



September 16, 2016 – 8:30 am
864 Collins Road, Room 12, Jefferson, WI
53549

JCEDC BOARD AGENDA

Board Members

Chairman: John David – City of Watertown

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

- I. Call to Order**
- II. Roll Call (Establish a quorum)**
- III. Certification of Compliance with Open Meeting Laws**
- IV. Approval of September 16, 2016 Agenda**
- V. Approval of Minutes – September 1, 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. JCEDC Reports**
 - A. Finance Report – August 2016*#**
- VIII. General Orders**
 - A. External Committee Reports**
 - Wisconsin River Rail Transit Commission
 - B. Capital Campaign Update**
 - C. Directors Report**
- IX. Special Orders**
 - A. Discussion and possible action on Property Assessed Clean Energy (PACE)**
- X. Citizens' Comments - *Members of the Public who wish to address the JCEDC on specific agenda items must register their request at this time.***
- XI. New Business**
 - A. Future Agenda Items**
 - B. Upcoming Meetings/Seminars**
- XII. 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: September 16, 2016

Point of Contact: Watertown Mayor John David
JCEDC Board Chairman

Agenda Item: Approval of Minutes

Respective Issue: Approve September 1, 2016 Minutes

Yes	No	Abstain	Absent		
				C-Fort Atkinson	Matt Trebatoski
				C-Jefferson	Tim Freitag
				C-Lake Mills	Steve Wilke
				C-Waterloo	Mo Hansen
				C-Watertown	John David
				C-Whitewater	Pat Cannon
				V-Cambridge	Linda Bagley-Korth
				V-Johnson Creek	Kyle Ellefson
				County Supervisor	Jim Mode
				County Supervisor	Tim Smith
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:



Jefferson County Economic Development Consortium BOARD MINUTES

September 1, 2016

Meeting called to order at 8:30 am

Board members present: John David – City of Watertown, Steve Wilke – City of Lake Mills, Mo Hansen – City of Waterloo, Patrick Cannon – City of Whitewater, Tim Freitag – City of Jefferson, Linda Bagley-Korth – Village of Cambridge, Kyle Ellefson – Village of Johnson Creek, County Board Supervisors – Jim Mode, Tim Smith, Augie Tietz

Others Present: Ben Wehmeier-County Administrator, Blair Ward – Corporation Counsel, Jennifer Bakke – MATC, Alexa Zoellner – Daily Union, Mary Gage – WEDC, Kate Anderson – Lake Mills Chamber of Commerce, JCEDC Executive Director Victoria Pratt, Program Specialist RoxAnne Witte, Marketing Manager Julie Olver, JCEDC Intern Ali Kvalheim

Roll Call – Quorum Established

Certification of Compliance with Open Meeting Laws

R. Witte certified compliance for the agenda dated September 1, 2016.

Approval of September 1, 2016 Agenda

Agenda approved as presented

Minutes

Mode/Cannon moved to approve minutes for July 13, 2016 and July 28, 2016. Motion Carried.

Citizen Comments

None

JCEDC Reports

- A. Tietz/Wilke moved to approve JCEDC July 2016 Finance Report as presented. Motion Carried.
- B. Wilke/Mode moved to approve JCEDC 2017 Budget as presented. Motion Carried
- C. Executive Directors Report – Victoria Pratt gave a short bio on herself and outlined her Plan of Work for the next 90 days.

General Orders –

A. External Committee Reports

1. Wisconsin River Rail Transit Commission –

A Tietz updated the board on the projects around the state that are currently being worked on and new projects that are being considered.

B. Capital Campaign/Non Profit Status Update

B Wehmeier reported that he will be working with V Pratt and Power 10 to update the timeline and launch of the campaign.

C. Discussion and possible action on Property Assessed Clean Energy (PACE)

B Ward explained the Proposed Resolution Authorizing Jefferson County to become a member of the Wisconsin PACE Commission and subsequent ordinance and agreement. Hansen/Mode moved to table

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

JCEDC-September 2016

this discussion until a future date when we can have Jason Stringer and John Hochkammer present to answer questions and address concerns of the JCEDC Board of Directors. Motion Carried.

New Business

A. Future Agenda Items

1. Further discussion on PACE

B. Upcoming Meetings/Seminars –

JCEDC Board of Directors, September 16, 2016, 8:30 am, 864 Collins Rd, Rm 12, Jefferson WI

Adjournment

There being no further business for consideration, motion by Wilke/Mode to adjourn. Motion Carried.
Meeting adjourned at 9:17 am.

Respectfully submitted,

RoxAnne Witte, Recording Secretary



Board Action Form

Action

Docs Enclosed

Future Review

Date: September 16, 2016

Point of Contact: Watertown Mayor John David
JCEDC Board Chairman

Agenda Item: VII. JCEDC Reports

Respective Issue: Approve Finance Report

Yes	No	Abstain	Absent		
				C-Fort Atkinson	Matt Trebatoski
				C-Jefferson	Tim Freitag
				C-Lake Mills	Steve Wilke
				C-Waterloo	Mo Hansen
				C-Watertown	John David
				C-Whitewater	Pat Cannon
				V-Cambridge	Linda Bagley-Korth
				V-Johnson Creek	Kyle Ellefson
				County Supervisor	Jim Mode
				County Supervisor	Tim Smith
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:

Jefferson County Economic Development Consortium
August 31, 2016

31	August 2016*	YTD Actual*	2016 June Amended Budget	Pct Annual Budget	2016 January Budget
Income					
2016 Home Buyer Counseling	2,750.00	11,600.00	20,000.00	58%	13,000.00
Grant Administration - Brownfield & Laborshed Study	-	-	31,000.00	0%	9,200.00
Jefferson County	-	84,255.00	84,255.00	100%	84,255.00
V - Cambridge	-	108.00	108.00	100%	108.00
V - Johnson Creek	-	2,908.00	2,908.00	100%	2,908.00
C - Fort Atkinson	-	12,355.00	12,355.00	100%	12,355.00
C - Jefferson	-	7,914.00	7,914.00	100%	7,914.00
C - Lake Mills	-	5,840.00	5,840.00	100%	5,840.00
C - Waterloo	-	3,330.00	3,330.00	100%	3,330.00
C - Watertown	-	15,414.00	15,414.00	100%	15,414.00
C - Whitewater	-	3,226.00	3,226.00	100%	3,226.00
Event Income/Merger	-	62,982.80	63,500.00	99%	-
Donations Restricted	-	-	-	0%	10,000.00
Other Operating Income	-	84.12	-	0%	-
TOTAL INCOME	\$ 2,750.00	210,016.92	\$ 249,850.00	84%	\$ 167,550.00
Expenses					
Wages/Payroll	5,786.13	76,870.24	151,833.00	51%	108,745.00
Employee Benefits	2,578.03	26,692.25	49,217.00	54%	44,307.00
521219 Special Initiatives - EDA Laborshed Study, Transportation Plan, Brand/Marketing Launch	-	-	20,000.00	0%	-
521219 Other Professional Services - Power 10, Legal	-	48,025.54	163,000.00	29%	27,000.00
529305 Web Page	-	-	200.00	0%	200.00
531301&314 Office Equipment	-	248.85	2,700.00	9%	200.00
531303 Computer Equipment/Software	-	3,944.07	3,840.00	103%	1,040.00
531311 Postage	332.86	336.94	1,000.00	34%	260.00
531312 Office Supplies	58.98	1,117.94	4,300.00	26%	4,000.00
531313 Printing & Duplicating	-	-	1,000.00	0%	30.00
531322 Subscription	148.66	8,990.89	9,500.00	95%	12,620.00
531324 Membership Dues	364.50	1,994.50	2,300.00	87%	2,300.00
531326 Advertising/Marketing - Incl Job Search	-	829.15	4,000.00	21%	1,000.00
531349&343 Other Operating Expenses - Event Expenses	36.72	2,803.36	5,000.00	56%	10,000.00
532325 Registration	-	99.00	(200.00)	-50%	1,000.00
532332 Mileage	50.76	1,109.97	3,200.00	35%	3,000.00
532334 Commercial Travel	-	-	550.00	0%	550.00
532335 Meals	-	156.35	750.00	21%	750.00
532336 Lodging	-	-	300.00	0%	300.00
532339 Other Travel & Tolls	-	124.75	250.00	50%	250.00
532350 Training Materials	234.64	281.58	3,200.00	9%	4,000.00
533225 Telephone/IP Telephone	42.05	240.13	400.00	60%	400.00
533236 Cell Phone/Wireless Internet	100.00	1,330.52	1,620.00	82%	1,020.00
535242 Maintain Machinery & Equipment	967.66	967.66	850.00	114%	850.00
571004 IP Telephony Allocation	33.08	264.64	397.00	67%	397.00
571009 MIS PC Group Allocation	561.50	4,492.00	6,738.00	67%	6,738.00
571010 MIS Systems Group Allocation	100.58	804.64	1,207.00	67%	1,207.00
591519 Other Insurance	47.21	377.72	573.00	66%	573.00
593413 Wisconsin River Rail Transit Comm	-	14,000.00	14,000.00	100%	14,000.00
594822 Cap Impv Bldg - Office Buildout	8,804.00	11,254.58	12,000.00	94%	-
TOTAL OPERATING EXPENSES	\$ 20,247.36	\$ 207,357.27	\$ 463,725.00	45%	\$ 246,737.00
594950 Operating Reserve	-	-	122,352.44		140,119.44
594955 Vested Benefits Reserve	-	-	(104,734.94)		12,186.06
TOTAL EXPENSES	\$ 20,247.36	\$ 207,357.27	\$ 481,342.50	43%	\$ 399,042.50

*Note - August Expenses are estimates only.



Board Action Form

Action

Docs Enclosed

Future Review

Date: September 16, 2016

Point of Contact: Watertown Mayor John David
JCEDC Board Chairman

Agenda Item: **IX. Special Orders**
Discussion and possible action on Property Assessed Clean Energy (PACE)

Respective Issue: PACE

Yes	No	Abstain	Absent		
				C-Fort Atkinson	Matt Trebatoski
				C-Jefferson	Tim Freitag
				C-Lake Mills	Steve Wilke
				C-Waterloo	Mo Hansen
				C-Watertown	John David
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Action Taken:

Motion Carried

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Amended As Follows: