

CITY OF MANITOWOC - TAX INCREMENT DISTRICT AMENDMENT & CREATION
Preliminary Summary of Activities and Timetable Created 6/13/2018

Action	Party Responsible	TID No. 12 Amendment Review	TID No. 15 Amendment	TID No. 19 Amendment	TID No. 21 Creation Review	TID No. 22 Creation
1. City Council Meeting: Authorization to proceed with creation and amendment of TIDs.	City Council	June 18, 2018				
2. Staff/Vierbicher conference calls.	City Staff/City Council	June 18-22, 2018				
3. Prepare Draft TID Project Plan, resolutions, preliminary TID budget.	Vierbicher	Review	July-August 2018	July-August 2018	Review	July-August 2018
4. JRB notice to newspaper.	Vierbicher	-	July 16, 2018	July 16, 2018	July 16, 2018	July 6, 2018
5. Public hearing notice to newspaper.	Vierbicher	-	August 1, 2018	August 1, 2018	August 1, 2018	August 1, 2018
6. Prepare Blight Determination	Vierbicher	-	-	-	-	July 2018
7. Plan Commission/City Council Rehabilitation Public Hearing	City Staff/City Council	-	-	July 25, 2018	-	July 25, 2018
8. Mail out JRB packets.	City Staff	June 19, 2019	July 16, 2018	July 16, 2018	-	July 16, 2018
9. Send hearing notices to taxing entities.	Vierbicher	Completed	July 16, 2018	July 16, 2018	-	July 16, 2018
10. Publish notice for TID JRB meeting <i>(Class I) – 5 Days min</i>	Newspaper	Completed	July 18, 2018	July 18, 2018	-	July 18, 2018
11. Publish notice for TID boundary & Project Plan public hearing <i>(Class II)</i>	Newspaper	Completed	Aug 8, 2018 & Aug 15, 2018	Aug 8, 2018 & Aug 15, 2018	-	Aug 8, 2018 & Aug 15, 2018
12. Send letter to property owners within TID boundary <i>(at least 15 days prior to hearing)</i> .	City Staff	-	-	August 1, 2018	-	August 1, 2018
13. JRB – First Meeting on TID Creation Confirm chairperson and at-large member, discuss draft TID Project Plan and boundary <i>(at least 5 days after publication of JRB meeting notice; latest date 14 days after first notice of Public Hearing)</i>	Vierbicher / City Staff / JRB	Completed	July 24, 2018	July 24, 2018	Completed	July 24, 2018
14. Plan Commission Meeting: <ul style="list-style-type: none"> • Public hearing – TID boundary and Project Plan <i>(at least 7 days after last insertion of public notice)</i> • Consider adoption of TID boundary and Project Plan, refer to City Council for Approval 	City Staff / Plan Commission	Completed	August 22, 2018	August 22, 2018	Completed	August 22, 2018
15. Provide information to City Attorney for attorney opinion letters.	Vierbicher	-	End of August	End of August	End of July	End of August
16. City Council Meeting: <ul style="list-style-type: none"> • Review TID boundary and Project Plan • Consider approval of TID boundary and Project Plan <i>(Not less than 14 days after public hearing)</i> 	City Staff / City Council	Staff led	September 17, 2018	September 17, 2018	Staff led	September 17, 2018
17. JRB notice to newspaper	Vierbicher	-	Sept 19, 2018	Sept 19, 2018	July 13, 2018	Sept 19, 2018
18. Mail out JRB packets.	Vierbicher	-	Sept 27, 2018	Sept 27, 2018	July 13, 2018	Sept 27, 2018
19. Publish JRB meeting notice.	Newspaper	-	Sept 27, 2018	Sept 27, 2018	July 17, 2018	Sept 27, 2018
20. JRB – Final Meeting on TID Creation/Amendment: Approval of TID boundary and Project Plan by JRB <i>(At least 5 days after publication of meeting notice and within 30 days of City Council approval)</i>	City Staff / JRB	June 26, 2018	Oct 3-10, 2018	Oct 3-10, 2018	July 24, 2018	Oct 3-10, 2018
21. Notify DOR of TID creation/amendment.	City Staff	Following JRB	Following JRB	Following JRB	Following JRB	Following JRB
22. Submit TID boundary and Project Plan package to Wisconsin Department of Revenue (with \$1,000 certification fee)	City Clerk/ Assessor	By Oct 31, 2018	By Oct 31, 2018	By Oct 31, 2018	By Oct 31, 2018	By Oct 31, 2018

The official newspaper of the City of Manitowoc is the Manitowoc Herald Times Reporter, published seven days a week. Notices should be sent at least a day before publication (by 2:00 pm) 1- 888-774-7744.

City Council

The City Council meets 3rd Monday of each month at 6:30 p.m.

Plan Commission

Plan Commission meets the 4th Wednesday of each month at 6:00 pm.