



Thursday, March 22, 2018– 8:30 am
864 Collins Road, Room 8&9, Jefferson, WI 53549

JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA

***REVISED 3-16-2018**

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, Andrew Wescott-Barten – 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 22, 2018 Agenda***
- V. Approval of Minutes – January 2018****
- 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 – February 28, 2018 ****
- VIII. General Orders**
 - A. Directors Report**
 - Pipeline Update
 - Activities Update
 - B. Jefferson County Revolving Loan Fund (RLF)**
 - Addition of Committee Members*
 - C. *Adoption of Resolution 2018-01 Jefferson County Economic Development Consortium recognizes May 7-12, 2018 as National Economic Development Week***
- IX. New Business**
 - A. Future Agenda Items**
 - B. Upcoming Meetings/Seminars**
 - Hoof Health Celebration, April 11, 2018, 10:00 am, Comfort Suites, 725 Paradise Ln, Johnson Creek, WI
 - JCEDC Board of Directors – April 26, 2018, 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.



Jefferson County Economic Development Consortium BOARD MINUTES

January 25, 2018

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

Board members present: John David-City of Watertown, Matt Trebatoski – City of Fort Atkinson, Tim Freitag – City of Jefferson, Kyle Ellefson – Village of Johnson Creek, Jim Mode – County Supervisor, Amy Rinard – County Supervisor, Augie Tietz – County Supervisor,

Absent: Andrew Wescott-Barten – Village of Cambridge, Mo Hanson – City of Waterloo, David Carlson – City of Whitewater, Steve Wilke – City of Lake Mills,

Others Present: Ben Wehmeier – County Administrator, James Falco – Madison College, Dr. Glenn Mathews – Madison College, Maria McClellan – Madison College, Nicole Thompson – Madison College, 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 agenda dated January 25, 2018.

Approval of Agenda

Trebatoski/Mode moved to approve agenda dated January 25, 2018.

Minutes

Mode/Tietz moved to approve the amended October 26, 2017 minutes printed. Motion Carried.

Mode/Tietz moved to approve December 13, 2017 as corrected. Motion Carried.

Public Comments

None

MATC Presentation – James Falco, Dr. Glenn Mathews and Maria McClellan gave a presentation on programs offered at the two campuses in Jefferson County and how there are positioning themselves to meet the future education requirements of Jefferson Counties workforce.

JCEDC Reports

1. Review of Financials –

- a. Discussion was held on the December 31, 2017 Financial Report and the 2017 projected year end income/expenses Tietz/Mode moved to approve the December 31, 2017 Finance Report as presented. Motion Carried.
- b. 2018 JCEDC Budget – Due to decrease in costs of insurance premiums an updated 2018 JCEDC Budget was distributed to the board. Mode/Rinard moved to approve the 2018 JCEDC Budget by Goals as presented with updated insurance costs. Motion Carried.

General Orders

1. Directors Report –

- a. Pipeline Update – V Pratt distributed the 30 day Opportunity Pipeline Report and a yearend review of pipeline activities for 2017 for the boards review.
- b. Activities Update –
*Pratt updated the board on the presentations/meetings she has attended in both Dodge and Jefferson counties, progress on the Labor Availability Analysis, status of negotiations on the new web site, gathering of permit data for 2017 for both counties, and staffing updates.

*Homebuyer Program – The Jefferson County 2017 Homebuyer Program yearend report was presented to the board for their review.

- c. Jefferson County RLF Manual – It was the consensus of the board to increase the loan limit request for the Jefferson County RLF program from no more than 25% to no more than 50% of the total project costs, which is the same requirement that the State of Wisconsin has for their programs. This request will be forwarded to the Jefferson County Board of Supervisors for their approval.
- d. Strategic Plan – Discussion was held on the impact of the plan as it relates to the goals set forth by the organization for the next five years. The plan is written as a living document to be formally reviewed on an annual basis. David/Rinard moved to adopt the Thrive Strategic Plan 2017-2021, 2018 Revision. Motion Carried.

New Business

1. **Future Agenda Items** – none
2. **Upcoming Meetings/Seminars** –
 - a. JCEDC Board of Directors, February 22, 2018, 8:30 am, UW Extension/Workforce Development Building, 864 Collins Road, Rm 12, Jefferson, WI.

Adjournment

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

Meeting adjourned at 9:31 a.m.

Respectfully submitted,

RoxAnne L. Witte,
Recording Secretary

DISCLAIMER: These minutes are uncorrected and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

Jefferson County Economic Development Consortium

February 28, 2018

Revenue	Year to Date Received	2018 Budget	
State Aid	-	5,000.00	0%
JCEDC HBP Service Fees- 2017	2,600.00	10,000.00	26%
JCEDC GHDP Service fees	-	135,000.00	0%
V-Cambridge	-	162.00	0%
V-Johnson Creek	-	4,400.00	0%
C-Fort Atkinson	-	18,662.00	0%
C-Jefferson	-	11,978.00	0%
C-Lake Mills	8,825.00	8,825.00	100%
C-Waterloo	5,057.00	5,057.00	100%
C-Watertown	-	35,792.00	0%
C-Whitewater	-	4,413.00	0%
Jefferson County	-	125,690.00	0%
Dodge County	85,000.00	85,000.00	100%
Donations Restricted	-	2,500.00	0%
	101,482.00	452,479.00	

Expenditures	Year to Date Expenses	2018 Budget	
Goal 1			
Personnel	10,106.86	120,104.00	8%
Professional Services	292.50	30,000.00	1%
Recruitment Related	-	500.00	0%
Office Expense	82.25	5,840.00	1%
Membership		2,500.00	0%
Professional Development	904.01	2,200.00	41%
Meeting Expenses		800.00	0%
Training Materials - Homebuyer	310.94	4,000.00	8%
Subscriptions	240.28	2,800.00	9%
Internet/Phones/Mis	828.91	6,249.20	13%
Other Operating	-	1,000.00	0%
Travel Related	99.78	2,500.00	4%
Other Insurance	-	694.00	0%
Railroad Consortium	-	14,000.00	0%
Operating Reserve	-	1,560.80	0%
		1,560.80	

Goal 2	Year to Date Expenses	2018 Budget	
Personnel	7,580.15	90,078.00	8%
Office Expense	41.12	2,920.00	1%
Professional Development	452.01	1,100.00	41%
Meeting Expenses	-	400.00	0%
Subscriptions	120.14	1,400.00	9%
Internet/Phones/Mis	414.46	3,124.60	13%
Other Operating	-	500.00	0%
Travel Related	37.91	950.00	4%
Operating Reserve	-	780.40	0%
		780.40	

Goal 3	Year to Date Expenses	2018 Budget	
Personnel	7,580.15	90,078.00	8%
Professional Services	292.50	30,000.00	1%
Website Revision	-	15,000.00	0%
Office Expense	82.25	5,840.00	1%
Professional Development	904.01	2,200.00	41%
Meeting Expenses	-	800.00	0%
Subscriptions	240.28	2,800.00	9%
Internet/Phones/Mis	828.91	6,249.20	13%
Other Operating	-	1,000.00	0%
Travel Related	37.91	950.00	4%
Operating Reserve	-	1,560.80	0%

SUMMARY

February 28, 2018

	Year to Date	2018 Budget
Revenues		
Income	\$101,482.00	\$452,479.00
Carryover*	-	-
Total	\$101,482.00	\$452,479.00
Expenses		
Goal 1	\$12,865.54	\$194,748.00
Goal 2	\$8,645.79	\$101,253.00
Goal 3	\$9,966.02	\$156,478.00
Totals	\$31,477.35	\$452,479.00

*Carryover as of 3/19/2018	\$91,962.18
JCEDC Vested Benefit Reserve	(21,345.82)
JCEDC Fiduciary Funds Carryover	\$70,616.36

Kyle J. Haug, Vice President



The Huntington National Bank- Business Banking Office
N56W16949 Ridgewood Drive
Menomonee Falls, WI 53051
Office: 262-703-3726
Cell: 414-405-0406

Kyle J. Haug – Vice President, Business Relationship Manager 3

A Wisconsin Native all my life, I have lived and worked in the Greater Milwaukee area for over 25 years. During this time I have helped grow many businesses by facilitating their lending and financial service's needs.

My expertise lies in serving mid-sized privately held manufacturing companies. I provide a consultative approach to helping clients find the best solutions to assist in their company's financial goals. I accurately assess financial needs for the purpose of formulating a relationship plan and delivering an effective variety of financial products including Commercial Lines of Credit, Equipment Loans/Leases, Commercial Real Estate Loans, Complex Treasury Management Services, and Wealth Management Services just to name a few. My banking career began in 2004 with Wells Fargo Bank N.A. where I held numerous officer positions in Business Banking until joining Legacy FirstMerit/Huntington National Bank in 2014.

I hold a Bachelors of Business Administration from the University of Wisconsin-Whitewater and am actively involved in their Football Alumni Program. I currently reside in Pewaukee with my wife of 14 years, and 2 children (ages 9 and 7). My free time is spent in the outdoors (fishing and hunting), coaching (youth football, basketball, baseball), and most importantly spending quality time with my children.

About Huntington

Huntington Bancshares Inc is a regional bank holding company headquartered in Columbus, Ohio, with \$101 billion of assets and a network of 996 branches (42 in Wisconsin) across eight Midwestern states. Founded in 1866, The Huntington National Bank and our affiliates provide consumer, small business, commercial, treasury management, wealth management, brokerage, trust, and insurance services to help meet all of our client's financial needs.

References

Whole Foods Market	Keith Manbeck, EVP-CFO	312-403-0089	Keith.manbeck@wholefoods.com
Badger Paperboard, Inc	Mark Smiley, President	608-393-6096	marksmiley@charter.net
Frankenthal International	Howard Frankenthal, President	262-241-7000	howard@frankenthalintl.com
Zenar Corporation	Rick Simatic, CFO	414-764-1800	ras@zenarcrane.com
Vanguard Computers	Debbie Smith, President	262-317-1904	deb.s@vanguardinc.com
ABQC Corporation	Brian Stoddard, President	414-671-6448	stoddard@abqc-usa.com
Global Precision Industries	Gale Pence, CEO/Founder	262-844-3586	gpence@globalprec.com

RESOLUTION NO. 2018-01

**Jefferson County Economic Development Consortium recognizes
May 7-12, 2018 as “National Economic Development Week”**

WHEREAS, the Jefferson County Economic Development Consortium recognizes the International Economic Development Council (IEDC) as the largest professional economic development organization dedicated to serving economic developers; and Jefferson County Economic Development Consortium is a member of the IEDC, and

WHEREAS, the IEDC is promoting establishing National Economic Development week, as part of its efforts to provide leadership and excellence in economic development for communities, members, and partners through training, research, policy advocacy, and initiatives such as the Accredited Economic Development Organization program and the Certified Economic Developer designation; and

WHEREAS, the Jefferson County Economic Development Consortium and the Economic Development staff of Jefferson County promote the economic well-being and rising quality of life for Jefferson County by engaging in a wide variety of efforts to attract and retain high-quality jobs, develop vibrant communities, enhance the tax base, and improve the quality of life for residents of Jefferson County,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Economic Development Consortium Board of Directors do hereby recognize May 7 – 12, 2018 as “National Economic Development Week” and remind individuals of the importance of this community celebration which supports the expansion of career opportunities and improving quality of life;

BE IT FURTHER RESOLVED that Jefferson County Economic Development Consortium Board of Directors respectfully requests that the Jefferson County Board of Supervisors adopt a resolution recognizing May 7 – 12, 2018 as “National Economic Development Week”.

Adopted by the Jefferson County Economic Development Consortium Board of Directors this 22nd day of March 2018.

John David, Chairperson

Attest: Victoria Pratt, Executive Director