

**GENERAL FINANCIAL CONDITION
JEFFERSON COUNTY WISCONSIN
August 1, 2021**

Available Cash on Hand		
July 1, 2021	\$	613,209.35
July Receipts	\$	<u>15,543,095.22</u>
 Total Cash	 \$	 16,156,304.57
Disbursements		
General - July 2021	\$	11,559,106.80
Payroll - July 2021	\$	<u>2,503,690.89</u>
 Total Disbursements	 \$	 <u>14,062,797.69</u>
	 \$	 2,093,506.88
 Cash on Hand (in bank) August 1, 2021	 \$	 2,847,525.79
Less Outstanding Checks	\$	<u>754,018.91</u>
 Total Available Cash	 \$	 2,093,506.88
 Local Government Investment Pool - General	 \$	 39,763,740.64
Dana Investments	\$	38,906,590.64
Local Government Investment Pool -Clerk of Courts	\$	29,245.80
Local Government Investment Pool -Farmland Preservation	\$	180,099.21
Local Government Investment Pool -Parks/Liddle	\$	86,582.29
Local Government Investment Pool -County Bond	\$	<u>7,774,063.00</u>
	\$	86,740,321.58
 2021 Interest - Super N.O.W. Account	 \$	 243.14
2021 Interest - L.G.I.P. - General Funds	\$	6,213.35
2021 Interest - DANA Investments	\$	340,493.72
2021 Interest - L.G.I.P. - Parks /Carol Liddle Fund	\$	29.34
2021 Interest - L.G.I.P. - Farmland Preservation	\$	61.05
2021 Interest - L.G.I.P. - Clerk of Courts	\$	1.03
2021 Interest - L.G.I.P. - County Bond	\$	<u>2,635.30</u>
Total 2021 Interest	\$	349,676.93

JOHN E. JENSEN
JEFFERSON COUNTY TREASURER

RESOLUTION NO. 2021-22

Establishing the Jefferson County Revolving Loan Fund

Executive Summary

Jefferson County has evaluated opportunities to provide programs that assist existing businesses by providing them the ability to expand, enhance business productivity, improve operational efficiency along with the ability to compete in a global market and to assist businesses in relocating to Jefferson County. For several years, the county and its municipalities relied on Community Development Block Grants to fund a Revolving Loan Fund program. Over the past few years, the county has begun to develop a plan in anticipation of the former Community Development Block Grant – Revolving Loan Fund program dissolving while recognizing the need to create a local incentive program to attract and retain businesses in Jefferson County. The need to continue a local incentive program such as the Revolving Loan Fund program has been noted in several planning documents to include the Jefferson County Strategic Plan, the Jefferson County Comprehensive Plan and the ThriveED/Jefferson County Economic Development Consortium Strategic Plan.

Through its budgeting process over the past two years, Jefferson County has taken action to commit \$500,000 toward this program. In addition, the remaining funds from the dissolved Community Development Block Grant loan program have been designated to fund this new program. Staff have identified five financial institutions that are willing to partner with the county and match county contributions to establish a \$1 million fund. Each lending partner has agreed to provide an initial contribution of \$100,000 as a line of credit to the county for the Revolving Loan Fund program. Program funding may increase based on contributions from additional partners as this program continues. The initial lending entities will include: Ixonia Bank (Ixonia), Premier Bank (Fort Atkinson), Bank First (Watertown), Fort Community Credit Union (Fort Atkinson), and Avestar Credit Union (Waterloo).

The goal of the Revolving Loan Fund program is to provide easily accessible gap financing to legally operating businesses within Jefferson County and its municipalities to support business growth by:

1. Encouraging investments that enhance businesses' productivity or operational efficiency
2. Supporting investments that enhance businesses' ability to compete in a global marketplace
3. Encouraging investments that are necessary to retain or create jobs that pay at least the Jefferson County average annual wage.

The Revolving Loan Fund will have flexibility on the amount of the loan based upon the quality of the project as presented, however, the intent is to provide gap financing of up to 25% of total project costs, or not exceed \$275,000 per loan. The minimum loan considered by the fund will be \$25,000.

As part of this program, the Finance Committee will receive on-going reports on loan status and will also provide oversight on any policy change related to the lending guidelines. County staff will be engaged based upon their related functions. The Jefferson County Economic Development Consortium (JCEDC) staff will provide technical support of the application process. The Finance Department will be responsible for the fiscal administration to include development of an

amortization schedule, payment receipt, required fiscal reporting, auditing and disclosure requirements and coordination with financial institutions of payments. The Corporation Counsel office will provide legal advice, file documents under the Uniform Commercial Code to secure loans and take legal action upon default.

The Revolving Loan Fund program will be governed by a Board which will consist of one representative from each lending institution, the Jefferson County Finance Chair or designee, Jefferson County Administrator, Jefferson County Corporation Counsel and Jefferson County Finance Director. This governing body will be responsible for policy recommendation to the Finance Committee and provide appointee updates to the Finance Committee. Further, an Underwriting Committee will be appointed which will consist of two appointees from lending institutions, the Finance Committee Chair or designee, a representative of a small business, and an independent underwriter hired by the county. The Underwriting Committee will have approval authority for loans. The governing Board and the Underwriting Committee shall consult with the Corporation Counsel Office as needed to ensure compliance with the Wisconsin Open Meetings Law and Public Records Law.

The Jefferson County Finance Committee met on April 8, June 8, and July 8, 2021, to discuss the parameters of the proposed Revolving Loan Fund Program to include reviewing the lending guidelines and the administration of the fund. The Finance Committee considered this resolution at its meeting on August 5, 2021, and unanimously recommended forwarding to the County Board for approval.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, a local incentive program, specifically a revolving loan fund program, has been identified as a key tool to support the economic growth of Jefferson County, and

WHEREAS, the Jefferson County Board has taken action to commit \$500,000 towards a revolving fund program and has appropriated existing CDBG-RLF loan repayment proceeds towards this program, and

WHEREAS, community lending institutions are willing partners with the county to create a program that invests in the county, and

WHEREAS, the Jefferson County Economic Development Consortium supports establishing this program.

NOW, THEREFORE, BE IT RESOLVED that Jefferson County establishes the Jefferson County Revolving Loan Fund Program as described in this resolution.

BE IT FURTHER RESOLVED, the Jefferson County Administrator is authorized to execute any required documents on behalf of the county to effectuate the program.


Fiscal Note: Jefferson County has budgeted \$500,000 towards the development of a revolving loan fund. An additional \$354,761 of loan proceeds from the former Community Development Block program has also been committed to the revolving loan fund. Adopting this Resolution authorizes the County Administrator to enter into agreements with various local financial institutions for lines of credit to match County funds.

Ayes: 26 Noes: 0 Abstain: 0 Absent: 4 Vacant: 0 .

Ayes 26 (Jones, Kelly, David, Zarling, Braughler, Morris, Wineke, Rinard, Zastrow, Smith, Martin, Nass, Payne, Kutz, White, Drayna, Backlund, Kannard, Poulson, Jaeckel, Lindl, Foelker, Fitzgerald, Schultz, Roberts, Christensen), Noes 0, Abstain 0, Absent 4 (Lund, Nelan, Johns, Herbst).

Requested By:
Finance Committee

08-10-2021

REVIEWED: County Administrator: BPW; Corporation. Counsel: JBW; Finance Director: 

RESOLUTION NO. 2021-24

Amending the 2021 Health Department Budget to Adjust the Department of Agriculture, Trade and Consumer Protection (DATCP) Food License Fee and to Accept a Drug Free Coalition State Opioid Response Grant

Executive Summary

The Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) recently updated the Wisconsin Food Code regulated by Wisconsin Administrative Code section ATCP 75. The Food Code consolidates food licenses into categories based on specific criteria which are set forth in the Watertown/Jefferson County Environmental Health Consortium Fee Schedule (see attached). The Watertown/Jefferson County Environmental Health Consortium seeks to adopt these changes and incorporate them into the fee schedule.

The Jefferson County Health Department has been awarded grant funds to support the efforts of the Jefferson County Drug Free Coalition to prevent prescription opioid misuse. The total grant award is \$6,806.80 and the Health Department is requesting that these grant funds be accepted by Jefferson County. Funding will be used to support safe medication disposal through permanent drop boxes and drug take back events along with public education campaigns to increase awareness about the misuse of prescription opioids and the dangers of improper storage of prescription opioids.

This resolution amends the 2021 Jefferson County Health Department Budget to adjust the Environmental Health Consortium Fee Schedule in accordance with the changes in ATCP 75 and to accept the grant funding from the Drug-Free Communities Support Program Grant in the amount of \$6,806.80. The Finance Committee considered this resolution on August 5, 2021 and recommended forwarding to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the Wisconsin Food Code, ATCP 75, has been recently updated and the Watertown/Jefferson County Environmental Health Consortium desires to incorporate these changes which requires an amendment to the 2021 budget, and

WHEREAS, The Jefferson County Health Department has been awarded grant funds to support the efforts of the Jefferson County Drug Free Coalition in the amount of \$6,806.80 and accepting these funds requires an amendment to the 2021 budget.

NOW, THEREFORE, BE IT RESOLVED that the 2021 Jefferson County Health Department Budget is hereby amended to incorporate the changes in ATCP 75 and adjust the Environmental Health Consortium Fee Schedule in accordance therewith.

BE IT FURTHER RESOLVED, that the 2021 Jefferson County Health Department Budget is hereby amended to accept the grant funding from the Drug-Free Communities Support Program

Grant in the amount of \$6,806.80 and the Jefferson County Health Department shall be the fiscal agent for the Jefferson County Drug Free Coalition for the administration of these grant funds.

Fiscal Note: *This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30-member County Board).*

Ayes: 26 Noes: 0 Abstain: 0 Absent: 4 Vacant: 0.

Ayes 26 (Jones, Kelly, David, Zarling, Braugher, Morris, Wineke, Rinard, Zastrow, Smith, Martin, Nass, Payne, Kutz, White, Drayna, Backlund, Kannard, Poulson, Jaeckel, Lindl, Foelker, Fitzgerald, Schultz, Roberts, Christensen), Noes 0, Abstain 0, Absent 4 (Lund, Nelan, Johns, Herbst).

Referred By:
Finance Committee

08-10-2021

REVIEWED: County Administrator: BW; Corporation Counsel: JBW; Finance Director: MD.

Jefferson County Environmental Health Consortium Fee Schedule

Facility License Type	Fee Amount
Restaurants/Meals Food Service	
Limited Food Service Restaurant Retail Food – Serving Meals (Prepackaged)	
License Fee	\$121.00
Pre-inspection Fee for New Buildings or Change of Use	\$134.00
Pre-inspection Fee for Change of Owner	\$100.00
Re-inspection Fee	\$175.00
Re-inspection 2 Fee	\$175.00
Simple Complexity Restaurant Retail Food – Serving Meals (Low)	
License Fee	\$264.00
Pre-inspection Fee for New Buildings or Change of Use	\$332.00
Pre-inspection Fee for Change of Owner	\$249.00
Re-inspection Fee	\$175.00
Re-inspection 2 Fee	\$326.00
Retail Food – Serving Meals Moderate Complexity Restaurant	
License Fee	\$379.00
Pre-inspection Fee for New Buildings or Change of Use	\$488.00
Pre-inspection Fee for Change of Owner	\$366.00
Re-inspection Fee	\$175.00
Re-inspection 2 Fee	\$479.00
Retail Food – Serving Meals High Complexity Restaurant	
License Fee	\$620.00
Pre-inspection Fee for New Buildings or Change of Use	\$798.00
Pre-inspection Fee for Change of Owner	\$598.00
Re-inspection Fee	\$175.00
Re-inspection 2 Fee	\$785.00
Temporary Restaurants-Transient Retail Food – Serving Meals Transient TCS	
License Fee	\$195.00
Transient Retail Food – Non-TCS	
License Fee	\$80.00
Transient Retail Food – Prepackaged TCS	
License Fee	\$50.00
Bed and Breakfast	
Bed and Breakfast	
License Fee	\$126.00
Pre-inspection Fee for New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00

Jefferson County Environmental Health Consortium Fee Schedule

<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$200.00
Hotel/Motel	
05-30 Sleeping Rooms	
<i>License Fee</i>	\$236.00
<i>Pre-inspection Fee</i>	\$489.00
<i>Pre-inspection Fee for Change of Owner</i>	\$366.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$295.00
31-99 Sleeping Rooms	
<i>License Fee</i>	\$322.00
<i>Pre-inspection Fee</i>	\$678.00
<i>Pre-inspection Fee for Change of Owner</i>	\$508.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$408.00
100 – 199 Sleeping Rooms	
<i>License Fee</i>	\$409.00
<i>Pre-inspection Fee</i>	\$810.00
<i>Pre-inspection Fee for Change of Owner</i>	\$607.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$515.00
200 or more Sleeping Rooms	
<i>License Fee</i>	\$563.00
<i>Pre-inspection Fee</i>	\$1,208.00
<i>Pre-inspection Fee for Change of Owner</i>	\$906.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection Fee</i>	\$714.00
Tourist Rooming House (1-4 rooms)	
<i>License Fee</i>	\$126.00
<i>Pre-inspection Fee</i>	\$306.00
<i>Pre-inspection Fee for Change of Owner</i>	\$229.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$200.00
Campground	
Campgrounds (1-25 sites)	
<i>License Fee</i>	\$201.00
<i>Pre-inspection Fee</i>	\$387.00

Jefferson County Environmental Health Consortium Fee Schedule

<i>Pre-inspection Fee for Change of Owner</i>	\$290.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$244.00
Campground (26-50 sites)	
<i>License Fee</i>	\$288.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$576.00
<i>Pre-inspection Fee for Change of Owner</i>	\$432.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$357.00
Campground (51-99 sites)	
<i>License Fee</i>	\$350.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$714.00
<i>Pre-inspection Fee for Change of Owner</i>	\$535.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$433.00
Campground (100 - 199 sites)	
<i>License Fee</i>	\$409.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$846.00
<i>Pre-inspection Fee for Change of Owner</i>	\$634.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$510.00
Campground (200 or more sites)	
<i>License Fee</i>	\$471.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$984.00
<i>Pre-inspection Fee for Change of Owner</i>	\$738.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$591.00
Recreational/Educational Camps	
<i>License Fee</i>	\$580.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$1,224.00
<i>Pre-inspection Fee for Change of Owner</i>	\$918.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$734.00
Swimming Pools	
Public Swimming Pools	
<i>License Fee</i>	\$338.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$156.00
<i>Pre-inspection Fee for Change of Owner</i>	\$117.00
<i>Re-inspection fee</i>	\$100.00

Jefferson County Environmental Health Consortium Fee Schedule

<i>Re-inspection 2 fee</i>	\$100.00
Swimming Pools with Water Attraction	
<i>License Fee</i>	\$338.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$182.00
<i>Pre-inspection Fee for Change of Owner</i>	\$136.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$100.00
Swimming Pools with Water Attraction, up to 2 slides	
<i>License Fee</i>	\$198.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$260.00
<i>Pre-inspection Fee for Change of Owner</i>	\$195.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$100.00
Swimming Pools with Additional Pool Slides	
<i>License Fee</i>	\$187.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$150.00
<i>Pre-inspection Fee for Change of Owner</i>	\$112.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$100.00
Swimming Pools with Additional Waterslides	
<i>License Fee</i>	\$187.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$150.00
<i>Pre-inspection Fee for Change of Owner</i>	\$112.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$100.00
School Inspections	
<i>Full Service Kitchen</i>	\$460.00
<i>Full Service Pre-Inspection Fee</i>	\$448.00
<i>Satellite Kitchen</i>	\$157.00
<i>Satellite Kitchen pre-Inspection</i>	\$153.00
Tattoo and Body-Piercing	
Tattoo or body-piercing establishment	
<i>License Fee</i>	\$155.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$260.00
<i>Pre-inspection Fee for Change of Owner</i>	\$195.00
<i>Re-inspection Fee</i>	\$100.00
<i>Re-inspection 2 Fee</i>	\$100.00

Jefferson County Environmental Health Consortium Fee Schedule

Combined tattoo and body-piercing establishment	
License Fee	\$253.00
Pre-inspection Fee for New Buildings or Change of Use	\$408.00
Pre-inspection Fee for Change of Owner	\$306.00
Re-inspection Fee	\$100.00
Re-inspection 2 Fee	\$100.00
Temporary License	
	\$115.00
Retail Food Establishments	
Food sales of at least \$1,000,000.00 and retail food establishment processes potentially hazardous food. (Large Potentially Hazardous) Retail Food – Not Serving Meals, Complex	
License Fee	\$1,103.00
Pre-inspection Fee for New Buildings or Change of Use	\$1,020.00
Pre-inspection Fee for Change of Owner	\$765.00
Re-inspection Fee	\$175.00
Re-inspection 2 Fee	\$459.00
Food sales of at least 25,000.00, but less than \$1,000,000.00 and retail food establishment processes potentially hazardous food. (Small Potentially Hazardous) Retail Food – Not Serving Meals, Moderate	
License Fee	\$426.00
Pre-inspection Fee for New Buildings or Change of Use	\$408.00
Pre-inspection Fee for Change of Owner	\$306.00
Re-inspection Fee	\$175.00
Re-Inspection 2 Fee	\$193.00
Food sales of at least \$25,000.00 and retail food establishment is engaged in food processing, but does not process potentially hazardous food. (Large Non-Potentially Hazardous) Retail Food – Not Serving Meals, Simple TCS	
License Fee	\$305.00
Pre-inspection Fee for New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
Re-inspection Fee	\$175.00
Re-inspection 2 Fee	\$193.00
Food sales of less than \$25,000.00 and retail food establishment is engaged in food processing, but does not process potentially hazardous food. (Very Small Non-Potentially Hazardous & Very Small Potentially Hazardous) Retail Food – Not Serving Meals, Simple Non-TCS	
License Fee	\$96.00
Pre-Inspection Fee for New Buildings or Change of Use	\$91.00
Pre-inspection Fee for Change of Owner	\$68.00
Re-inspection Fee	\$175.00
Re-inspection 2 Fee	\$175.00

Jefferson County Environmental Health Consortium Fee Schedule

<u>Retail food establishment does not engage in food processing. (Not Engaged in Food Processing)</u>	
<u>Retail Food – Not Serving Meals, Pre-packaged</u>	
<i>License Fee</i>	\$51.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$0.00
<i>Pre-inspection Fee for Change of Owner</i>	\$0.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$175.00
Inspection fee for mobile retail food stands	\$50.00
Additional Department Fees	Fee Amount
Operating without a Wisconsin certified food manager	\$150.00
Operating without a license	\$500.00