



**Thursday, December 8 – 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, Veronica Rudychev – 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 December 8, 2016 Agenda**
- V. Approval of Minutes – September 16, 2016 \*#**
- VI. Public Comment - *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 Final\*#**
- VIII. General Orders**
  - A. External Committee Reports**
    - Wisconsin River Rail Transit Commission
  - B. Capital Campaign Update**
  - C. Directors Report**
- 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: December 13, 2016

Point of Contact: Watertown Mayor John David  
JCEDC Board Chairman

Agenda Item: IV. 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	Veronica Rudychev
				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: December 13, 2016

Point of Contact: Watertown Mayor John David  
JCEDC Board Chairman

Agenda Item:

Respective Issue: Discussion Notes – November 4, 2016

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	Veronica Rudychev
				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

Notes from November 4, 2016

**Board members present:** John David – City of Watertown, Steve Wilke – City of Lake Mills, , Veronica Rudychev – Village of Cambridge, Kyle Ellefson – Village of Johnson Creek, Patrick Cannon – City of Whitewater

**Others Present:** Ben Wehmeier-County Administrator, Supervisor Reynard, Melissa Hunt-WEDC, Kate Anderson-Lake Mills Chamber of Commerce, Katie Otto- Lake Mills Main Street Program, Paul Jadin – Mad Rep, JCEDC Executive Director Victoria Pratt, Marketing Manager Julie Olver, Program Specialist RoxAnne Witte

**No quorum in attendance. Discussions were held on the following topics:**

### Wisconsin River Rail Transit Commission –

J. David updated those present on the following projects: Prairie Du Sac Bridge repair, Merrimac Bridge repair, the line from Sun Prairie to Waterloo to be completed in 2017 and line from Waterloo to Watertown to be completed in 2018.

### Capital Campaign Update

1. V Pratt reported that a meeting has been set for December 13, 2016 for both Convergent and Power 10 to give presentations to both the JCEDC and GHDP Board of Directors.
2. Estimated expense for the consultants to be between \$80,000 - \$100,000.

### Directors Report

V Pratt reported on the following:

1. Computer Software – Currently evaluating existing platforms and what our needs will be as we move forward.
2. Projects/Prospects for October – Three entities have approached JCEDC to help them with their current location restraints.
3. Jefferson County Manufactures Council – Twenty-nine people attended the panel discussion meeting held on October 13, 2016. Results of the surveys received have been tabulated and staff are working on setting up future meetings to address those needs.
4. Web Site – Update on the web site continues as time allows.
5. Jefferson County Revolving Loan Fund (RLF) – All documents are being reviewed and updated as necessary.
6. GHDP – 501 C3 application has been submitted, “founding board” and officers have been elected, working on bylaws and working committee structures.

### Upcoming Meetings/Seminars –

JCEDC Board of Directors, December 8, 8:30 am, 864 Collins Rd, Rm 12, Jefferson WI  
Capital Campaign Consultant Presentations, December 13, 2016, Room 8-9



## Board Action Form

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Action

Docs Enclosed

Future Review

Date: December 13, 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	Veronica Rudychev
				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**

31	<u>October 2016</u>	<u>Year to Date Final</u>	<u>2016 June Amended Budget</u>	<u>Pct Annual Budget</u>	<u>2016 January Budget</u>
<b>Income</b>					
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%	-
<b>TOTAL INCOME</b>	<b>\$ 17,600.00</b>	<b>229,616.92</b>	<b>\$249,850.00</b>	<b>92%</b>	<b>\$ 167,550.00</b>
<b>Expenses</b>					
Wages/Payroll	16,196.68	111,598.37	151,833.00	74%	108,745.00
Employee Benefits	4,625.40	35,655.35	49,217.00	72%	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	1,262.90	51,388.44	163,000.00	32%	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	515.00	4,783.64	3,840.00	125%	1,040.00
531311 Postage	9.46	346.40	1,000.00	35%	260.00
531312 Office Supplies	128.87	1,223.43	4,300.00	28%	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 Exp Other Operating Expenses - Event &GHDP	1,018.05	3,821.41	5,000.00	76%	10,000.00
532325 Registration	390.00	489.00	(200.00)	-245%	1,000.00
532332 Mileage	269.46	1,430.19	3,200.00	45%	3,000.00
532334 Commercial Travel	-	285.96	550.00	52%	550.00
532335 Meals	100.09	256.44	750.00	34%	750.00
532336 Lodging	-	1,129.71	300.00	377%	300.00
532339 Other Travel & Tolls	25.75	150.50	250.00	60%	250.00
532350 Training Materials	-	306.44	3,200.00	10%	4,000.00
533225 Telephone/IP Telephone	75.97	375.84	400.00	94%	400.00
533236 Cell Phone/Wireless Internet	249.35	1,978.30	1,620.00	122%	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%	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 25,728.68</b>	<b>\$ 263,284.61</b>	<b>\$463,725.00</b>	<b>57%</b>	<b>\$ 246,737.00</b>