution acknowledging filing of Annual Reports and compliance with Annual Meeting Requirement. **Motion carried.**

**(9) Adjournment.**

Meeting adjourned at 11:36 a.m. **Motion carried.**

Minutes transcribed by Cindy Bauer, City Clerk

**NOTICE OF ANNUAL JOINT REVIEW BOARD MEETING  
CITY OF ALTOONA, WISCONSIN**

Notice is Hereby Given that the City of Altoona will hold a Joint Review Board meeting on December 8, 2021 at 2:00 p.m.

The purpose of the meeting is to review the annual reports and the performance and status of each Tax Incremental District governed by the Joint Review Board as required by Wis. Stat. § 66.1105(4m)(f).

Due to Covid-19, residents can attend the meeting virtually on the ZOOM video conference platform.

You may join the December 8, 2021 meeting from your computer, tablet or smartphone via

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The meeting is open to the public. Copies of the annual reports will be available for viewing in the offices of the City Clerk at the Altoona City Hall, located at 1303 Lynn Avenue, during normal business hours and will be provided upon request.

By Order of the City of Altoona, Wisconsin

*Published December 3, 2021*

November 29, 2021

Mayor Brendan Pratt, JRB Member	City Representative
Nick Smiar, County Board Chair c/o Stella Pagonis, County Business Office & JRB Member	Eau Claire County
Sunem Beaton-Garcia, President c/o Claire Lindstrom, Business Development Specialist & JRB Member	Chippewa Valley Technical College District
Heidi Eliopoulos, Superintendent c/o Michael Markgren, Director of Finance & Operations & JRB Member	Altoona School District
Mark Willer, JRB Member	Public Member

**Sent Via Electronic Mail Only**

[brendanp@ci.altoona.wi.us](mailto:brendanp@ci.altoona.wi.us); [brendan.pratt12@gmail.com](mailto:brendan.pratt12@gmail.com); [Stella.Pagonis@co.eau-claire.wi.us](mailto:Stella.Pagonis@co.eau-claire.wi.us); [sappy@mac.com](mailto:sappy@mac.com); [CLINDSTROM6@cvtc.edu](mailto:CLINDSTROM6@cvtc.edu); [mmarkgren@altoona.k12.wi.us](mailto:mmarkgren@altoona.k12.wi.us); [willermhw@gmail.com](mailto:willermhw@gmail.com); [kathryn.schauf@co.eau-claire.wi.us](mailto:kathryn.schauf@co.eau-claire.wi.us); [Samantha.Kraegenbrink@co.eau-claire.wi.us](mailto:Samantha.Kraegenbrink@co.eau-claire.wi.us); [Lsullivan9@cvtc.edu](mailto:Lsullivan9@cvtc.edu); [cindyb@ci.altoona.wi.us](mailto:cindyb@ci.altoona.wi.us); [michaelg@ci.altoona.wi.us](mailto:michaelg@ci.altoona.wi.us); [tinan@ci.altoona.wi.us](mailto:tinan@ci.altoona.wi.us)

**RE: City of Altoona, Wisconsin Annual Tax Incremental Finance District Reports and Meeting**

This letter is to confirm that a Joint Review Board (“JRB”) meeting will be held at 2:00 p.m. on December 8, 2021.

Please see the attached documents for attendance information.

This meeting has been scheduled as required by Wis. Stat. § 66.1105(4m)(f) for the purpose of reviewing the City’s annual tax incremental financing reports and to review the performance and status of each district governed by the Board. The meeting is informational and no action will be taken by the Board other than to appoint a chair and public member as necessary, and to acknowledge filing of the annual report and compliance with the annual meeting requirement.

A quorum must be achieved for the City to meet its annual meeting requirement, we would ask that you ensure the availability of your appointee to participate. The Board will also include a member appointed by the City as well as a public member. The City will nominate the public member for consideration by the Board.

We've attached the following materials that will be referenced during the meeting:

- The meeting agenda.
- A copy of the legal notice published for this meeting.
- A copy of the minutes from the **2020** annual meeting
- A "Resolution Acknowledging Filing of Annual Report and Compliance with Annual Meeting Requirement"

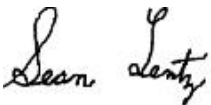
A copy of the summary report for each of the City's Tax Incremental Districts which were active in the prior calendar year, which will include the following, will be e-mailed to you prior to the meeting.

- Current TID boundary map.
- Current TID cash flow projection.
- A copy of the PE-300 annual report filed with the Wisconsin Department of Revenue as required by Wis. Stat. § 66.1105(6m)(c)(intro).

If you have any questions regarding the meeting or attached materials, please contact me or Paula Czaplewski at 800-552-1171.

Sincerely,

**EHLERS**



Sean Lentz, CIPMA  
*Senior Municipal Advisor - Director*

cc: Kathryn Schauf, Eau Claire County Administrator  
Samantha Kraegenbrink, Administrative Specialist, Eau Claire County  
Lauren Sullivan, Technical College President Executive Assistant  
Cindy Bauer, City Clerk  
Michael Golat, City Administrator  
Tina Nelson, City Finance Director  
Josh Low, Municipal Advisor, Ehlers  
Paula Czaplewski, Senior Public Finance Analyst - TIF Coordinator, Ehlers

**JOINT REVIEW BOARD  
RESOLUTION ACKNOWLEDGING FILING OF ANNUAL REPORTS AND  
COMPLIANCE WITH ANNUAL MEETING REQUIREMENT  
CITY OF ALTOONA**

WHEREAS, Wis. Stat. § 66.1105(4m)(f) requires that the Joint Review Board (“JRB”) meet annually on July 1, or when an annual report under Wis. Stat. § 66.1105(6m)(c)(intro.) becomes available, to review the annual report and to review the performance and status of each district governed by the JRB; and

WHEREAS, the City has filed an annual report with the Wisconsin Department of Revenue for the following districts:

- Tax Incremental District No. 2
- Tax Incremental District No. 3
- Tax Incremental District No. 4; and

WHEREAS, copies of the annual reports have been provided to each overlying taxing jurisdiction; and

WHEREAS, the JRB met on December 8, 2021 to review the annual reports and the performance and status of each of the districts governed by the JRB.

NOW, THEREFORE, BE IT RESOLVED that the City has complied with its reporting requirements under Wis. Stat. § 66.1105(6m)(c)(intro.) and requirement to hold an annual JRB meeting under Wis. Stat. § 66.1105(4m)(f).

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**Joint Review Board**

**Representing**

\_\_\_\_\_

Eau Claire County

\_\_\_\_\_

Altoona School District

\_\_\_\_\_

Chippewa Valley Technical College District

\_\_\_\_\_

City of Altoona

\_\_\_\_\_

Public Member