

**CITY OF GILLETT**  
**JOINT REVIEW BOARD MEETING**  
Council Chambers – Municipal Building  
150 N McKenzie Ave – Gillett, WI 54124  
**THURSDAY, OCTOBER 5, 2023 AT 5:30 PM**  
**AGENDA**

Committee may deviate from agenda as needed

**Meeting Called to Order**

**Roll Call is taken**

**Verification of Open Meeting Law Compliance**

**PUBLIC INPUT**

**AGENDA ITEMS:**

1. Appoint Chairperson and Citizen Member to City of Gillett Joint Review Board (Standing Joint Review Board).
2. Annual Review of TIDs 2 and 3.
3. Discussion and possible action on creating Tax Incremental District 4
4. Set Next Meeting Date
5. Adjourn

**Please remember to silence cell phones before attending meetings at City Hall**

It is possible that members of and possibly a quorum of members of the City Council or other committee may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City Clerk's office 920-855-2255 with as much advance notice as possible.

**Agenda subject to change up to 24 hours prior to the meeting**

**NOTICE OF JOINT REVIEW BOARD MEETING  
REGARDING THE 2022 TID ANNUAL REPORT  
FOR TAX INCREMENTAL DISTRICTS (TID) NUMBER 2 AND NUMBER 3  
IN THE CITY OF GILLETT, WISCONSIN**

NOTICE IS HEREBY GIVEN, that the City of Gillett will hold a Joint Review Board (JRB) meeting on October 4<sup>th</sup>, 2023, at 4:00 p.m. at the Gillett City Hall, located at 150 N. McKenzie Ave. The purpose of this meeting is for the JRB to review the TID Annual Report for TIDs 2 and 3. The meeting is open to the public.

Copies of the TID Annual Report(s) are available for review in the Clerk's office located at the Gillett City Hall, 150 N. McKenzie Ave. and will be provided upon request. Arrangements for either inspection or receipt of a copy of the annual report may be made by contacting the City Clerk, 150 N. McKenzie Ave, Gillett, WI; phone 920-855-2255.

Dated this 22<sup>nd</sup> day of September 2023

Chelsea Anderson  
Clerk

Publication Date: September 22, 2023



City of Gillett | 150 N McKenzie Ave | Gillett, Wisconsin 54124  
☎ (920) 855-2255 | 📠 Fax (920) 855-6283 | [www.cityofgillett.com](http://www.cityofgillett.com)

August 30, 2023

**Re: Tax Increment Finance District No. 2 and No. 3 City of Gillett**

The purpose of this letter is to notify you that the City of Gillett will be holding a meeting to review the 2022 Annual TID Reports. The Joint Review Board meeting is scheduled to begin at **4:00 p.m.** and will be held at City Hall, 150 N. McKenzie Ave, **in Gillett**. Please have your appointed representative contact my office to confirm his/her attendance at this meeting.

Should you have any questions, please do not hesitate to contact me by phone at 920-855-2255 or you may contact our consultant, Art Bahr, Community Development Specialist, MSA Professional Services, Inc. at 920-545-2086.

Enclosures: Joint Review Board Notice

Sincerely,  
City of Gillett

City Clerk  
Enclosures: Public Hearing Notice, Joint Review Board Notice

Expenditure period ends 2022  
 TID Closure W/7yr extension 2034

**Gillett TIF District #3**

**Annual TID Performance**

Year	Tax Increment	Due from other funds	Debt Obligation	Total Interest	Development Incentives	TID Admin	Total Expenditures	Annual Balance	Total Balance
5 2022	\$90,718	\$165,273	\$310,689	\$5,688		\$151	\$316,528.00	(\$60,537.00)	(\$178,848.00)
6 2023	\$91,352	\$511	\$80,801	\$3,581		\$500	\$84,882.00	\$6,981.23	(\$171,866.77)
7 2024	\$92,620	\$511	\$82,034	\$1,844		\$500	\$84,378.00	\$8,753.07	(\$163,113.70)
8 2025	\$93,907	\$511				\$500	\$500.00	\$93,917.92	(\$69,195.78)
9 2026	\$95,213	\$511				\$500	\$500.00	\$95,224.07	\$26,028.29
10 2027	\$96,539	\$511				\$500	\$500.00	\$96,549.82	\$122,578.11
11 2028	\$97,884	\$511				\$500	\$500.00	\$97,895.45	\$220,473.56
12 2029	\$99,250	\$511				\$500	\$500.00	\$99,261.27	\$319,734.83
13 2030	\$100,637	\$511				\$500	\$500.00	\$100,647.57	\$420,382.40
14 2031	\$102,044	\$511				\$500	\$500.00	\$102,054.67	\$522,437.08
15 2032	\$103,472	\$511				\$500	\$500.00	\$103,482.88	\$625,919.95
16 2033	\$104,922	\$511				\$500	\$500.00	\$104,932.50	\$730,852.46
17 2034	\$106,393	\$511				\$500	\$500.00	\$106,403.88	\$837,256.33
18									
19									
	<b>\$1,681,681</b>		<b>\$861,296</b>	<b>\$66,326</b>	<b>\$0</b>	<b>\$11,172</b>	<b>\$848,949</b>		

Debt obligations calculated based on schedules provided for 2019 extension.

\*Debt Obligation includes \$89,486 as shown on the 2017 audit.

\*\* Debt Obligation from 2018 - 2024 includes principal and interest averaged over remainder of bond.

Final date for the expenditure period is Sept. 2022

Assumptions: 1.5% Inflation, Tax rate of \$19.58 per \$1000.

Form PE-300	<b>TID Annual Report</b>	<b>2022</b> WI Dept of Revenue
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Section 1 - Municipality and TID					
Co-muni code <b>42231</b>	Municipality <b>GILLETT</b>		County <b>OCONTO</b>	Due date <b>07/03/2023</b>	Report type <b>ORIGINAL</b>
TID number <b>002</b>	TID type <b>1</b>	TID name <b>n/a</b>	Creation date <b>09/29/1993</b>	Mandatory termination date <b>09/29/2023</b>	Expected termination date <b>N/A</b>

Section 2 - Beginning Balance	Amount
TID fund balance at beginning of year	<b>\$-272,123</b>

Section 3 - Revenue	Amount
Tax increment	\$32,858
Investment income	
Debt proceeds	
Special assessments	
Shared revenue	\$6,176
Sale of property	
Allocation from another TID	
TID number	
Developer guarantees	
Developer name	
Transfer from other funds	
Source	
Grants	
Source	
Other revenue	
Source	
<b>Total Revenue (deposits)</b>	<b>\$39,034</b>

Form PE-300	<b>TID Annual Report</b>	<b>2022</b> WI Dept of Revenue
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Section 4 - Expenditures	Amount
Capital expenditures	
Administration	
Professional services	
Interest and fiscal charges	
DOR fees	\$150
Discount on long-term debt	
Debt issuance costs	
Principal on long-term debt	
Environmental costs	
Real property assembly costs	
Allocation to another TID	
TID number	
Developer grants	
Developer name   n/a	\$0
Transfer to other funds	
Fund	
Other expenditures	
Name	
<b>Total Expenditures</b>	<b>\$150</b>

Section 5 - Ending Balance	Amount
TID fund balance at end of year	<b>\$-233,239</b>
Future costs	<b>\$5,465</b>
Future revenue	<b>\$32,952</b>
Surplus or deficit	<b>\$-205,752</b>

<b>Form PE-300</b>	<b>TID Annual Report</b>	<b>2022</b> WI Dept of Revenue
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<b>Section 6 - Contact Information</b>	
Contact name <b>Chelsea Anderson</b>	Contact title <b>Clerk-Treasurer</b>
Contact email <b>chelsea.anderson@ci.gillett.wi.us</b>	Contact phone <b>(920) 855-2255</b>



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**City of Gillett  
Resolution #12-2023  
Tax Increment District (TID) #2 Termination Resolution**

**WHEREAS**, the City of Gillett, WI created TID #2 on 9/21/1993, and adopted a project plan in the same year, and

**WHEREAS**, all TID #2 projects were completed in the prescribed allowed time; and:

**WHEREAS**, insufficient increment was collected to cover project costs.

**THEREFORE BE IT RESOLVED**, that the City of Gillett, WI terminates TID #2; and

**BE IT FURTHER RESOLVED**, that the City Clerk shall notify the Wisconsin Department of Revenue (DOR), within sixty (60) days of this resolution or prior to the deadline of April 15, 2024, whichever comes first, that the TID has been terminated; and

**BE IT FURTHER RESOLVED**, the City Clerk shall sign the required DOR Final Accounting Submission Date form (PE-223) agreeing on a date by which the City shall submit final accounting information to DOR; and:

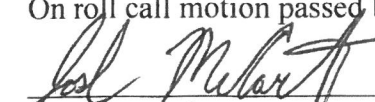
**BE IT FURTHER RESOLVED**, THAT THE City of Gillett, WI shall accept all remaining debts for TID #2 as determined in the final audit by the City auditor, Hawkin Ash, CPA.

**ADOPTED** this 7th day of September 2023

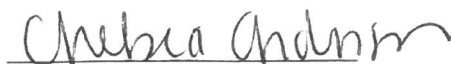
Resolution introduced and adoption moved by alderperson Mohr.

Motion for adoption seconded by alderperson Drake.

On roll call motion passed by a vote of 4 ayes to 0 nays

  
Josh McCarthy, Mayor

ATTEST:

  
Chelsea Anderson, Clerk



TID 3

Form PE-300	<b>TID Annual Report</b>	<b>2022</b> WI Dept of Revenue
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Section 1 - Municipality and TID					
Co-muni code <b>42231</b>	Municipality <b>GILLETT</b>		County <b>OCONTO</b>	Due date <b>07/03/2023</b>	Report type <b>ORIGINAL</b>
TID number <b>003</b>	TID type <b>2</b>	TID name <b>n/a</b>	Creation date <b>09/07/2000</b>	Mandatory termination date <b>09/07/2034</b>	Expected termination date <b>N/A</b>

Section 2 - Beginning Balance	Amount
TID fund balance at beginning of year	<b>\$-118,131</b>

Section 3 - Revenue	Amount
Tax increment	\$90,718
Investment income	
Debt proceeds	\$157,675
Special assessments	
Shared revenue	\$7,598
Sale of property	
Allocation from another TID	
TID number	
Developer guarantees	
Developer name	
Transfer from other funds	
Source	
Grants	
Source	
Other revenue	
Source	
<b>Total Revenue (deposits)</b>	<b>\$255,991</b>

Section 4 - Expenditures	Amount
Capital expenditures	
Administration	
Professional services	
Interest and fiscal charges	\$5,688
DOR fees	\$151
Discount on long-term debt	
Debt issuance costs	
Principal on long-term debt	\$310,689
Environmental costs	
Real property assembly costs	
Allocation to another TID	
TID number	
Developer grants	
Developer name    n/a	\$0
Transfer to other funds	
Fund	
Other expenditures	
Name	
<b>Total Expenditures</b>	<b>\$316,528</b>

Section 5 - Ending Balance	Amount
TID fund balance at end of year	\$-178,668
Future costs	\$175,653
Future revenue	\$1,094,748
Surplus or deficit	\$740,427

<b>Form PE-300</b>	<b>TID Annual Report</b>	<b>2022</b> WI Dept of Revenue
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