



**JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA  
8:30 am - Thursday, November 19, 2020**

**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/tJcodu6tqjMiHN3-4U\\_W6KzMKbQgRAQ4E8V-](https://zoom.us/join/zoom/register/tJcodu6tqjMiHN3-4U_W6KzMKbQgRAQ4E8V-)

**After registering, you will receive a confirmation email containing information about joining the meeting.**

**Board Members**

TDB- 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 November 19, 2020 Agenda
- V.** Approval of Minutes –October 22, 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
- VIII.** General Orders
  - A.** JCEDC-administered CDBG Competitive Award Program Discussion/Possible Action
  - B.** Campaign Update
- IX.** Upcoming Meetings
  - A.** JCEDC Board of Directors Meeting/Education Session - New Market Tax Credits - 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.

**Jefferson County Economic Development Consortium (JCEDC)  
Board of Directors Meeting  
October 22, 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, Emily McFarland-City of Watertown, Brad Calder - Village of Johnson Creek, David Drayna-County Supervisor, Dick Jones-County Supervisor, Amy Rinard-County Supervisor
- Absent: Tim Freitag-City of Jefferson, Lisa Moen – Village of Cambridge, Russ Kottke- Dodge County
- 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: Frankie Fuller

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

Staff certified compliance for the agenda dated October 22, 2020.

**IV. Approval of Agenda**

Hansen/Wilke moved to approve October 22, 2020 JCEDC agenda as printed. Motion passed.

**V. Approval of Minutes**

Jones/Wilke moved to approve August 27, 2020 and September 11, 2020 JCEDC minutes as printed. Motion passed.

**VI. Public Comments**

None

**VII. JCEDC Reports**

- A. Finance Report** – Wilke/Rinard moved to approve September 20, 2020 JCEDC finance reports as presented. Motion passed.
- B. Discussion and possible action on loan from JCEDC to ThriveED** – Pratt updated the board on the loan between JCEDC and ThriveED for their 2022-2026 Capital Campaign. Loan terms will be as follows: JCEDC will loan to ThriveED a sum not to exceed \$40,000 no later than December 31, 2020, interest rate will be 3 percent calculated as simple interest, the loan and interest will be due and payable in one lump sum on or before December 31, 2022, late payment fee of \$200 will be charged if payment is not received by the 16<sup>th</sup> day after payment is due, and 8% interest per year will be charged on all unpaid principal and interest until payment is made in full. Hansen/Wilke moved to authorize Chairman Trebatoski to sign the Business Loan Agreement between JCEDC and ThriveED as outlined. Motion passed.
- C. Discussion and possible action on creation of a JCEDC-administered CDBG Competitive Award Program** – Reinbold explained to the board the award program that is being proposed as a result of the closing of the County’s Revolving Loan Fund as mandated by the State of Wisconsin. Municipalities will have until November 2, 2020 to submit projects that meet CDBG/Department of Administrations edibility criteria in Jefferson County. Projects submitted will be ranked in order of importance, ability to complete on timely basis and financial need, by members of the JCEDC board at their November 19, 2020 meeting. Wilke/Hansen moved to approve the JCEDC administered CDBG Completeive Award Program as presented. Motion passed.

**VII. General Orders**

**A. Directors Report**

- **Opportunity Pipeline Update** – Pratt/Reinbold gave update on recruitment/retention/expansion projects that have been active in the past 30 days.

- B. Consortium Board Officer Vacancies – Appointment of Interim Chairman and/or fill vacant officer seats** – Chairman Trebatoski thanked the board for allowing him to serve as chairman for the last several years. Nominations for chairman were opened. Mo Hansen was nominated to be chairperson. There being no other nominations, motion by Wilke/Rinard to close nominations and cast a unanimous vote for Mo Hansen as chairman. Motion passed.  
Nominations for vice chairperson were opened. Motion by Wilke/Calder to nominate Emily McFarland, close nominations, and cast a unanimous vote for Emily McFarland as vice chairman. Motion passed with McFarland abstaining.

**IX. Upcoming Meeting/Seminars**

- A. Conversations with ThriveED – November 2, 2020 4:00 – 5:30pm, Rock River Pizza- Watertown**  
**B. JCEDC Board of Directors – December 17, 2020.**

**X. Adjournment**

The board thanked Matt Trebatoski for all his years of service to the JCEDC Board of Directors. There being no further business for consideration, motion by Hansen/Wilke to adjourn. Motion passed.  
Meeting adjourned at 9:19 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

October 31, 2020

Revenue	September Actual	October 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%
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 407,153.20</b>	<b>\$ 474,560.20</b>	<b>85.8%</b>

Expenditures	September Actual	October Estimates	Year to Date	2020 Budget	
Personnel	31,993.30	31,993.30	274,527.16	325,835.00	84%
Professional Services	343.50	369.00	9,496.97	75,000.00	13%
Web Page Development	500.00	-	2,041.34	2,125.00	96%
Office Expense	(119.10)	400.92	3,748.24	13,904.00	27%
Membership	-	500.00	1,539.00	3,250.00	47%
Professional Development	250.00	250.75	5,546.04	7,800.00	71%
Meeting Expenses	-	-	70.91	2,000.00	4%
Training Materials	-	-	-	1,400.00	0%
Subscriptions	1,198.14	99.96	4,028.16	3,000.00	134%
Internet/Phones/Mis	913.22	873.38	8,447.88	11,288.00	75%
Other Operating	-	-	-	1,000.00	0%
Travel Related	919.49	600.00	3,724.93	4,700.00	79%
Other Insurance	160.96	160.96	1,609.60	1,683.00	96%
Railroad Consortium	-	-	14,000.00	14,000.00	100%
Operating Reserve	-	-	-	-	
<b>Total</b>	<b>\$ 36,159.51</b>	<b>\$ 35,248.27</b>	<b>\$ 328,780.23</b>	<b>\$ 466,985.00</b>	<b>70%</b>

## SUMMARY

October 31, 2020

	<u>September Actual</u>	<u>October Estimates</u>	<u>Year to Date</u>	<u>2020 Budget</u>
<b>Revenues</b>				
Income	\$ -	\$ -	\$ 407,153.20	\$ 474,560.20
<b>Expenses</b>				
	<u>\$ 36,159.51</u>	<u>\$ 35,248.27</u>	<u>\$ 328,780.23</u>	<u>\$ 466,985.00</u>
<b>Capital Outlay Expenditures</b>				
Vested Benefits	\$ 35,758.26			
<b>1/1/2020 Carry Forward Balance</b>	<b>\$247,943.90</b>			

## Jefferson County Economic Development Consortium

October 31, 2020

### Breakdown By Goals

	<u>September Actual</u>	<u>October Estimates</u>	<u>Year to Date</u>	<u>2020 Budget</u>	
<b>Goal 1</b>					
Personnel	8,640.40	8,640.40	70,231.49	83,355.00	84%
Professional Services	120.23	129.15	3,323.95	26,250.00	13%
Web Page Development	175.00	-	714.47	743.75	96%
Office Expense	(41.68)	140.33	1,311.92	4,866.40	27%
Membership	-	175.00	538.65	1,137.50	47%
Professional Development	87.50	87.76	1,917.84	2,730.00	70%
Meeting Expenses	-	-	24.81	700.00	4%
Training Materials	-	-	-	490.00	0%
Subscriptions	419.35	34.99	1,433.14	1,050.00	136%
Internet/Phones/Mis	319.63	305.68	2,921.93	3,950.80	74%
Other Operating	-	-	-	350.00	0%
Travel Related	321.82	210.00	1,203.12	1,645.00	73%
Other Insurance	56.34	56.34	563.37	589.05	96%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
<b>Total</b>	<b>\$ 10,098.59</b>	<b>\$ 9,779.65</b>	<b>\$ 89,084.69</b>	<b>\$ 132,757.50</b>	<b>67%</b>

<b>Goal 2</b>	<b>September Actual</b>	<b>October Estimates</b>	<b>Year to Date</b>	<b>2020 Budget</b>	
Personnel	8,640.40	8,640.40	70,231.49	83,355.00	84%
Professional Services	120.23	129.15	3,323.95	26,250.00	13%
Web Page Development	175.00	-	714.47	743.75	96%
Office Expense	(41.68)	140.33	1,311.92	4,866.40	27%
Membership	-	175.00	538.65	1,137.50	47%
Professional Development	87.50	87.76	1,917.84	2,730.00	70%
Meeting Expenses	-	-	24.81	700.00	4%
Training Materials	-	-	-	490.00	0%
Subscriptions	419.35	34.99	1,433.14	1,050.00	136%
Internet/Phones/Mis	319.63	305.68	2,921.94	3,950.80	74%
Other Operating	-	-	-	350.00	0%
Travel Related	231.82	210.00	1,203.12	1,645.00	73%
Other Insurance	56.34	56.34	563.37	589.05	96%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
<b>Total</b>	<b>\$ 10,008.58</b>	<b>\$ 9,779.65</b>	<b>\$ 89,084.70</b>	<b>\$ 132,757.50</b>	<b>67%</b>

<b>Goal 3</b>	<b>September Actual</b>	<b>October Finances</b>	<b>Year to Date</b>	<b>2020 Budget</b>	
Personnel	14,712.50	14,712.50	134,064.14	159,125.00	84%
Professional Services	103.05	110.70	2,849.09	22,500.00	13%
Web Page Development	150.00	-	612.40	637.50	96%
Office Expense	(35.74)	120.26	1,124.38	4,171.20	27%
Membership	-	150.00	461.70	975.00	47%
Professional Development	75.00	75.23	1,643.88	2,340.00	70%
Meeting Expenses	-	-	21.27	600.00	4%
Training Materials	-	-	-	420.00	0%
Subscriptions	359.44	29.99	1,228.40	900.00	136%
Internet/Phones/Mis	273.97	262.01	2,604.31	3,386.40	77%
Other Operating	-	-	-	300.00	0%
Travel Related	275.85	180.00	1,318.70	1,410.00	94%
Other Insurance	48.29	48.29	482.89	504.90	96%
Railroad Consortium	-	-	4,200.00	4,200.00	100%
<b>Total</b>	<b>\$ 15,962.36</b>	<b>\$ 15,688.98</b>	<b>\$ 150,611.16</b>	<b>\$ 201,470.00</b>	<b>75%</b>

# SUMMARY

October 31, 2020

			Year to Date	2020 Budget
<b>Revenues</b>				
<b>Income</b>			\$ 407,153.20	\$ 474,560.20
	September Actual	October Estimates	Year to Date	
<b>Expenses</b>				
<b>Goal 1</b>	\$ 10,098.59	\$ 9,779.65	\$ 89,084.69	\$ 132,757.50
<b>Goal 2</b>	\$ 10,008.58	\$ 9,779.65	\$ 89,084.70	\$ 132,757.50
<b>Goal 3</b>	\$ 15,962.36	\$ 15,688.98	\$ 150,611.16	\$ 201,470.00
			\$ -	
<b>*Totals</b>	<b>\$ 36,069.53</b>	<b>\$ 35,248.27</b>	<b>\$ 328,780.55</b>	<b>\$ 466,985.00</b>

Capital Outlay Expenditures  
     Vested Benefits      \$   35,758.26

1/1/2020 Carry Forward Balance                      \$247,943.90

\*Note breakout differences due to percent rounding

Jefferson County Economic Development Consortium  
Home Buyer Program  
October 31, 2020

<b>Income</b>	<b>September Actual</b>	<b>October Estimates</b>	<b>Year to Date</b>	<b>Budget</b>	
V- Cambridge	-	-	10.40	10.40	100%
V-Johnson Creek	-	-	298.20	298.20	100%
C- Fort Atkinson	-	-	1,239.00	1,239.00	100%
C-Jefferson	-	-	813.10	813.10	100%
C-Lake Mills	-	-	609.70	609.70	100%
C-Waterloo	-	-	332.30	332.30	100%
C-Watertown	-	-	2,437.10	2,437.10	100%
C-Whitewater	-	-	298.20	298.20	100%
Jefferson County	-	-	8,526.30	8,526.30	100%
DPP Home Buyer Program	900.00	300.00	5,900.00	10,000.00	170%
DPA Home Buyer Program	650.00	1,950.00	11,050.00		
Additional HBC Inc. Contract Restricted	-	-	5,700.00		0%
Applied Operating Reserve	-	-	-	28,347.70	0%
<b>TOTALS</b>	<b>\$ 1,550.00</b>	<b>\$ 2,250.00</b>	<b>\$ 37,214.30</b>	<b>\$ 52,912.00</b>	<b>70%</b>

<b>Expenses</b>	<b>September Actual</b>	<b>October Estimates</b>	<b>Year to Date</b>	<b>Budget</b>	
Personnel	3,062.76	3,061.84	30,359.68	36,678.00	83%
Web Page Development	-	-	114.00	150.00	76%
Office Expense	388.64	107.09	1,141.64	3,730.00	31%
Membership	-	-	-	250.00	0%
Professional Development	-	-	175.00	3,700.00	5%
Legal Notices - Southern Housing	-	-	-	-	
Training Materials	33.39	63.87	543.12	3,200.00	17%
Subscriptions	-	-	598.00	1,700.00	35%
Internet/Phones/Mis	173.98	149.05	1,491.18	2,386.00	62%
Travel Related	-	-	6.90	930.00	1%
Other Insurance	17.67	17.67	176.71	188.00	94%
Recording Fees	-	-	-	-	-
<b>TOTALS</b>	<b>\$ 3,676.44</b>	<b>\$ 3,399.52</b>	<b>\$ 34,606.23</b>	<b>\$ 52,912.00</b>	<b>65%</b>