



*Making Connections*

*Giving Directions*

**January 9, 2013**

**8:30 a.m.**

**864 Collins Road, Rm 12, Jefferson**

## AGENDA

### Committee Members

Chairman Ron Krueger – City of Watertown, Vice Chairman Bill Dovi-City of Waterloo, Secretary Evelyn Johnson-Fort Atkinson, Timothy Freitag-City of Jefferson, Steve Wilke - City of Lake Mills, Mark Johnsrud-Village of Johnson Creek, TBD-City of Whitewater, Augie Tietz-County Supervisor, James Schroeder-County Supervisor, Al Counsell-County Supervisor

1. Call to Order
2. Roll Call (Establish a quorum)
3. Certification of Compliance with Open meeting Laws
4. Approval of Agenda
5. Citizens Comments
6. Presentation - Thrive
7. Presentation – Jefferson County Fair Park
8. Approval of Minutes – December 12, 2012
9. Communications
10. Directors Report
  - a. Activities Report
  - b. Finance Report
11. Revolving Loan Committee Representative Appointment
12. Committee Reports
  - a. Tourism – Tourism Initiatives: Follow-up Framework for Understanding and Action
13. Future Agenda Items
14. Upcoming Meetings/Seminars
15. Adjournment

The Committee may discuss and/or take action on any item specifically listed on the agenda.

*"Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 24 hours prior to the meeting so appropriate arrangements can be made."*

JAN 2013

**ennis L. Heling**

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**From:** Dennis L. Heling  
**Sent:** Tuesday, January 08, 2013 4:50 PM  
**To:** 'City Hall'  
**Cc:** Bill Dovi; bspringr@charter.net; Chris Abell; City of Waterloo, Mayor; cottingel@gmail.com; Dale Van Holten; jeni@highenergydj.com; Lindsay Reynolds ; Ziaja, Matt  
**Subject:** RE: JCEDC Board of Directors Meeting 1/9/2013/response

Mo:  
I will relay to the Chairperson Krueger that I received your request.  
I truly value Waterloo's commitment to a strong economic development community!  
Respectfully,  
Dennis

Dennis Heling  
Economic Development Director  
Jefferson County Economic Development Consortium  
864 Collins Rd. Suite 111  
Jefferson Wisconsin 53549

920.674.8710  
[dennish@jeffersoncountywi.gov](mailto:dennish@jeffersoncountywi.gov)

-----Original Message-----

**From:** City Hall [<mailto:cityhall@waterloowi.us>]  
**Sent:** Tuesday, January 08, 2013 4:43 PM  
**To:** Dennis L. Heling  
**Cc:** Bill Dovi; [bspringr@charter.net](mailto:bspringr@charter.net); Chris Abell; City of Waterloo, Mayor; [cottingel@gmail.com](mailto:cottingel@gmail.com); Dale Van Holten; [jeni@highenergydj.com](mailto:jeni@highenergydj.com); Lindsay Reynolds ; Waterloo Clerk/Treas Office; Ziaja, Matt  
**Subject:** FW: JCEDC Board of Directors Meeting 1/9/2013

Dennis:

As part of the January 9, 2013 JCEDC Board of Directors meeting, I would ask that the Board consider nominating JCEDC member, and City of Waterloo resident, Bill Dovi to serve on the Revolving Loan Committee.

It is my understanding that if nominated, Bill is willing to serve.

Bill has chaired the Waterloo Community Development Authority and served on the Waterloo Plan Commission. In my view he would make an outstanding fifth member to the Revolving Loan Committee.

Please forward my recommendation to the Board for consideration Wednesday.  
Thank you.

Mo Hansen  
Clerk/Treasurer  
City of Waterloo  
136 North Monroe Street  
Waterloo, WI 53594-1198

voice - 920-478-3025 / fax - 920-478-2021 website - <http://www.waterloowi.us> email - [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us) Please consider the environment before printing this email.

-----Original Message-----

From: RoxAnne Witte [<mailto:RoxAnneW@jeffersoncountywi.gov>]

Sent: Tuesday, January 08, 2013 2:30 PM

To: Al Counsell; Andy Jorgensen; Augie Tietz; Bill Dovi; Cameron Clapper; Catherine Kleiber; David Tuell; Dennis L. Heling; Dianne Hrobsky ; Evelyn Johnson; Gail Towers; Greg David; J Heilman; James Schroeder; Jim Romlein; John Molinaro; John Wilmet; Kim Erdmann; Lynn Forseth; Mark Johnsrud; Mary Gage; Moe Hanson; Patrick Cannon; Ron Krueger; Steve Cline; Steve Grabow; Steve Wilke; Tim Freitag; Wayne Koessl

Subject: JCEDC Board of Directors Meeting 1/9/2013

Good Afternoon Everyone:

Attached please find agenda for tomorrow and minutes from the December meeting.

See you in the morning.

RoxAnne L. Witte  
Administrative Assistant/Counselor

Phone 920-674-8711

Fax 920-674-7575

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[www.jcedc.net](http://www.jcedc.net)<<http://www.jcedc.net>>

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**Jefferson County Economic Development Consortium**  
**December 31, 2012**

<i><b>Income</b></i>	<b>December*</b>	<b>Year to Date</b>	<b>2012 Budget</b>
CDBG & Others- JEM Grant		33,067.45	8,000.00
Home Buyer Counseling - 2011	-	3,350.00	
Home Buyer Counseling - 2012	4,350.00	53,700.00	11,400.00
Miscellaneous Income	-	130.98	
Jefferson County	-	83,794.00	83,794.00
Fort Atkinson	-	12,398.00	12,398.00
Jefferson	-	7,940.00	7,940.00
Johnson Creek	-	2,784.00	2,784.00
Lake Mills	-	5,735.00	5,735.00
Waterloo	-	3,334.00	3,334.00
Watertown	-	15,488.00	15,488.00
Whitewater	-	1,315.00	-
Transfers & Other Financing Sources	-	-	-
<b>TOTAL INCOME</b>	<b>\$ 4,350.00</b>	<b>\$ 223,036.43</b>	<b>\$ 150,873.00</b>
<b>Expenses</b>			
Wages	9,645.00	118,829.66	115,740.00
Professional Services	-	-	-
Furniture & Fixtures	-	-	-
Office Equipment	-	-	200.00
Computer Equipment	-	89.94	100.00
Office Equipment Lease	-	-	-
Postage	10.00	148.45	260.00
Office Supplies	281.43	825.42	300.00
Printing	11.81	171.72	104.00
Subscription	-	144.20	400.00
Membership Dues	-	272.50	425.00
Advertising/Public Notices	116.20	116.20	-
Tourism Development	24,275.00	24,275.00	-
Registration	-	-	400.00
Mileage	150.00	2,177.90	2,250.00
Meals	50.00	469.62	280.00
Lodging	-	-	300.00
Other Travel	-	257.10	50.00
Telephone/IP Telephone	68.65	733.92	667.00
MIS	602.34	7,228.08	6,987.00
Other Insurance	36.95	443.22	470.00
ED workshop/materials	-	10.00	500.00
Web Page	-	-	-
Repair & Maintenance	-	565.96	510.00
Transfer to Reserve	-	66,277.54	20,930.00
<b>TOTAL EXPENSES</b>	<b>\$ 35,247.38</b>	<b>\$ 223,036.43</b>	<b>\$ 150,873.00</b>

\* Note these items are estimates only

**JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM  
BOARD OF DIRECTORS  
MEETING**

**Wednesday, January 9, 2013  
8:30 a.m.  
Room 12  
Workforce Development Center  
Jefferson, WI 53549**

**January 2013  
DIRECTOR'S REPORT**

Below are examples of the activities the department was involved in during this reporting period:

1. Activity on the Community Development Block Grant Emergency Assistance Program (CDBG-EAP) for this reporting period included: Substantial work to complete the Environmental Review Record (ERR) for the Foremost Buildings Project so that construction may commence, on going communications with representative on projects including lengthy review and information submission for our current open draw down request. This included interviews with project team leaders and additional documenting of procedures used. Further follow up communications with Wisconsin Department of Administration on projects items. Additional employee interview for Labor Standards Compliance were completed during this period. Several meetings on the Foremost Buildings flood mitigation project with both construction team and City of Jefferson personnel.
2. Met with Paul Jadin and discussed the role of Thrive as a regional entity for economic development. Provided Paul thumb nail history of Jefferson County Economic Development Consortium. Identified also our mission and vision and provided him with reference for our comprehensive planning and the areas of our focus. Paul relayed the direction and assistance and his next steps of working with local economic development organizations for business interview and retention visits, and being a resource for us on regional issues.
3. Regional Revolving Loan Fund program team has had several brief discussions this period in preparation for our follow up meeting for January 17th. Continued review of and discussions about the proposed concepts for the regional entity and procedure manual along with requesting additional information from Wisconsin Economic Development Corporation and Department of Housing and Urban Development (HUD). It is anticipated that the upcoming meeting will provide guidance on the core question previously outlined which include: First how and will these revolved dollars be de-federalized? Second will the entitlement communities be allowed to participate in this pool process? Third clarification on the Low to Moderate Income (LMI) survey process and how the new certification actually works? Fourth which State of Wisconsin Agency is actually controlling this funding pool? Additional discussions of participation and role that Dane County may play in this new regional process. This discussion also addressed how various communities would keep and active voice if regional entity was created.
4. Convene Jefferson County Economic Development Consortium Revolving Loan Committee to discuss changes suggested by the Wisconsin Department of Administration and discussion had about status of various Community Development Block Grant projects and funding updates for both the flood recovery projects and non-flood recovery projects. Changes addressed for the policy and procedure manual included recommendations from Wisconsin Economic Development Corporation to incorporate Low and Moderate Income changes for lending practices. Also the changes

recommended procedures for assisting applicants in documenting LMI applicants. Subsequent to this meeting I updated manual and edit corrections as approved by the Jefferson County Economic Development Consortium Revolving Loan Fund Committee. Forwarded completed manual and documents to the State of Wisconsin Department of Administration and Wisconsin Economic Development Corporation.

5. Some of the other department activities included:
  - Attend and participate in the Cambridge Economic Development business networking and connections programming,
  - Attend and participate in the Jefferson County Tourism Council meeting,
  - Attend and participate in the Inter-government Coordinating Committee (ICC) program on workforce development,
  - Telephonic conference with various down payer assistance providers regarding next steps for the Down Payer Assistance under the Home Consortium,
  - Attend and participate in the Jefferson County Department Head meeting.

Respectfully Submitted,

*Dennis Heling*

Dennis Heling  
Executive Director  
Jefferson County Economic Development Consortium  
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Jefferson, WI. 53549  
Phone 920.674.8710  
Email [dennish@co.jefferson.wi.us](mailto:dennish@co.jefferson.wi.us)