

Preliminary

**CITY OF STOUGHTON:  
TAX INCREMENT DISTRICT #6**

Updated: 08/11/14

DRAFT

**Timetable**

Action	Party Responsible	Date
1. <b>City Council Meeting:</b> Presentation on TIF; Discuss TID creation; authorization to proceed with creating TID.	City Council	8/12/14
2. Letters to taxing jurisdictions requesting JRB appointments		8/14/14
3. Prepare Draft TID Project Plan and resolutions.		8/13/14 – 8/21/14
4. <b>Plan Commission Meeting:</b> <ul style="list-style-type: none"> <li>Review TID budget and Project Plan</li> <li>Recommend edits to plan</li> <li>Schedule Plan Commission public hearing for TID creation (if no further discussion needed)</li> </ul>	Plan Commission	8/25/14
5. Public hearing notice and JRB notice to newspaper.		8/18/14
6. Send hearing notice to taxing entities. (15 days before hearing [12])		8/22/14
7. Publish notice for TID JRB meeting (Class I)	Stoughton Courier Hub	8/21/14
8. Mail out JRB packets.		
9. Publish notices for TID Project Plan public hearing (Class II)	Stoughton Courier Hub	8/21/14 8/28/14
10. <b>JRB – First Meeting on TID Creation:</b> Confirm chairperson and at-large member, discussion of draft TID Project Plan (at least 5 days after publication of JRB meeting notice; latest date 14 days after first notice of Public Hearing)	JRB	8/28/14 – 9/8/14
11. <b>Plan Commission Meeting:</b> <ul style="list-style-type: none"> <li>Public hearing –TID Project Plan (at least 7 days after last insertion of public notice)</li> <li>Adoption of TID Project Plan, submission to City Council for Approval</li> </ul>	Plan Commission	9/8/14
12. Provide information to City Attorney for TID creation attorney opinion letter.		9/10/14
13. <b>City Council Meeting:</b> <ul style="list-style-type: none"> <li>Review TID Project Plan.</li> <li>Approve TID Project Plan (Not less than 14 days after public hearing)</li> </ul>	City Council	9/23/14
14. JRB notice to newspaper.		9/29/14
15. Mail out JRB packets.		9/29/14
16. Publish JRB meeting notice.	Stoughton Courier Hub	10/2/14
17. <b>JRB – Final Meeting on TID Creation:</b> Approval of TID #4 Project Plan by JRB (At least 5 days after publication of meeting notice and within 30 days of Board approval)	JRB	10/7/14 – 10/22/14
18. JRB notifies Stoughton of approval (within 7 days of JRB decision)	JRB	10/14/14 – 10/29/14
19. Submit TID creation information to Wisconsin Department of Revenue (Base Year Packet).	City Clerk	10/31/14

The Stoughton Courier-Hub is published every Thursday; notices must be provided prior to noon the previous Monday. Phone: (608) 873-6671, Fax: (608) 873-3473