



Thursday, July 27, 2017– 8:30 a.m.
864 Collins Road, Room 12, Jefferson, WI 53549

JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (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, David Carlson – City of Whitewater, Steve Struss– 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 July 27, 2017 Agenda
- V.** Approval of Minutes – June 22, 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.** IGA Agreements: report from members on anticipated signing dates
- VIII.** JCEDC Reports
 - A.** Finance Report – June 30, 2017 *#
 - B.** 2018 Budget update on progress
- IX.** General Orders
 - A.** Campaign Update – Jay Werth
 - B.** Directors Report
 - Activity Report
 - Opportunities/Projects Update
- X.** New Business
 - A.** Future Agenda Items
 - B.** Upcoming Meetings/Seminars
 - **JCEDC/Glacial Heritage Development Partnership (GHDP) Joint Board of Directors Meeting – August 24, 2017, 8:30 am, 864 Collins Rd, Rm 8-9, Jefferson, WI**
 - JCEDC Board of Directors – September 28, 2017, 8:30 am, 864 Collins Rd, Rm 12, Jefferson, WI
- XI.** 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: July 2017

Point of Contact:

Agenda Item: Approval of July 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	Dave Carlson
				V-Cambridge	Steve Struss Andrew Wescott-Barten
				V-Johnson Creek	Kyle Ellefson
				County Supervisor	Jim Mode
				County Supervisor	Amy Rinard
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried Motion by _____ Seconded by _____

Not Carried / Denied

Amended As Follows:



Jefferson County Economic Development Consortium BOARD MINUTES

June 29, 2017

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

Board members present: John David – City of Watertown; Steve Wilke - City of Lake Mills; Mo Hansen – City of Waterloo; Patrick Cannon – City of Whitewater; Steve Struss – Village of Cambridge; Supervisor Jim Mode; Supervisor Amy Rinard; Supervisor Augie Tietz;

Others Present: Ben Wehmeier – County Administrator; Jay Werth – Convergent Nonprofit Solutions; Dave Carlson – City of Whitewater; Jim Falco – MATC; Paul Jadin – MadREP; Kattie Otto-Lake Mills Main Street; Alisa Smith- Lake Mills Chamber of Commerce; Victoria Pratt - JCEDC Executive Director; Julie Olver – JCEDC Business Relations/Marketing Manager; RoxAnne Witte – JCEDC Program Specialist

Roll Call – Quorum Established

Certification of compliance with Open Meeting Law Requirements

R Witte certified compliance for the agenda dated June 28, 2017.

Approval of Agenda

Wilke/Tietz moved to approve agenda as presented. Motion Carried

Approval of Minutes

Mode/Wilke moved to approve minutes of the JCEDC Board of Directors meeting of May 25, 2017. Mo Hansen abstained. Motion Carried.

Public Comment

None

Intergovernmental Agreement (IGA)

Discussion was held on the updated agreement for 2017. All members will have their respective communities approve the Intergovernmental Agreement Continuing the Jefferson County Economic Development Consortium Revision Date June 7, 2017 agreement and return to the JCEDC office.

JCEDC Reports

Discussion was held on current income/expenses to date and also expenses that are being incurred by the Capital Campaign. Tietz/Wilke moved to approve the May 31, 2017 JCEDC Finance Report as presented. Motion Carried.

General Orders

A. Capital Campaign Update – No action taken

J Werth reviewed the campaign activity to date report that was distributed to the board.

B. Director's Report – No action taken

1. Opportunities Update - V Pratt distributed a copy of the Opportunity Pipeline Report and updated the board on the 7 new projects that were added to the pipeline in the last 30 days.
2. Activities Update – V Pratt updated the board on the businesses that were visited in the last 30 days, the EDA grant with the City of Jefferson, request for extension of the Jefferson County Brownfield Grant, the creation of a Young Professionals Network, 2018 budget process, Alliant Energy request for a mega site in

Dodge County, and the various meetings that have been held with Dodge County staff.

New Business

A. Future Agenda Items

MATC Presentation will be moved to the September JCEDC Board of Directors meeting.

B. Upcoming Meetings/Seminars

1. Joint GHDP/JCEDC Board of Directors, July 27, 2017, 8:30 am, 864 Collins Rd, Rm 12, Jefferson, WI
2. JCEDC Board of Directors, August 24, 2017, 8:30 am, 864 Collins Rd, Rm 12, Jefferson, WI

Adjournment

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

Meeting adjourned at 9:07 a.m.

Respectfully submitted,

RoxAnne Witte
Recording Secretary



Board Action Form

Action

Docs Enclosed

Future Review

Date: July 2017

Point of Contact:

Agenda Item: Approval of Minutes

Respective Issue: Approve June 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	Dave Carlson
				V-Cambridge	Steve Struss Andrew Wescott-Barten
				V-Johnson Creek	Kyle Ellefson
				County Supervisor	Jim Mode
				County Supervisor	Amy Rinard
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried Motion by _____ Seconded by _____

Not Carried / Denied

Amended As Follows:

Jefferson County Economic Development Consortium/Glacial Heritage Development Partnership
Finance Report June 30, 2017 Estimate

	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	\$ 105,000.00	\$ 800,823.00

2017 Income		May Actual	June Estimates	Year to Date Estimate	Adopted County Budget for 2017 JCEDC	Year to Date Percent of Budget
471001	State Aid/Intergovernmental Revenues	\$ -	\$ -	\$ -	\$ 5,000.00	0%
	Service Fees/Fund Raising	\$ 11,200.00	\$ 36,000.00	\$ 47,200.00	\$ 240,000.00	20%
472010.131	V-Cambridge	\$ -	\$ -	\$ 162.00	\$ 162.00	100%
472010.141	V-Johnson Creek	\$ -	\$ -	\$ 4,400.00	\$ 4,400.00	100%
472010.226	C-Fort Atkinson	\$ -	\$ -	\$ 18,662.00	\$ 18,662.00	100%
472010.241	C-Jefferson	\$ -	\$ -	\$ -	\$ 11,978.00	0%
472010.246	C-Lake Mills	\$ -	\$ -	\$ 8,825.00	\$ 8,825.00	100%
472010.290	C-Waterloo	\$ -	\$ -	\$ 5,057.00	\$ 5,057.00	100%
472010.291	C-Watertown		\$ -	\$ 35,791.50	\$ 23,114.00	155%
472010.292	C-Whitewater	\$ -	\$ 4,413.00	\$ -	\$ 4,413.00	0%
474022	Jefferson County	\$ -	\$ -	\$ 126,393.00	\$ 126,393.00	100%
	Dodge County	\$ -	\$ 85,000.00	\$ 85,000.00	\$ -	0%
458007	Restricted Donations - Home Buyers	\$ 6,750.00	\$ 2,000.00	\$ 14,100.00	\$ 10,000.00	141%
	Events	\$ -	\$ -	\$ -	\$ -	
	Total Income	\$ 17,950.00	\$ 127,413.00	\$ 345,590.50	\$ 458,004.00	75%

2017 Expenses

Goal 1 - Business Development		May Actual	June Estimates	Year to Date Actual	Desired Combined Budget	Percent of Budget
multiple	Salaries/Fringes	\$ 11,566.25	\$ 10,715.69	\$ 64,294.14	\$ 207,935.00	31%
521219	Professional Services	\$ 1,373.73	\$ 1,175.40	\$ 6,162.29	\$ 9,100.00	68%
521229	Recruitment Expenses	\$ -	\$ -	\$ -	\$ -	0%
531312	Office Equipment/Office Supplies	\$ 36.35	\$ -	\$ 239.48	\$ 1,750.00	14%
531303	Computer Hardware/Software	\$ 569.52	\$ -	\$ 772.67	\$ 2,500.00	31%
531322	Subscriptions	\$ 135.47	\$ 100.00	\$ 648.73	\$ 5,000.00	13%
532325	Registrations/Professional Development	\$ 107.20	\$ -	\$ 1,051.20	\$ 6,400.00	16%
532350	Training Materials - Home Buyer	\$ -	\$ -	\$ 385.84	\$ 4,000.00	10%
531324	Memberships	\$ -	\$ 400.00	\$ 800.00	\$ 3,000.00	27%
531326	Advertising	\$ -	\$ -	\$ -	\$ 200.00	0%
multiple	Materials Development	\$ -	\$ -	\$ -	\$ 500.00	0%
multiple	Board Development/Investors Relations	\$ -	\$ -	\$ 2.36	\$ 1,135.00	0%
multiple	Organization Capacity	\$ 53.12	\$ 75.00	\$ 657.36	\$ 2,952.00	22%
multiple	Allocated Services	\$ 407.86	\$ 407.86	\$ 2,447.16	\$ 4,573.50	54%
531349	Other Operating Expenses	\$ -	\$ -	\$ -	\$ 1,250.00	0%
multiple	Travel/Meals/Lodging	\$ 521.45	\$ 500.00	\$ 4,488.65	\$ 7,000.00	64%
593413	Railroad Consortium Donation	\$ -	\$ -	\$ 14,000.00	\$ 14,000.00	100%
594950	Operating Reserve	\$ -	\$ -	\$ -	\$ -	
594955	Vested Benefits	\$ -	\$ -	\$ -	\$ -	
		\$ 14,770.93	\$ 13,373.95	\$ 95,949.87	\$ 271,295.50	35%

Goal 2 - Workforce Focused		May Actual	June Estimates	Year to Date Actual	Desired Combined Budget	Percent of Budget
multiple	Salaries/Fringes	\$ 4,626.50	\$ 4,286.27	\$ 25,717.66	\$ 83,174.00	31%
521219	Professional Services	\$ 2,747.45	\$ 2,350.80	\$ 12,324.58	\$ 18,200.00	68%
521229	Recruitment Expenses	\$ -	\$ -	\$ -	\$ -	
531312	Office Equipment/Office Supplies	\$ 7.27	\$ 25.00	\$ 72.90	\$ 350.00	21%
531303	Computer Hardware/Software	\$ 113.90	\$ -	\$ 154.53	\$ 500.00	31%
531322	Subscriptions	\$ 27.03	\$ 20.00	\$ 130.55	\$ 1,000.00	13%
531326	Advertising	\$ -	\$ -	\$ -	\$ 200.00	0%

multiple	Materials Development	\$ -	\$ -	\$ -	\$ 250.00	0%
multiple	Board Development/Investors Relations	\$ -	\$ -	\$ 2.36	\$ 1,135.00	0%
multiple	Organization Capacity	\$ 53.12	\$ 50.00	\$ 631.96	\$ 2,952.00	21%
multiple	Allocated Services	\$ 81.57	\$ 81.57	\$ 407.86	\$ 914.70	45%
531349	Other Operating Expenses	\$ -	\$ -	\$ -	\$ 375.00	0%
594950	Operating Reserve	\$ -	\$ -	\$ -	\$ -	
594955	Vested Benefits	\$ -	\$ -	\$ -	\$ -	
		\$ 7,656.85	\$ 6,813.65	\$ 39,442.39	\$ 109,050.70	36%

Goal 3 - Organizational Capacity		May Actual	June Estimates	Year to Date Actual	Desired Combined Budget	Percent of Budget
multiple	Salaries/Fringes	\$ 2,313.25	\$ 2,143.138	\$ 12,858.83	\$ 41,587.00	31%
521219	Professional Services	\$ 19,232.18	\$ 16,455.60	\$ 95,943.44	\$ 127,400.00	75%
521229	Recruitment Expenses	\$ -	\$ -	\$ -	\$ 1,000.00	0%
531312	Office Equipment/Office Supplies	\$ 7.27	\$ -	\$ 47.89	\$ 350.00	14%
531303	Computer Hardware/Software	\$ 113.90	\$ -	\$ 154.53	\$ 500.00	31%
531322	Subscriptions	\$ 54.07	\$ 20.00	\$ 241.09	\$ 2,000.00	12%
multiple	Materials Development	\$ -	\$ -	\$ -	\$ 500.00	0%
multiple	Board Development/Investors Relations	\$ -	\$ -	\$ 16.53	\$ 7,945.00	0%
multiple	Organization Capacity	\$ 106.24	\$ 100.00	\$ 642.01	\$ 5,904.00	11%
multiple	Allocated Services	\$ 81.57	\$ 81.57	\$ 489.43	\$ 914.70	54%
531349	Other Operating Expenses	\$ -	\$ -	\$ -	\$ 500.00	0%
594950	Operating Reserve	\$ -	\$ -	\$ -	\$ 100,000.00	
594955	Vested Benefits	\$ -	\$ -	\$ -	\$ -	
		\$ 21,908.48	\$ 18,800.31	\$ 110,393.75	\$ 288,600.70	38%

Goal 4 - Marketing & Communications		May Actual	June Estimates	Year to Date Actual	Desired Combined Budget	Percent of Budget
multiple	Salaries/Fringes	\$ 4,626.50	\$ 4,286.276	\$ 25,717.66	\$ 83,174.00	31%
521219	Professional Services	\$ 4,121.18	\$ 3,526.20	\$ 19,081.86	\$ 27,300.00	70%
521229	Recruitment Expenses	\$ -	\$ -	\$ -	\$ -	
531312	Office Equipment/Office Supplies	\$ 21.81	\$ 20.00	\$ 163.69	\$ 1,050.00	16%
531303	Computer Hardware/Software	\$ 341.71	\$ -	\$ 463.60	\$ 1,500.00	31%

531322	Subscriptions	\$ 54.07	\$ 25.00	\$ 246.09	\$ 2,000.00	12%
532325	Registrations/Professional Development	\$ 26.80	\$ -	\$ 262.80	\$ 1,600.00	16%
531326	Advertising	\$ -	\$ -	\$ -	\$ 600.00	0%
multiple	Materials Development	\$ -	\$ -	\$ -	\$ 1,250.00	0%
multiple	Board Development/Investors Relations	\$ -	\$ -	\$ 2.36	\$ 1,135.00	0%
multiple	Organization Capacity	\$ 53.12	\$ 50.00	\$ 321.00	\$ 2,952.00	11%
multiple	Allocated Services	\$ 244.72	\$ 244.72	\$ 1,468.30	\$ 2,744.10	54%
531349	Other Operating Expenses	\$ -	\$ -	\$ -	\$ 375.00	0%
594950	Operating Reserve	\$ -	\$ -	\$ -	\$ -	
594955	Vested Benefits	\$ -	\$ -	\$ -	\$ -	
		\$ 9,489.90	\$ 8,152.19	\$ 47,727.35	\$ 125,680.10	38%

SUMMARY				
June 30, 2017 Estimates				
	May Actual	June Estimate	Year to Date Combined Actual/Estimate	Desired Combined JCEDC/GHDP 2017 Budget
Revenues				
Income	\$ 17,950.00	\$ 127,413.00	\$ 345,590.50	\$ 648,004.00
Carry Over	\$ 152,819.00	\$ -	\$ 152,819.00	\$ 152,819.00
Total	\$ 170,769.00	\$ -	\$ 498,409.50	\$ 800,823.00
Expenses				
Goal 1	\$ 14,770.93	\$ 13,373.95	\$ 95,949.87	\$ 271,295.50
Goal 2	\$ 7,656.85	\$ 6,813.65	\$ 39,442.39	\$ 109,050.70
Goal 3	\$ 21,908.48	\$ 18,800.31	\$ 110,393.75	\$ 288,600.70
Goal 4	\$ 9,489.90	\$ -	\$ 30,165.34	\$ 125,680.10
Totals	\$ 53,826.16	\$ 38,987.91	\$ 275,951.36	\$ 794,627.00



Board Action Form

Action

Docs Enclosed

Future Review

Date: July 2017

Point of Contact:

Agenda Item: Finance Report

Respective Issue: Approve Finance Report - June

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	Dave Carlson
				V-Cambridge	Steve Struss Andrew Wescott-Barten
				V-Johnson Creek	Kyle Ellefson
				County Supervisor	Jim Mode
				County Supervisor	Amy Rinard
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried Motion by _____ Seconded by _____

Not Carried / Denied

Amended As Follows:
