



**JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA
8:30 am - Thursday, December 17, 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/tJMkdeCorzgtGdOEb-Gcr65lmWYiZt7hc2Lk](https://zoom.us/join/zoom/register/tJMkdeCorzgtGdOEb-Gcr65lmWYiZt7hc2Lk)

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 December 17, 2020 Agenda
- V. Approval of Minutes –November 19, 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. Update on JCEDC-administered CDBG Competitive Award Program
- IX. December Education Session – New Market Tax Credits – Vassil Zanev, Director of Capital Markets, Bremer Bank and Erick Maki, Market President of Bremer
- X. Upcoming Meetings
- XI. 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
November 19, 2020 – Meeting held in person and via Zoom**

Board members –TBD - 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 Hansen at 8:30 am.

II. Roll Call – Quorum Established

- JCEDC Board Members Present: Mo Hansen-City of Waterloo, Steve Wilke-City of Lake Mills, Emily McFarland-City of Watertown, Brad Calder - Village of Johnson Creek, David Drayna-County Supervisor, Dick Jones-County Supervisor, Amy Rinard-County Supervisor
- JCEDC Board Members Present: Emily McFarland joined at 8:44 am
- Absent: Tim Freitag-City of Jefferson, Lisa Moen – Village of Cambridge, 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

III. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the agenda dated November 19, 2020.

IV. Approval of Agenda

Wilke/Jones moved to approve November 19, 2020 JCEDC agenda as printed.

V. Approval of Minutes

Jones/Rinard moved to approve October 22, 2020 JCEDC minutes as printed.
Motion passed.

VI. Public Comments

None

VII. JCEDC Reports

A. Finance Report –September 20, 2020 JCEDC finance reports placed on file as presented.

VII. General Orders

A. JCEDC administered CDBG Competitive Award Program Discussion/Possible Action –

- Reinbold gave a brief overview of the County actions to close out the program prior to deadline and per HUD Standards. \$550,000 of the County’s funds is being made available for municipalities in Jefferson County to submit project applications. Only 2 projects will be chosen.
- Discussion began on the applications that were submitted. By unanimous consent, this topic was tabled until all rankings could be entered into the scoring system and move forward on campaign updates.

B. Campaign Update

- Staff is currently scheduling interview times for the feasibility study with businesses and RDG.
- 5-year Strategic Plan draft is complete and will be shared with both boards.
- JCEDC/ThriveED \$40,000 loan documents have been signed. The \$20,000 direct support for campaign will be transferred to ThriveED by year end.
- Dodge County will not be providing \$20,000 for the campaign.

C. JCEDC administered CDBG Competitive Award Program Discussion/Possible Action

Discussion resumed on the application rankings and projects to be submitted to the DOA for approval. Motion by Calder/Wilke to support the combination of the two projects from the City of Fort Atkinson into one project and to submit the City of Watertown project to repair 3 Seawall Bins to the DOA for approval. If this approach does not work, staff will look to allocate additional funds to the top two ranking projects which are the City of Watertown Seawall Bins Project and the City

of Fort Atkinson Building Demolition Project and submit this to DOA for approval. Motion passed.

IX. Upcoming Meeting/Seminars

- **JCEDC Education Session – New Market Tax Credits** – Deb explained to the board that this meeting will give a brief overview of the New Market Tax Credit program that Bremer Bank currently has available.

X. Adjournment

There being no further business for consideration, motion by Wilke/Rinard to adjourn. Motion passed.
Meeting adjourned at 9:18 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

November 30, 2020

	October Actual	November Estimates	Year to Date	2020 Budget	
Revenue					
JCEDC GHDP Service fees	-	-	67,500.00	135,000.00	50.0%
GHDP Reimbursable Expenses			750.00	-	
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	\$ -	\$ -	\$ 407,198.20	\$ 474,560.20	85.8%

	October Actual	November Estimates	Year to Date	2020 Budget	
Expenditures					
Personnel	31,981.74	31,726.17	306,241.77	325,835.00	94%
Professional Services	369.00	208.50	9,705.47	75,000.00	13%
Web Page Development	-	-	2,041.34	2,125.00	96%
Office Expense	137.97	187.92	3,673.21	13,904.00	26%
Membership	500.00	1,190.00	2,729.00	3,250.00	84%
Professional Development	250.75	91.48	5,637.52	7,800.00	72%
Meeting Expenses	-	65.94	136.85	2,000.00	7%
Training Materials	-	-	-	1,400.00	0%
Subscriptions	99.96	126.98	4,155.14	3,000.00	139%
Internet/Phones/Mis	823.50	916.84	9,314.84	11,288.00	83%
Other Operating	-	-	-	1,000.00	0%
Travel Related	50.12	959.35	4,134.40	4,700.00	88%

Expenditures	November		Year to Date	2020 Budget	
	October Actual	Estimates			
Other Insurance	160.96	160.96	1,770.56	1,683.00	105%
Railroad Consortium	-	-	14,000.00	14,000.00	100%
Operating Reserve			-	-	
Total	\$ 34,374.00	\$ 35,634.14	\$ 363,540.10	\$ 466,985.00	78%

SUMMARY

November 30, 2020

	October Actual	November Estimates	Year to Date	2020 Budget
Revenues				
Income	\$ -	\$ -	\$ 407,198.20	\$ 474,560.20
Expenses				
	\$ 34,374.00	\$ 35,634.14	\$ 363,540.10	\$ 466,985.00
Capital Outlay Expenditures				
Vested Benefits	\$ 35,758.26			
1/1/2020 Carry Forward Balance			\$247,943.90	

Breakdown By Goals

Goal 1	October Actual	November Estimates	Year to Date	2020 Budget	
Personnel	8,636.84	8,546.90	78,774.83	83,355.00	95%
Professional Services	129.15	72.98	3,396.92	26,250.00	13%
Web Page Development	-	-	714.47	743.75	96%
Office Expense	48.30	65.78	1,285.67	4,866.40	26%
Membership	175.00	416.50	955.15	1,137.50	84%
Professional Development	87.76	32.02	1,949.86	2,730.00	71%
Meeting Expenses	-	23.08	47.89	700.00	7%

Goal 1 Cont.	October Actual	November Estimates	Year to Date	2020 Budget	
Training Materials	-	-	-	490.00	0%
Subscriptions	34.98	44.44	1,477.58	1,050.00	141%
Internet/Phones/Mis	288.23	320.90	3,225.37	3,950.80	82%
Other Operating	-	-	-	350.00	0%
Travel Related	14.12	335.77	1,343.01	1,645.00	82%
Other Insurance	56.34	56.34	619.70	589.05	105%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
Total	\$ 9,470.72	\$ 9,914.70	\$ 98,690.45	\$ 132,757.50	74%

Goal 2	October Actual	November Estimates	Year to Date	2020 Budget	
Personnel	8,636.84	8,546.90	78,774.83	83,355.00	95%
Professional Services	129.15	72.98	3,396.92	26,250.00	13%
Web Page Development	-	-	714.47	743.75	96%
Office Expense	48.30	65.78	1,285.67	4,866.40	26%
Membership	175.00	416.50	955.15	1,137.50	84%
Professional Development	87.76	32.02	1,949.86	2,730.00	71%
Meeting Expenses	-	23.08	47.89	700.00	7%
Training Materials	-	-	-	490.00	0%
Subscriptions	34.98	44.44	1,477.58	1,050.00	141%
Internet/Phones/Mis	288.23	320.90	3,225.37	3,950.80	82%
Other Operating	-	-	-	350.00	0%
Travel Related	14.12	335.77	1,343.01	1,645.00	82%
Other Insurance	56.34	56.34	619.70	589.05	105%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
Total	\$ 9,470.72	\$ 9,914.70	\$ 98,690.45	\$ 132,757.50	74%

Goal 3	October Actual	November Estimates	Year to Date	2020 Budget	
Personnel	14,708.06	14,632.37	148,692.07	159,125.00	93%
Professional Services	110.70	62.55	2,911.64	22,500.00	13%
Web Page Development	-	-	612.40	637.50	96%
Office Expense	41.38	56.36	1,101.85	4,171.20	26%
Membership	150.00	357.00	818.70	975.00	84%
Professional Development	75.22	27.44	1,671.32	2,340.00	71%

Goal 3 cont.	October Actual	November Estimates	Year to Date	2020 Budget	
Meeting Expenses	-	19.78	41.05	600.00	7%
Training Materials	-	-	-	420.00	0%
Subscriptions	29.98	38.09	1,266.49	900.00	141%
Internet/Phones/Mis	247.05	275.05	2,864.38	3,386.40	85%
Other Operating	-	-	-	300.00	0%
Travel Related	21.88	287.81	1,448.39	1,410.00	103%
Other Insurance	48.29	48.29	531.18	504.90	105%
Railroad Consortium	-	-	4,200.00	4,200.00	100%
	\$ 15,432.56	\$ 15,804.74	\$ 166,159.47	\$ 201,470.00	82%

SUMMARY

November 30, 2020

	October Actual	November Estimates	Year to Date	2020 Budget
Revenues				
Income			\$ 407,198.20	\$ 474,560.20
Expenses				
Goal 1	\$ 9,470.72	\$ 9,914.70	\$ 98,690.45	\$ 132,757.50
Goal 2	\$ 9,470.72	\$ 9,914.70	\$ 98,690.45	\$ 132,757.50
Goal 3	\$ 15,432.56	\$ 15,804.74	\$ 166,159.47	\$ 201,470.00
*Totals	\$ 34,374.00	\$ 35,634.14	\$ 363,540.37	\$ 466,985.00

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
November 30, 2020

Income	October Final	November Estimates	Year to Date	Budget	
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	300.00	300.00	6,200.00	10,000.00	173%
DPA Home Buyer Program	1,950.00	-	11,050.00	-	-
Additional HBC Inc. Contract Restricted	-	2,500.00	8,200.00	-	0%
Applied Operating Reserve	-	-	-	28,347.70	0%
TOTALS	\$ 2,250.00	\$ 2,800.00	\$ 40,014.30	\$ 52,912.00	76%
Expenses					
Personnel	2,958.79	3,036.50	33,423.42	36,678.00	91%
Web Page Development	-	-	114.00	150.00	76%
Office Expense	-	403.15	1,205.79	3,730.00	32%
Membership	-	-	-	250.00	0%
Professional Development	-	-	175.00	3,700.00	5%
Legal Notices - Southern Housing	-	-	-	-	-
Training Materials	211.68	-	543.12	3,200.00	17%
Subscriptions	-	-	598.00	1,700.00	35%
Internet/Phones/Mis	123.83	173.88	1,640.23	2,386.00	69%
Travel Related	-	-	6.90	930.00	1%
Other Insurance	17.67	17.67	194.38	188.00	103%
Recording Fees	-	-	-	-	-
TOTALS	\$ 3,311.97	\$ 3,631.20	\$ 37,900.84	\$ 52,912.00	72%