



Thursday, March 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, Amy Rinard – 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 March 23, 2017 Agenda**
- V. Approval of Minutes – February 23, 2017 *#**
- 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 – January 31, 2017 *#**
 - B. RLF Update**
 - Year End Status report #
 - Signed Resolution #
- VIII. General Orders**
 - A. Campaign Update**
 - B. Directors Report**
 - Annual Report
 - Projects Update
- IX. New Business**
 - A. Future Agenda Items**
 - Quarterly Report of RLF
 - Joint Meeting of the GHDP & JCEDC Board of Directors
 - MATC report
 - B. Upcoming Meetings/Seminars**
 - JCEDC Board of Directors – April 27, 2017, 8:30 am., 864 Collins Rd, Rm 12, Jefferson, WI
- X. Adjournment**

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

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: March 2017

Point of Contact:

Agenda Item: Approval of March 23, 2017 Agenda

Respective Issue: Agenda Approval

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	Amy Rinard
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:



Board Action Form

Action

Docs Enclosed

Future Review

Date: March 2017

Point of Contact:

Agenda Item: Approval of Minutes

Respective Issue: Approve February 2017 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	Amy Rinard
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:



Jefferson County Economic Development Consortium BOARD MINUTES

February 23, 2017

Meeting called to order at 8:30 a.m.

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; Veronica Rudychev - Village of Cambridge; Timothy Freitag – City of Jefferson; Steve Wilke-City of Lake Mills and Supervisor Amy Rinard.

Others Present: Ben Wehmeier – County Administrator; Julie Olver – JCEDC Business Relations/Marketing Manager; Katie Otto – Lake Mills Main Street Program Director and Jay Werth, Convergent Nonprofit Solutions.

Roll Call – Quorum Established

Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the unrevised agenda dated 02/23/2017

Minutes

Mode/Tietz moved to approve minutes of the December 8, 2016. Motion Carried.

Public Comments

None.

JCEDC Reports

- A. Discussion and Possible action on Review of 5 Year Strategic Plan and Budget aligned with goals
Information was distributed for review. Pratt gave a presentation on the 5 Year Strategic Plan and Budget.
Hansen/Rudychev moved to endorse the 5 Year Strategic Plan and Budget alignment. Motion Carried.
- B. Financial Report – November 30, 2016
November 30, 2016 Finance Statement was provided for review. Pratt reviewed the report.
Tietz/Mode moved to approve the Financial Report. Motion Carried.

General Orders

- A. Appointment of Veronica Rudychev, Brian Anderson and Warren Laube to the Jefferson County Revolving Loan Fund Committee
Wilke/Ellefson moved to approve the appointments to the Jefferson County Revolving Loan Fund Committee. (Motion Carried)
- B. Discussion and possible action on the Revolving Loan Fund Lending Guidelines for Jefferson County
A draft resolution was provided for review. Pratt went over the guidelines.
Rudychev/Cannon moved to approve the Revolving Loan Fund Lending Guidelines as presented. (Motion Carried)

C. Capital Campaign Update

Werth has been following up with people that participated in the feasibility study. They are putting together a list of prospects from the private sector. THRIVE 2021 is the name of the campaign. No action taken.

D. Director's Report

Pratt highlighted some of the projects that she worked on in January and February. She has also served as the key note speaker at various events. No action taken.

New Business

A. Future Agenda Items

- Joint Meeting of the GHDP & JCEDC

B. Upcoming Meetings/Seminars

JCEDC Board of Directors, March 23, 2017 8:30 a.m., 864 Collins Rd, Rm 12, Jefferson, WI

Adjournment

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

Meeting adjourned at 9:22 a.m.

Respectfully submitted,

Tammie Jaeger, Recording Secretary



Board Action Form

Action

Docs Enclosed

Future Review

Date: January 2017

Point of Contact:

Agenda Item: Finance Report

Respective Issue: Approve Finance Report - January

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	Amy Rinard
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:

Jefferson County Economic Development Consortium/Glacial Heritage Development Partnership
Finance Report - January 31, 2017- Estimated

	JCEDC Approved Budget	JCEDC Distribution	GHDP Distribution	Desired Combined Budget
REVENUES				
Income	\$ 458,004.00	\$ 543,004.00	\$ 105,000.00	\$ 648,004.00
2016 Carry Over Reserves	\$ 152,819.00	\$ 152,819.00	\$ -	\$ 152,819.00
Totals	\$ 610,823.00	\$ 695,823.00	\$ 210,000.00	\$ 800,823.00
EXPENSES				Desired Combined Budget
Goal 1				\$ 271,295.50
Goal 2				\$ 109,050.70
Goal 3				\$ 288,600.70
Goal 4				\$ 125,680.10
Totals				\$ 794,627.00

		January Actual	January Estimate	Year to Date Combined Actual/Estimate	Adopted County Budget for 2017 JCEDC	Year to Date Percent of Budget
2017 Income						
471001	State Aid/Intergovernmental Revenues	\$ -		\$ -	\$ 5,000.00	0%
	Service Fees/Fund Raising	\$ -		\$ -	\$ 240,000.00	0%
472010.131	V-Cambridge	\$ -		\$ -	\$ 162.00	0%
472010.141	V-Johnson Creek	\$ -		\$ -	\$ 4,400.00	0%
472010.226	C-Fort Atkinson	\$ -		\$ -	\$ 18,662.00	0%
472010.241	C-Jefferson	\$ -		\$ -	\$ 11,978.00	0%
472010.246	C-Lake Mills	\$ -		\$ -	\$ 8,825.00	0%
472010.290	C-Waterloo	\$ -		\$ -	\$ 5,057.00	0%
472010.291	C-Watertown	\$ -		\$ -	\$ 23,114.00	0%
472010.292	C-Whitewater	\$ -		\$ -	\$ 4,413.00	0%
474022	Jefferson County	\$ 126,393.00		\$ 126,393.00	\$ 126,393.00	100%
458007	Service Fees - Home Buyers	\$ 700.00		\$ 700.00	\$ 10,000.00	7%
	Dodge County	\$ -		\$ -	\$ -	
	Events	\$ -		\$ -	\$ -	
	Total Income	\$ 127,093.00		\$ 127,093.00	\$ 458,004.00	28%

2017 Expenses						
Goal 1 - Business Development - \$271,295.50 - 34% of Budget		January Actual	January Estimate	Year to Date Combined Actual/Estimate	Desired Combined JCEDC/GHDP 2017 Budget	Year to Date Percent of Budget
	Salaries/Fringes	\$ 11,531.060		\$ 11,531.06	\$ 207,935.00	6%
521219	Professional Services	\$ -		\$ -	\$ 9,100.00	0%
521229	Recruitment Expenses	\$ -		\$ -	\$ -	0%
531312	Office Equipment/Office Supplies	\$ 41.55		\$ 41.55	\$ 1,750.00	2%
531303	Computer Hardware/Software	\$ -		\$ -	\$ 2,500.00	0%
531322	Subscriptions	\$ 150.61		\$ 150.61	\$ 5,000.00	3%
532325	Registrations/Professional Development	\$ 868.00		\$ 868.00	\$ 6,400.00	14%
532350	Training Materials - Home Buyer	\$ 29.95		\$ 29.95	\$ 4,000.00	1%
531324	Memberships	\$ 400.00		\$ 400.00	\$ 3,000.00	13%
531326	Advertising	\$ -		\$ -	\$ 200.00	0%
Multiple	Materials Development	\$ -		\$ -	\$ 500.00	0%
Multiple	Board Development/Investors Relations	\$ 2.06		\$ 2.06	\$ 1,135.00	0%
Multiple	Organization Capacity	\$ 68.63		\$ 68.63	\$ 2,952.00	2%
Multiple	Allocated Services		\$ 152.45	\$ 152.45	\$ 4,573.50	3%
531349	Other Operating Expenses	\$ -		\$ -	\$ 1,250.00	0%
Multiple	Travel/Meals/Lodging	\$ 1,615.26		\$ 1,615.26	\$ 7,000.00	23%
593413	Railroad Consortium Donation	\$ -		\$ -	\$ 14,000.00	0%
594950	Operating Reserve	\$ -		\$ -	\$ -	
594955	Vested Benefits	\$ -		\$ -	\$ -	
	Total	\$ 14,707.12		\$ 14,859.57	\$ 271,295.50	5%

Goal 2 - Workforce Focused - \$109,050.50 - 14% of Budget		January Actual	January Estimate	Year to Date Combined Actual/Estimate	Desired Combined JCEDC/GHDP 2017 Budget	Year to Date Percent of Budget
	Salaries/Fringes	\$ 4,612.430		\$ 4,612.43	\$ 83,174.00	6%
521219	Professional Services	\$ -		\$ -	\$ 18,200.00	0%
521229	Recruitment Expenses	\$ -		\$ -	\$ -	
531312	Office Equipment/Office Supplies	\$ 8.31		\$ 8.31	\$ 350.00	2%
531303	Computer Hardware/Software	\$ -		\$ -	\$ 500.00	0%
531322	Subscriptions	\$ 30.12		\$ 30.12	\$ 1,000.00	3%
532325	Registrations/Professional Development	\$ -		\$ -	\$ -	
532350	Training Materials - Home Buyer	\$ -		\$ -	\$ -	
531324	Memberships	\$ -		\$ -	\$ -	
531326	Advertising	\$ -		\$ -	\$ 200.00	0%
multiple	Materials Development	\$ -		\$ -	\$ 250.00	0%
multiple	Board Development/Investors Relations	\$ 2.06		\$ 2.06	\$ 1,135.00	0%
multiple	Organization Capacity	\$ 68.63		\$ 68.63	\$ 2,952.00	2%
multiple	Allocated Services		\$ 152.45	\$ 152.45	\$ 914.70	17%
531349	Other Operating Expenses	\$ -		\$ -	\$ 375.00	0%
multiple	Travel/Meals/Lodging	\$ -		\$ -	\$ -	0%
593413	Railroad Consortium Donation	\$ -		\$ -	\$ -	0%
594950	Operating Reserve	\$ -		\$ -	\$ -	
594955	Vested Benefits	\$ -		\$ -	\$ -	
		\$ 4,721.55		\$ 4,874.00	\$ 109,050.70	4%

Goal 3 - Organizational Capacity - \$288,600.70 - 36% of Budget		January Actual	January Estimate	Year to Date Combined Actual/Estimate	Desired Combined JCEDC/GHDP 2017 Budget	Year to Date Percent of Budget
	Salaries/Fringes	\$ 2,306.212		\$ 2,306.21	\$ 41,587.00	6%
521219	Professional Services	\$ 15.00		\$ 15.00	\$ 127,400.00	0%
521229	Recruitment Expenses	\$ -		\$ -	\$ 1,000.00	0%
531312	Office Equipment/Office Supplies	\$ 8.31		\$ 8.31	\$ 350.00	2%
531303	Computer Hardware/Software	\$ -		\$ -	\$ 500.00	0%
531322	Subscriptions	\$ 60.24		\$ 60.24	\$ 2,000.00	3%
532325	Registrations/Professional Development	\$ -		\$ -	\$ -	
532350	Training Materials - Home Buyer	\$ -		\$ -	\$ -	
531324	Memberships	\$ -		\$ -	\$ -	
531326	Advertising	\$ -		\$ -	\$ -	
multiple	Materials Development	\$ -		\$ -	\$ 500.00	0%
multiple	Board Development/Investors Relations	\$ 14.44		\$ 14.44	\$ 7,945.00	0%
multiple	Organization Capacity	\$ 137.26		\$ 137.26	\$ 5,904.00	2%
multiple	Allocated Services		\$ 304.90	\$ 304.90	\$ 914.70	33%
531349	Other Operating Expenses	\$ -		\$ -	\$ 500.00	0%
multiple	Travel/Meals/Lodging	\$ -		\$ -	\$ -	
593413	Railroad Consortium Donation	\$ -		\$ -	\$ -	
594950	Operating Reserve	\$ -		\$ -	\$ 100,000.00	\$ -
594955	Vested Benefits	\$ -		\$ -	\$ -	
		\$ 2,541.46		\$ 2,846.36	\$ 288,600.70	1%

Goal 4 - Marketing & Communications - \$125,680.10 - 16% of Budget		January Actual	January Estimate	Year to Date Combined Actual/Estimate	Desired Combined JCEDC/GHDP 2017 Budget	Year to Date Percent of Budget
	Salaries/Fringes	\$ 4,612.424		\$ 4,612.42	\$ 83,174.00	6%
521219	Professional Services	\$ -		\$ -	\$ 27,300.00	0%
	Web Consultant					
	Campaign					
	Research					
	Tech Support					
	Legal					
521229	Recruitment Expenses	\$ -		\$ -	\$ -	
531312	Office Equipment/Office Supplies	\$ 24.93		\$ 24.93	\$ 1,050.00	2%
531303	Computer Hardware/Software	\$ -		\$ -	\$ 1,500.00	0%
531322	Subscriptions	\$ 60.24		\$ 60.24	\$ 2,000.00	3%
532325	Registrations/Professional Development	\$ 217.00		\$ 217.00	\$ 1,600.00	14%
532350	Training Materials - Home Buyer	\$ -		\$ -	\$ -	
531324	Memberships	\$ -		\$ -	\$ -	
531326	Advertising	\$ -		\$ -	\$ 600.00	0%

multiple	Materials Development	\$ -	\$ -	\$ 1,250.00	0%	
multiple	Board Development/Investors Relations	\$ 2.06	\$ 2.06	\$ 1,135.00	0%	
multiple	Organization Capacity	\$ 68.63	\$ 68.63	\$ 2,952.00	2%	
531311	Postage					
	Telephone/Internet					
533225	Telephone & Fax					
533236	Wireless Internet					
	Audit					
	Bookkeeping					
	Printing					
multiple	Allocated Services		\$ 152.47	\$ 152.47	\$ 2,744.10	6%
571004	IP Telephone Allocation -197.00/12					
571005	Duplicating Allocation - 3.00/12					
571009	MIS PC Group Allocation - 6898.00/12					
571010	MIS Systems Grp Allocation - 1469.00/12					
591519	Other Insurance Allocation - 580.00/12					
531349	Other Operating Expenses	\$ -	\$ -	\$ 375.00	0%	
		\$ 4,985.29	\$ 5,137.75	\$ 125,680.10	4%	

SUMMARY		
	Year to Date Combined Actual/ Estimate	Desired Combined JCEDC/GHDP 2017 Budget
Revenues		
Income	\$ 127,093.00	\$ 648,004.00
Carryover 2016	\$ 152,819.00	\$ 152,819.00
TOTAL	\$ 279,912.00	\$ 800,823.00
Expenses		
Goal 1	\$ 14,859.57	\$ 271,295.50
Goal 2	\$ 4,874.00	\$ 109,050.70
Goal 3	\$ 2,846.36	\$ 288,600.70
Goal 4	\$ 5,137.75	\$ 125,680.10
TOTAL	\$ 27,717.68	\$ 794,627.00



Board Action Form

Action

Docs Enclosed

Future Review

Date: March 2017

Point of Contact: Victoria Pratt

Agenda Item: RLF Update

Respective Issue: Year End Status Report & Signed Resolution

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	Amy Rinard
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:

Jefferson County Revolving Loan Fund Report

Revolving Loans					
Business	Orginal Loan Amount	Orginal Loan Date	Final Loan Payment Due	Balance as of 12/31/2017	Status
Kendall Packaging	\$ 200,000.00	5/16/2011	5/12/2018	\$ 51,495.00	current
Jims Cheese	\$ 60,000.00	5/15/2012	5/1/2017	\$ 4,341.43	current
Rushing Waters	\$ 100,000.00	4/8/2013	4/1/2020	\$ 52,110.05	Past Due *
Johnson Creek Veterinary Clinic	\$ 31,500.00	3/17/2014	10/1/2019	\$ 13,558.62	Current**
*Note - Rushing Waters - Current as of 1/19/2017					
**Note - JC Veterinary Clinic has made early payments - no payment due until 5/1/2017					

FRSB Loans					
Business	Orginal Loan Amount	Orginal Loan Date	Final Loan Payment Due	Balance as of 12/31/2017	Status
Burger Corner	\$ 20,000.00	8/1/2011	6/1/2016	\$ 7,787.70	Delinquent
This loan has been turned over to Corporation Counsel for collections					

RESOLUTION NO. 2016-70

**Approving and adopting the Jefferson County Economic Development
Revolving Loan Fund (RLF) Manual and Lending Guidelines**

Executive Summary

The Jefferson County Economic Development Consortium (JCEDC) on behalf of the County administers the County's Revolving Loan Fund (RLF) program with the assistance of the Finance Department. The RLF serves to assist businesses in gap financing for specific needs such as equipment purchases. Historically, requests for these funds were made through a loan review committee and the JCEDC Board with final approval by the County Board. The County currently has over \$500,000 available for this program.

Recently the JCEDC and staff began to review past practices and policies for administering RLF loans and determined that formal loan administration policies needed to be adopted. As a result, the JCEDC director drafted the Revolving Loan Fund Manual and Lending Guidelines based on best practices. This document was reviewed with the County Administrator, Corporation Counsel and the State Department of Administration. The JCEDC Board of Directors reviewed the Manual and Lending Guidelines on February 23, 2017, and recommends approval.

WHEREAS, the Executive Summary is hereby incorporated by reference into this resolution, and

WHEREAS, Jefferson County administers a Revolving Loan Fund program to assist businesses with providing low interest loans, and

WHEREAS, the Jefferson County Economic Development Consortium serves as the administrator of the program with support from other County departments, and

WHEREAS, the County has a fiduciary role in oversight of these funds, and

WHEREAS, the attached Revolving Loan Fund Manual and Lending Guidelines follows current best practices in administering these loans.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby adopts the attached Jefferson County Economic Development Revolving Loan Fund Manual and Lending Guidelines.

Fiscal Note: There is no fiscal impact.

Ayes VOICE VOTE Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Jefferson County Economic Development Consortium

02-14-17

Ben Wehmeier: 01-24-17; J. Blair Ward: 02-20-17

REVIEWED: Administrator: bw; Corp. Counsel: jbw; Finance Director: bl