



**Thursday, February 23, 2017– 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 February 23, 2017 Agenda**
- V. Approval of Minutes – December 8, 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. Discussion and Possible action on Review of 5 Year Strategic Plan and Budget aligned with goals\***
  - B. Finance Report – November 30, 2016 \*#**
- VIII. General Orders**
  - A. Appointment of Veronica Rudychev, Brian Anderson and Warren Laube to the Jefferson County Revolving Loan Fund Committee. \***
  - B. Discussion and possible action on the Revolving Loan Fund Lending Guidelines for Jefferson County #**
  - C. Campaign update**
  - D. Directors Report**
- IX. New Business**
  - A. Future Agenda Items**
  - B. Upcoming Meetings/Seminars**
- X. Adjournment**

**\* Indicates a vote will be taken. # Included in last month's packet**

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.



## Jefferson County Economic Development Consortium BOARD MINUTES

December 8, 2016

**Meeting called to order at 8:30 am.**

**Board members present:** John David – Mayor of Watertown; Mo Hansen-City of Waterloo; Patrick Cannon-City of Whitewater; Matt Trebatoski-City of Fort Atkinson; Kyle Ellefson - Village of Johnson Creek; Supervisor Augie Tietz; Supervisor Jim Mode and Veronica Rudychev - Village of Cambridge.

**Absent:** Timothy Freitag – City of Jefferson; Steve Wilke-City of Lake Mills and Supervisor Tim Smith.

**Others Present:** Victoria Pratt – JCEDC Executive Director; Julie Olver – JCEDC Business Relations/Marketing Manager; Jennifer Bakke - MATC; Katie Otto – Lake Mills Main Street Program Director; LaVern Georgson, UWX Agricultural Agent and Jim Schroeder - County Board Chair.

**Roll Call – Quorum Established**

**Certification of compliance with Open Meeting Law Requirements**

Staff certified compliance for the unrevised agenda dated December 8, 2016.

**Minutes**

Ellefson/Mode moved to approve minutes of the September 16, 2016. Motion Carried.

**Public Comments**

None.

**JCEDC Reports**

A. Financial Report – October Final

October 31, 2016 Finance Statement was provided for review. Pratt reviewed the report. Tietz/Mode moved to approve the Financial Report. Motion Carried.

**General Orders**

A. External Committee Reports

- Wisconsin River Rail Transit Commission

Tietz updated the board on the projects around the state that are currently being worked on and new projects that are being considered. No action taken.

B. Capital Campaign Update

Pratt reported that JCEDC Board reviewed the Capital Campaign presentations, but no contract was ever signed. The GHDDP Board has requested a meeting with the top two contenders to hear the presentations. The GHHD & JCEDC will then discuss how to move forward.

D. Director's Report

Pratt provided copies of the Glacial Heritage Development Partnership Strategic Plan and postcard, the 2017 Economic Development Budget, the 2017 Budget Master document and a draft agreement "Partnership Agreement between Dodge County the Jefferson county Economic Development Consortium and Glacial Heritage Development Partnership". Pratt reviewed the budget information, pointing out the

importance of raising the private sector dollars and also discussed pending projects and potential customers. No action taken.

## **New Business**

### A. Future Agenda Items

- Appointment of Veronica Rudychev to RLF Committee
- Possible update on Great Lakes Railroad and other rail expansions

### B. Upcoming Meetings/Seminars

JCEDC Board of Directors, January 26, 2017 8:30 a.m., 864 Collins Rd, Rm 12, Jefferson, WI

## **Adjournment**

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

Respectfully submitted,

Tammie Jaeger, 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-December 8, 2016



## Jefferson County Economic Development Consortium

Notes from January 25, 2017

**Board members present:** John David – City of Watertown, Kyle Ellefson – Village of Johnson Creek, Patrick Cannon – City of Whitewater, County Board Supervisors – Augie Tietz and Jim Mode.

**Others Present:** Katie Otto- Lake Mills Main Street Program, JCEDC Executive Director Victoria Pratt, Marketing Manager Julie Olver, Program Specialist RoxAnne Witte

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

### **November 2016 Finance Report**

Vicki updated the board on the preliminary year end finances for JCEDC. The county finance department will be closing out 2016 finances sometime in February.

### **Wisconsin River Rail Transit Commission**

Augie updated the board on current projects:

1. Madison to Watertown – looks like this will be completed sometime in 2018
2. Sauk Bridge Study done – looking at ways to finance the \$44,000 project
3. Great Lakes Basin – committee is still taking testimony on this project

### **Loan Review Committee**

1. The loan review committee would like JCEDC board of director's approval to add Warren Laube and Veronica Rudychev to the board and replace Dianne Rue with Brian Anderson. These appointments will be added to the February agenda for approval.
2. Jefferson County RLF Lending Guidelines – Vicki updated the board on the guidelines. This will be added to the February agenda for approval and then will be sent to the county board for their approval also.

### **Capital Campaign Update**

Vicki read the resolution that will be presented to the County Board of Supervisors on February 14, 2017 to enter into a contract with Convergent for the Capital Campaign.

### **Dodge County Agreement**

Working Draft of proposed: Partnership Agreement between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership was handed out to the board.

### **Directors Report**

Vicki updated the board on the various retail and manufacturing projects that she currently working on across the county.

### **Upcoming Meetings/Seminars –**

JCEDC Board of Directors, February 23, 2017, 8:30 am, 864 Collins Rd, Rm 12, Jefferson WI

**Jefferson County Economic Development Consortium  
November 30, 2016**

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	<b>November 2016</b>	<b>Year to Date Final</b>	<b>2016 June Amended Budget</b>	<b>Pct Annual Budget</b>	<b>2016 January Budget</b>
<b>Income</b>					
2016 Home Buyer Counseling	3,350.00	18,300.00	20,000.00	92%	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	-	0%	10,000.00
Other Operating Income	-	84.12	-	0%	-
<b>TOTAL INCOME</b>	<b>\$ 3,350.00</b>	<b>232,966.92</b>	<b>\$249,850.00</b>	<b>93%</b>	<b>\$ 167,550.00</b>
<b>Expenses</b>					
Wages/Payroll	16,969.32	128,567.69	151,833.00	85%	108,745.00
Employee Benefits	4,680.33	40,335.68	49,217.00	82%	44,307.00
Special Initiatives - EDA Laborshed Study, Transportation Plan, Brand/Marketing Launch	-	-	20,000.00	0%	-
521219 Other Professional Services - Power 10, Legal	5,000.00	56,388.44	163,000.00	35%	27,000.00
529305 Web Page	-	-	200.00	0%	200.00
531301&314 Office Equipment	-	1,226.02	2,700.00	45%	200.00
531303 Computer Equipment/Software	-	4,783.64	3,840.00	125%	1,040.00
531311 Postage	7.65	344.59	1,000.00	34%	260.00
531312 Office Supplies	132.32	1,355.75	4,300.00	32%	4,000.00
531313 Printing & Duplicating	-	-	1,000.00	0%	30.00
531322 Subscription	750.33	10,033.55	9,500.00	106%	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 &GHDP Exp	1,256.06	5,077.47	5,000.00	102%	10,000.00
532325 Registration	95.00	584.00	(200.00)	-292%	1,000.00
532332 Mileage	165.78	1,595.97	3,200.00	50%	3,000.00
532334 Commercial Travel	-	285.96	550.00	52%	550.00
532335 Meals	-	256.44	750.00	34%	750.00
532336 Lodging	-	1,129.71	300.00	377%	300.00
532339 Other Travel & Tolls	-	150.50	250.00	60%	250.00
532350 Training Materials	242.93	549.37	3,200.00	17%	4,000.00
533225 Telephone/IP Telephone	76.00	451.84	400.00	113%	400.00
533236 Cell Phone/Wireless Internet	248.85	2,227.15	1,620.00	137%	1,020.00
535242 Maintain Machinery & Equipment	-	967.66	850.00	114%	850.00
571004 IP Telephony Allocation	33.08	363.88	397.00	92%	397.00
571009 MIS PC Group Allocation	561.50	6,176.50	6,738.00	92%	6,738.00
571010 MIS Systems Group Allocation	100.58	1,106.38	1,207.00	92%	1,207.00
591519 Other Insurance	47.21	519.35	573.00	91%	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>\$ 30,366.94</b>	<b>\$ 293,318.69</b>	<b>\$463,725.00</b>	<b>63%</b>	<b>\$ 246,737.00</b>

**Jefferson County Economic Development Consortium  
December 31, 2016**

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	<u>*December 2016</u>	<u>Year to Date Preliminary</u>	<u>2016 June Amended Budget</u>	<u>Pct Annual Budget</u>	<u>2016 January Budget</u>
<b>Income</b>					
2016 Home Buyer Counseling	8,700.00	27,000.00	20,000.00	135%	13,000.00
Grant Administration - Brownfield & Laborshed Study	13,049.80	13,049.80	31,000.00	42%	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%	10,000.00
Donations Restricted	-	16,250.00	-	0%	-
Other Operating Income	-	84.12	-	0%	-
<b>TOTAL INCOME</b>	<b>\$ 21,749.80</b>	<b>254,716.72</b>	<b>\$ 249,850.00</b>	<b>102%</b>	<b>\$ 167,550.00</b>
<b>Expenses</b>					
Wages/Payroll	17,192.15	145,759.84	151,833.00	96%	108,745.00
Employee Benefits	5,100.41	45,436.09	49,217.00	92%	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	-	56,388.44	163,000.00	35%	27,000.00
529305 Web Page	-	-	200.00	0%	200.00
531301&314 Office Equipment	-	2,632.42	2,700.00	97%	200.00
531303 Computer Equipment/Software	-	4,783.64	3,840.00	125%	1,040.00
531311 Postage	0.48	21.67	1,000.00	2%	260.00
531312 Office Supplies	-	1,355.75	4,300.00	32%	4,000.00
531313 Printing & Duplicating	175.20	175.20	1,000.00	18%	30.00
531322 Subscription	698.33	10,731.88	9,500.00	113%	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 & GHDP Exp	19.97	5,097.44	5,000.00	102%	10,000.00
532325 Registration	-	584.00	(200.00)	-292%	1,000.00
532332 Mileage	119.88	1,715.85	3,200.00	54%	3,000.00
532334 Commercial Travel	-	285.96	550.00	52%	550.00
532335 Meals	-	256.44	750.00	34%	750.00
532336 Lodging	-	1,129.71	300.00	377%	300.00
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532350 Training Materials	-	549.37	3,200.00	17%	4,000.00
533225 Telephone/IP Telephone	59.94	511.78	400.00	128%	400.00
533236 Cell Phone/Wireless Internet	248.85	2,476.00	1,620.00	153%	1,020.00
535242 Maintain Machinery & Equipment	-	967.66	850.00	114%	850.00
571004 IP Telephony Allocation	(28.77)	335.11	397.00	84%	397.00
571009 MIS PC Group Allocation	798.74	6,975.24	6,738.00	104%	6,738.00
571010 MIS Systems Group Allocation	(56.76)	1,049.62	1,207.00	87%	1,207.00
591519 Other Insurance	236.86	756.21	573.00	132%	573.00
593413 Wisconsin River Rail Transit Comm	-	14,000.00	14,000.00	100%	14,000.00
594822 Cap Impv Bldg - Office Buildout	-	10,917.00	12,000.00	91%	-
594955 Vested Reserve	-	-	5,265.06	0%	-
594950 Operating Reserve	-	-	12,352.44	0%	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 24,565.28</b>	<b>\$ 317,883.97</b>	<b>\$ 481,342.50</b>	<b>66%</b>	<b>\$ 246,737.00</b>

\*Note - These are December Preliminary Numbers.