



November 4, 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 November 4, 2016 Agenda**
- V. Approval of Minutes – September 16, 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 – October*#**
- VIII. General Orders**
 - A. External Committee Reports**
 - **Wisconsin River Rail Transit Commission**
 - B. Capital Campaign Update**
 - C. Directors Report**
- IX. Special Orders**
- 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: November 4, 2016

Point of Contact: Watertown Mayor John David
JCEDC Board Chairman

Agenda Item: Approval of Minutes

Respective Issue: Approve September 16, 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 16, 2016

Meeting called to order at 8:30 am

Board members present: John David – City of Watertown, Steve Wilke – City of Lake Mills, Matt Trebatoski – City of Fort Atkinson, Mo Hansen – City of Waterloo, 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, Andy Phillips-von Briesen & Roper, S.C. Jason Stringer and John Hochkammer – PACE, JCEDC Executive Director Victoria Pratt, Marketing Manager Julie Olver, Program Specialist RoxAnne Witte

Roll Call – Quorum Established

Certification of Compliance with Open Meeting Laws

R. Witte certified compliance for the agenda dated September 16, 2016.

Approval of September 16, 2016 Agenda

Mode/Tietz moved to approve September 16, 2016 agenda as presented. Motion Carried

Minutes

Tietz/Ellefson moved to approve minutes for September 1, 2016. Motion Carried.

Citizen Comments

None

JCEDC Reports

A. Tietz/Wilke moved to approve JCEDC August 2016 Finance Report as presented. Motion Carried.

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 Update

V Pratt reported that she will be having a conference call with Power 10 next week.

C. Directors Report

V Pratt reported on the following:

1. 501(C)(3) will be submitted on October 15, 2016.
2. Update on the GHDP Bylaws and board representation.

Special Orders –

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

Proposed Resolution Authorizing Jefferson County to become a member of the

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

JCEDC-September 16, 2016

Wisconsin PACE Commission and subsequent ordinance and agreement was distributed to the board. Following a discussion with representatives from PACE and Andrew Phillips, Hansen/Ellefson moved to recommend forwarding this resolution to the Jefferson County Board of Supervisors for their approval. Motion Carried.

New Business

A. Future Agenda Items

B. Upcoming Meetings/Seminars –

JCEDC Board of Directors, October 27, 2016, 8:30 am, 864 Collins Rd, Rm 12, Jefferson WI
Jefferson County Manufacturing Council, October 13, 2016, 8:00 am. Milford Hills Hunt Club

Adjournment

There being no further business for consideration, motion by Tietz/Mode to adjourn. Motion Carried.
Meeting adjourned at 9:10 am.

Respectfully submitted,

RoxAnne Witte, Recording Secretary



Board Action Form

Action

Docs Enclosed

Future Review

Date: November 4, 2016

Point of Contact: Watertown Mayor John David
JCEDC Board Chairman

Agenda Item: VII. JCEDC Reports

Respective Issue: Approve Finance Report - October

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
October 31, 2016**

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	October 2016*	YTD Estimate*	2016 June Amended Budget	Pct Annual Budget	2016 January Budget
Income					
2016 Home Buyer Counseling	1,350.00	14,950.00	20,000.00	75%	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	16,250.00	16,250.00	-	0%	10,000.00
Other Operating Income	-	84.12	-	0%	-
TOTAL INCOME	\$ 17,600.00	229,616.92	\$ 249,850.00	92%	\$ 167,550.00
Expenses					
Wages/Payroll	5,786.13	101,187.80	151,833.00	67%	108,745.00
Employee Benefits	2,578.03	33,607.98	49,217.00	68%	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	-	50,125.54	163,000.00	31%	27,000.00
529305 Web Page	-	-	200.00	0%	200.00
531301&314 Office Equipment	-	1,549.42	2,700.00	57%	200.00
531303 Computer Equipment/Software	-	4,268.64	3,840.00	111%	1,040.00
531311 Postage	-	336.94	1,000.00	34%	260.00
531312 Office Supplies	-	1,094.56	4,300.00	25%	4,000.00
531313 Printing & Duplicating	-	-	1,000.00	0%	30.00
531322 Subscription	119.33	9,283.22	9,500.00	98%	12,620.00
531324 Membership Dues	-	1,994.50	2,300.00	87%	2,300.00
531326&229 Advertising/Marketing - Incl Job Search	-	846.65	4,000.00	21%	1,000.00
531349&343 Other Operating Expenses - Event Expenses	-	2,803.36	5,000.00	56%	10,000.00
532325 Registration	200.00	299.00	(200.00)	-150%	1,000.00
532332 Mileage	132.84	1,293.57	3,200.00	40%	3,000.00
532334 Commercial Travel	-	286.96	550.00	52%	550.00
532335 Meals	100.00	256.35	750.00	34%	750.00
532336 Lodging	-	1,129.71	300.00	377%	300.00
532339 Other Travel & Tolls	35.00	159.75	250.00	64%	250.00
532350 Training Materials	-	306.44	3,200.00	10%	4,000.00
533225 Telephone/IP Telephone	-	299.87	400.00	75%	400.00
533236 Cell Phone/Wireless Internet	-	1,728.95	1,620.00	107%	1,020.00
535242 Maintain Machinery & Equipment	-	967.66	850.00	114%	850.00
571004 IP Telephony Allocation	33.08	330.80	397.00	83%	397.00
571009 MIS PC Group Allocation	561.50	5,615.00	6,738.00	83%	6,738.00
571010 MIS Systems Group Allocation	100.58	1,005.80	1,207.00	83%	1,207.00
591519 Other Insurance	47.21	472.14	573.00	82%	573.00
593413 Wisconsin River Rail Transit Comm	-	14,000.00	14,000.00	100%	14,000.00
594822 Cap Impv Bldg - Office Buildout	-	12,000.00	12,000.00	100%	-
TOTAL OPERATING EXPENSES	\$ 9,693.70	\$ 247,250.61	\$ 463,725.00	53%	\$ 246,737.00

*Note - October Expenses are estimates only.