**Joint Review Board of the City of Stoughton**
**Monday, September 11, 2023 at 2:00 p.m.**

The meeting was a hybrid meeting located in the City Hall conference room at 207 S. Forrest St. as well as concurrently held via Zoom.

**Committee members present**: Sarah Ebert (public member), Adam Gallagher (Dane County, remote), Sylvia Ramirez (Madison Area Technical College, remote), Frank Sullivan (Stoughton Area School District, remote) and Tim Swadley (City of Stoughton, remote)
**Members absent**: None
**Guests present:** Tyler Denig (remote), Dave Ehlinger, Dave Ferris (Ehlers, remote) and Lisa Trebatoski (Ehlers, remote)

1. **Call to order** – Swadley called the meeting to order at 2:02 p.m.
2. **Roll call and verification of quorum** – All members were present.
3. **Certification and compliance with open meetings law** – Swadley indicated the meeting was properly noticed.
4. **Public comment** - None
5. **Communications**
    i. **Organizational meeting correspondence – Ehlers**
    ii. **Notice of public hearing** – Ehlinger indicated the two documents were information only.
6. **Re-appointment of Sarah Ebert as public member of the Joint Review Board** – Motion by Gallagher/Ramirez to re-appoint Sarah Ebert from the Stoughton Chamber of Commerce as the public member of the Joint Review Board. The motion passed 5-0.
7. **Election of chair and vice-chair of the Joint Review Board** – Motion by Gallagher for Swadley as chair of the Joint Review Board. No other nominations occurred. The motion passed 5-0. Motion by Gallagher for Sullivan as the vice-chair of the Joint Review Board. No other nominations occurred. The motion passed 5-0.
8. **Review responsibilities of the Joint Review Board** – All board members indicated that they are already familiar with the responsibilities of the board. Swadley indicated the responsibilities were in the packet if anyone needed a refresher.
9. **Review and discuss draft project plan – Tax Incremental District (TID) No. 6.** – Ferris went over his PowerPoint presentation regarding the proposed project plan. No questions were raised. No action was taken at this time.
10. **Review Annual PE-300 Reports and the performance and status of the City's active Tax Incremental Districts as required by Wis. Stat. §66.1105(4m)(f)** – Ehlinger gave a high-level recap of Tax Incremental Districts (TIDs) No. 4 through No. 8. No questions were raised.
11. **Acceptance of Consolidated Tax Incremental Districts No. 4, No. 5, No. 6, No. 7, No. 8, and No. 9 Financial Statements dated 12-31-2022 as prepared by Baker Tilly US, LLP (audit opinion dated 06-22-2023)** – Ehlinger indicated the report was prepared by Baker Tilly as part of the requirements for Wisconsin Department of Revenue reporting. No questions were raised. Motion by Sullivan/Ramirez to accept and place on file the consolidated Tax Incremental District 2022 financial statements. The motion passed 5-0.
12. **Acceptance of Tax Incremental District No. 4 100% Compliance Audit dated 12-31-2021 (audit opinion dated 11-30-2022)** – Ehlinger indicated the audit report was completed due to statutory requirements once the last date to incur project costs had been reached.

Motion by Gallagher/Sullivan to accept and place on file the Tax Increment District No. 4 100% compliance audit. The motion passed 5-0.

13. **Acceptance of Tax Incremental District No. 7 30% Compliance Audit dated 12-31-2020 (audit opinion dated 11-30-2022)** – Ehlinger indicated the audit report was prepared in compliance with the statutory requirement for when 30% of planned expenditures have been incurred. Motion by Sullivan/Ebert to accept and place on file the Tax Increment No. 7 compliance audit dated 12/31/2020. The motion passed 5-0.
14. **Approval of May 5, 2022 minutes** – Motion by Gallagher/Ramirez to approve the minutes from May 5, 2022 as drafted. The motion passed 5-0. *[Editorial comment – The draft minutes were not included in the packet nor was it displayed on screen. However, the draft minutes were emailed to the current board members on May 6, 2022 at 9:04 a.m. for their review.]*
15. **Set next meeting date to consider approval of the amendment to TID No. 6** – After looking at individual calendars, the consensus was reached to schedule the next meeting for October 16, 2023 at 2:00 p.m. with Zoom capabilities.
16. **Adjourn** – Motion by Ramirez/Gallagher to adjourn at 2:28 p.m. The motion passed 5-0.

Respectfully submitted,

David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton