



JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA Thursday, October 22, 2020 – 8:30 am

Jefferson County Courthouse, 311 S. Center St. Room 205, Jefferson, WI 53549
AND VIA Zoom

EVERYONE who intends to attend this meeting via Zoom, including board members, staff, and members of the public, must register in advance.

REGISTRATION LINK:

<https://zoom.us/meeting/register/tJYkfuqqrDMuHdVjNY1qJqC-XHtRuAOCWWXW>

Once registered, you will receive CONFIRMATION via email, and the Zoom meeting link and password.

Board Members

Matt Trebatoski - City of Fort Atkinson, Steve Wilke – City of Lake Mills, Timothy Freitag – City of Jefferson, Mo Hansen – City of Waterloo, Emily McFarland – City of Watertown, Cameron Clapper – City of Whitewater, Lisa Moen – Village of Cambridge, Brad Calder - Village of Johnson Creek, David Drayna – Jefferson County Supervisor, Richard Jones – Jefferson County Supervisor, Amy Rinard – Jefferson County Supervisor, Russell Kottke - Dodge County Board Chair.

- I. Call to Order –
- II. Roll Call (Establish a quorum)
- III. Certification of Compliance with Open Meeting Laws
- IV. Approval of October 22, 2020 Agenda
- V. Approval of Minutes –August 27, 2020 and September 11, 2020
- VI. Public Comment - Members of the Public who wish to address the JCEDC on specific agenda items must register their request at this time.
- VII. JCEDC Reports
 - A. Finance Reports – ED and HBP
 - B. Discussion and possible action on loan from JCEDC to ThriveED
 - C. Discussion and possible action related to closure of Community Development Block Grant Loan Program: Creation of a JCEDC-administered Competitive Award Program for projects that meet CDBG LMI standards; in municipalities within Jefferson County.
- VIII. General Orders
 - A. Directors Report - Pratt
 - Opportunity Pipeline Update
 - B. Consortium Board Officer Vacancies – Appointment of Interim Chairman and/or fill vacant officer seats
- IX. Upcoming Meetings
 - A. JCEDC November 19, 2020
 - B. JCEDC December 17, 2020
- X. Adjournment

A quorum of any Jefferson County Committee, Board, Commission, or other body, including the Jefferson County Board of Supervisors, may be present at this meeting. Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

JCEDC

Board of Directors Minutes

- August 27, 2020
- September 11, 2020

**Jefferson County Economic Development Consortium (JCEDC)
Board of Directors Meeting
August 27, 2020 – Meeting held in person and via Zoom**

Board members –Matt Trebatoski - City of Fort Atkinson, Steve Wilke - City of Lake Mills, Timothy Freitag - City of Jefferson, Mo Hansen - City of Waterloo, Emily McFarland - City of Watertown, Cameron Capper - City of Whitewater, Russ Kottke - Dodge County, Lisa Moen - Village of Cambridge, Brad Calder of Johnson Creek, David Drayna - Jefferson County Supervisor, Richard Jones - Jefferson County Supervisor, Amy Rinard - Jefferson County Supervisor.

I. Call to Order - Meeting called to order by Chairman Trebatoski at 8:30 am.

II. Roll Call – Quorum Established

- JCEDC Board Members Present: Matt Trebatoski-City of Fort Atkinson, Mo Hansen-City of Waterloo, Steve Wilke-City of Lake Mills, Cathy Anderson-City of Whitewater, Cameron Clapper-City of Whitewater, Emily McFarland-City of Watertown, Russ Kottke- Dodge County, David Drayna-County Supervisor, Dick Jones-County Supervisor, Amy Rinard-County Supervisor
- Absent: Tim Freitag-City of Jefferson, Brad Calder - Village of Johnson Creek, Lisa Moen – Village of Cambridge
- Staff Present: Ben Wehmeier -Jefferson County Administrator, Victoria Pratt-JCEDC Executive Director, Julie Olver-Marketing Manager, Deb Reinbold, Business Development Manager, RoxAnne Witte-Program Specialist
- Members of the Public Attending: Cathy Anderson-City of Whitewater, Supervisor Anita Martin, James Falco Jason Scott, David Schroeder, Gene Dalhoff, Matt Mauthe, Jim Grabowski, John Foust, Kathy Sinnott, Mary Perry, Ronald Chisholm

III. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the agenda dated August 27, 2020.

IV. Approval of Agenda

Clapper/Hansen to approve August 27, 2020 JCEDC agenda as printed. Motion passed.

V. Approval of Minutes

Jones/Wilke moved to approve June 25, 2020 JCEDC minutes as printed. Motion passed.

VI. Public Comments

None

VII. JCEDC Reports

A. Finance Report - Hansen/Rinard moved to approve July 31, 2020 JCEDC finance reports as presented. Motion passed.

B. 2021 Budget submission/discussion – Pratt presented the Proposed 2021 JCEDC and Homebuyer Program Budgets to the board for discussion. Discussion was held on Jefferson County’s membership in the Southern Railroad Commission and possible decrease in revenue from participating municipalities.

Hansen/McFarland moved to postponed decision to a future date to allow time for staff to prepare different scenarios for consideration. Scenarios will be based on potential revenue reduction and/or expense increase or decrease in support of WRC and impacts thereof. Motion passed.

A Special board meeting will be scheduled during the week of September 7, 2020 to review options for the 2021 JCEDC and Homebuyer Program budgets. Staff will poll members and send out information on meeting date, time, and location.

VIII. Education Session

Mary Perry, Sr Director, Business & Investment Attraction at WEDC and Katy Sinnott, Vice President of International Business Development at WEDC gave a presentation and answered questions on Business Investment Support and Business Attraction Programs available.

IX. Upcoming Meeting/Seminars

- A. JCEDC Board of Directors – September 24, 2020**
- B. ThriveED Annual Meeting, October 6, 2020**

X. Adjournment

There being no further business for consideration, motion by Wilke/Rinard to adjourn. Motion passed.
Meeting adjourned at 9:45 am

Minutes prepared by:

RoxAnne L. Witte, Program Specialist

Jefferson County Economic Development Consortium

DISCLAIMER: These minutes are uncorrected, and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

**Jefferson County Economic Development Consortium (JCEDC)
Special Board of Directors Meeting
September 11, 2020 – Meeting held in person and via Zoom**

Board members –Matt Trebatoski - City of Fort Atkinson, Steve Wilke - City of Lake Mills, Timothy Freitag - City of Jefferson, Mo Hansen - City of Waterloo, Emily McFarland - City of Watertown, Cameron Capper - City of Whitewater, Russ Kottke - Dodge County, Lisa Moen - Village of Cambridge, Brad Calder - Village of Johnson Creek, David Drayna - Jefferson County Supervisor, Richard Jones - Jefferson County Supervisor, Amy Rinard - Jefferson County Supervisor.

Call to Order - Meeting called to order by Chairman Trebatoski at 10:32 am.

Roll Call –

- JCEDC Board Members Present: Matt Trebatoski-City of Fort Atkinson, Emily McFarland-City of Watertown, Russ Kottke- Dodge County, David Drayna-County Supervisor, Dick Jones-County Supervisor, Amy Rinard-County Supervisor
- Absent: Tim Freitag-City of Jefferson, Brad Calder - Village of Johnson Creek, Mo Hansen-City of Waterloo, Steve Wilke-City of Lake Mills, Cameron Clapper-City of Whitewater
- Staff Present: Ben Wehmeier -Jefferson County Administrator, Victoria Pratt-JCEDC Executive Director, Julie Olver-Marketing Manager, Deb Reinbold, Business Development Manager, RoxAnne Witte-Program Specialist
- Members of the Public Attending: Nate Olson–Dodge County, Jefferson County Supervisor Anita Martin

Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the agenda dated September 11, 2020.

Public Comments

No comments.

JCEDC Reports

2021 Budget Submission/Options

Discussion was held on the three options of the proposed 2021 JCEDC and Homebuyer Program Budgets that were presented to the board.

Note: Mo Hansen – City of Waterloo signed into meeting via Zoom at 10:35 am. (Quorum established)

Motion by McFarland/Hansen to approve Option 2 of the proposed 2021 JCEDC and Homebuyer Program Budgets which includes a change in the support amount from the City of Watertown and continued support of the Wisconsin River Rail Transit Commission. Motion passed.

Note: Emily McFarland – City of Watertown signed out of meeting via Zoom at 10:44 am.

Note: Cameron Clapper – City of Whitewater signed into the meeting via Zoom at 10:45 am. (Quorum re-established)

Approval of Agenda

Motion by Hansen/Clapper to approve the September 11, 2020 JCEDC agenda as printed. Motion passed.

Upcoming Meetings

ThriveED Annual Meeting – October 6, 2020

JCEDC Board of Directors – October 22, 2020

There being no further business for consideration, motion by Hansen/Clapper to adjourn. Motion passed.
Meeting adjourned at 10:48 am

Minutes prepared by:

RoxAnne L. Witte, Program Specialist

Jefferson County Economic Development Consortium

JCEDC

Finance/Budget Reports

- 9/30/2020 JCEDC Finance Report
- 9/30/2020 HB Program Finance Report

- 2021 Adopted JCEDC Budget
- 2021 Adopted HB Program Budget

Jefferson County Economic Development Consortium

Adopted - September 11, 2020

Income	2020 Budget	2021 Budget*	2020 population per Thrive Web site & others	
GHDP - Reimbursed Expenses	135,000.00	135,000.00		
V- Cambridge	156.00	162.00	108	Jefferson County - DOA
V-Johnson Creek	4,473.00	4,524.00	3016	Thrive web site
C- Fort Atkinson	18,585.00	18,712.50	12475	Thrive web site
C-Jefferson	12,196.50	12,156.00	8104	Thrive web site
C-Lake Mills	9,145.50	9,228.00	6152	Thrive web site
C-Waterloo	4,984.50	4,977.00	3318	Thrive web site
C-Watertown	36,556.50	23,067.00	15378	Jefferson County - DOA
C-Whitewater	4,473.00	4,543.50	3029	Jefferson County - DOA
Jefferson County	127,894.50	128,568.00	85712	Thrive web site
Dodge County	135,660.00	135,445.50	90297	Thrive web site
Contra Account - Homebuyer	(14,564.30)	(13,729.20)		
TOTALS	\$474,560.20	\$462,654.30		

*2021 budget utilizes estimated 2020 ESRI population numbers available at this time. Final billing for 2021 will be predicated upon final population numbers available in December 2020.

Expenses	2020 Budget	2021 Budget
Personnel	325,836.00	382,932.77
Professional Services - Capital Campaign	75,000.00	60,000.00
Web Page Development	2,125.00	2,125.00
Office Expense		
Office Equipment	1,000.00	1,000.00
Computer Equip/Software	3,000.00	1,500.00
Postage	400.00	400.00
Supplies	1,500.00	1,200.00
Printing/Duplicating	650.00	550.00
Small Items of Equipment	150.00	150.00
Maint Machine&Equip-Copies	5,400.00	3,500.00
Equipment Rent/Lease	1,800.00	2,000.00
Duplication Allocation	4.00	36.00
Membership	3,250.00	3,300.00
Professional Development		
Registrations	4,000.00	2,800.00
Commercial Travel	1,400.00	1,000.00
Lodging	2,400.00	1,000.00
Meeting Expenses		
Food & Others	2,000.00	1,500.00
Training Materials -	1,400.00	500.00
Subscriptions 35/35/30	3,000.00	6,000.00
Internet/Phones/Mis 35/35/30		
Telephone & Fax	800.00	800.00
Wireless Internet	1,875.00	1,875.00
IP Telephone Allocation	445.00	474.00
MIS PC Group Allocation	6,341.00	7,146.00
MIS System Grp Alloc(ISIS)	1,827.00	1,845.00

Expenses	2020 Budget	2021 Budget
Other Operating 35/35/30	1,000.00	1,000.00
Travel Related 35/35/30		
Mileage	3,900.00	5,000.00
Meals	500.00	500.00
Other Travel/Tolls	300.00	300.00
Other Insurance 35/35/30	1,683.00	2,068.26
Railroad Consortium 35/35/30	14,000.00	14,000.00
Total	\$466,986.00	\$506,502.03
Profit/Loss		-\$43,847.73

Reserve Applied Operating - Balance 1/1/2020	\$261,996.00
Reserve Applied	<u>-\$43,847.73</u>
Reserve Applied Operating - Balance 12/31/2021	<u>\$218,148.27</u>
Vested Benefits Balance - 1/1/2020 - \$28,436.40	

Jefferson County Economic Development Consortium - Home Buyer Program
Adopted September 11, 2020

<u>Income</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>2020 population per Thrive</u>	
				<u>Web site & others</u>
V- Cambridge	10.40	10.80	108	Jefferson County - DOA
V-Johnson Creek	298.20	301.60	3016	Thrive web site
C- Fort Atkinson	1,239.00	1,247.50	12475	Thrive web site
C-Jefferson	813.10	810.40	8104	Thrive web site
C-Lake Mills	609.70	615.20	6152	Thrive web site
C-Waterloo	332.30	331.80	3318	Thrive web site
C-Watertown	2,437.10	1,537.80	15378	Jefferson County - DOA
C-Whitewater	298.20	302.90	3029	Jefferson County - DOA
Jefferson County	8,526.30	8,571.20	85712	Thrive web site
DPP Home Buyer Program	10,000.00	10,000.00		
DPA Home Buyer Program				
Donations Restricted		-		
Applied Operating Reserve	28,347.70	27,061.02		
TOTALS	\$52,912.00	\$50,790.22		
<u>Expenses</u>				
Personnel	36,678.00	36,065.16		
Web Page Development	150.00	150.00		
Office Expense				
Office Equipment	-	-		
Computer Equip/Software	-	-		
Postage	-	-		
Supplies	650.00	650.00		
Printing/Duplicating	-	-		
Small Items of Equipment	-	-		
Maint Machine&Equip-Copies	2,310.00	2,000.00		
Equipment Rent/Lease	770.00	770.00		
Membership	250.00	250.00		
Professional Development				
Registrations	1,500.00	1,500.00		
Commercial Travel	700.00	700.00		
Lodging	1,500.00	1,500.00		
Advertising				
Southern Housing				
Training Materials -	3,200.00	3,000.00		
Subscriptions	1,700.00	1,000.00		
Internet/Phones/Mis				
Telephone & Fax	275.00	150.00		
Wireless Internet	625.00	300.00		
IP Telephone Allocation	64.00	38.00		
MIS PC Group Allocation	1,057.00	1,191.00		
MIS System Grp Alloc(ISIS)	365.00	369.00		
Other Operating				
Travel Related				
Mileage	500.00	500.00		
Meals	300.00	300.00		
Other Travel/Tolls	130.00	130.00		
Other Insurance	188.00	227.06		
Recording Fees		-		
Total	\$52,912.00	\$50,790.22	-	

Reserved Applied Operating - Balance as of 1/1/2020	\$94,029.11
Vested Benefits - Balance as of 1/1/2020	\$5,284.24

Jefferson County Economic Development Consortium

September 30, 2020

Revenue	August Actual	September Estimates	Year to Date	2020 Budget	
JCEDC GHDP Service fees	-	-	68,205.00	135,000.00	50.5%
V-Cambridge	-	-	156.00	156.00	100.0%
V-Johnson Creek	-	-	4,473.00	4,473.00	100.0%
C-Fort Atkinson	-	-	18,585.00	18,585.00	100.0%
C-Jefferson	-	-	12,196.50	12,196.50	100.0%
C-Lake Mills	-	-	9,145.50	9,145.50	100.0%
C-Waterloo	-	-	4,984.50	4,984.50	100.0%
C-Watertown	-	-	36,556.50	36,556.50	100.0%
C-Whitewater	-	-	4,473.00	4,473.00	100.0%
Jefferson County	-	-	127,894.50	127,894.50	100.0%
Dodge County	-	-	135,048.00	135,660.00	99.5%
Contra Account	-	-	(14,564.30)	(14,564.30)	100.0%
Total	\$ -	\$ -	\$ 407,153.20	\$ 474,560.20	85.8%

Expenditures	August Actual	September Estimates	Year to Date	2020 Budget	
Personnel	30,939.30	30,641.94	241,182.50	325,835.00	74%
Professional Services	-	343.50	9,127.97	75,000.00	12%
Web Page Development	-	-	1,541.34	2,125.00	73%
Office Expense	68.94	478.40	3,954.82	13,904.00	28%
Membership	-	-	1,039.00	3,250.00	32%
Professional Development	65.00	250.00	5,295.29	7,800.00	68%
Meeting Expenses	-	-	70.91	2,000.00	4%
Training Materials	-	-	-	1,400.00	0%
Subscriptions	519.96	903.96	3,634.02	3,000.00	121%
Internet/Phones/Mis	848.67	881.96	7,543.24	11,288.00	67%
Other Operating	-	-	-	1,000.00	0%
Travel Related	-	1,375.97	3,581.41	4,700.00	76%
Other Insurance	160.96	160.96	1,448.64	1,683.00	86%
Railroad Consortium	-	-	14,000.00	14,000.00	100%
Operating Reserve	-	-	-	-	
Total	\$ 32,602.83	\$ 35,036.69	\$ 292,419.14	\$ 466,985.00	63%

SUMMARY

September 30, 2020

	August Actual	September Estimates	Year to Date	2020 Budget
Revenues				
Income	\$ -	\$ -	\$ 407,153.20	\$ 474,560.20
Expenses				
	<u>\$ 32,602.83</u>	<u>\$ 35,036.69</u>	<u>\$ 292,419.14</u>	<u>\$ 466,985.00</u>
Capital Outlay Expenditures				
Vested Benefits	\$ 35,758.26			
1/1/2020 Carry Forward Balance			\$247,943.90	

Jefferson County Economic Development Consortium

September 30, 2020

Breakdown By Goals

	August Actual	September Estimates	Year to Date	2020 Budget	
Goal 1					
Personnel	8,271.45	8,167.40	61,118.09	83,355.00	73%
Professional Services	-	120.23	3,194.80	26,250.00	12%
Web Page Development	-	-	539.47	743.75	73%
Office Expense	24.14	170.95	1,384.22	4,866.40	28%
Membership	-	-	363.65	1,137.50	32%
Professional Development	22.75	87.50	1,830.08	2,730.00	67%
Meeting Expenses	-	-	24.81	700.00	4%
Training Materials	-	-	-	490.00	0%
Subscriptions	181.99	316.39	1,295.19	1,050.00	123%
Internet/Phones/Mis	283.31	308.69	2,605.29	3,950.80	66%
Other Operating	-	-	-	350.00	0%
Travel Related	-	481.59	1,152.59	1,645.00	70%
Other Insurance	56.34	56.34	507.03	589.05	86%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
Total	\$ 8,839.98	\$ 9,709.09	\$ 78,915.22	\$ 132,757.50	59%

Goal 2	September				
	August Actual	Estimates	Year to Date	2020 Budget	
Personnel	8,271.45	8,167.40	61,118.10	83,355.00	73%
Professional Services	-	120.23	3,194.80	26,250.00	12%
Web Page Development	-	-	539.47	743.75	73%
Office Expense	24.14	170.95	1,384.22	4,866.40	28%
Membership	-	-	363.65	1,137.50	32%
Professional Development	22.75	87.50	1,830.08	2,730.00	67%
Meeting Expenses	-	-	24.81	700.00	4%
Training Materials	-	-	-	490.00	0%
Subscriptions	181.99	316.39	1,295.19	1,050.00	123%
Internet/Phones/Mis	283.31	308.69	2,605.30	3,950.80	66%
Other Operating	-	-	-	350.00	0%
Travel Related	-	481.59	1,152.89	1,645.00	70%
Other Insurance	56.34	56.34	507.03	589.05	86%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
Total	\$ 8,839.98	\$ 9,709.09	\$ 78,915.54	\$ 132,757.50	59%

Goal 3	September				
	August Actual	Estimates	Year to Date	2020 Budget	
Personnel	14,396.27	14,307.11	118,946.25	159,125.00	75%
Professional Services	-	103.05	2,738.39	22,500.00	12%
Web Page Development	-	-	462.40	637.50	73%
Office Expense	20.67	146.51	1,186.36	4,171.20	28%
Membership	-	-	311.70	975.00	32%
Professional Development	19.50	75.00	1,568.65	2,340.00	67%
Meeting Expenses	-	-	21.27	600.00	4%
Training Materials	-	-	-	420.00	0%
Subscriptions	155.99	271.19	1,110.16	900.00	123%
Internet/Phones/Mis	282.08	264.60	2,332.92	3,386.40	69%
Other Operating	-	-	-	300.00	0%
Travel Related	-	412.79	1,275.64	1,410.00	90%
Other Insurance	48.29	48.29	434.60	504.90	86%
Railroad Consortium	-	-	4,200.00	4,200.00	100%
Total	\$ 14,922.80	\$ 15,628.54	\$ 134,588.34	\$ 201,470.00	67%

SUMMARY

September 30, 2020

			<u>Year to Date</u>	<u>2020 Budget</u>
Revenues				
Income			\$ 407,153.20	\$ 474,560.20
	<u>August Actual</u>	<u>September Estimates</u>	<u>Year to Date</u>	
Expenses				
Goal 1	\$ 8,839.98	\$ 9,709.09	\$ 78,915.22	\$ 132,757.50
Goal 2	\$ 8,839.98	\$ 9,709.09	\$ 78,915.54	\$ 132,757.50
Goal 3	\$ 14,922.80	\$ 15,628.54	\$ 134,588.34	\$ 201,470.00
			\$ -	
*Totals	\$ 32,602.76	\$ 35,046.72	\$ 292,419.10	\$ 466,985.00
Capital Outlay Expenditures				
Vested Benefits	\$ 35,758.26			
1/1/2020 Carry Forward Balance	\$247,943.90			

*Note breakout differences to percent rounding