



JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA

8:30 am - Thursday, May 26, 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, Kathy Weiss - Village of Palmyra, County Supervisor Bruce Degner, County Supervisor Mark Groose

- I. Call to Order
- II. Roll (establish a quorum)
- III. Certification of Compliance with Open Meeting Laws
- IV. Approval of Agenda – May 26, 2022
- V. Election of Officers
- VI. Public Comment (Members of the public who wish to address the JCEDC board on specific agenda items must register their request at this time)
- VII. Approval of Minutes – April 28, 2022
- VIII. JCEDC Reports
 - a. Discussion and Approval of Finance Reports for Economic Development & Homebuyer Program
 - b. Opportunity Pipeline Report
 - c. Heartland Housing Initiative
 - d. Non-Transaction Updates
 - i. Director Report
 - ii. Staff Update
- IX. Upcoming Meetings
 - a. JCEDC Board of Directors/Education Session – June 23, 2022, 8:30 am.
- 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 that appropriate arrangements can be made.

**Jefferson County Economic Development Consortium (JCEDC)
Board of Directors Meeting
April 28, 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 Village of Johnson Creek

- I. **Call to Order** - Meeting called to order by Chairman McFarland at 8:30 am.
- II. **Roll Call – Quorum Established**
 - JCEDC Board Members Present: Rebecca Lemire, Greg Waters, Everett Butzine, Emily McFarland, Cameron Clapper, Brad Calder,
 - Absent: Tim Freitag, Lisa Moen
 - Staff Present: Ben Wehmeier, Victoria Pratt, Julie Olver, Deb Reinbold, RoxAnne Witte
 - Members of the Public Attending: Rochelle Mitchell, Anita Martin, Ronald Chisholm, Maria McClellan, Jason Scott, Alex Allon
- III. **Certification of compliance with Open Meeting Law Requirements**

Staff certified compliance for the agenda dated April 28, 2022.
- IV. **Approval of Agenda**

Lemire/McFarland moved to approve April 28, 2022 agenda as printed. Motion passed.

Cameron Clapper joined meeting at 8:32 am.
- V. **Approval of Minutes**

Clapper/Calder moved to approve March 24, 2022 JCEDC minutes as printed. Motion passed.
- VI. **Public Comments** - None
- VII. **Education Session**

Errin Welty, Wisconsin Economic Development Corporation gave a PowerPoint presentation entitled “The Relationship Between Community Development and Economic Development”.
- VIII. **JCEDC Reports**
 - A. **Finance Report** –Lemire/Clapper moved to approve March 30, 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. **Update on Housing Development Services Program** – Deadline for first round of applications due April 29, 2022.
 - ii. **Community Activities/touches** - Reinbold/Pratt updated the board on inquiries received, staff presentations delivered, and outreach to promote regional assets inside and outside the region.
 - iii. **New Investors** – Pratt informed the board that the Village of Palmyra has joined JCEDC, and Premier Bank has become an investor in ThriveED.
 - iv. **Update on Staff** - Pratt/Wehmeier updated the board on current changes within the organization. With Vicki taking a new position in Springfield Missouri, Deb Reinbold will serve as interim director for JCEDC and President of ThriveED. Discussion will be held at the upcoming strategic plan retreat to determine the look of the two organizations moving forward.
 - v. **Winning the War on Talent** – Registration is full for the event which is scheduled for May 3, 2022 8:00 – 12 noon at Madison College in Watertown.
 - vi. **Thank you** – Pratt thanked the board for allowing her to serve as their Executive Director for the past 6 years and wished them continued success. The board thanked Vicki for her service and wished her well in her future endeavors.
- IX. **JCEDC Municipality Intergovernmental Agreement** – Discussion regarding the agreement will be held at the upcoming strategic plan retreat and will be brought back to the board in June/July for approval.

X. Upcoming Meetings

- Winning the War on Talent, May 3, 2022, 8:00 am., Madison College – Watertown
- Conversations with ThriveED, May 18, 2022, 4:00 – 5:30 pm, Twice Baked Pottery, 235 S Main Street, Jefferson.
- JCEDC Board of Directors, May 26, 2022, 8:30 am, Jefferson County Courthouse and via Zoom

XI. Adjournment

There being no further business to come before the board for consideration at this time, Lemire/Clapper moved to adjourn. Meeting adjourned 9:23 am.

Minutes prepared by:

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

Jefferson County Economic Development Consortium

April 30, 2022

	April Estimates	March 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	48,730.34	-	48,730.34	48,730.34	100.0%
Contra Account	-	-	(13,690.50)	(13,690.50)	100.0%
Total	48,730.34	-	240,397.34	\$ 375,396.84	64.0%

*Budget Adjusted to reflect change in billing for Dodge County

	April Estimates	March Final	Year to Date Estimates	2021 Budget	
Expenditures					
Personnel	33,630.05	34,432.89	134,486.75	414,347.00	32%
Professional Services	500.00	-	500.00	25,000.00	2%
Web Page Development	21.17	522.170	711.34	2,125.00	33%
Office Expense	454.93	275.640	1,262.06	9,500.00	13%
Membership	-	-	-	3,500.00	0%
Professional Development	17.55	(231.000)	2,513.89	10,500.00	24%
Meeting Expenses	153.44	50.420	203.86	1,000.00	20%
Training Materials	-	-	-	500.00	0%
Subscriptions	263.48	512.480	1,236.31	6,000.00	21%
Internet/Phones/Mis	1,175.41	1,127.290	4,595.88	14,884.00	31%
Other Operating	-	-	-	1,000.00	0%
Travel Related	413.00	224.480	876.66	6,800.00	13%
Other Insurance	286.92	286.920	1,147.68	3,261.00	35%
Vehicle Repair	-	-	-	-	0%
Railroad Consortium	-	(1,000.000)	14,000.00	14,000.00	100%
Operating Reserve	-	-	-	-	
Total	\$36,915.95	\$36,201.29	\$ 161,534.43	\$ 512,417.00	32%

SUMMARY OF BUDGET

	<u>April Estimates</u>	<u>March Final</u>	<u>Year to Date Estimates</u>	<u>2022 Budget*</u>
Revenues	48,730.34	-	\$240,397.34	\$375,396.84
Expenses	<u>\$36,915.95</u>	<u>\$36,201.29</u>	<u>\$161,534.43</u>	<u>\$512,417.00</u>
Total Profit/Loss			\$78,862.91	-\$137,020.16
Proposed use of Reserves				\$137,020.16
*Budget Adjusted to reflect change in billing for Dodge County				
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		

Jefferson County Economic Development Consortium
Home Buyer Program
April 30, 2022

Income	April 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	13%
DPA Home Buyer Program	-	1,300.00		
Additional HBC Inc. Contract Restricted	-	1,500.00		0%
Applied Operating Reserve	-	-	29,565.50	0%
TOTALS	-	\$ 16,490.50	\$ 53,256.00	31%

Expenses	April Estimates	Year to Date Estimates	Budget	
Personnel	3,409.73	13,193.75	39,449.00	33%
Web Page Development	-	114.00	150.00	76%
Office Expense	64.06	256.24	2,670.00	10%
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	187.57	655.75	2,096.00	31%
Travel Related	-	-	930.00	0%
Other Insurance	23.39	93.56	261.00	36%
Recording Fees	-	-	-	
TOTALS	3,684.75	\$ 14,313.30	\$ 53,256.00	27%

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