

JCEDC Board of Directors Packet

Thursday, September 22, 2022 – 8:30 am

864 Collins Road, Room 12, Jefferson or via Zoom

REGISTRATION LINK:

<https://zoom.us/meeting/register/tJctfu6upj0rEtAs35IK-2LyNH59bhIJNGTO>

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



JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA

8:30 a.m. - Thursday, September 22, 2022

UW Extension, 864 Collins Road, Room 12, 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 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, John Weidl— 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, County Supervisor Karl Zarling

- I. Call To Order
- II. Roll (Establish a quorum)
- III. Certificate of Compliance with Open Meeting Laws
- IV. Approval of Agenda – September 22, 2022
- V. Approval of Minutes – July 28, 2022
- 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. JCEDC Reports – Reinbold
 - a. Discussion and Approval of Finance Reports for Economic Development and Homebuyer Program
 - b. Thriving Business
 - i. Opportunity Pipeline
 - ii. Jefferson County Manufacturing Roundtable
 - c. Diverse Housing
 - i. Heartland Housing Initiative
 - ii. Jefferson County Housing RLF
 - iii. Smart Growth Greater Madison Event
 - iv. Housing Summit
 - v. HUD Certification – Home Buyer Counseling
 1. Staffing – Program Specialist
 - d. Activated Workforce
 - i. Latino Academy Workforce Development Career Fair
 - ii. Hessen Partnership
 - iii. Marine for Life
 - e. Trust & Partnerships
 - i. ED101
 - ii. Jefferson County Superintendents

- f. General Updates
 - i. JCEDC
 - 1. Staffing – Director of Community Development
 - ii. RESimplifi
- VIII. JCEDC-Municipality Intergovernmental Agreements discussion and possible action
- IX. Resolution to support Madison Region Economic Partnership (MadREP) seeking Economic Development Designation for the region
- X. ThriveED/JCEDC 2022-2026 Strategic Plan
- XI. Upcoming Meetings
 - a. Conversations with ThriveED – October 5, 2022, 4:00 – 5:30 p.m., The Franciscan Preserve, 1414 Vino Lane, Jefferson, WI
 - b. GHDP/ThriveED Investors Council Annual Meeting – October 12, 2022, 7:30 a.m., Madison College – Watertown Campus
 - c. JCEDC Board of Directors Meeting – October 27, 2022, 8:30 a.m., 864 Collins Road, Jefferson, WI and via Zoom
- XII. Adjournment

Jefferson County Economic Development Consortium (JCEDC)
Board of Directors Meeting
July 28, 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 8:34 am.
- II. **Roll Call – Quorum Established**
 - JCEDC Board Members Present: Rebecca Houseman-Lemire, Greg Waters, Kathy Weiss, Bruce Degner, Everett Butzine, Mike Groose
 - Absent: Tim Freitag, Lisa Moen, Emily McFarland, Cameron Clapper, Brad Calder
 - Staff Present: Ben Wehmeier, Julie Olver, Deb Reinbold, RoxAnne Witte
 - Members of the Public Attending: Maria McClellan, Jason Scott
- III. **Certification of compliance with Open Meeting Law Requirements**

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

Waters/Weis moved to approve July 28, 2022 agenda as printed. Motion passed.
- V. **Approval of Minutes**

Waters/Degner moved to approve June 23, 2022 JCEDC minutes as printed. Motion passed.
- VI. **Public Comments – None**
- VII. **Election of Vice Chairperson**

Waters/Butzine motioned to table election of a vice chairperson until a future meeting when board members can be present. Motion passed.
- VIII. **JCEDC Reports**
 - A. **Finance Report** –June 30, 2022 JCEDC and Homebuyer Program finance reports were placed on file as presented.
 - 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**
 - **Heartland Housing Initiative** – Consultants are preparing the scope of work for Village of Palmyra and the Village of Randolph.
 - **Jefferson County RLF Program** – The committee approved the application for Pete's Tire Service/RJ2 LLC. Closing scheduled for early August.
 - D. **Non-Transaction Updates**
 - **REsimplifi** – JCEDC has purchased a software service that will be used to update the sites/buildings listings on our website.
 - **MadREP Tour** – Reinbold updated the board on the tour of Jefferson County that she gave to the staff of MadREP.
- IX. **IGA Agreement**

County Administrator Wehmeier lead the discussion on the update of the current IGA agreement and the proposed changes. If anyone has any other concerns than what was discussed they were asked to reach out to him directly.
- X. **JCEDC/ThriveED Retreat Update**

The working committee will be meeting with the consultant in the next few days to take what was learned at the retreat and create the strategic plan.
- XI. **Upcoming Meetings**

JCEDC Board of Directors – October 27, 2022, 8:30 am. 864 Collins Rd, Jefferson and via zoom

XII. Adjournment

There being no further business to come before the board for consideration at this time, Weiss/Groose moved to adjourn. The meeting adjourned at 9:17 am.

Minutes prepared by:

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

JCEDC Reports

- Finance Reports – 8/31/2022
- 2023 JCEDC Proposed Operating Budget
- Opportunity Pipeline

Jefferson County Economic Development Consortium
August 31, 2022

	<u>August Estimate</u>	<u>July Final</u>	<u>Year to Date Actual</u>	<u>2022 Budget*</u>	
Revenue					
JCEDC GHDP Service fees	-	-	67,500.00	135,000.00	50.0%
GHDP Reimbursable Expenses	-	-	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	-	
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	-	-	313,354.78	\$ 376,396.84	83.3%

*Budget Adjusted to reflect change in billing for Dodge County

	<u>August Estimate</u>	<u>July Final</u>	<u>Year to Date Estimates</u>	<u>2022 Budget</u>	
Expenditures					
Personnel	18,916.54	22,233.32	244,604.74	414,347.00	59%
Professional Services	-	-	-	25,000.00	0%
Web Page Development		(19.99)	1,211.34	2,125.00	57%
Office Expense	246.10	405.10	2,607.26	9,500.00	27%
Membership	-	325.00	1,479.00	3,500.00	42%
Professional Development	100.00	455.00	4,368.89	10,500.00	42%
Meeting Expenses	-	90.30	325.41	1,000.00	33%
Training Materials	-	-	-	500.00	0%
Subscriptions	69.99	2,677.99	4,743.95	6,000.00	79%
Internet/Phones/Mis	1,148.06	1,172.63	9,305.16	14,884.00	63%

Expenditures	August Estimate	July Final	Year to Date Estimates	2022 Budget	
Other Operating	-	-	-	1,000.00	0%
Travel Related	131.31	47.29	1,394.57	6,800.00	21%
Other Insurance	286.92	286.92	2,295.36	3,261.00	70%
Vehicle Repair			-	-	0%
Railroad Consortium			14,000.00	14,000.00	100%
Total	<u>\$20,898.92</u>	<u>27,673.56</u>	<u>\$ 286,335.68</u>	<u>\$ 512,417.00</u>	<u>56%</u>

SUMMARY OF BUDGET

	August Estimates	July Final	Year to Date Estimates	2022 Budget*
Revenues	-	-	\$313,354.78	\$376,396.84
Expenses	<u>\$20,898.92</u>	<u>27,673.56</u>	<u>\$286,335.68</u>	<u>\$512,417.00</u>
Total Profit/Loss			\$27,019.10	-\$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
August 31, 2022

Income	August	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	-	
Applied Operating Reserve	-	-	29,565.50	
TOTALS	-	\$ 16,490.50	\$ 53,256.00	31%

Expenses	August Estimates	Year to Date Estimates	Budget	
Personnel	3,010.03	25,976.56	39,449.00	66%
Web Page Development	-	114.00	150.00	76%
Office Expense	64.06	512.48	2,670.00	19%
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	187.73	1,313.71	2,096.00	63%
Travel Related	-	-	930.00	0%
Other Insurance	23.39	187.12	261.00	72%
Recording Fees	-	-	-	
TOTALS	\$ 3,285.21	\$ 28,103.87	\$ 53,256.00	53%

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

Jefferson County Economic Development Consortium

2023 Proposed Operating Budget - Draft

9/22/2022

	2022 Income January - August	2022 Total Projected Revenue	2022 Adopted Budget	2023 Proposed Budget
Revenue				
JCEDC GHDP Service fees	67,500.00	135,000.00	67,500.00	135,000.00
GHDP Reimbursable Expenses	3,653.44	5,653.44	3,653.44	1,000.00
V-Cambridge	160.50	160.50	160.50	148.50
V-Johnson Creek	4,546.50	4,546.50	4,546.50	5,103.00
V-Palmyra	1,804.00	1,804.00	1,804.00	2,581.50
C-Fort Atkinson	18,702.00	18,702.00	18,702.00	18,874.50
C-Jefferson	12,165.00	12,165.00	12,165.00	11,620.50
C-Lake Mills	9,226.50	9,226.50	9,226.50	9,678.00
C-Waterloo	5,043.00	5,043.00	5,043.00	5,446.50
C-Watertown	23,199.00	23,199.00	23,199.00	22,137.00
C-Whitewater	3,882.00	3,882.00	3,882.00	6,300.00
Jefferson County	128,433.00	128,433.00	128,433.00	129,864.00
Dodge County	48,730.34	48,730.34	48,730.34	-
Contra Account	(13,690.50)	(13,690.50)	(13,690.50)	(14,177.00)
Repayment of GHDP Loan	-	36,458.00	-	-
Total	\$ 313,354.78	\$ 419,312.78	\$ 313,354.78	\$ 333,576.50
Expenditures				
	2022 Expenses January - August Estimates	2022 Total Projected Expenses	2022 Adopted Budget	2023 Proposed Budget
Personnel	244,604.74	324,298.34	414,347.00	427,420.00
Professional Services	-	-	25,000.00	-
Web Page Development	1,211.34	1,711.34	2,125.00	2,471.00
Office Expense	2,607.26	4,155.14	9,500.00	9,913.00
Membership	1,479.00	2,412.00	3,500.00	3,960.00
Professional Development	4,368.89	6,168.89	10,500.00	8,000.00
Meeting Expenses	325.41	325.41	1,000.00	1,000.00
Training Materials	-	-	500.00	500.00
Subscriptions	4,743.95	6,337.91	6,000.00	9,000.00
Internet/Phones/Mis	9,305.16	13,893.00	14,884.00	18,141.00
Other Operating	-	-	1,000.00	1,000.00
Travel Related	1,394.57	2,480.57	6,800.00	5,300.00
Other Insurance	2,295.36	3,443.04	3,261.00	4,427.00
Railroad Consortium	14,000.00	14,000.00	14,000.00	14,000.00
Total	\$ 286,335.68	\$ 379,225.64	\$ 512,417.00	\$ 505,132.00

Jefferson County Economic Development Consortium- Homebuyer Program

2023 Proposed Operating Budget - Draft

9/22/2022

Revenue	2022 Revenue January - August	2022 Total Projected Revenue	2022 Adopted Budget	2023 Proposed Budget
V- Cambridge	10.70	10.70	10.70	9.90
V-Johnson Creek	303.10	303.10	303.10	340.20
V-Palmyra	-	-	-	172.10
C- Fort Atkinson	1,246.80	1,246.80	1,246.80	1,258.30
C-Jefferson	811.00	811.00	811.00	774.70
C-Lake Mills	615.10	615.10	615.10	645.20
C-Waterloo	336.20	336.20	336.20	363.10
C-Watertown	1,546.60	1,546.60	1,546.60	1,475.80
C-Whitewater	258.80	258.80	258.80	420.00
Jefferson County	8,562.20	8,562.20	8,562.20	8,657.50
DPP Home Buyer Program	-	-	10,000.00	15,000.00
DPA Home Buyer Program	1,300.00	1,300.00		
Additional HBC Inc. Restricted	1,500.00	1,500.00		1,500.00
Applied Operating Reserve	-	-	29,565.50	34,738.20
TOTALS	\$ 16,490.50	\$ 16,490.50	\$ 53,256.00	\$ 65,355.00

Expenses	2022 Expenses January - August Estimates	2022 Total Projected Expenses	2022 Adoped Budget	2023 Proposed Budget
Personnel	25,976.56	39,311.08	39,449.00	65,355.00
Web Page Development	114.00	114.00	150.00	-
Office Expense	512.48	768.72	2,670.00	-
Professional Development	-	-	3,700.00	-
Legal Notices - Southern Housing	-	-	-	-
Training Materials	-	-	3,000.00	-
Subscriptions	-	-	750.00	-
Internet/Phones/Mis	1,313.71	1,971.58	2,096.00	-
Travel Related	-	-	930.00	-
Other Insurance	187.12	280.68	261.00	-
Recording Fees	-	-	-	-
TOTALS	\$ 28,103.87	\$ 42,446.06	\$ 53,006.00	\$ 65,355.00

Pipeline Activity Between 8/23-9/18

Active Date	Project Name	Project Stage	Locations Considered	Opportunity Type	Pipeline Description (Public)
05/11/2022	Accelerate	PRELIMINARY - Too new to know!	Jefferson (J)	New Business	Vacant building - looking for tenant
04/10/2022	Confectionary	WIN - Jefferson County	Ft Atkinson (J)	New Business	Start-up bakery
1/14/2020	Corner	ACTIVE - Low	Jefferson (J)	Residential Development	Residential development; assisting county / municipality.
06/12/2022	Crete	ACTIVE - Low	Ft Atkinson (J),Jefferson (J)	Existing Business - Expansion	Property search for 15,000 sf of office space
9/2/2022	Event	ACTIVE - Low	Johnson Creek (J)	Business Attraction	Vacant building - assisting with potential tenant
8/15/2022	Kick	ACTIVE - Low	Jefferson (J)	Business Attraction	Search for 80,000-120,000 sf food grade facility to lease or build. Prefer access to rail.
05/02/2022	Levee	ACTIVE - Low	Jefferson (J)	Existing Business	Assist w/ incentives to remove from floodplain or redevelopment
01/28/2022	Minister	ACTIVE - 50/50	Watertown (J)	Existing Business - Expansion	Assist w/ building search
9/6/2022	Pink	ACTIVE - LOW	Jefferson (J)	Mixed-Use Development	Interested in mixed-use development
9/14/2022	Plan	ACTIVE - Low	Palmyra (J)	Existing Business	Assist w/ succession planning
8/5/2022	Singularity	PRELIMINARY - Too new to know!	Jefferson (J)	Business Attraction	International machining company attraction project - made it to round 2
11/02/2021	Spring board	Preliminary - LOW	Palmyra (J)	Residential Development	Mixed-use development; assisting municipality.

JCEDC-Municipality Intergovernmental Agreements

- Redlined version
- Proposed version

INTERGOVERNMENTAL AGREEMENT
CONTINUING THE
JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM

Revised September 22, 2022 ~~on Dated August 17, 2017~~

ARTICLE I. PURPOSE

The purpose of the Jefferson County Economic Development Consortium (JCEDC) is to foster and encourage responsible, community and 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. The JCEDC will work closely with ThriveED and other mission driven entities to develop prosperous communities within the greater Jefferson County Region.

The Glacial Heritage Development Partnership d/b/a ThriveED is a 501(c)(3) public/private partnership to support community and economic development activities in the region.

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, and 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 agreement. Quasi-governmental bodies such as Redevelopment Authorities and Housing Authorities may also affiliate with the organization.
- ~~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.
- ~~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.

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 is not limited to budget development, strategic plan, annual plan of work and performance metrics. The development and oversight of the strategic plan, plan of work and metrics will be coordinated and aligned with ThriveED.
- ~~4.2~~ The Board's membership shall be determined by reference to Section 4.~~45~~. 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.~~

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.
- b. Each member municipality shall appoint one representative by their governing body.

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.

~~4.6~~4.5 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, responsibilities 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, Vice Chair, or Secretary or any two board members. The place of the meeting will be at the principal office of the JCEDC, unless otherwise agreed upon by the Chairperson and ~~the Secretary~~Vice Chair.

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.

~~5.5~~5.6 JCEDC will hold at a minimum one annual joint board meeting with ThriveED to collaborate and review goals and objectives of the consolidated strategic plan and plan of work.

~~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.

~~5.7~~ Vacancies shall be filled for the remainder of the unexpired term by the appointing authority that appointed the previous incumbent.

ARTICLE VI. ANNUAL MEETING

6.1 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.

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

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

ARTICLE VII. EXECUTIVE COMMITTEE MEMBERSHIP

The chairperson and vice-chairperson of JCEDC, the chairperson and vice-chairperson of ThriveED, and the Jefferson County Administrator (County Administrator) shall serve on the Executive Committee.

ARTICLE VIII. STAFF

7.18.1 Jefferson County shall employ all JCEDC staff.

7.28.2 Day to day operational supervision of JCEDC staff shall rest with Jefferson County.

8.3 Jefferson County Human Resource practices and policies shall be applicable in all respects to employment of staff, except the hiring procedure for the director. JCEDC staff will be supervised by the Executive Director and the Executive Director will be supervised by the County Administrator. The Executive Director will be considered a Department Head level position within the County's organizational structure. The County Administrator will consult with the Executive Committee in development of the annual evaluation of the Executive Director.

7.38.4 If there is a vacancy of the Executive Director, ~~the~~ County will advertise and recruit for the director's position in consultation with the Executive Committee as to the best method for recruitment. Thereafter, the JCEDC Board will screen the applicants and select participant~~se~~ 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 Executive Committee 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~~confirmation per Wis Statute 59.18 (2)(b).

ARTICLE ~~VIII~~IX. FINANCES

8.19.1 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.

8.29.2 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.

8.39.3 Funding for the fiscal years ~~2017 through 2021~~ 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 will be collected through the Wisconsin Department of Administration.~~shall be the most recent State of Wisconsin Department of Administration population estimate provided to the governing body prior to adoption of its annual budget.~~

8.49.4 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.

8.59.5 Jefferson County shall act as the fiscal agent for the JCEDC.

8.69.6 Each municipality and county shall be responsible in the proportion of its contribution to

the 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.

8.79.7 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.

ARTICLE IX. GENERAL POWERS AND TYPE OF SERVICES

9-110.1 The JCEDC Board may recommend action to the County with regard to direction of staff, contracts or general program purposes.

10.2 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.

9-210.3 Under the policy oversight of the JCEDC Board, the staff of JCEDC will develop a plan of work that aligns with the strategic plan in the furtherance of community development and economic development. Staff will further accomplish this task by working on a regional basis with partners in all sectors, coordination with the state as required and with local municipalities based on their needs within the framework of the plan of work.

ARTICLE XI. 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 XII. 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 XIII. DISSOLUTION & WITHDRAWAL

~~12-113.1~~ ~~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.~~ Written notice of withdrawal shall be submitted a minimum of ~~13-6~~ months prior to the effective date of withdrawal.

~~12-213.2~~ Any member withdrawing from the consortium is responsible for obligations incurred during the period it was a member.

~~12-313.3~~ The consortium may be dissolved by an affirmative vote of at least two-third (2/3) ~~of the member municipalities and two-third (2/3) of the Jefferson County board 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.

~~12-413.4~~ 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.

INTERGOVERNMENTAL AGREEMENT
CONTINUING THE
JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM

Revised 09-22-2022

ARTICLE I. PURPOSE

The purpose of the Jefferson County Economic Development Consortium (JCEDC) is to foster and encourage responsible community and 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. The JCEDC will work closely with ThriveED and other mission driven entities to develop prosperous communities within the greater Jefferson County Region.

The Glacial Heritage Development Partnership d/b/a ThriveED is a 501(c)(3) public/private partnership to support community and economic development activities in the region.

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

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, and Whitewater and the Villages of Johnson Creek, Cambridge, and Palmyra. Other municipalities may be added to the membership upon agreement to the terms and conditions of the intergovernmental agreement. Quasi-governmental bodies such Redevelopment Authorities and Housing Authorities may also affiliate with the organization.

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 is not limited to budget development, strategic plan, annual plan of work and performance metrics. The development and oversight of the strategic plan, plan of work and metrics will be coordinated and aligned with ThriveED.
- 4.2 The Board's membership shall be determined by reference to Section 4.4. 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 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.

- b. Each member municipality shall appoint one representative by their governing body. 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.
- 4.5 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, responsibilities 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, Vice Chair or any two board members. The place of the meeting will be at the principal office of the JCEDC, unless otherwise agreed upon by the Chairperson and Vice Chair.
- 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 JCEDC will hold at minimum one annual joint board meeting with ThriveED to collaborate and review goals and objectives of the consolidated strategic plan and plan of work.

ARTICLE VI. ANNUAL MEETING

- 6.1 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.
- 6.2 At its annual meeting, the JCEDC Board shall elect a chairperson and vice-chairperson.
- 6.3 The JCEDC Board shall establish the duties of the chairperson and vice-chairperson.

ARTICLE VII. EXECUTIVE COMMITTEE MEMBERSHIP

The chairperson and vice-chairperson of JCEDC, the chairperson and vice-chairperson of ThriveED, and the Jefferson County Administrator (County Administrator) shall serve on the Executive Committee.

ARTICLE VIII. STAFF

- 8.1 Jefferson County shall employ all JCEDC staff.
- 8.2 Day to day operational supervision of JCEDC staff shall rest with Jefferson County.
- 8.3 Jefferson County Human Resource practices and policies shall be applicable in all respects to employment of staff, except the hiring procedure for the director. JCEDC staff will be supervised by the Executive Director and the Executive Director will be supervised by the County Administrator. The Executive Director will be considered a Department Head level position within the County's organizational structure. The County Administrator will consult with the Executive Committee in development of the annual evaluation of the Executive Director.
- 8.4 If there is a vacancy of the Executive Director, the County will advertise and recruit for the director's position in consultation with the Executive Committee as to the best method for recruitment. Thereafter, the JCEDC Board will screen the applicants and select participants 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 Executive Committee shall conduct finalist interviews. Appointment of a finalist by the County Administrator shall be subject to County Board confirmation per Wis Statute 59.18 (2)(b).
- 8.5 JCEDC staff will attend municipal meetings to provide updates and information upon request of the municipalities. The Executive Director will provide an annual report to the Jefferson County Board of Supervisors. The annual report will be made available to all municipalities.

ARTICLE IX. FINANCES

- 9.1 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.
- 9.2 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.
- 9.3 Funding for the fiscal years will 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 will be collected through the Wisconsin Department of Administration.
- 9.4 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.
- 9.5 Jefferson County shall act as the fiscal agent for the JCEDC.
- 9.6 Each municipality and county shall be responsible in the proportion of its contribution to the

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.

- 9.7 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.

ARTICLE X. GENERAL POWERS AND TYPE OF SERVICES

- 10.1 The JCEDC Board may recommend action to the County with regard to direction of staff, contracts or general program purposes.
- 10.2 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.
- 10.3 Under the policy oversight of the JCEDC Board, the staff of JCEDC will develop a plan of work that aligns with the strategic plan in the furtherance of community development and economic development. Staff will further accomplish this task by working on a regional basis with partners in all sectors, coordination with the state as required and with local municipalities based on their needs within the framework of the plan of work.

ARTICLE XI. 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 XII. 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.

ARTICLE XIII. DISSOLUTION & WITHDRAWAL

- 13.1 Written notice of withdrawal shall be submitted a minimum of 6 months prior to the effective date of withdrawal.
- 13.2 Any member withdrawing from the consortium is responsible for obligations incurred during the period it was a member.
- 13.3 The consortium may be dissolved by an affirmative vote of at least two-third (2/3) of the member municipalities and two-third (2/3) of the Jefferson County board establishing a date

of dissolution, which shall be at least one year after the date of the affirmative vote.

- 13.4 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.

Resolution to support MadREP seeking Economic Development Designation

RESOLUTION NO. 2022-_____

Supporting application to the United States Economic Development Administration for recognition of the Madison Region Economic Partnership as a federally designated Economic Development District

Executive Summary

For over 50 years, the United States Economic Development Administration has partnered with distressed communities throughout the United States to foster job creation, collaboration and regional innovation. Designation as a federally recognized economic development district by the United States Economic Development Administration will allow Districts to become eligible for grants offered through the Economic Development Administration to help fulfill regional economic development strategies designed to accelerate innovation and entrepreneurship; advance regional competitiveness; create higher-skill, living-wage jobs; generate private investment; and fortify and grow industry clusters. This resolution supports the Madison Region Economic Partnership, consisting of the Counties of Columbia, Dane, Dodge, Jefferson, Rock, and Sauk, applying to the United States Economic Development Administration for designation as an Economic Development District. The Jefferson County Economic Development Consortium considered this resolution on September 22, 2022 and recommended forwarding to the Jefferson County Board of Supervisors to support the designation of the six-county Madison Region Economic Partnership as a federally designated Economic Development District

WHEREAS, the Madison Region Economic Partnership is proposing to apply for designation as a federally recognized Economic Development District on behalf of a six-county region and,

WHEREAS, Jefferson County is located within the six-county proposed Madison Region Economic Development District in South Central Wisconsin, and

WHEREAS, in 2019, the Comprehensive Economic Development Strategy submitted by the Madison Region Economic Partnership was approved by the United States Economic Development Administration and

WHEREAS, the approved Comprehensive Economic Development Strategy includes the six Wisconsin counties of Columbia, Dane, Dodge, Jefferson, Rock, and Sauk, which together form the proposed Madison Region Economic Development District, and

WHEREAS, the Jefferson County Economic Development Consortium was an active participant in the completion of the Comprehensive Economic Development Strategy submitted to the Economic Development Administration, and

WHEREAS, 41 census tracts in the proposed Madison Region Economic Development District, three of which are in Jefferson County, have felt the impact of adverse economic conditions and meet at least one applicable measure of economic distress for

unemployment and per capita income as provided in 13 Code of Federal Regulations section 301.3 for the 24-month period ending December 2022, and

WHEREAS, the Jefferson County Economic Development Consortium believes that the designation of the Madison Region as an Economic Development District will help to ensure full cooperation among stakeholders in the Region, along with sustainable economic development actions, and

WHEREAS, the designation of the Economic Development District includes the counties and area communities located within the District as part of a framework that complements the Comprehensive Economic Development Strategy and creates a path for communities in the region to get projects funded from grant and aid assistance available through the Economic Development Administration.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Supervisors hereby supports the designation of the six-county Madison Region Economic Partnership comprised of Columbia, Dane, Dodge, Jefferson, Rock, and Sauk Counties, as a federally designated Economic Development District under 13 C.F.R. § 304.