



Jefferson County Economic Development Consortium BOARD MINUTES

August 24, 2017

Meeting called to order at 8:00 a.m.

Board members present: Steve Wilke – City of Lake Mills; David Carlson – City of Whitewater; Tim Freitag – City of Jefferson; Mo Hanson – City of Waterloo; Steve Struss – Village of Cambridge; Andrew Wescott-Barten – Village of Cambridge; Kyle Ellefson – Village of Johnson Creek; Jim Mode – County Supervisor; Amy Rinard – County Supervisor Jim Schroeder – County Board Chairperson

Absent: John David-City of Watertown; Matt Trebatoski – City of Fort Atkinson;

Others Present: Ben Wehmeier – County Administrator; Jay Werth-Convergent Nonprofit Solutions; Gene Dalhoff--MadRep; Melissa Hunt-WEDC and Nate Olson-Dodge County; Jim Falco-MATC; Victoria Pratt-JCEDC Executive Director; Julie Olver – JCEDC Marketing Manager; RoxAnne Witte-JCEDC Program Specialist.

Roll Call – Quorum Established

Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the unrevised agenda dated 8-24-2017

Approval of Agenda

Ellefson/Mode moved to approve agenda dated 8-24-2017.

Ellefson/Move moved to amend earlier motion to combine discussion on items 11 and 13 on the August 24, 2017 JCEDC/GHDP Agenda. Motion carried.

Minutes

Struss/Ellefson moved to approve minutes of the June 22, 2017. Tietz/Ellefson moved to approve the revised minutes. Motion Carried.

Public Comments

None

IGA Agreement

Updated copies of the Intergovernmental Cooperation Agreement for Jefferson County Economic Development Consortium were distributed to all present. Pratt updated the board on the concerns that the county board of supervisors had with the wording in Item 4.6 Motion by Schroeder/Carlson to approve the August 17, 2017 Revised Intergovernmental Agreement continuing the Jefferson County Economic Development Consortium. Motion carried by roll call vote. Yes votes – Freitag, Wilke, Carlson, Struss, Ellefson, Mode, Rinard, Schroeder. No votes – none.

After a brief break the meeting was reconvened with the members of the GHDP Board of Directors at 8:30 am.

Campaign Update – Jay Werth

Werth provided a list of investors and information on the status of the campaign for review. No action taken

Fund Raiser Training

September 13th GHDP Board of Directors meeting will be held from 8:30 – 9:30 am. and fund raising training for board members will be held from 9:30 – 10:30 am. at Lake Mills City Hall.

Review of Financials

1. Discussion was held on July 31, 2017 Financial Report and the 2017 projected year end income/expenses. Carlson/Hansen moved to approve the July 31, 2017 Finance Report as presented. Motion Carried.
2. Business Development Contractor – Pratt and Wehmeier updated the board on the 5 week contract that was entered into by Jefferson County with Havenlight LLC. to conduct business retention visits with business in

Dodge County. The goal is to complete visits to support amending the Strategic Plan in October to address concerns raised by Dodge County business.

Strategic Plan Review

V Pratt gave a PowerPoint presentation on the Strategic Plan by goals on what has been accomplished to date, pipeline report and update on other activities staff has been working on. The board will be meeting on October 23, 2017, 8 am – 1 pm to review/revise the Strategic Plan based upon availability of funds.

Review of GHDP Bylaws

Discussion was held on the timeline for the election of board members, elections of office and annual meeting as laid out in the GHDP Bylaws. Because the board is unable to make the deadlines per the bylaws, the board decided that the Annual meeting for 2017 will be held November 15, 2017. The following is the timeline that will be used for the election of board members:

1. Nominating Committee to meet before 8/31/2017.
2. September 1, 2017 - Nominations mailed to investors
3. September 15, 2017 – Deadline to return nominations to GHDP office
4. September 29, 2017 – Annual Meeting notice sent to all investors and invitees
5. September 29, 2017 – Ballots to vote for new board members sent to appropriate investors
6. October 13, 2017 – Ballots due to GHDP office
7. November 8, 2017 – Reservation deadline for annual meeting
8. November 15, 2017 – Annual Meeting

Staff will continue to work on securing a location and speaker for the meeting.

Adjournment

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

Meeting adjourned at 10:00 a.m.

Respectfully submitted,

RoxAnne L. Witte

Jefferson County Economic Development Consortium/Glacial Heritage Development Partnership
Finance Report September 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		August Actual	September Estimates	Year to Date Estimate	Adopted County Budget for 2017 JCEDC	Year to Date Percent of Budget
471001	State Aid/Intergovernmental Revenues	\$ 4,860.00		\$ 4,890.00	\$ 5,000.00	98%
	Service Fees/Fund Raising	\$ 4,500.00	\$ 11,550.00	\$ 101,262.10	\$ 240,000.00	42%
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	\$ 11,978.00	100%
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	100%
474022	Jefferson County	\$ -	\$ -	\$ 126,393.00	\$ 126,393.00	100%
	Dodge County	\$ -	\$ -	\$ 85,000.00	\$ -	0%
458007	JCEDC - Home Buyers Program	\$ 2,700.00	\$ 1,350.00	\$ 22,200.00	\$ 10,000.00	222%
	Events	\$ -	\$ -	\$ -	\$ -	
	Total Income	\$ 12,060.00	\$ 12,900.00	\$ 429,033.60	\$ 458,004.00	94%

2017 Expenses		August Actual	September Estimates	Year to Date Estimate	Desired Combined Budget	Percent of Budget
Goal 1 - Business Development						
multiple	Salaries/Fringes	\$ 11,152.64	\$ 11,500.00	\$ 97,998.35	\$ 207,935.00	47%
521219	Professional Services	\$ 1,209.57	\$ 1,800.00	\$ 10,453.17	\$ 9,100.00	115%
521229	Recruitment Expenses	\$ -	\$ -	\$ -	\$ -	0%
531312	Office Equipment/Office Supplies	\$ (38.63)	\$ 100.00	\$ 380.63	\$ 1,750.00	22%
531303	Computer Hardware/Software	\$ (25.00)	\$ -	\$ 772.67	\$ 2,500.00	31%
531322	Subscriptions	\$ 32.67	\$ 300.00	\$ 1,108.82	\$ 5,000.00	22%
532325	Registrations/Professional Development	\$ 140.00	\$ 150.00	\$ 1,239.20	\$ 6,400.00	19%
532350	Training Materials - Home Buyer	\$ 285.85	\$ 300.00	\$ 1,252.17	\$ 4,000.00	31%
531324	Memberships	\$ -	\$ -	\$ 820.00	\$ 3,000.00	27%
531326	Advertising	\$ -	\$ -	\$ -	\$ 200.00	0%
multiple	Materials Development	\$ -	\$ -	\$ -	\$ 500.00	0%
multiple	Board Development/Investors Relations	\$ 3.20	\$ 10.00	\$ 13.20	\$ 1,135.00	1%
multiple	Organization Capacity	\$ 337.11	\$ 350.00	\$ 1,075.01	\$ 2,952.00	36%
multiple	Allocated Services	\$ 407.86	\$ 410.00	\$ 3,672.88	\$ 4,573.50	80%
531349	Other Operating Expenses	\$ -	\$ -	\$ -	\$ 1,250.00	0%
multiple	Travel/Meals/Lodging	\$ 508.78	\$ 500.00	\$ 5,759.02	\$ 7,000.00	82%
593413	Railroad Consortium Donation	\$ -	\$ -	\$ 14,000.00	\$ 14,000.00	100%
594950	Operating Reserve	\$ -	\$ -	\$ -	\$ -	
594955	Vested Benefits	\$ -	\$ -	\$ -	\$ -	
		\$ 14,014.04	\$ 15,420.00	\$ 138,545.13	\$ 271,295.50	51%

Goal 2 - Workforce Focused		August Actual	September Estimates	Year to Date Estimate	Desired Combined Budget	Percent of Budget
multiple	Salaries/Fringes	\$ 4,461.05	\$ 4,500.00	\$ 39,099.34	\$ 83,174.00	47%
521219	Professional Services	\$ 2,419.13	\$ 3,100.00	\$ 20,406.34	\$ 18,200.00	112%
521229	Recruitment Expenses	\$ -	\$ -	\$ -	\$ -	
531312	Office Equipment/Office Supplies	\$ (7.73)	\$ 20.00	\$ 76.13	\$ 350.00	22%
531303	Computer Hardware/Software	\$ (5.00)	\$ -	\$ 154.53	\$ 500.00	31%
531322	Subscriptions	\$ 6.53	\$ 60.00	\$ 221.76	\$ 1,000.00	22%
531326	Advertising	\$ -	\$ -	\$ -	\$ 200.00	0%
multiple	Materials Development	\$ -	\$ -	\$ -	\$ 250.00	0%
multiple	Board Development/Investors Relations	\$ 3.20	\$ 10.00	\$ 3.20	\$ 1,135.00	0%

multiple	Organization Capacity	\$ 337.11	\$ 325.00	\$ 1,050.01	\$ 2,952.00	36%
multiple	Allocated Services	\$ 81.57	\$ 82.00	\$ 734.58	\$ 914.70	80%
531349	Other Operating Expenses	\$ -	\$ -	\$ -	\$ 375.00	0%
594950	Operating Reserve	\$ -	\$ -	\$ -	\$ -	
594955	Vested Benefits	\$ -	\$ -	\$ -	\$ -	
		\$ 7,295.87	\$ 8,097.00	\$ 61,745.90	\$ 109,050.70	57%

Goal 3 - Organizational Capacity		August Actual	September Estimates	Year to Date Estimate	Desired Combined Budget	Percent of Budget
multiple	Salaries/Fringes	\$ 2,230.53	\$ 2,500.000	\$ 19,799.67	\$ 41,587.00	48%
521219	Professional Services	\$ 16,933.92	\$ 22,000.00	\$ 143,144.41	\$ 127,400.00	112%
521229	Recruitment Expenses	\$ -	\$ -	\$ -	\$ 1,000.00	0%
531312	Office Equipment/Office Supplies	\$ (7.73)	\$ 10.00	\$ 66.13	\$ 350.00	19%
531303	Computer Hardware/Software	\$ (5.00)	\$ -	\$ 154.53	\$ 500.00	31%
531322	Subscriptions	\$ 6.53	\$ 60.00	\$ 383.53	\$ 2,000.00	19%
multiple	Materials Development	\$ -	\$ -	\$ -	\$ 500.00	0%
multiple	Board Development/Investors Relations	\$ 22.38	\$ 25.00	\$ 47.38	\$ 7,945.00	1%
multiple	Organization Capacity	\$ 674.23	\$ 675.00	\$ 2,125.03	\$ 5,904.00	36%
multiple	Allocated Services	\$ 81.57	\$ 82.00	\$ 734.58	\$ 914.70	80%
531349	Other Operating Expenses	\$ -	\$ -	\$ -	\$ 500.00	0%
594950	Operating Reserve	\$ -	\$ -	\$ -	\$ 100,000.00	
594955	Vested Benefits	\$ -	\$ -	\$ -	\$ -	
		\$ 19,936.43	\$ 25,352.00	\$ 166,455.25	\$ 288,600.70	58%

Goal 4 - Marketing & Communications		August Actual	September Estimates	Year to Date Estimate	Desired Combined Budget	Percent of Budget
multiple	Salaries/Fringes	\$ 4,461.06	\$ 4,500.000	\$ 39,099.34	\$ 83,174.00	47%
521219	Professional Services	\$ 3,628.70	\$ 3,800.00	\$ 29,759.52	\$ 27,300.00	109%
521229	Recruitment Expenses	\$ -	\$ -	\$ -	\$ -	
531312	Office Equipment/Office Supplies	\$ (23.18)	\$ 20.00	\$ 188.38	\$ 1,050.00	18%
531303	Computer Hardware/Software	\$ (15.00)	\$ -	\$ 463.60	\$ 1,500.00	31%
531322	Subscriptions	\$ 13.07	\$ 100.00	\$ 423.53	\$ 2,000.00	21%
532325	Registrations/Professional Development	\$ 35.00	\$ 30.00	\$ 309.80	\$ 1,600.00	19%
531326	Advertising	\$ -	\$ -	\$ -	\$ 600.00	0%
multiple	Materials Development	\$ -	\$ -	\$ -	\$ 1,250.00	0%
multiple	Board Development/Investors Relations	\$ 3.20	\$ 10.00	\$ 13.20	\$ 1,135.00	1%
multiple	Organization Capacity	\$ 338.11	\$ 350.00	\$ 1,075.01	\$ 2,952.00	36%
multiple	Allocated Services	\$ 244.72	\$ 250.00	\$ 2,208.33	\$ 2,744.10	80%
531349	Other Operating Expenses	\$ -	\$ -	\$ -	\$ 375.00	0%
594950	Operating Reserve	\$ -	\$ -	\$ -	\$ -	
594955	Vested Benefits	\$ -	\$ -	\$ -	\$ -	
		\$ 8,685.67	\$ 9,060.00	\$ 73,540.71	\$ 125,680.10	59%

SUMMARY				
September 30, 2017 Estimates				
	August Actuals	September Estimates	Year to Date Combined Estimate	Desired Combined JCEDC/GHDP 2017 Budget
Revenues				
Income	\$ 12,060.00	\$ 12,900.00	\$ 429,033.60	\$ 648,004.00
Carry Over	\$ 152,819.00	\$ -	\$ 152,819.00	\$ 152,819.00
Total	\$ 164,879.00	\$ -	\$ 581,852.60	\$ 800,823.00
Expenses				
Goal 1	\$ 14,014.04	\$ 15,420.00	\$ 138,545.13	\$ 271,295.50
Goal 2	\$ 7,295.87	\$ 8,097.00	\$ 61,745.90	\$ 109,050.70
Goal 3	\$ 19,936.43	\$ 25,352.00	\$ 166,455.25	\$ 288,600.70
Goal 4	\$ 8,685.67	\$ 9,060.00	\$ 73,540.71	\$ 125,680.10
Totals	\$ 49,932.01	\$ 57,929.00	\$ 440,286.98	\$ 794,627.00