

Jefferson County Economic Development Consortium (JCEDC) and ThriveED

Board of Directors Meeting

June 27, 2024 – Meeting held in person and via Zoom.

Zoom Link: <https://us06web.zoom.us/j/86431259008?pwd=U2FveTM4TTUyTDF1dzJUcGp2SGpZzZ09>

Meeting ID: 864 3125 9008

Passcode: 417932

Board Members - JCEDC

Rebecca Houseman - City of Fort Atkinson, Drake Daily– City of Lake Mills, Timothy Freitag – City of Jefferson, Everett Butzine– City of Waterloo, Emily McFarland – City of Watertown, John Weidl– City of Whitewater, Lisa Moen – Village of Cambridge, Kyle Ellefson - Village of Johnson Creek, Kathy Weiss – Village of Palmyra, County Supervisor Bruce Degner, County Supervisor Mark Groose, County Supervisor Karl Zaring

Board Members – ThriveED

David Schroeder, Brian Knox, Casey Malesevich, Tom Dehnert, Scott Lausten, Don Lunak, Sr., Karie Martin, Matt Mauthe, Andy Nelson, Kevin Paynter, Nate Salas, Stewart Wangard, Rebecca Houseman, Everett Butzine, Paul Ambrose, Tina Crave, Kellie Karpinski, Richard Keddington, Shawna Marquardt, James Nelson, Ben Wehmeier

I. **Call to Order** - Meeting called to order at 8:31 am.

II. **Roll Call – Quorum Established**

• JCEDC Board Members Present:

Rebecca Houseman - City of Fort Atkinson, Tim Freitag – City of Jefferson, Drake Daily– City of Lake Mills, Everett Butzine– City of Waterloo, Emily McFarland – City of Watertown, Taylor Zinert – City of Whitewater, Kevin Mehringer – Village of Whitewater, Kyle Ellefson - Village of Johnson Creek, Kathy Weiss – Village of Palmyra, County Supervisor Bruce Degner, County Supervisor Amanda Truax County Supervisor Karl Zaring

• ThriveED Board Members Present

Tina Crave, Kevin Kaufman, Brian Knox, Kellie Karpinski, Don Lunak, Sr., Matt Mauthe, Andy Nelson, Kevin Paynter, Stewart Wangard, Rebecca Houseman, Everett Butzine, David Schroeder, Casey Malesevich, James Nelson, Shawna Marquardt, Ben Wehmeier

• Staff Present: Julie Olver, Deb Reinbold, RoxAnne Witte

• Others Present: Mason Becker, J Robinson, Cameron Clapper,

III. **Certification of compliance with Open Meeting Law Requirements**

Staff certified compliance for the agenda dated June 27, 2024.

IV. **Approval of Agenda**

Knox/Zinert moved to approve agenda as presented. Motion passed.

V. **Approval of Minutes**

Weiss/Schroeder moved to approve April 25, 2024 JCEDC & ThriveED minutes as printed. Motion passed.

VI. **Public Comments – None**

VII. **Discussion Regarding Proposed Update to Thrive ED Bylaws**

- a. Reinbold updated the board on the advice received from the attorneys regarding dba for the LLDF.
- b. Discussion was held on the Director Level Investors (Article IV.3 of the bylaws)
- c. Discussion was held on Election and Terms (Section 5.3 of the bylaws)

VIII. **Discussion Regarding Updating Strategic Plan**

Discussion was held on holding another retreat to update the current strategic plan to align with the current activities of the organization and planning for the upcoming capital campaign. Reinbold will check into getting a facilitator for a ½ retreat to update the current plan.

IX. **Election of Officers for JCEDC**

County Administrator Wehmeier opened the floor for nominations for chairman. Freitag/Weiss moved to nominate Rebecca Houseman as chairman. Motion passed. Daily/Freitag moved to close nominations and cast a unanimous vote for Rebecca Houseman to serve as chairperson of the JCEDC Board of Directors. Motion passed.

Chairman Houseman opened the floor for nominations for vice chairman. Zaring/Freitag moved to nominate Everett Butzine as vice chairman. Motion passed. Daily/Weiss moved to close nominations and cast a unanimous vote for Everett Butzine to serve as chairperson of the JCEDC Board of Directors. Motion passed.

- X. **JCEDC/ThriveED Reports**
- a. **Discussion and Approval of Finance Reports for JCEDC**
Zarling/Houseman moved to approve the Finance Reports for Jefferson County Economic Development as printed. Motion passed.
- b. **Discussion and Approval of Finance Reports for ThriveED**
Knox/Mauthe moved to approve the Finance Reports for ThriveED as printed. Motion passed.
- c. **Update: ThriveED Website**
Olver updated the board on the new web site that will be launched in the near future. No action taken.
- d. **Board – Committee Updates**
- i. **Update: Committees**
- Finance, Audit & Compliance** – Malesevich updated the board on the activities of the committee.
Ad Hoc Committee – Housing – Zarling reported that they will be having a meeting in the near future.
- e. **Staffing Updates.**
Reinbold reported that the job description for the Financial Partnership Manager has been completed and will go to the county board in July for final approval. No action taken.
- f. **Thriving Business**
- i. **Presentation: Opportunity Pipeline**
Reinbold gave an update on projects in the Opportunity Pipeline. No action taken.
- ii. **Update: Contract with Michael Best Strategies**
Wehmeier/Reinbold updated the board on the logistics of the contract with Michael Best. No action taken.
- iii. **Update: Proposal from Karl James & Company PR & Marketing**
Wehmeier updated the board on the logistics of the proposal with Karl James & Company. No action taken.
- g. **Diverse Housing**
- i. **Report: Jefferson County Housing Counseling**
- Prepurchase** – Witte updated the board on the homebuyer activity for the year. No action taken.
Rehab – Witte updated the board on the City of Watertown's rehab program. No action taken.
- ii. **Report: Habitat for Humanity**
Nelson/Reinbold updated the board on the property that Habitat for Humanity will be acquiring for their first project in Jefferson County.
- iii. **Report: Live Local Development Fund (LLDF)**
Reinbold updated the board on meetings that are being held with potential investors. No action taken.
- h. **Activated Workforce**
- i. **Update: Jefferson County SHRM: Employer- "How to Hire" International Workers Conference**
Reinbold updated the board on the conference that will be held on August 6, 2024. No action taken.
- i. **Trust & Partnership**
- i. **Report: Recent Presentations**
Presentations given to South Central Workforce Development Board and Every Child Thrives Transformation Council. A presentation has been scheduled for the Edgerton Chamber of Commerce. No action taken.
- ii. **Report: Celebrations**
Reinbold reported on the following celebrations that staff participated in – Habitat for Humanity – Women's Build Volunteer Group, Kikkoman Groundbreaking, Habitat for Humanity Gala, Aztalan Bio Open House.
- iii. **Community Discussion**
JCEDC board members are encouraged to share a brief update about their community, initiatives, and/or challenges.
Updates were given on community initiatives, current projects, and challenges. No action taken.
- iv. **Thrive Board Discussion**
THRIVE board members are encouraged to share a brief update about their company, initiatives and/or challenges.
Updates were given on business activity, initiatives, and challenges. No action taken.
- j. **General Updates**
- i. **Upcoming Events**
- July 25, 2024, 8:30-9:30 am - Education Session – State of Jefferson County by Ben Wehmeier
 - August 22, 2024, 8:30-10:30 am – JCEDC/ThriveED Board of Directors Meeting
 - October 10, 2024, 8:30 am – ThriveED Annual Meeting – Michelle Comerford, Project Director for Biggins Lacy Shapiro & Co; Site Selector for Kikkoman Project.
 - April 30-May 1, 2025 – Wisconsin Rural Partners Annual Summit -Fort Atkinson

XI. Adjournment

There being no further business to come before the JCEDC or ThriveED board for consideration at this time Knox/Zarling moved to adjourn. Meeting adjourned at 9:50 am.

Minutes prepared by:

RoxAnne L. Witte

Program Specialist, Jefferson County Economic Development Consortium

