



JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA

8:30 am - Thursday, April 28, 2022

Jefferson County Courthouse, 311 S. Center Ave, 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/tJctfu6upj0rEtAs351K-2LyNH59bhIJNGTO>

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

Board Members

Rebecca LeMire - City of Fort Atkinson, Greg Waters— City of Lake Mills, Timothy Freitag – City of Jefferson, Everett Butzine— City of Waterloo, Emily McFarland – City of Watertown, Cameron Clapper – City of Whitewater, Lisa Moen – Village of Cambridge, Brad Calder - Village of Johnson Creek

- I. Call to order
- II. Roll (Establish a quorum)
- III. Certification of Compliance with Open Meeting Laws
- IV. Approval of Agenda – April 28, 2022
- V. Approval of Minutes – March 24, 2022
- 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. Education Session - The Relationship Between Community Development and Economic Development - Errin Welty, Wisconsin Economic Development Corporation
- VIII. JCEDC Reports – Pratt/Reinbold
 - a. Discussion and Approval of Finance Reports for Economic Development and Homebuyer Program
 - b. Opportunity Pipeline Report – past month
 - c. Non-Transaction Updates:
 - i. Update on Housing Development Services Program
 - ii. Director Report on Activities/Transition
- IX. JCEDC-Municipality Intergovernmental Agreements discussion – Chair McFarland
- X. Upcoming Meetings
 - Winning the War for Talent – May 3, 2022 (Attendance is Limited!)
 - JCEDC Board of Directors – May 26, 2022, 8:30 am.
- XI. Adjournment

**Jefferson County Economic Development Consortium (JCEDC)
Board of Directors Meeting
March 24, 2022 – Meeting held in person and via Zoom.**

Board members - Rebecca LeMire - City of Fort Atkinson, Timothy Freitag - City of Jefferson, Greg Waters - City of Lake Mills, Everett Butzine – City of Waterloo, Emily McFarland - City of Watertown, Cameron Capper - City of Whitewater, Lisa Moen - Village of Cambridge, Brad Calder of Johnson Creek, David Drayna - Jefferson County Supervisor, Karl Zaring - Jefferson County Supervisor, Amy Rinard - Jefferson County Supervisor, Russ Kottke - Dodge County

- I. **Call to Order** - Meeting called to order by Chairman McFarland at 8:31 am.
- II. **Roll Call – Quorum Established**
 - JCEDC Board Members Present: Greg Waters, Everett Butzine, Emily McFarland, Cameron Clapper, Brad Calder, David Drayna, Karl Zaring, Russell Kottke
 - Absent: Rebecca LeMire, Tim Freitag, Lisa Moen, Amy Rinard
 - Staff Present: Victoria Pratt, Julie Olver, Deb Reinbold, RoxAnne Witte
 - Members of the Public Attending: Alex Allon-City of Watertown, Cathy Anderson- City of Whitewater, Vanessa Ineza- WEDC
- III. **Certification of compliance with Open Meeting Law Requirements**

Staff certified compliance for the agenda dated March 24, 2022.
- IV. **Approval of Agenda**

Drayna/Kottke moved to approve March 24, 2022 agenda as printed. Motion passed.
- V. **Approval of Minutes**

Drayna/McFarland moved to approve February 27, 2022 JCEDC minutes as printed. Motion passed.
- VI. **Public Comments** - None
- VIII. **JCEDC Reports**
 - A. **Finance Report** –Zaring/Drayna moved to approve February 28, 2022, JCEDC and Homebuyer Program finance reports as presented. Motion passed.
 - B. **Opportunity Pipeline Update** – Reinbold gave update on recruitment/retention/expansion projects that have been active for the last 30 days.
 - C. **Non-Transaction Updates**
 - i. **Social Media/Website analytics** - Olver gave an update on analytics from the JCEDC/ThriveED website for the last 6 months. She informed the board that the website will be getting an update this year. Olver will investigate capturing other data points and trends, based on board feedback.
 - ii. **Community Activities/touches** – Pratt updated the board on inquiries received, staff presentations delivered, and outreach to promote regional assets inside and outside the region.
 - iii. **Update on Housing Development Services Program** – Pratt shared that all contracts with funders and the consulting team are being finalized this week. Information regarding applications and the link to applications, will be sent out to the communities within 2 weeks.
 - iv. **Update on next steps re: 2022-2026 Strategic Plan**- Pratt provided an update on the plans for the May 23-24 planning retreat in Delavan. Attendees will include 3-4 representatives from both the public and private sectors who serve on the JCEDC or the ThriveED Board, along with representatives from 2 large nonprofits in the county, the County Administrator and the JCEDC Director.
 - v. **Update on Home Buyer Program – service delivery options** - Discussion held regarding options for continued delivery of home buyer services for eligible county residents. Chairman McFarland asked for this item to be listed as a future agenda item for the JCEDC board to consider their options.
- IX. **Intergovernmental Agreements JCEDC Municipality discussion** – Chairman McFarland reminded all board members to give their feedback regarding the agreements to Ben or Vicki as soon as possible. This item will be added to the April agenda for further discussion.

XI. Future Agenda Items

- Home Buyer Program – service delivery options
- Jefferson County IGA Agreement – proposed changes

XII. Upcoming Meetings

- JCEDC Board of Directors, April 28, 2022, 8:30 am.
- Winning the War on Talent Workshop, May 3, 2022 8:00 am – 12:00 noon, Madison College, 1300 W Main Street, Watertown
- Conversations with ThriveED, May 18, 2022, 4:00 – 5:30 pm, Twice Baked Pottery, 235 S Main Street, Jefferson.

XIII. Adjournment

There being no further business to come before the board for consideration at this time, Zarling/Clapper moved to adjourn. Meeting adjourned 9:33 am.

Minutes prepared by:

RoxAnne L. Witte, Program Specialist
Jefferson County Economic Development Consortium

Jefferson County Economic Development Consortium

March 31, 2022

	March Estimates	February Final	Year to Date Actual	2022 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	-	-	4,546.50	4,546.00	100.0%
C-Fort Atkinson	-	-	18,702.00	18,702.00	100.0%
C-Jefferson	-	-	12,165.00	12,165.00	100.0%
C-Lake Mills	-	-	9,226.50	9,226.50	100.0%
C-Waterloo	-	-	5,043.00	5,043.00	100.0%
C-Watertown	-	-	23,199.00	23,199.00	100.0%
C-Whitewater	-	-	3,882.00	3,882.00	100.0%
Jefferson County	-	-	128,433.00	128,433.00	100.0%
Dodge County	-	-	-	56,270.65	0.0%
Contra Account	-	-	(13,690.50)	(13,690.50)	100.0%
Total	-	-	\$191,667.00	\$382,937.15	50.1%

	March Estimates	February Final	Year to Date Estimates	2022 Budget	
Expenditures					
Personnel	30,986.64	30,948.91	97,410.44	414,347.00	24%
Professional Services	-	-	-	25,000.00	0%
Web Page Development	522.17	-	690.17	2,125.00	32%
Office Expense	249.50	249.810	780.99	9,500.00	8%
Membership	-	-	-	3,500.00	0%
Professional Development	(256.00)	302.240	2,471.34	10,500.00	24%
Meeting Expenses	-	-	-	1,000.00	0%
Training Materials	-	-	-	500.00	0%
Subscriptions	512.48	284.880	972.83	6,000.00	16%
Internet/Phones/Mis	1,203.97	1,138.000	3,497.15	14,884.00	23%

Expenditures	March Estimates	February Final	Year to Date Estimates	2022 Budget	
Other Operating	-		-	1,000.00	0%
Travel Related	250.00	116.430	489.18	6,800.00	7%
Other Insurance	286.92	286.920	860.76	3,261.00	26%
Vehicle Repair	-	-	-	-	0%
Railroad Consortium	-	-	15,000.00	14,000.00	107%
Operating Reserve	-	-	-	-	
Total	\$33,755.68	\$33,327.19	\$122,172.86	\$512,417.00	24%

*Budget Adjusted to reflect change in billing to Dodge County

SUMMARY OF BUDGET

	March Estimates	February Final	Year to Date Estimates	2022 Budget
Revenues	-	-	\$191,667.00	\$382,937.15
Expenses	\$33,755.68	\$33,327.19	\$122,172.86	\$512,417.00
Total Profit/Loss			\$69,494.14	-\$129,479.85
Proposed use of Reserves				\$129,479.85
01/01/22 JCEDC Operating Reserve Carryforward Balance			\$318,600.27	
Vested Benefits Balance		(\$32,927.50)		
JCEDC Operating Reserve Balance		\$285,672.77		
5/17/21 Loan Receivable due from ThriveED on 12/31/2022		\$36,782.76		

Draft

Jefferson County Economic Development Consortium
Home Buyer Program
March 31, 2022

Income	March Estimates	Year to Date	Budget	
V- Cambridge	-	10.70	10.70	100%
V-Johnson Creek	-	303.10	303.10	100%
C- Fort Atkinson	-	1,246.80	1,246.80	100%
C-Jefferson	-	811.00	811.00	100%
C-Lake Mills	-	615.10	615.10	100%
C-Waterloo	-	336.20	336.20	100%
C-Watertown	-	1,546.60	1,546.60	100%
C-Whitewater	-	258.80	258.80	100%
Jefferson County	-	8,562.20	8,562.20	100%
DPP Home Buyer Program	-	-	10,000.00	7%
DPA Home Buyer Program	-	650.00	-	-
Additional HBC Inc. Contract Restricted	-	1,500.00	-	0%
Applied Operating Reserve	-	-	29,565.50	0%
TOTALS	-	\$15,840.50	\$53,256.00	30%

Expenses	March Estimates	Year to Date Estimates	Budget	
Personnel	3,029.03	9,403.34	39,449.00	24%
Web Page Development	-	114.00	150.00	76%
Office Expense	64.06	192.18	2,670.00	7%
Membership	-	-	250.00	0%
Professional Development	-	-	3,700.00	0%
Legal Notices - Southern Housing	-	-	-	-
Training Materials	-	-	3,000.00	0%
Subscriptions	-	-	750.00	0%
Internet/Phones/Mis	164.44	491.28	2,096.00	23%
Travel Related	-	-	930.00	0%
Other Insurance	23.39	70.17	261.00	27%
Recording Fees	-	-	-	-
TOTALS	\$3,280.92	\$10,270.97	\$53,256.00	19%

1/1/2022 Operating Reserve Carryforward balance		\$137,965.06
Vested Benefits Balance	(\$7,985.62)	
Homebuyer Program Operating Reserve Balance	\$129,979.44	