

JCEDC Board of Directors

July 28, 2022 - 8:30 am

Board Packet

- Agenda- July 28, 2022
- Minutes from June 23, 2022 JCEDC Board of Directors Meeting
- May 31, 2022 JCEDC & Homebuyer Program Finance Report
- Redlined version of the IGA



JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA

8:30 a.m. - Thursday, July 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 Houseman-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 – July 28, 2022
- V. Approval of Minutes – June 23, 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. Election of Vice Chairperson
- VIII. JCEDC Reports – Reinhold
 - a. Discussion and Approval of Finance Reports for Economic Development and Homebuyer Program
 - b. Opportunity Pipeline Report
 - c. Non-Transaction Updates
 - i. Director's Report
- IX. JCEDC-Municipality Intergovernmental Agreements discussion and possible action
- X. ThriveED/JCEDC 2022 Strategic Plan
- XI. Upcoming Meetings
 - JCEDC Board of Directors – August 25, 2022
- XII. Adjournment

**Jefferson County Economic Development Consortium (JCEDC)
Board of Directors Meeting
June 23, 2022 – Meeting held in person and via Zoom.**

Board members - Rebecca Houseman-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 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 Mike Groose

I. Call to Order - Meeting called to order by at 8:33 am.

II. Roll Call – Quorum Established

- JCEDC Board Members Present: Rebecca Houseman-Lemire, Greg Waters, Cameron Clapper, Brad Calder, Kathy Weiss, Bruce Degner, Emily McFarland, Everett Butzine
- Absent: Tim Freitag, Lisa Moen, Mike Groose
- Staff Present: Ben Wehmeier, Julie Olver, Deb Reinbold, RoxAnne Witte
- Members of the Public Attending: Anita Martin, Jim Braughler, Jeanne Ritter, Tina Crave, Joshua Patterson, Janae O’Connell, Alex Allon, Tom Dehnert, Gene Dalhoff, Michelle Soter, Chris Scherer

III. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the agenda dated June 23, 2022.

IV. Approval of Agenda

Clapper/McFarland moved to approve June 23, 2022 agenda as printed. Motion passed.

V. Approval of Minutes

Clapper/Waters moved to approve May 26, 2022 JCEDC minutes as printed. Motion passed.

VI. Public Comments – None

VII. Education Session

Kathryn Berger, Client Services Director for CG Schmidt gave a PowerPoint presentation entitled “Promoting Your Community’s Assets: Best Practices for Rural Communities”

Everett Butzine joined the meeting via zoom at 8:44 am.

VIII. JCEDC Reports

- A. **Finance Report** –Clapper/Waters moved to approve May 31, 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. **Heartland Housing Initiative** – Reinbold reported that the consultants have meet with the two applicates and are finalizing the scope of work for their projects.
- D. **Jefferson County RLF Program** – The underwriting committee will be meeting next week to consider the application that has been received.
- E. **Non-Transaction Updates**
 - i. **JCEDC/ThriveED Retreat Update** – Discussion was held on strategic plan and creating a working committee to work with the consultant to get the strategic plan completed. Chairman LeMire will work with Nate Salas from the ThriveED board to assign members to the committee. Any JCEDC board member wanting to serve on the committee is to contact LeMire.

IX. Upcoming Events/Meetings

- Brew with a View – June 23, 2022, 5:00 pm., Korth Park – Lake Mills
- Heritage Country Meats Grand Opening – June 25, 2022, 10:00 am – 2:00 pm
- Jefferson County Humane Society Block Party – June 25, 2022, 11:00 am – 2:00 pm
- JCEDC Board of Directors, July 28, 2022, 8:30 am, Jefferson County Courthouse and via Zoom

X. Future Agenda Items

- A. Elect Vice Chairperson
- B. IGA Agreement.

XI. Adjournment

There being no further business to come before the board for consideration at this time, Waters/Clapper moved to adjourn. The meeting adjourned at 9:43 am.

Minutes prepared by:

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

Jefferson County Economic Development Consortium

June 30, 2022

	June Estimates	May Final	Year to Date Actual	2022 Budget*	
Revenue					
JCEDC GHDP Service fees	67,500.00	-	67,500.00	135,000.00	50.0%
GHDP Reimbursable Expenses	3,500.00	153.44	3,653.44	1,000.00	
V-Cambridge	-	-	160.50	160.50	100.0%
V-Johnson Creek	-	-	4,546.50	4,546.00	100.0%
V-Palmyra		1,804.00	1,804.00	-	
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	100.0%
Contra Account	-	-	(13,690.50)	(13,690.50)	100.0%
Total	\$71,000.00	\$1,957.44	\$313,354.78	\$376,396.84	83.3%

*Budget Adjusted to reflect change in billing for Dodge County

	June Estimates	May Final	Year to Date Estimates	2022 Budget	
Expenditures					
Personnel	20,197.90	37,144.45	204,636.66	414,347.00	49%
Professional Services	-	-	-	25,000.00	0%
Web Page Development	500.00	-	1,211.34	2,125.00	57%
Office Expense	507.56	560.17	2,195.93	9,500.00	23%
Membership	455.00	550.00	1,154.00	3,500.00	33%
Professional Development	-	800.00	3,323.90	10,500.00	32%
Meeting Expenses	-	31.75	235.11	1,000.00	24%
Training Materials	-	-	-	500.00	0%
Subscriptions	718.79	69.99	2,366.08	6,000.00	39%
Internet/Phones/Mis	1,175.35	1,271.57	6,992.91	14,884.00	47%
Other Operating	-	-	-	1,000.00	0%
Travel Related	100.00	482.10	1,315.97	6,800.00	19%
Other Insurance	286.92	286.92	1,721.52	3,261.00	53%
Railroad Consortium	-	-	14,000.00	14,000.00	100%
Total	\$23,941.52	\$41,196.95	\$239,153.42	\$512,417.00	47%

SUMMARY OF BUDGET

	<u>June Estimates</u>	<u>May Final</u>	<u>Year to Date Estimates</u>	<u>2022 Budget*</u>
Revenues	\$71,000.00	\$1,957.44	\$313,354.78	\$376,396.84
Expenses	<u>\$23,941.52</u>	<u>\$41,196.95</u>	<u>\$239,153.42</u>	<u>\$512,417.00</u>
Total Profit/Loss			\$74,201.36	-\$136,020.16
Proposed use of Reserves				\$136,020.16
*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
June 30, 2022

Income	June 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	June Estimates	Year to Date Estimates	Budget	
Personnel	3,367.52	19,947.04	39,449.00	51%
Web Page Development	-	114.00	150.00	76%
Office Expense	64.06	384.36	2,670.00	14%
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	187.54	984.63	2,096.00	47%
Travel Related	-	-	930.00	0%
Other Insurance	23.39	140.34	261.00	54%
Recording Fees	-	-	-	-
TOTALS	\$3,642.51	\$21,570.37	\$53,256.00	41%

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

INTERGOVERNMENTAL AGREEMENT
CONTINUING THE
JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM

Revised ~~08-01-2022~~12-16-2021

ARTICLE I. PURPOSE

The purpose of the Jefferson County Economic Development Consortium (JCEDC) is to foster and encourage responsible, economic development activities that result in job creation, retention, increased tax base and an improved sustainability and quality of life for the citizens of Jefferson County.

ARTICLE II. STATUTORY AUTHORITY

The JCEDC shall be a public intergovernmental enterprise organized under the authority of § 66.0301, Wis. Stats., and as the same may be amended from time to time.

ARTICLE III. MEMBERSHIP

3.1 The JCEDC shall be composed of the towns, villages, cities and county governments of Jefferson County, Wisconsin (municipalities) that choose to adopt this agreement and thereby enter into membership. The current membership consists of Jefferson County, the cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, ~~Whitewater~~ and the Villages of Johnson Creek, ~~and Cambridge,~~ and Palmyra. Other municipalities may be added to the membership upon agreement to the terms and conditions of the intergovernmental^[BW1] agreement.

~~3.2 The charter member Jefferson County governments who ratify this agreement agree to maintain their membership in good standing for at least five years^[BW2].~~

~~3.3 The JCEDC came into existence upon the adoption of this agreement by Jefferson County and a two-third (2/3) majority of the following: the cities of Fort Atkinson, Jefferson, Lake Mills, Watertown, Whitewater and the Village of Johnson Creek^[BW3].~~

ARTICLE IV. JCEDC BOARD OF DIRECTORS

4.1 The Board of Directors (JCEDC Board) shall provide the overall policy direction of the JCEDC. This will include but not limited to budget development, strategic plan, annual plan of work and metrics.

4.2 The Board's membership shall be determined by reference to Section 4.5. The Board shall consist of three Jefferson County representatives and one member appointed by each participating municipality.

4.3 The terms of the JCEDC Board members shall begin on May 1 of each year.

~~4.4 The terms of offices for the JCEDC Board shall remain staggered, so a majority of the~~

~~JCEDC Board will not turnover in any given year.~~^[BW4]

4.54.4 Members of the JCEDC Board shall be appointed as follows:

a. The three Jefferson County representatives shall be appointed by the County Board chairperson and confirmed by majority vote of the County Board in accordance with the Jefferson County Board Rules.

a.

Each member municipality shall appoint one representative by their governing body^[BW5].

Note: The JCEDC Board members are appointed by the municipalities or the county they represent, the JCEDC Board cannot determine this. Official appointments will be on file with the JCEDC office from the appointing authority. The municipality may appoint an alternative appointment to serve if the primary appointee is not available.

~~4.64.5~~ The JCEDC Board may invite various organizations and/or individuals from professional areas to join as advisory, non-voting members.

4.6 The JCEDC Board may, by resolution adopted by a majority of the total JCEDC Board, create such committees for such purposes and with such authority as the resolution may provide, and appoint such members of the JCEDC Board or others to serve on said committees.

4.7 The JCEDC Board will have the same roles, responsibilityresponsibility, and rights as other County Committees to include recommending legislation to the County Board.

ARTICLE V. MEETINGS

5.1 The JCEDC Board will establish and publish a regular meeting schedule.

5.2 All meetings of the JCEDC Board will be properly noticed according to law.

5.3 Special meetings of the JCEDC Board may be called at the request of the Chairperson, ~~or, Vice Chair or Secretary~~ or any two board members. The place of the meeting will be at the^[BW6] principal office of the JCEDC, unless otherwise agreed upon by the Chairperson ~~and, Vice Chair and the Secretary.~~

5.4 A majority of the total-voting members of the JCEDC Board shall constitute a quorum for the transaction of business at any meeting. A member shall be present to vote. Present is defined to include remote attendance as authorized by the Jefferson County Board Rules.

5.5 The chairperson, and in his/her absence, the vice-chairperson, and in their absence any board member chosen by a majority of the members present shall call the meeting of the JCEDC Board to order and shall act as chairperson of the meeting.

~~5.6 A JCEDC Board director may resign at any time by filing a written resignation with the Secretary. A JCEDC Board director may be removed by affirmative vote of a majority of the total JCEDC Board for any reason deemed sufficient by such JCEDC Board.~~^[BW7]

~~Vacancies shall be filled for the remainder of the unexpired term by the appointing authority that appointed the previous incumbent.~~

~~5.7~~ —

ARTICLE VI. ANNUAL MEETING

The Annual Meeting of the JCEDC Board shall be held in May of each year on a date, time and place to be determined by the JCEDC Board.

~~6.1~~ — ~~At~~ its annual meeting, the JCEDC Board shall elect a chairperson and, vice-chairperson, ~~secretary and treasurer.~~

~~6.2~~ — The JCEDC Board shall establish the duties of the chairperson, and vice-chairperson, ~~secretary and treasurer.~~

ARTICLE VII. STAFF

- 7.1 Jefferson County shall employ all JCEDC staff.
- 7.2 Day to day operational supervision of JCEDC staff shall rest with Jefferson County.
- 7.3 Jefferson County Human Resource practices and policies shall be applicable in all respects to employment of staff, except the hiring procedure for the director. The County Administrator will consult with the JCEDC chair in development of the annual evaluation. ~~The~~^[BW8] County will advertise the director's position. Thereafter, the JCEDC Board will screen the applicants and participate in the interview process with the Jefferson County Administrator. At the end of the interview process, the JCEDC Board will recommend up to five finalists. The County Administrator and the JCEDC Board chairperson shall conduct finalist interviews. Appointment of a finalist by the County Administrator shall be subject to County Board approval.
- 7.4 Add section on attending council meetings upon request^[BW9] -

7.3

ARTICLE VIII. FINANCES

- 8.1 The JCEDC Board shall prepare an annual budget with the assistance of staff. Jefferson County's policies and procedures shall apply for meals, lodging, mileage, travel and other reimbursable expenses.
- 8.2 The JCEDC Board will present its proposed budget in a timely manner to all member municipalities and Jefferson County before it is adopted by the JCEDC Board.
- 8.3 Funding for the fiscal years 20~~24~~²⁷ through 202~~4~~⁶ shall be established as \$1.50 per county resident payable from Jefferson County, plus \$1.50 per municipal resident payable from each participating municipality. The population number used to calculate contributions shall be the most recent ESRI population estimates except for those municipalities for which ESRI data is unavailable. In those instances, population estimates will come from the most recent available from the State of Wisconsin Department of Administration. Budgets are prepared earlier in the preceding year than the revised population estimate numbers for the upcoming year are available. Therefore, preliminary budget numbers will be revised and updated, and numbers for the upcoming year are available. Therefore, preliminary budget numbers will be revised and updated, and provided to the governing body prior to adoption of its annual budget^[BW10].
- 8.4 The JCEDC shall not be limited to public funding from its member municipalities and Jefferson County. The JCEDC Board may authorize staff to pursue additional revenue through program revenue, contracts for service, and public and/or private gifts and grants.

- 8.5 Jefferson County shall act as the fiscal agent for the JCEDC.
- 8.6 Each municipality and county shall be responsible in the **proportion of its contribution** to the^[BW11] consortium as a whole for any other cost of the consortium not specifically set forth herein, including but not limited to employment costs incurred by Jefferson County as a result of unemployment compensation to staff upon termination of the consortium^[BW12].
- 8.7 All funds due from a municipality shall be paid to the County by a member municipality by January 31 of the year for which such funds are budgeted. The County shall hold all funds for the benefit of JCEDC in a separate account. Unspent funds in said account shall not lapse to the general fund, but shall be carried over to the next fiscal year or otherwise distributed as set forth herein.

~~AA~~ARTICLE IX. GENERAL POWERS

- 9.1 The JCEDC Board may recommend action to the County with regard to direction of staff, contracts or general program purposes.
- 9.2 The JCEDC Board shall not borrow money or authorize the borrowing of any funds on behalf of the JCEDC. The JCEDC Board may, however, enter into contracts in the ordinary course of its business and in pursuit of its stated goals and purpose. Examples of its permitted contracting powers would be equipment leases or equipment purchases. Under no circumstance shall the JCEDC Board enter into contracts that cause it to exceed its annual budget.

ARTICLE X. SEVERABILITY

If any section, paragraph, sentence, clause, phrase or any part of this agreement, including amendments, is declared to be unconstitutional or void, or if for any reason is declared to be invalid or of no effect, the remaining sections, paragraphs, sentences, clauses, phrases or parts thereof shall be in no manner affected thereby, but shall remain in full force and effect.

ARTICLE XI. AMENDMENTS

All or any portion of this agreement may be amended by a resolution passed by the affirmative vote of at least 2/3 of the total JCEDC Board membership and a majority of the member municipalities and Jefferson County.

ARTICLE XII. DISSOLUTION & WITHDRAWAL

- 12.1 ~~No member may withdraw prior to January 1, 2019. Any member may withdraw from the consortium effective January 1 of 2019 or January 1 of any succeeding year thereafter.~~^[BW13] Written notice shall be submitted a minimum of ~~13-6~~ months prior to the effective date of withdrawal.
- 12.2 Any member withdrawing from the consortium is responsible for obligations incurred during the period it was a member.

- 12.3 The consortium may be dissolved by an affirmative vote of a two-third (2/3) majority of the total board membership establishing a date of dissolution, which shall be at least one year after the date of the affirmative vote.
- 12.4 In the event of dissolution, any assets remaining after payment of all obligations shall be distributed among existing members in proportion to their contributions, as determined by the JCEDC Board. In the event obligations exceed assets, members shall pay pro rata such sums as may be necessary to retire the obligation^[BW14]^[BW15].

Signed this _____ day of _____, 202217.

City of Fort Atkinson

BY: _____

(Print Name)

Signed this _____ day of _____, 202217.

Jefferson County Economic Development Consortium

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~22~~17.

City of Jefferson

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

Jefferson County Economic Development Consortium

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

City of Lake Mills

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

Jefferson County Economic Development Consortium

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

City of Waterloo

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

Jefferson County Economic Development Consortium

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

City of Watertown

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

Jefferson County Economic Development Consortium

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

City of Whitewater

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

Jefferson County Economic Development Consortium

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

Village of Cambridge

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

Jefferson County Economic Development Consortium

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

Village of Johnson Creek

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

Jefferson County Economic Development Consortium

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

Jefferson County

BY: _____

(Print Name)

Signed this _____ day of _____, 20~~17~~22.

Jefferson County Economic Development Consortium

BY: _____

(Print Name)

Signed this _____ day of _____, 2022.

Village of Palmyra

BY: _____

(Print Name)

Signed this _____ day of _____, 2022.

Jefferson County Economic Development Consortium

BY: _____

(Print Name)

