



February 25th, 2016, 8:30 a.m.
864 Collins Road, Room 12, Jefferson, WI 53549
JCEDC BOARD AGENDA
AMENDED

Board Members

Chairman: John David – City of Watertown

Timothy Freitag – City of Jefferson, Linda Bagley-Korth – Cambridge, Steve Wilke – City of Lake Mills, Mark Johnsrud - Village of Johnson Creek, Mo Hansen – City of Waterloo, Pat Cannon – City of Whitewater, Matt Trebatoski – City of Fort Atkinson, Augie Tietz – County Supervisor, Jim Mode – County Supervisor, Glen Borland – County Supervisor

- I. Call to Order
- II. Roll Call (Establish a quorum)
- III. Certification of Compliance with Open Meeting Laws
- IV. Approval of February 25, 2016 Agenda
- V. Approval of Minutes – January, 2016 *#
- VI. Citizens' Comments. *Members of the Public who wish to address the JCEDC on specific agenda items must register their request at this time.*
- VII. Special Orders
 - A. Presentation by Pat Schramm of Workforce Development Board of South Central Wisconsin on Area Workforce Trends
 - B. **Approval of Contract for Services to Develop an Economic Development Capital Campaign Feasibility Study * #**
 - C. Update on JCEDC/WEDO Merger and Organizational Model #
 - D. **Discussion and possible action to authorize funding for costs associated with filing an application to create a 501(c)(3) organization for the purpose of promoting economic development in Jefferson County. ***
 - E. **Discussion and Possible Action on JCEDC Voting Procedures ***
- VIII. Citizens' Comments
- IX. New Business
 - A. Future Agenda Items
 - B. Upcoming Meetings/Seminars
- X. Adjournment

** Indicates a vote will be taken. # Indicates a document is enclosed.*

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.



Board Action Form

Action

Docs Enclosed

Future Review

Date: February 25, 2016

Point of Contact: Watertown Mayor John David
JCEDC Board Chairman

Agenda Item: IV

Respective Issue: Motion to approve February 25, 2016 Agenda.

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:



Board Action Form

Action

Docs Enclosed

Future Review

Date: February 25, 2016

Point of Contact: Watertown Mayor John David
JCEDC Board Chairman

Agenda Item: V

Respective Issue: Motion to approve February 4th, 2016 Minutes.

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:



Jefferson County Economic Development Consortium BOARD MINUTES

February 4, 2016

Meeting called to order at 8:34 am.

Board members present: Supervisors Jim Mode, Augie Tietz, John David – City of Watertown; Steve Wilke – City of Lake Mills; Matt Trebatoski-City of Fort Atkinson; Tim Freitag – City of Jefferson; Linda Bagley-Korth – Village of Cambridge

Others Present: Ben Wehmeier-County Administrator, Jim Schroeder-County Board Chairperson; Professor Steve Grabow; Jennifer Bakke-MATC, Kim Erdmann-WEDO; Julie Olver- WEDO; Matt Mauthe-WEDO; Nate Salas-WEDO; Jaynellen Holloway-City of Watertown; Leigh Price-Jefferson Chamber of Commerce; Andy Coe-Convergent; Executive Director Genevieve Coady, and Program Specialist RoxAnne Witte, Ali Kvalheim – JCEDC Intern.

Roll Call – Quorum Established

R. Witte certified compliance for the agenda dated February 4, 2016.

Approval of February 2016 Agenda

No changes

Minutes

Mode/Tietz moved to approved December 9, 2015 minutes as presented. Motion Carried

Citizen Comments

None.

JCEDC Reports

Tietz/Wilke moved to approve JCEDC December 31, 2015 Preliminary Finance Report as presented, Motion Carried.

General Orders –

A. Directors Report

1. G. Coady highlighted several activities that staff have been working on from the Directors Report submitted to the board.
2. Tyson Update – Paul Jadin updated the board on the application that MAD/Rep, JCEDC and City of Jefferson submitted regarding the Tyson closing

Special Orders –

A. Discussion and Possible Action of Potential JCEDC/WEDO Merger

G. Coady gave a presentation on the pro's and con's of the JCEDC/WEDO merger.

Freitag/Wilke moved to authorize staff and select JCEDC board members to work with WEDO representatives and Von Briesen & Roper to develop a proposed transition plan and organizational model for a JCEDC-WEDO merger. Motion Carried

DISCLAIMER: These minutes are uncorrected and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

Citizens Comments

None

New Business

A. Future Agenda Items

B. Upcoming Meetings/Seminars –

1. JCEDC Board of Directors Meeting, February 25, 2016, 8:30 am, 864 Collins Road, Room 12, Jefferson, WI
2. Maranatha Breakfast, February 10, 2016, 7:00 am, Maranatha College Campus, Watertown, WI

Adjournment

There being no further business for consideration, motion by Mode/Freitag to adjourn. Motion carried.
Meeting adjourned at 9:20 am

Respectfully submitted,

RoxAnne Witte, Recording Secretary

DISCLAIMER: These minutes are uncorrected and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

JCEDC-February 2016



Board Action Form

Action

Docs Enclosed

Future Review

Date: February 25, 2016

Point of Contact: Genevieve Coady
JCEDC Executive Director

Agenda Item: V.II.B

Respective Issue: Approval and authorization of the hiring of the recommended firm by the ad-hoc Committee of JCEDC Board representatives for the above named Capital Campaign Feasibility Study for services not to exceed \$30,000; the Jefferson County Administrator and JCEDC Director are authorized to execute the contract; and that authority is hereby granted to the JCEDC Director to take the necessary steps to develop the Feasibility Study in conjunction with the consulting firm hired in accordance with this resolution and to execute any ongoing documents necessary to effectuate this program.

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:

RESOLUTION NO. -

**FY 2016 Contract for Services for an
Economic Development Capital Campaign Feasibility Study**

Executive Summary

Since 2014, the Jefferson County Economic Development Consortium (JCEDC) has been working towards increased engagement of the private sector in the economic development work in the area. Leadership of the JCEDC voted in December, 2015 to embark on the area's first capital campaign – a critical step in engaging the region's private sector in collaborative economic development work. In conjunction, local leadership is also developing a 5-year economic development strategic plan. Together, this effort aims to increase economic development responsiveness; improve visibility of the area statewide, regionally, and globally; and align area communities, businesses, and economic development partners with the impactful work of the 5-year work program. Given this capital campaign will be the organization's first foray into formally engaging the private sector in area economic development work, JCEDC leadership approved as a part of the December, 2015 vote to engage a consulting firm specialized in economic development capital campaigns and associated precursor capital campaign feasibility studies.

The first step in launching any major fundraising campaign is a feasibility study. The fundraising goal assessment of the study will gauge the private and public sectors' perceptions of the JCEDC, obtain input and feedback on the proposed 5-year strategic plan and associated work program, realistically gauge the amount of funding attainable through a capital campaign, identify potential public and private leadership for such a campaign, and provide guidance on governance and oversight functions to help implement the work program. One of the primary components of the feasibility study will be confidential interviews of public and private sector leaders with vested interest in the area's economic well-being. These interviews will verify and/or modify JCEDC's 5-year strategic plan (reality check), determine an inspiring yet accurate funding target (goal assessment), and start communicating the benefits of the proposed plans (consensus-building).

WHEREAS, The Jefferson County 2010 Comprehensive Plan update with Economic Development Emphasis and the 2012 Agricultural Preservation & Land Use Plan both emphasize strategic economic growth principles,

WHEREAS, The 2015 Jefferson County Task Force expressed interest in strategic growth principles and economic well-being of the County,

WHEREAS, The Membership of the Jefferson County Economic Development Consortium have expressed strong interest in more actively engaging area private sector leadership in economic work of the organization and have a desire to do so through a professionally-administered economic development capital campaign and associated 5-year work program,

WHEREAS, The Jefferson County Finance Committee voted on November 11th, 2015, to award the Jefferson County Economic Development Consortium an amount of \$25,000 for procuring consulting assistance in the development of an economic development capital campaign feasibility study,

WHEREAS, The Jefferson County Economic Development Consortium voted on December 9th, 2015 to authorize staff and select JCEDC board members to work with Von Briesen & Roper to develop a proposed transition plan and organizational model to engage the private sector in the economic development work of the area,

WHEREAS, Jefferson County Economic Development Consortium voted on December 9th, 2015 to move forward with the Request for Proposals for a Capital Campaign Feasibility Study for the JCEDC,

WHEREAS, An Request for Proposals for consulting services to develop a capital campaign feasibility study was issued in December of 2015 by the JCEDC,

WHEREAS, An ad-hoc Committee of JCEDC Board representatives interviewed finalist consulting firms in January 2015,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Economic Development Consortium does approve and authorize the hiring of the recommended firm by the ad-hoc Committee of JCEDC Board representatives for the above named Capital Campaign Feasibility Study for services not to exceed \$30,000; the Jefferson County Administrator and JCEDC Director are authorized to execute the contract; and that authority is hereby granted to the JCEDC Director to take the necessary steps to develop the Feasibility Study in conjunction with the consulting firm hired in accordance with this resolution and to execute any ongoing documents necessary to effectuate this program.

Ayes___ Noes___ Abstain___ Absent___ Vacant___

Requested by
Jefferson County Economic Development Consortium

02/25/2016

RoxAnne Witte

APPROVED: Administrator___; Corp. Counsel ___; Finance Director ___



Board Action Form

Action

Docs Enclosed

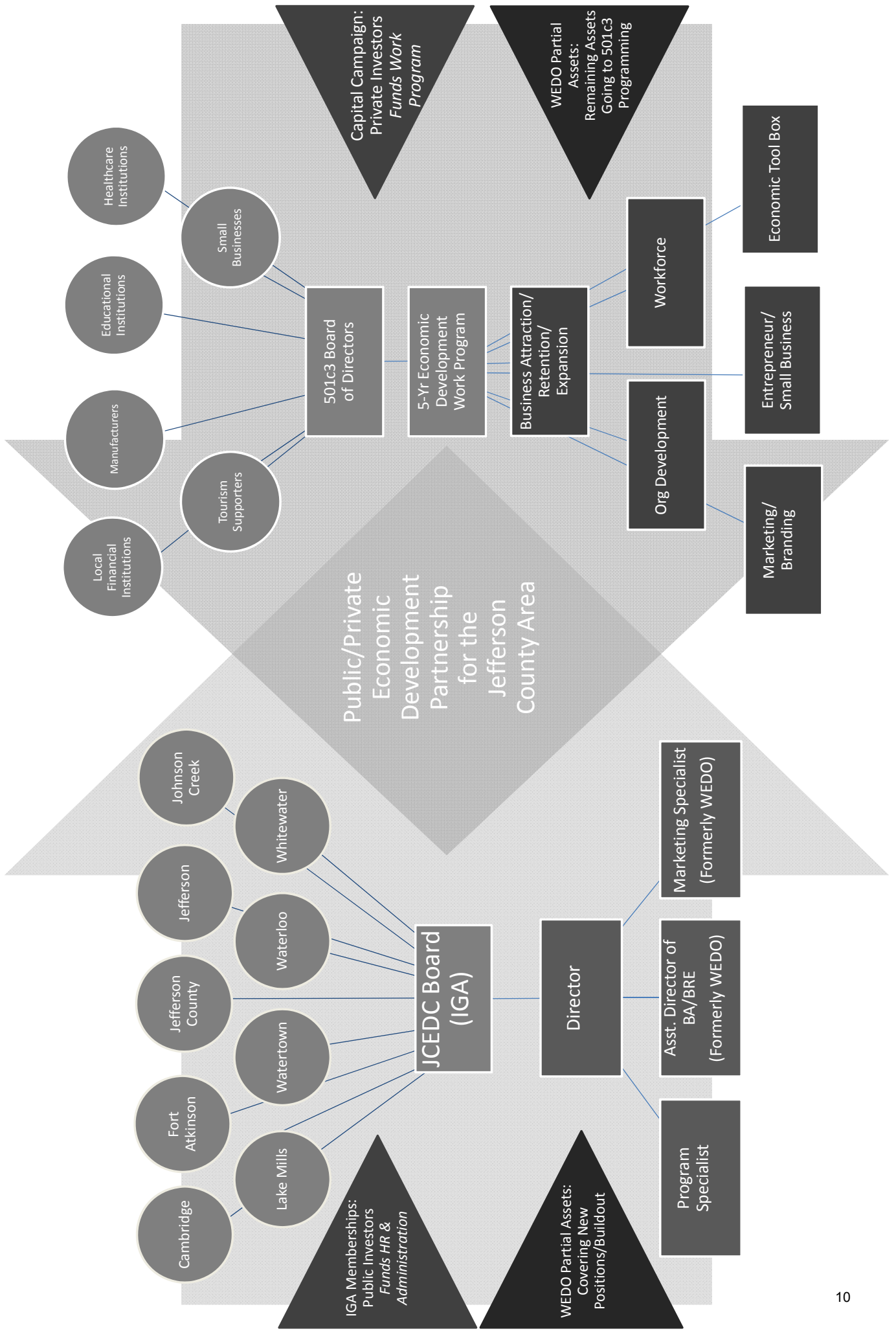
Future Review

Date: February 25, 2016

Point of Contact: Genevieve Borich
JCEDC Executive Director

Agenda Item: VII.C

Respective Issue: Update on JCEDC/WEDO Merger and Organizational Model



501c3 BOARD OF DIRECTORS

The Board of Directors consists of up to 41 Voting Directors including up to eleven Officers. The Board will have an odd-numbered membership. By working directly with investors, allies, and staff, Board members provide leadership and broaden considerations about how the organization will achieve its missions and goals. The Board will meet quarterly and have the following role and responsibilities:

- Review progress of programs of the 5-year strategic plan
- Provide high-level guidance on economic development goals and activities
- Serve as area economic development ambassadors for the organization
- Approve the annual programmatic budget

E4

The term of office for elected Directors is three years. The term of office for Ex-Officio Voting and Ex-Officio Nonvoting Directors is one year. Any vacancy occurring in the Board of Directors may be filled by election by the Board. Quarterly Board Meetings will follow open meetings state statutes.

PRIVATE-SECTOR DIRECTORS (29) – 3 year terms

There will be at least one Director from each of the following economic industry sectors:

- | | | |
|-----------------|----------------------------|------------------|
| - Finance | - Construction/Real-Estate | - Agribusiness |
| - Tourism | - Education | - Small Business |
| - Manufacturing | - Healthcare | - Retail |
| | | - Non-Profit |

The membership of the Private-Sector Directors will also, at minimum, represent each of the 8 member communities with the following positions:

Cambridge	1,498	2%	1
Fort Atkinson	12,355	17%	3
Jefferson	7,914	11%	2
Johnson Creek	2,908	4%	1
Lake Mills	5,840	8%	1
Waterloo	3,330	5%	1
Watertown	23,929	33%	5
Whitewater	14,732	20%	3
TOTAL	72,506		16

PUBLIC-SECTOR EX-OFFICIO VOTING (11) – 1 year terms

JCEDC Board Members
 Jefferson County Administrator

EX-OFFICIO NON-VOTING (?) – 1 year terms

Chamber of Commerce Executive Directors
 CDA Directors or Staff
 JCEDC Executive Director

EXECUTIVE COMMITTEE

The Executive Committee Members will be elected annually at the annual meeting of the Board and hold office for a year. This Committee will meet monthly (not subject to open meetings regulations) and will have the following role and responsibilities:

- Provide on-going guidance on economic development goals and activities
- Approve employment and conduct annual work evaluations of JCEDC Executive Director in conjunction with the Jefferson County HR Committee
- Approves capital expenditures and contracts in excess of a two-year-duration or \$10,000

Members of the Executive Committee will consist of the following:

- Chairman of the Board
- Vice Chair/Treasurer
- Immediate Past Chair
- Director at Large
- Leadership Council Chair
- Manufacturing Council Chair
- Entrepreneurship Council Chair
- JCEDC Board Chair
- JCEDC Board Treasurer
- JCEDC Board Secretary
- Jefferson County Administrator
- JCEDC Executive Director (Non-Voting)

COMMITTEES

Investors will also have an opportunity to take leadership roles in organizational committees. To start the Manufacturing Council (CEO Roundtable and "Lunch and Learns), the Entrepreneurship Council, and a Communications Committee (Investor Relations internally and Marketing/Branding externally) will be the key workgroups formed to forward the work of the five-year strategic plan.

Leadership Council

The Board will establish a Leadership Council of top-tier public and private-sector investors to respond to opportunities at a macro level, placing an Emerging Opportunities Fund of \$xxx annually at their disposal for investment in mutually-agreed-upon, forward-thinking initiatives to leverage positive change for economic development of the region. Emerging Opportunities Fund investment strategies include projects to move and shape public opinion on sensitive issues relating to the region's capacity to grow, focused efforts to remove stubborn or difficult barriers to growth, and large-scale projects that capture the community's imagination and enhance quality of life for the entire area. The Leadership Council will meet once a year.

Audit Committee

The Audit Committee consists of the Treasurer and at least two members from the Board of Directors. The committee reviews and assesses financial principals and reporting, risks and controls, and external and internal auditors.

Nominating Committee

An annual slate of candidates for the Board of Directors is prepared and recommended by the Nominating Committee. The Nominating Committee consists of three Directors and three Investors at Large.



Area Economic Development Looking to Expand Focus; Local Economic Development Organizations Pursuing Merger

New organization will grow capacity, broaden scope, and increase impact of economic development efforts in the area.

FOR IMMEDIATE RELEASE

WATERTOWN, Wis., February 18, 2016 – The Jefferson County Economic Development Consortium (JCEDC) is embarking on the area’s first capital campaign to engage the region’s private sector in collaborative economic development work. In conjunction, local leadership is also developing a 5-year economic development strategic plan. Together, this effort aims to increase economic development responsiveness; improve visibility of the area statewide, regionally, and globally; and align area communities, businesses, and economic development partners with the impactful work of the 5-year work program.

When launched, the intention is to have a newly-developed partner nonprofit organization that is led jointly by area public and private-sector leadership and JCEDC staff. The leadership of the partner organization will oversee the implementation of the plan’s programming.

Alongside this process the JCEDC and Watertown Economic Development Organization (WEDO) have also announced their intention to pursue a merger of the two organizations under the auspices of the JCEDC. Leadership from both organizations have been in discussions since late 2015 about how to better work together on economic development initiatives in Watertown and the greater Jefferson County area.

“The development of this new model and the merger holds much promise for the City of Watertown as well as the greater area. Having WEDO merge with the JCEDC is a smart move that helps both organizations towards long-term sustainability and while providing better value for our businesses,” noted Watertown Mayor John David and Board Chair of the JCEDC. “When companies look at expansion or relocation they look at an entire customer base, laborshed, and supply chain of an area – the steps area economic development leadership is set to take in 2016 positions Watertown and our area to be more relevant in the economic development arena.”

“Economic development is an increasingly competitive field. Our area alone is experiencing a significant number of layoffs – but is set to grow our workforce by nearly 1,000 jobs. Our economy is evolving and our organizational model needs to evolve with it. Alignment is critical for local economic partners to be as effective as possible,” said Jefferson County Administrator Benjamin Wehmeier.

The newly merged organization, which has yet to be named, will eliminate duplication of efforts and align resources to effectively manage and implement the work program of the 5-year strategic plan. Since both organizations are currently operating with minimal staff and budgets, it is difficult for each to work on the breadth of economic development projects. The merger will allow for a broader scope of work and cover more sectors of economic development in the area. For Watertown, it will also increase efficiencies, as most of the businesses currently served by the organization operate area wide.

Genevieve Coady, JCEDC Executive Director, said, “Businesses don’t stop functioning at the municipal or county boundaries; this new model for economic development is a model for business - not for government. Our job is to

best support businesses with their challenges and opportunities, and I believe this newly merged organization and the strategic plan will empower us to do just that.”

“Watertown businesses aren’t confined to jurisdictional boundaries,” notes Matthew Mauthe, WEDO Board President and CEO of Marquardt Village in Watertown. “As businesses expand beyond Watertown, whether it’s through their supply chain, workforce, customer bases, or additional facilities such as Marquardt Village, the new organization will be able to assist them more effectively and efficiently. More resources and staff will be directly available and on-call to our companies under this new model; the work program of the 5-year plan will cover more of the spectrum of economic development work we need to focus on in Watertown.”

The organization will be funded by both the public and private sectors through the capital campaign. Currently, JCEDC member communities in Jefferson County pay a per-resident fee. Member communities include Cambridge, Fort Atkinson, Jefferson, Johnson Creek, Lake Mills, Waterloo, Watertown, and Whitewater.

James Schroeder, Chairman of the Jefferson County Board of Supervisors, said, “Jefferson County has one of the only publically-funded area-wide economic development organizations in the Midwest. The creation of a true public-private economic partnership and supporting strategic plan for our area will not only emulate best practices but, more importantly, give the private sector a leadership role in the health of our area’s economy.”

Kim Erdmann, WEDO Executive Director, said “Ultimately our area operates as one economy sandwiched in between major metros; there is a unique opportunity at hand to reinvent how we support our area’s economy. This merger will enable us to take economic development to the next level – not only for Watertown and its businesses but for all of the businesses in the area. Our plan is to provide more strategic assistance to a greater number of companies in the area.”

Boards for both organizations will vote on the merger in March. A feasibility study for the capital campaign is also expected to begin next month. The campaign, to be executed in the second half of the year, will focus on raising funds for economic development programming. Programming will include job fairs, workshops and seminars, and a host of other economic development activities designed to promote business retention and attraction.

About the JCEDC

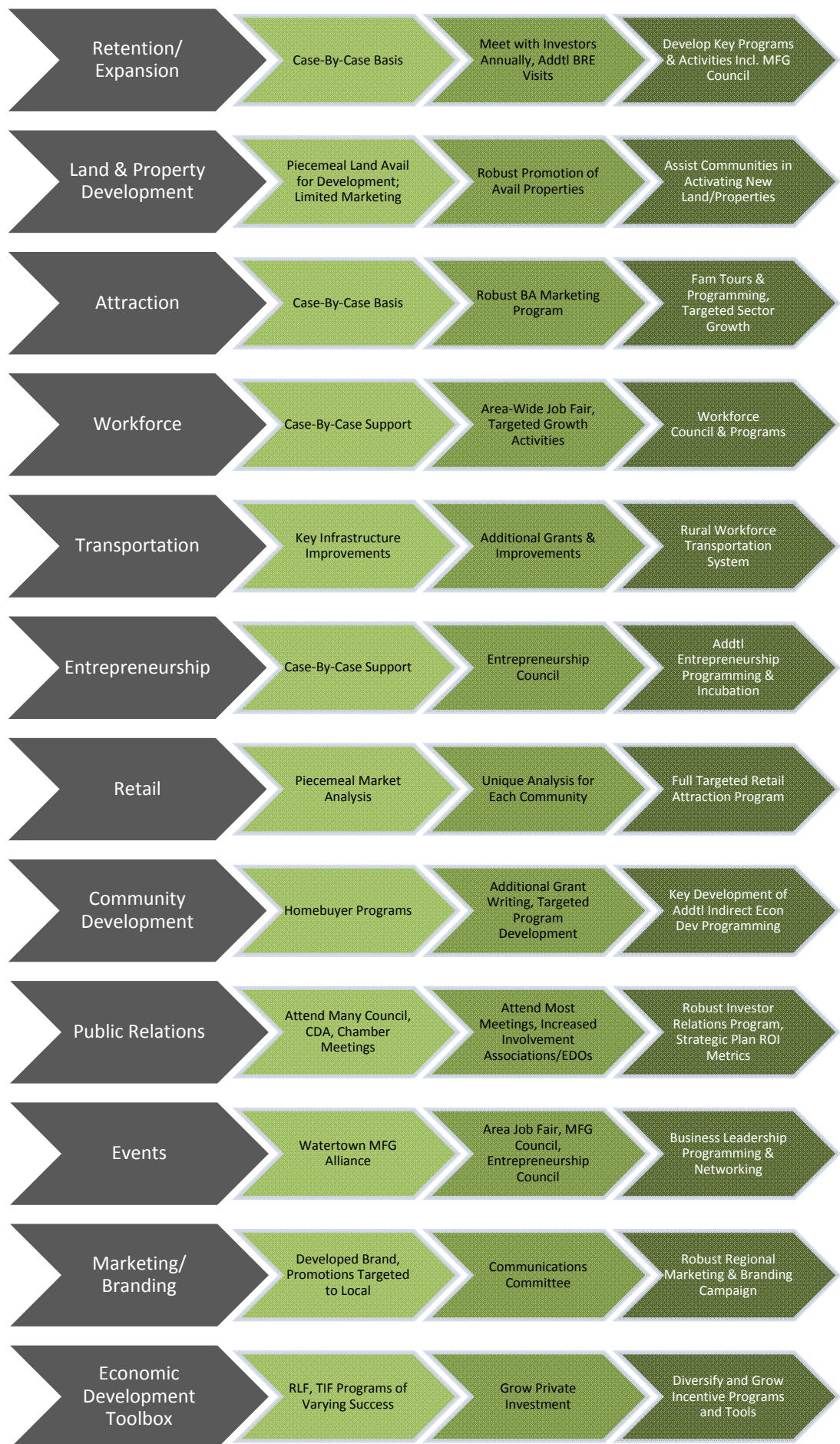
The Jefferson County Economic Development Consortium (JCEDC) serves as the lead economic development organization in Jefferson County. The Consortium was formed in June 2003 to implement Jefferson’s Overall Economic Development Program and to achieve the economic development goals of the County. Its overall goals are to foster and encourage responsible, sustainable economic development activities that result in job creation, job retention, increase the tax base and improve the quality of life for the citizens of Jefferson County. For more information, visit, jcedc.net.

About WEDO

The Watertown Economic Development Organization was founded in 2012 with a mission to promote and enhance the economic vitality of the community through the retention and expansion of existing businesses and the attraction of new business to the Watertown area. WEDO services include site location, marketing assistance and acting as a resource for a host of business-related topics. For more information, visit wedobusinesswi.com.

Contact

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Executive Director, JCEDC
genevievec@jcedc.net
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STRATEGIC DELIVERABLES POST-MERGER WITH NEW ORG MODEL

- Business Retention/Expansion (BRE)
 - o Set # business retention interviews annually
 - o X number of office hours weekly
 - o Advise and counsel small business development
- Land Development
 - o Community Engagement to define and support development of land for commercial and industrial use
 - o Develop robust local and regional marketing program for available properties
 - o Interface with support sites including LocateinWI.com and other sites to help attraction options
 - o Interface with Building Owners, Developers or Engineering/GC firms that could support opportunities
- Business Attraction
 - o Site-selection activities – ie familiarization tours
 - o Business attraction activities – promotional materials, etc.
 - o Proactive Programs to further introduce Jefferson County Area to site selectors or other firms connected to BRE and attraction
 - o Serve as primary point for responding to all BA/BRE
 - Support work of CDAs and municipal staff on key public negotiations
- Workforce
 - o Area-wide job fairs
 - o Area-wide workforce pipeline council
 - o Develop key targeted workforce pipeline programming
- Transportation
 - o Area Transportation Plan
 - o Additional grants and improvements
 - o Rural workforce transportation system
- Entrepreneurship
 - o Entrepreneurship Council
 - o Additional programming and networking
 - o Work on incubation spaces for manufacturing, office, and co-working
- Retail
 - o Develop unique targeted retail development program for each community
 - o Full targeted retail attraction program
- Community Development
 - o Apply for additional grants
 - o Grow programming to support economic development work
- Public relations program
 - o Media
 - o General Public
 - o Report community-specific metrics (ie business touch points, jobs committed to be grown, key economic stats, etc)
 - o Interface with various organizations to support economic growth
 - Regional and State EDO's including WEDC, MadREP, and M7
 - Associations including WEDA, League of Municipalities, WHEDA, IEDC, and MAEDC
 - o Investor & Village Board/City Council updates

- Quarterly E-News, annual report
 - Quarterly Board Meetings
 - Staff will meet with investors one-on-one annually
 - Board members invited to participate in manufacturing, entrepreneurship, communications, audit, and nominations committees
- Host Events in Area Communities
 - o Manufacturing Council (CEO Roundtable and “Lunch and Learns”)
 - o Entrepreneurship Council
 - o Outreach Seminar Series
 - o Committee Meetings
 - o Attend key community meetings
 - Key municipal staff meetings
 - CDA, RDA, and Housing Authorities
 - Chambers
 - Main Street Programs
 - Village Board and City Council
 - Rotary/Lions/Kiwanis
- Robust marketing program
 - o New branding/marketing campaign for tourism and economic development
 - o Target to outside the region to tourists, site selectors, key business leaders, key economic development partners
 - o Target businesses and key leaders inside area
- Grow economic development tool box

DATE	MILESTONE	DELIVERABLES	WHO
February 16rd, 2016	JCEDC Leadership work with Andy Phillips to Begin 501c3 Paperwork	Drawing Up Initial Scope/Proposal	Ben, Gen, Blair, Andy
February 23rd, 2016	WEDO Board Update	Board Mockup, CDA Model Draft, Level of Service Outline	Working Group
February 23rd, 2016	WEDO/JCEDC Discussion with Andy Phillips	Prepare for MOU	Working Group, Andy Phillips
February 25th, 2016	JCEDC Board Update, Approve Funding Nonprofit Application	Board Mockup, Level of Service Outline, Approve Funding Nonprofit Application	Ben, Gen, Matt, Nate, Kim
February-March	Carlson Dettmann HR Review	Job Descriptions and Compensation Packages for All Staff	Ben, Gen, Matt, Nate, Kim, Julie, RoxAnne, Carlson Dettman
March 1st, 2016	Watertown Committee of the Whole Update	General Update	Ben, Gen, Kim, Nate?
March 8th, 2016	Jefferson County Board Update, Approve Capital Campaign Feasibility Study Contract	General Update	Ben, Gen, WEDO Leadership
March 9th, 2016	Begin Feasibility Study Work, Draw up Draft of Strategic Plan for Feasibility Study Work	Award Contract to Power 10, Draft of Strategic Plan	JCEDC Leadership, Gen, Kim, Julie, RoxAnne
March 24th, 2016	JCEDC Board Meeting - MOU Approval, Approve 501c3 Model	Memorandum of Understanding (including Draft Articles and Bylaws for Nonprofit), Approve Budget Amendment (pending WEDO asset transfer) and new employment positions for new staff (pending conclusion of Feasibility Study)	Ben, Gen, Andy Phillips
End of March	Submit Nonprofit Application	JCEDC Work with Carlson Dettman on Application by this Date	Ben, Gen, Andy Phillips
April 6th, 2016	County Infrastructure Committee	Approval of Buildout	Ben, Gen
April, May	JCEDC Office Buildout	Prepare for New Staff	Ben, Gen
April 12th, 2016	WEDO Board Meeting - MOU Approval	Memorandum of Understanding, Update on Transition, Feasibility Study	Working Group, Andy Phillips
Tentative: April 12th, 2016	County HR Committee	Comte Approve New Staff Positions	Ben, Gen, Carlson Dettmann
Mid-April	Contact Interviewees for Feasibility Study	Send out Intro Letter to Key Public and Private Partners	Ben, Gen, Kim, Julie, RoxAnne
April 19th, 2016	County Board	County Board Approve New Staff Positions, and JCEDC Amended Budget with WEDO Assets Transfer	Ben, Gen, Carlson Dettmann
Late-April to Mid-May	Conduct Feasibility Study Confidential Interviews	Final Report Received by End of May with Prelim Figures for Capital Campaign	Power 10
April 28th, 2016	JCEDC Board Meeting	Update on Transition, Feasibility Study	Working Group, Andy Phillips
May 11th, 2016	Area-Wide Job Fair	Job Fair Event	Kim, Julie, Gen, RoxAnne
Mid-May, 2016	Manufacturing Resource Event	Breakfast Panel Event	Kim, Julie, Gen, RoxAnne
Late-May, 2016	Feasibility Study Finalized	Final Report	Power 10
May 24th, 2016	WEDO Board Meeting	Discuss Transition Process Updates, Presentation on Results of Feasibility Study, Finalize Asset Acquisition to JCEDC	Power 10, Working Group, Andy Phillips
May 26th, 2016	JCEDC Board Meeting	Presentation on Results of Feasibility Study, Review Options for Capital Campaign Process, Approve Capital Campaign Process/Contract Based on Feasibility Study	Power 10, Working Group, Andy Phillips
June through ?	WEDO Dissolution	After Transfer of WEDO Assets to JCEDC and 501c3, Staff and Leadership will work with Carlson Dettmann to Work through any Residual Items	WEDO Board, Carlson Dettmann, Kim, Gen
June 1st, 2016	Preliminary Goal Date of Merger Complete	Staff Transfer, WEDO Assets Transfer	Working Group, Andy Phillips
June 13th, 2016	County Board Approval Contract for Capital Campaign Consultant Support	Resolution for Contract for Services	Ben, Gen
June 23rd, 2016	JCEDC Board Meeting	Backup Date for Capital Campaign Launch	JCEDC Leadership, Gen, Kim, Julie, RoxAnne
Early Fall, 2016	Capital Campaign: End of Quiet Phase	Public Launch Event of Campaign (50%+ funds raised)	Capital Campaign Leadership, Staff
Early Fall, 2016	NonProfit Application Approval	Receive Word on Application	Ben, Gen, Andy Phillips
Fall, 2016	Capital Campaign: Public Membership Rates	Work with Village Boards and Councils on Public Memberships	Capital Campaign Leadership, Staff
Winter 2016	Capital Campaign: Campaign Complete		Capital Campaign Leadership, Staff
January, 2017	Capital Campaign: Begin 5-Year Work Program		501c3 Leadership Launched Staff



Board Action Form

Action

Docs Enclosed

Future Review

Date: February 25, 2016

Point of Contact: Genevieve Coady
JCEDC Executive Director

Agenda Item: V.II.D

Respective Issue: Discussion and possible action to authorize funding for costs associated with filing an application to create a 501(c)(3) organization for the purpose of promoting economic development in Jefferson County

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:



Board Action Form

Action

Docs Enclosed

Future Review

Date: February 25, 2016

Point of Contact: Genevieve Coady
JCEDC Executive Director

Agenda Item: V.II.E

Respective Issue: Discussion and Possible Action on JCEDC Voting Procedures

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows: