



**JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC)  
BOARD AGENDA**

**8:30 a.m. - Thursday, December 15, 2022**

**UW Extension/Workforce Development, 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-2LyNH59bhJNGTO>

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

**Board Members**

Rebecca Houseman LeMire - City of Fort Atkinson, Drake Daily– 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, 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 – December 15, 2022
- V. Approval of Minutes – October 27, 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
  - a. Discussion and Approval of Finance Reports for Economic Development and Homebuyer Program
  - b. 2023 Event / Meeting Schedule
  - c. Thriving Business
    - i. Opportunity Pipeline
  - d. Diverse Housing
    - i. Heartland Housing Initiative
    - ii. Jefferson County Housing Committee
  - e. Activated Workforce
    - i. Latino Academy Career Fair
  - f. Trust & Partnerships
    - i. ED 101
  - g. General Updates
- VIII. 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 appropriate arrangements can be made.

**Jefferson County Economic Development Consortium (JCEDC)  
Board of Directors Meeting  
October 27, 2022 – Meeting held in person and via Zoom.**

Board members - Rebecca Houseman LeMire - City of Fort Atkinson, Timothy Freitag - City of Jefferson, Drake Daily - City of Lake Mills, 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 Mike Groose, County Supervisor Karl Zarling

- I. Call to Order** - Meeting called to order by at 8:30 am.
- II. Roll Call – Quorum Established**
  - JCEDC Board Members Present: Rebecca Houseman Lemire, Greg Waters, Mike Groose, Karl Zarling, Evert Butzine, Drake Dailey, Kathy Weiss, Bruce Degner, John Weidl
  - Absent: Lisa Moen, Tim Freitag, Emily McFarland, Brad Calder
  - Staff Present: Ben Wehmeier, Julie Olver, Deb Reinbold, RoxAnne Witte
  - Members of the Public Attending: Jefferson County Supervisor Jeff Smith, Greg Waters-City of Lake Mills
- III. Certification of compliance with Open Meeting Law Requirements**

Staff certified compliance for the agenda dated October 27, 2022.
- IV. Approval of Agenda**

Weiss/Weidl moved to approve agenda as presented. Motion passed.
- V. Approval of Minutes**

Weidl/Zarling moved to approve September 22, 2022 JCEDC minutes as printed. Motion passed.
- VI. Public Comments – None**
- VII. Election of Vice Chairperson -**

Butzine volunteered to serve as the vice chairperson. Weidl/Zarling moved to close nominations and elect Everett Butzine as the vice chair of JCEDC. Motion passed.
- VIII. JCEDC Reports**
  - A. Finance**
    1. September 30, 2022 JCEDC and Homebuyer Program finances reports were placed on file as presented.
    2. Lemire/Weidl moved to approve the 2023 JCEDC budget as presented. Motion Passed.
- IX. Executive Director Search Update**

County Administrator Wehmeier updated the board on the status of the search for a permanent executive director.
- X. Upcoming Meetings**
  - Economic Development 101, November 2, 2022, 5:00 – 8:30 pm, UW Extension, 864 Collins Rd, Room 8 & 9, Jefferson, WI
  - JCEDC Board of Directors – November 17, 2022, 8:30 am, 864 Collins Road, Jefferson, WI and via Zoom
- XI. Adjournment**

There being no further business to come before the board for consideration at this time, Butzine/Weidl moved to adjourn. The meeting adjourned at 8:42 am.

Minutes prepared by:

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

## Jefferson County Economic Development Consortium

November 30, 2022

	November Final	October Final	Year to Date Actual	2022 Budget*	
<b>Revenue</b>					
JCEDC GHDP Service fees	-	-	67,500.00	135,000.00	50.0%
GHDP Reimbursable Expenses	-	-	3,653.44	1,000.00	
GHDP Loan	-	-	36,458.00	-	
Municipality - Reimbursed Expenses	-	-	675.00	-	
V-Cambridge	-	-	160.50	160.50	100.0%
V-Johnson Creek	-	-	4,546.50	4,546.50	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%
<b>Total</b>	-	-	<b>350,487.78</b>	<b>\$ 376,397.34</b>	<b>93.1%</b>

\*Budget Adjusted to reflect change in billing for Dodge County

	November Estimates	October Final	Year to Date Estimates	2022 Budget	
<b>Expenditures</b>					
Personnel	21,762.46	21,743.77	311,975.19	414,347.00	75%
Professional Services	-	-	1,125.00	25,000.00	5%
Web Page Development	-	-	1,627.84	2,125.00	77%
Office Expense	938.22	464.42	4,277.86	9,500.00	45%
Membership	395.00	290.00	2,464.00	3,500.00	70%
Professional Development	50.00	286.93	6,003.82	10,500.00	57%
Meeting Expenses	-	146.39	471.80	1,000.00	47%
Training Materials	-	-	-	500.00	0%
Subscriptions	114.99	144.99	5,493.92	6,000.00	92%

Expenditures	November Estimates	October Final	Year to Date Estimates	2022 Budget	
Internet/Phones/Mis	1,170.06	1,123.26	12,746.26	14,884.00	86%
Other Operating	-	-	-	1,000.00	0%
Travel Related	153.00	148.99	1,781.28	6,800.00	26%
Other Insurance	286.92	286.92	3,156.12	3,261.00	97%
Vehicle Repair			-	-	0%
Railroad Consortium			14,000.00	14,000.00	100%
<b>Total</b>	<b>\$24,870.65</b>	<b>24,635.67</b>	<b>\$ 365,123.09</b>	<b>\$ 512,417.00</b>	<b>71%</b>

### SUMMARY OF BUDGET

	November Estimates	October Final	Year to Date Estimates	2022 Budget*
Revenues	-	-	\$350,487.78	\$376,397.34
Expenses	\$24,870.65	\$24,635.67	\$365,123.09	\$512,417.00
Total Profit/Loss			-\$14,635.31	(\$136,019.66)
Proposed use of Reserves				\$136,019.66

\*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	

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

Income	November	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	-	
Repayment of HBC Inc. Homebuyer Loans	1,500.00	4,500.00	-	
Applied Operating Reserve	-	-	29,565.50	

**TOTALS** **1,500.00**    **\$ 19,490.50**    **\$ 53,256.00**    37%

Expenses	November Estimates	Year to Date Estimates	Budget	
Personnel	3,407.65	33,087.04	39,449.00	84%
Web Page Development	-	114.00	150.00	76%
Office Expense	64.06	576.54	2,670.00	22%
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	141.34	1,642.35	2,096.00	78%
Travel Related	-	-	930.00	0%
Other Insurance	23.39	233.90	261.00	90%
Recording Fees	-	-	-	

**TOTALS** **\$ 3,636.44**    **\$ 35,653.83**    **\$ 53,256.00**    67%

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

### Pipeline Activity Between 11/10-12/12

Active Date	Project Name	Project Stage	Locations Considered	Opportunity Type	Pipeline Description (Public)
05/11/2022	Accelerate	PRELIMINARY - Too new to know!	Jefferson	New Business	Vacant building - looking for tenant
11/29/2022	Applied	PRELIMINARY - Too new to know!	Watertown	Business Attraction	Business is interested in acquiring an existing facility in Watertown.
10/24/2022	Bio	ACTIVE - HIGH	Aztalan	Existing Business - Expansion	International firm purchased existing facility. Discussing expansion
1/14/2020	Corner	ACTIVE - Low	Jefferson	Residential Development	Mixed-use development; assisting county / municipality.
06/12/2022	Crete	ACTIVE - Low	Ft Atkinson, Jefferson	Existing Business - Expansion	Property search for 15,000 sf of office space Medical company is leasing space and is interested in building.
12/5/2022	Envision	PRELIMINARY - Too new to know!	Johnson Creek	Business Attraction	Assisting with site selection and incentives.
05/02/2022	Levee	ACTIVE - Low	Jefferson	Existing Business	Working with property owner and City to determine best use for the
11/10/2022	Master	PRELIMINARY - Too new to know!	Jefferson County	Business Attraction	Property search for 10-15k sf of industrial space witin the county
9/26/2022	Roar	PRELIMINARY - Too new to know!	Jefferson County	Residential Development	Countywide Development Tour
10/31/2022	Papa	ACTIVE - High	Jefferson	Business Attraction	FAB manufacturer looking for incentives and assistance with workforce.
9/6/2022	Pink	ACTIVE - HIGH	Jefferson	Mixed-Use Development	Interested in mixed-use development
11/02/2021	Spring board	Preliminary - LOW	Palmyra	Residential Development	Mixed-use development; assisting municipality.
11/1/2022	Welcome	ACTIVE - High	Fort Atkinson	New Business	RLF Applicant
11/1/2022	Welcome	ACTIVE - High	Fort Atkinson	New Business	RLF Applicant
10/27/2022	Water	PRELIMINARY - Too new to know!	Whitewater	Mixed-Use Development	Housing developer