



JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA

8:30 am - Thursday, May 27, 2021

Jefferson County Courthouse, 311 S. Center St. Room 202, 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/tJctfu6upj0rEtAs351K-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 (Establish a quorum)
- III. Certification of Compliance with Open meeting Laws
- IV. Approval of Agenda – May 27, 2021
- V. Approval of Minutes – April 22, 2021
- VI. Public Comment – Members of the Public who wish to address the JCEDC on specific agenda items must register their request at the time.
- VII. Annual meeting/Elections of Officers
 - A. 2020-2021 Officer Roster
 - Chairman – Mo Hansen
 - Vice Chairman – Emily McFarland
 - Secretary/Treasurer – Steve Wilke
- VIII. JCEDC Reports
 - A. Finance Reports – ED & HBP
- IX. General Orders
 - A. Pipeline Report
 - B. Directors Report
 - C. Capital Campaign Update
- X. Upcoming Meetings
 - JCEDC Board of Directors - June 24, 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. Anyone requiring special accommodations should contact the County Administrator 24 hours prior to the meeting at 920-674-7171 to make appropriate arrangements.

**Jefferson County Economic Development Consortium (JCEDC)
Board of Directors Meeting
April 22, 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, Tim Freitag-City of Jefferson, 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
 - 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: Alex Allon, Tina Crave, Ronald Chisholm, Jim Falco, Nate Olson, Jim Grabowski, Danielle Jones, Vanessa Ineza, Maria McClellan, Richard Nelson, Linda Spencer, Kathy Schliewe, Mark Thomas, Nicole Thompson
- III. **Certification of compliance with Open Meeting Law Requirements**

Staff certified compliance for the agenda dated April 22, 2021.
- IV. **Approval of Agenda**

April 22, 2021 JCEDC agenda approved as printed by consensus of board.
- V. **Approval of Minutes**

Drayna/Jones moved to approve February 25, 2021 JCEDC minutes as printed. Motion passed.
- VI. **Public Comments**

None
- VII. **JCEDC Reports**
 - A. **Finance Report** – Drayna/Jones moved to approve March 31, 2021 JCEDC and Homebuyer Program finance reports as presented. Motion passed.
- VIII. **General Orders**
 - A. **Directors Report**
 - a. **Opportunity Pipeline Update** – Pratt/Reinbold gave update on recruitment/retention/expansion projects that have been active in 2021.
 - b. **ThriveED Loan with JCEDC** – Pratt reported that the first draw on the loan has been requested. Additional draws will be requested as campaign expenses are incurred.
 - c. **Partnership Agreement Between Dodge County, JCEDC and ThriveED** – Pratt reported that the resolution for Dodge County to terminate the agreement was voted down at the Dodge County Board of Supervisors meeting.
- IX. **Capital Campaign Update** – RDG reported that the campaign is on track to reach the goal by the end of June.
- X. **April Education Session** – Danielle Jones, Director of Rural Initiatives with Wisconsin Economic Development Corporation gave a presentation on the WEDC Rural Initiatives Program.
- XI. **Upcoming Meeting/Seminars**
 - JCEDC Board of Directors/Election of Officers – May 27, 2021, 8:30 am, Jefferson County Courthouse, Room 205 and via Zoom.
- XII. **Adjournment**

There being no further business for consideration, motion by Wilke/Dryna to adjourn. Motion passed. adjourned at 9:27 am

Minutes prepared by:
RoxAnne L. Witte, Program Specialist
Jefferson County Economic Development Consortium

Jefferson County Economic Development Consortium

April 30, 2021

	April Estimates	March Actual	Year to Date	2021 Budget	
Revenue					
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%

	April Estimates	March Actual	Year to Date	2021 Budget	
Expenditures					
Personnel	32,152.29	32,785.87	127,486.25	389,577.51	33%
Professional Services	21,428.00	1,750.00	23,178.00	60,000.00	39%
Web Page Development	21.17	520.17	1,041.34	2,125.00	49%
Office Expense	278.59	571.38	821.00	10,336.00	8%
Membership	149.00	300.00	999.00	3,300.00	30%
Professional Development	12.60	929.00	1,474.07	4,800.00	31%
Meeting Expenses	79.79	-	84.91	1,500.00	6%
Training Materials	-	-	-	500.00	0%
Subscriptions	86.97	506.97	1,355.87	6,000.00	23%
Internet/Phones/Mis	935.91	937.58	3,641.56	12,140.00	30%
Other Operating	-	-	-	1,000.00	0%
Travel Related	404.01	390.03	871.32	5,800.00	15%
Other Insurance	250.64	250.64	1,002.56	2,068.26	48%
Railroad Consortium	-	-	14,000.00	14,000.00	100%
Operating Reserve	-	-	-	-	
Total	\$ 55,798.97	\$ 38,941.64	\$ 175,955.88	\$ 513,146.77	34%

SUMMARY

April 31, 2021

	April Estimates	March Actual	Year to Date	2021 Budget
Revenues	\$0.00	\$0.00	\$63,479.80	\$462,493.30
Expenses	\$55,798.97	\$38,941.64	\$175,955.88	\$513,146.77
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	April Estimates	March Actual	Year to Date	2021 Budget	
Personnel	10,967.02	11,178.19	43,493.73	134,982.70	32%
Professional Services	7,141.95	583.28	7,725.23	20,000.00	39%
Web Page Development	7.06	173.37	347.08	708.33	49%
Office Expense	92.85	190.44	273.64	3,445.33	8%
Membership	49.66	99.99	332.97	1,100.00	30%
Professional Development	4.20	309.64	491.31	1,600.00	31%
Meeting Expenses	26.59	-	28.30	500.00	6%
Training Materials	-	-	-	166.67	0%
Subscriptions	28.99	168.97	451.92	2,000.00	23%
Internet/Phones/Mis	311.95	312.51	1,213.88	4,046.67	30%
Other Operating	-	-	-	333.33	0%
Travel Related	134.66	130.00	290.41	1,933.33	15%
Other Insurance	83.54	83.54	334.16	689.42	48%
Railroad Consortium	-	-	4,666.20	4,666.67	100%
Total	18,848.47	\$ 13,229.93	59,648.83	\$ 176,172.45	34%
Goal 2	April Estimates	March Actual	Year to Date	2021 Budget	
Personnel	8,534.24	8,745.41	33,762.61	102,665.18	33%
Professional Services	7,141.95	583.28	7,725.23	20,000.00	39%
Web Page Development	7.06	173.37	347.08	708.33	49%
Office Expense	92.85	190.44	273.64	3,445.33	8%
Membership	49.66	99.99	332.97	1,100.00	30%
Professional Development	4.20	309.64	491.31	1,600.00	31%
Meeting Expenses	26.59	-	28.30	500.00	6%
Training Materials	-	-	-	166.67	0%
Subscriptions	28.99	168.97	451.92	2,000.00	23%
Internet/Phones/Mis	311.95	312.51	1,213.88	4,046.67	30%
Other Operating	-	-	-	333.33	0%
Travel Related	134.66	130.00	290.41	1,933.33	15%
Other Insurance	83.54	83.54	334.15	689.42	48%
Railroad Consortium	-	-	4,666.20	4,666.67	100%
Total	\$ 16,415.69	\$ 10,797.15	\$ 49,917.70	\$ 143,854.93	35%

Goal 3	April Estimates	March Actual	Year to Date	2021 Budget	
Personnel	12,651.03	12,862.27	50,229.65	151,929.70	33%
Professional Services	7,144.10	583.45	7,727.55	20,000.00	39%
Web Page Development	7.06	173.43	347.19	708.33	49%
Office Expense	92.88	190.50	273.72	3,445.33	8%
Membership	49.68	100.02	333.07	1,100.00	30%
Professional Development	4.20	309.73	491.45	1,600.00	31%
Meeting Expenses	26.60	-	28.31	500.00	6%
Training Materials	-	-	-	166.67	0%
Subscriptions	29.00	169.02	452.06	2,000.00	23%
Internet/Phones/Mis	312.01	312.56	1,214.08	4,046.67	30%
Other Operating	-	-	-	333.33	0%
Travel Related	134.70	130.04	290.50	1,933.33	15%
Other Insurance	83.56	83.56	334.25	689.42	48%
Railroad Consortium	-	-	4,667.60	4,666.67	100%
	\$ 20,534.81	\$ 14,914.57	\$ 66,389.42	\$ 193,119.45	34%

SUMMARY					
April 31, 2021					
			Year to Date	2020 Budget	
Revenues					
Income			63,479.80	\$ 462,493.30	
	April Estimates	March Actual	Year to Date	2021 Budget	
Expenses					
Goal 1	18,848.47	\$ 13,229.93	59,648.83	\$ 176,172.45	
Goal 2	16,415.69	\$ 10,797.15	49,917.70	\$ 143,854.93	
Goal 3	20,534.81	\$ 14,914.57	66,389.42	\$ 193,119.45	
*Totals	\$ 55,798.97	\$ 38,941.65	\$ 175,955.95	\$ 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				
*Note breakout differences due to percent rounding					

Jefferson County Economic Development Consortium
Home Buyer Program
April 30, 2021

<u>Income</u>	<u>April Estimates</u>	<u>March Acutal</u>	<u>Year to Date</u>	<u>Budget</u>	
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	300.00	900.00	1,200.00		
DPA Home Buyer Program		1,950.00	1,950.00	10,000.00	32%
Additional HBC Inc. Contract Restricted	-	-	-		0%
Applied Operating Reserve	-		-	27,389.20	0%
TOTALS	\$ 300.00	\$ 2,850.00	\$ 16,867.70	\$ 51,106.90	33%

<u>Expenses</u>	<u>April Estimates</u>	<u>March Actual</u>	<u>Year to Date</u>	<u>Budget</u>	
Personnel	2,527.30	2,134.68	11,594.61	36,335.84	32%
Web Page Development	-	-	114.00	150.00	76%
Office Expense	164.15	64.15	401.72	3,420.00	12%
Membership	-	-	-	250.00	0%
Professional Development	-	-	-	3,700.00	0%
Legal Notices - Southern Housing	-	-	-	-	
Training Materials	211.68	-	245.80	3,000.00	8%
Subscriptions	-	-	595.00	1,000.00	60%
Internet/Phones/Mis	162.16	162.15	646.59	2,048.00	32%
Travel Related	-	-	-	930.00	0%
Other Insurance	20.04	20.04	80.16	227.06	35%
Recording Fees	-	-	-	-	-
TOTALS	\$ 3,085.33	\$ 2,381.02	\$ 13,677.88	\$ 51,060.90	27%

1/1/2021 Operating Reserve Carryforward Balance	\$132,911.42
Vested Benefits Balance	-\$6,855.23
Homebuyer Program Operating Reserve Balance	\$126,056.19