



JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA 8:30 am - Thursday, April 22, 2021

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/tJctfu6upj0rEtAs35IK-2LyNH59bhIJNGTO>

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

Board Members

Rebecca LeMire - 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 April 22, 2021
- V. Approval of Minutes –February 25, 2021
- 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. Directors Report
 - Opportunity Pipeline Update
 - B. Campaign Update
- IX. April Education Session – WEDC Rural Initiatives - Danielle Jones, Director of Rural Initiatives, with Wisconsin Economic Development Corporation
- X. Upcoming Meetings
 - A. JCEDC Board of Directors/Election of Officers- May 27, 2021, 8:30 am
- 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
February 25, 2021 – Meeting held in person and via Zoom**

Board members –Rebecca LeMire - 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, Cameron Clapper-City of Whitewater, Rebecca LeMire – City of Fort Atkinson, Brad Calder-Village of Johnson Creek, David Drayna-County Supervisor, Dick Jones-County Supervisor, Amy Rinard-County Supervisor, Russell Kottke – Dodge County
- Absent: Lisa Moen-Village of Cambridge, Tim Freitag-City of Jefferson
- 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: James Mielke, Jim Falco, Nate Olson, Derick D’Auria, Megan Hartwig, Gene Dalhoff, Vanessa Inez, Margaret Hanrahn, Ronald Chisholm, Jacob Maas, Steve DeCleene, John Foust, Tina Crave, Nate Salas, Henry Globel, Kelly Cieslak, Steve Scharp, Jason Scott, Russ Kashian, Clayton Gallmann

III. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the agenda dated February 25, 2021.

IV. Approval of Agenda

February 25, 2021 JCEDC agenda approved as printed by consensus of board.

V. Approval of Minutes

Drayna/Wilke moved to approve January 28, 2021 JCEDC minutes as printed. Motion passed.

VI. Public Comments

None

VII. JCEDC Reports

A. Finance Report – Drayna/Clapper moved to approve January 31, 2021 JCEDC and Homebuyer Program finance reports as presented. Motion passed.

VIII. January Education Session

Dr. Russ Kashian, Director of the Fiscal & Economic Research Center (FERC) at UW-Whitewater presented the results from the February 2021 Jefferson County Housing Report – An Analysis of Jefferson County and its Municipalities.

IX. Upcoming Meeting/Seminars

- JCEDC Board of Directors Meeting – March 25, 2021, 8:30 am, Jefferson County Courthouse, Room 205 and via Zoom.

X. Adjournment

There being no further business for consideration, motion by Wilke/Dryna to adjourn. Motion passed.
Meeting adjourned at 9:34 am

Minutes prepared by:

RoxAnne L. Witte, Program Specialist

Jefferson County Economic Development Consortium

Jefferson County Economic Development Consortium

March 31, 2021

Revenue	March Estimates	Year to Date	2021 Budget	
JCEDC GHDP Service fees	-	-	135,000.00	0.0%
GHDP Reimbursable Expenses	-	-	-	
V-Cambridge	-	160.50	160.50	100.0%
V-Johnson Creek	-	4,524.00	4,524.00	100.0%
C-Fort Atkinson	-	18,712.50	18,712.50	100.0%
C-Jefferson	-	12,156.00	12,156.00	100.0%
C-Lake Mills	-	9,228.00	9,228.00	100.0%
C-Waterloo	-	4,977.00	4,977.00	100.0%
C-Watertown	-	22,851.00	22,851.00	100.0%
C-Whitewater	-	4,588.50	4,588.50	100.0%
Jefferson County	-	-	128,568.00	0.0%
Dodge County	-	-	135,445.50	0.0%
Contra Account	-	(13,717.70)	(13,717.70)	100.0%
Total	-	63,479.80	\$ 462,493.30	13.7%

Expenditures	March Estimates	Year to Date	2021 Budget	
Personnel	32,152.29	94,700.38	389,577.51	24%
Professional Services	-	-	60,000.00	0%
Web Page Development	-	500.00	2,125.00	24%
Office Expense	331.59	302.62	10,336.00	3%
Membership	450.00	1,000.00	3,300.00	30%
Professional Development	129.00	661.47	4,800.00	14%
Meeting Expenses	-	5.12	1,500.00	0%
Training Materials	-	-	500.00	0%
Subscriptions	674.97	1,436.91	6,000.00	24%
Internet/Phones/Mis	936.02	2,704.09	12,140.00	22%
Other Operating	-	-	1,000.00	0%
Travel Related	200.00	277.28	5,800.00	5%

Expenditures	March Estimates	Year to Date	2021 Budget	
Other Insurance	250.64	751.92	2,068.26	36%
Railroad Consortium	-	14,000.00	14,000.00	100%
Operating Reserve	-	-	-	
Total	35,124.51	116,339.79	\$ 513,146.77	23%

SUMMARY

March Estimates

	March Estimates	Year to Date	2021 Budget
Revenues	\$0.00	\$63,479.80	\$462,493.30
Expenses	<u>\$35,124.51</u>	<u>\$116,339.79</u>	<u>\$513,146.77</u>
1/1/2021 JCEDC Operating Reserve Carryforward Balance Total		\$347,694.74	
Vested Benefits Balance	-\$34,125.50		
JCEDC Operating Reserve Balance	\$313,569.24		

Breakdown By Goals

Goal 1	March Estimates	Year to Date	2021 Budget	
Personnel	10,967.02	32,315.53	134,982.70	24%
Professional Services	-	-	20,000.00	0%
Web Page Development	-	166.65	708.33	24%
Office Expense	110.52	100.86	3,445.33	3%
Membership	149.99	333.30	1,100.00	30%
Professional Development	43.00	220.47	1,600.00	14%
Meeting Expenses	-	1.71	500.00	0%

Goal 1 Cont.	March Estimates	Year to Date	2021 Budget	
Training Materials	-	-	166.67	0%
Subscriptions	224.97	478.92	2,000.00	24%
Internet/Phones/Mis	311.99	901.40	4,046.67	22%
Other Operating	-	-	333.33	0%
Travel Related	66.66	92.42	1,933.33	5%
Other Insurance	83.54	250.62	689.42	36%
Railroad Consortium	-	4,666.20	4,666.67	100%
Total	11,957.68	39,528.08	\$ 176,172.45	22%

Goal 2	March Estimates	Year to Date	2021 Budget	
Personnel	8,534.24	25,017.19	102,665.18	24%
Professional Services	-	-	20,000.00	0%
Web Page Development	-	166.65	708.33	24%
Office Expense	110.52	100.86	3,445.33	3%
Membership	149.99	333.30	1,100.00	30%
Professional Development	43.00	220.47	1,600.00	14%
Meeting Expenses	-	1.71	500.00	0%
Training Materials	-	-	166.67	0%
Subscriptions	224.97	478.92	2,000.00	24%
Internet/Phones/Mis	311.99	901.40	4,046.67	22%
Other Operating	-	-	333.33	0%
Travel Related	66.66	92.42	1,933.33	5%
Other Insurance	83.54	250.61	689.42	36%
Railroad Consortium	-	4,666.20	4,666.67	100%
Total	9,524.90	32,229.73	\$ 143,854.93	22%

Goal 3	March Estimates	Year to Date	2021 Budget	
Personnel	12,651.03	37,367.39	151,929.70	25%
Professional Services	-	-	20,000.00	0%
Web Page Development	-	166.70	708.33	24%
Office Expense	110.55	100.90	3,445.33	3%
Membership	150.03	333.40	1,100.00	30%

Goal 3 cont.

	March Estimates	Year to Date	2020 Budget	
Professional Development	43.01	220.53	1,600.00	14%
Meeting Expenses	-	1.71	500.00	0%
Training Materials	-	-	166.67	0%
Subscriptions	225.04	479.07	2,000.00	24%
Internet/Phones/Mis	312.04	901.55	4,046.67	22%
Other Operating	-	-	333.33	0%
Travel Related	66.68	92.45	1,933.33	5%
Other Insurance	83.56	250.69	689.42	36%
Railroad Consortium	-	4,667.60	4,666.67	100%
	13,641.94	44,581.99	\$ 193,119.45	23%

SUMMARY				
March 31, 2021				
		Year to Date	2020 Budget	
Revenues				
Income		63,479.80	\$	462,493.30
Expenses	March Estimates	Year to Date		
Goal 1	11,957.68	39,528.08	\$	176,172.45
Goal 2	9,524.90	32,229.73	\$	143,854.93
Goal 3	13,641.94	44,581.99	\$	193,119.45
*Totals	35,124.51	116,339.79	\$	513,146.83
1/1/2021 JCEDC Operating Reserve Carryforward Balance Total		\$347,694.74		
Vested Benefits Balance	-\$34,125.50			
JCEDC Operating Reserve Balance	\$313,569.24			

Jefferson County Economic Development Consortium
Home Buyer Program
March 31, 2021

Income	March Estimates	Year to Date	Budget	
V- Cambridge	-	10.70	10.70	100%
V-Johnson Creek	-	301.60	301.60	100%
C- Fort Atkinson	-	1,247.50	1,247.50	100%
C-Jefferson	-	810.40	810.40	100%
C-Lake Mills	-	615.20	615.20	100%
C-Waterloo	-	331.80	331.80	100%
C-Watertown	-	1,523.40	1,523.40	100%
C-Whitewater	-	305.90	305.90	100%
Jefferson County		8,571.20	8,571.20	100%
DPP Home Buyer Program	900.00	-	10,000.00	0%
DPA Home Buyer Program	1,950.00	-		
Additional HBC Inc. Contract Restricted	-	-		0%
Applied Operating Reserve	-	-	27,389.20	0%

TOTALS **\$ 2,850.00** **\$ 13,717.70** **\$ 51,106.90** 27%

Expenses	March Estimates	Year to Date	Budget	
Personnel	2,799.19	8,636.29	36,335.84	24%
Web Page Development	-	114.00	150.00	76%
Office Expense	64.15	237.57	3,420.00	7%
Membership	-	-	250.00	0%
Professional Development	-	-	3,700.00	0%
Legal Notices - Southern Housing	-	-	-	
Training Materials	-	34.12	3,000.00	1%
Subscriptions	-	595.00	1,000.00	60%
Internet/Phones/Mis	162.15	484.43	2,048.00	24%
Travel Related	-	-	930.00	0%
Other Insurance	20.04	60.12	227.06	26%
Recording Fees	-	-	-	-

TOTALS **\$ 3,045.53** **\$ 10,161.53** **\$ 51,060.90** 20%

1/1/2021 Operating Reserve Carryforward Balance **\$132,911.42**

Vested Benefits Balance **-\$6,855.23**

Homebuyer Program Operating Reserve Balance **\$126,056.19**