

TID #10 Creation Schedule City of Watertown		
TIMING	ACTIVITY	RESPONSIBLE PARTY
Between July 1- August 18	Prepare draft project plan and draft letters and notices Coordinate meeting date for JRB organizational meeting concurrent with JRB annual meeting.	City Staff/ Vandewalle/ BAIRD/City Engineer
Tuesday August 18	Due to City Staff: • Draft project plan • Draft public hearing notice • Draft JRB meeting notice • Draft letter to JRB members • Draft JRB agenda	Vandewalle
Tuesday September 1	City comments on draft materials due	City Staff
Tuesday September 8	Finalize and sent to city staff with submittal date reminder: • Public hearing draft of Project Plan • Finalize notices and mailings	Vandewalle
On or before Wednesday September 9	Submit notice of Public Hearing and Notice for Joint Review Board organizational meeting to the newspaper indicating the date of the hearing and meeting and the dates the notices are to be published	City Staff
On or before Friday September 11	Send the following by first class mail or email to the CEO of all local governmental entities having the power to levy taxes on property located within the district (must be sent prior to publication of the 1st public hearing notice in the paper) and include: • Copy of public hearing notice • Copy of draft project plan • JRB meeting agenda	City Staff
Monday September 14	Publication of notice for Joint Review Board organizational meeting (at least 5 days prior to the JRB meeting)	Newspaper (City Staff to Verify)
	1 st Publication of Notice of Public Hearing (at least 14 days prior to public hearing)	Newspaper (City Staff to Verify)
Monday September 21	2 nd Publication of Notice of Public Hearing (at least 7 days prior to public hearing)	Newspaper (City Staff to Verify)
	Due to City Staff: • Public Hearing draft of Project Plan • Draft PC, City Council, and JRB Resolutions	Vandewalle
Monday September 21	Finalize packets for JRB organizational meeting and Plan Commission hearing	City Staff
Monday September 28	Joint Review Board organizational meeting to select a chairperson and one member-at-large (or reaffirm if Standing	JRB (City Staff and Vandewalle

	JRB) and informally present and discuss the draft Project Plan (within 14 days of public hearing notice publication)	to participate)
Monday September 28	Plan Commission Public Hearing - Public Hearing at which interested parties are afforded a reasonable opportunity to express their views on the proposed Plan - Adoption of Resolution and submittal to City Council (within 14 days of hearing)	Plan Commission (City Staff and Vandewalle to participate)
Monday October 5	Due to City Staff - Draft Project Plan (updated as directed by Plan Commission/Staff) - Draft final JRB meeting notice - Draft final JRB meeting agenda	Vandewalle
Monday October 12	Finalize packets for City Council meeting	City Staff
Monday October 19	Regular City Council Meeting - Adoption of Resolution approving TID project plan amendment (must occur by September 30 for 2026 TIDs) - Must wait 14 days after the public hearing to adopt the municipal resolution (creation only) - Resolutions that add territory must include a statement that the municipality does not exceed the 12% limit	City Council (City Staff and Vandewalle to participate)
Monday November 2	Submit the final JRB meeting notice to the local paper indicating the date of the meeting and the date the notice is to be published (Class I)	City Staff
	Send electronic file of adopted Project Plan, executed City Council Resolution, meeting agenda, and JRB Resolution to all JRB members	City Staff
Monday November 9	Publication of the notice of the JRB meeting (at least 5 days prior to the meeting)	Newspaper (City Staff to verify)
Monday November 16	Joint Review Board - Adoption of a Resolution approving the Project Plan and submittal to the City (the JRB shall review the public record, planning documents, and the Resolution passed by the City Council). - Must be adopted by the JRB within 45 days after receiving the municipal resolution. - For 2025+ TIDs, the Resolution must include the expected termination date. - Municipality must notify DOR by email within 60 days of JRB approval	JRB (City Staff and Vandewalle to participate)
Wednesday November 25	City Attorney opinion letter due to V&A	City Attorney
Wednesday November 25	Legal description due	City Engineer

Monday December 21	Due to City Staff Final Project Plan with all appendices	Vandewalle (City Staff to review)
Monday December 21	Due to City Staff: - Completion of all DOR required forms - All DOR submittal documents/files (notify DOR within 60 days of JRB approval)	Vandewalle
October 31, 2027	Submittal of adopted project plan with all appendices and state forms to the DOR no later than Oct 31 to be effective as of the year of adoption). Municipality must notify DOR by email within 60 days of JRB approval	City Staff

NOTES

Council: First and Third Monday, 7:00pm

Finance: Second and Fourth Monday, 5:30

Plan Commission: Second and Fourth Monday, 4:30pm

JRB: as needed, typically in-person

Watertown Daily Times publishes Watertown Daily Times publishes Monday through Friday, except holidays. The notice submittal deadline is two days prior to publication.

Independent Registered Municipal Advisor (IRMA) – Baird Financial

	Prepare draft project plan
	Notice publication dates
	Joint Review Board Meetings
	City Meetings