



Jefferson County Economic Development Consortium BOARD MINUTES

March 23, 2017

Meeting called to order at 8:33 a.m.

Board members present: Steve Wilke - City of Lake Mills; Patrick Cannon - City of Whitewater; Kyle Ellefson - Village of Johnson Creek; Supervisor Jim Mode; Supervisor Amy Rinard; Supervisor Augie Tietz

Others Present: Ben Wehmeier – County Administrator; Jason Scott, Melissa Hunt, Jay Werth – Convergent Nonprofit Solutions; Victoria Pratt - JCEDC Executive Director; Julie Olver – JCEDC Business Relations/Marketing Manager; RoxAnne Witte – JCEDC Program Specialist

Roll Call – Quorum Established

Certification of compliance with Open Meeting Law Requirements

R Witte certified compliance for the agenda dated March 23, 2017.

Approval of Agenda

Tietz/Cannon moved to approve agenda as presented. Motion Carried

Approval of Minutes

Ellefson/Mode moved to approve minutes of the JCEDC Board of Directors meeting of February 23, 2017. Motion Carried.

Public Comments

None.

JCEDC Reports

A. Financial Report – January 31, 2017

V Pratt reviewed the January 31, 2017 JCEDC Finance Report with the board.

Tietz/Ellefson moved to approve the January 31, 2017 JCEDC Finance Report as presented. Motion Carried

B. Revolving Loan Fund (RLF) Update- No action taken

1. V Pratt reported that the Revolving Loan Fund Lending Guidelines were approved by the Jefferson County Board of Supervisors on March 14, 2017.

2. V Pratt reviewed the 2016 Jefferson County Revolving Loan Fund Balance Report and updated the board on loans that were paid in full in 2016.

General Orders

A. Capital Campaign Update

J Werth reviewed the campaign activity to date report that was distributed to the board. No action taken.

B. Director's Report – No action taken

1. Business Development Position – V Pratt working on finalizing the job description for the position.
2. Projects - V Pratt updated the board on the 13 manufacturing and 5 retail projects that she has in the pipeline.
3. Activity Report – V Pratt reported on the 6 manufacturing facilities and 3 financial institution visits she made in March.
4. Workforce Development Board is working on a project to start a training program in Jefferson County to train potential workers on the “basics of manufacturing”.
5. Work continues on the JCEDC 2016 annual report which will be presented to the Jefferson County Board of Directors in May.
6. Brownfield Assessment Grant – V Pratt reported that staff is finalizing the cleanup assessments that were funded by grant.
7. JCEDC/GHDP Talking Points – FAQ's and Responses. V Pratt reviewed the document with the board.

New Business

A. Future Agenda Items

- Joint Meeting of the GHDP & JCEDC

B. Upcoming Meetings/Seminars

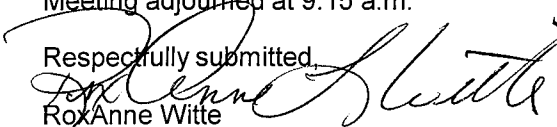
JCEDC Board of Directors, April 27, 2017 8:30 a.m., 864 Collins Rd, Rm 12, Jefferson, WI

Adjournment

There being no further business for consideration, motion by Mode/Ellefson to adjourn. Motion carried.

Meeting adjourned at 9:15 a.m.

Respectfully submitted,


RoxAnne Witte
Recording Secretary