



Thursday, August 23, 2018– 8:30 a.m.
864 Collins Road, Room 8&9, 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, Andrew Wescott-Barten – Village of Cambridge, Kyle Ellefson - Village of Johnson Creek, Jim Mode – Jefferson County Supervisor, Dick Jones – Jefferson County Supervisor, Amy Rinard – Jefferson County Supervisor

- I. Call to Order – J David
- II. Roll Call (Establish a quorum)
- III. Certification of Compliance with Open Meeting Laws
- IV. Approval of August 23, 2018 Agenda
- V. Approval of Minutes – July 26, 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 – V Pratt
 - A. Approval of Finance Report – August 23, 2018
 - B. Discussion and possible action on approval of 2019 Budget
- VIII. General Orders
 - A. Directors Report – V Pratt
 - Pipeline Update
- IX. Upcoming Meetings/Seminars
 - JCEDC Board of Directors, September 27, 8:30 am
 - GHDP Thrive Annual Meeting, October 10, 2018, 4:00 – 6:00 pm, Watertown, WI
- X. Adjournment

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.



Jefferson County Economic Development Consortium & THRIVE

BOARD MINUTES

July 26, 2018

Meeting called to order at 8:32 a.m.

JCEDC Board members present: John David – City of Watertown, David Carlson – City of Whitewater, Kyle Ellefson – Village of Johnson Creek, Jim Mode – County Supervisor, Amy Rinard – County Supervisor, and Dick Jones – County Supervisor

Absent: Tim Freitag – City of Jefferson, Steve Wilke – City of Lake Mills, Matt Trebatoski – City of Fort Atkinson, Mo Hansen – City of Waterloo, Andrew Wescott Barton – Village of Cambridge

Others Present: Augie Tietz-County Supervisor, Melissa Hunt- WEDC, Gene Dalhoff-MADRep, Lavern Georgson-UW Extension, Ben Wehmeier-County Administrator, Victoria Pratt-JCEDC Executive Director, Julie Olver – Marketing Manager, RoxAnne Witte- Program Specialist

Roll Call – Quorum Established

Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the agenda dated July 26, 2018.

Approval of Agenda

Carlson/Rinard moved to approved agenda dated July 26, 2018.

JCEDC Minutes

Mode/Rinard moved to approve June 13, 2018 minutes as corrected. Motion Carried.

Public Comments

None

JCEDC Reports

1. Approval of Finance Report

Ellefson/Mode moved to approve the July 23, 2019 Finance Report as presented. Motion Carried.

2. Discussion and possible action on 2019 Budget

V Pratt presented the proposed 2019 JCEDC budgets and explained that for 2019 costs have been allocated to JCEDC Economic Development and the Homebuyer Program, operated by JCEDC. This was done to allow the JCEDC board to look at the costs of the HBP outside of the combined JCEDC budget, as changes in funding to this program and future federal certification mandates may affect the financial stability of the program; which will necessitate a discussion about the costs/benefits and proposed future funding. No action taken on the proposed 2019 budget.

Pratt also raised the issue of JCEDC using one source of demographic data consistently. The JCEDC currently uses the Wisconsin Demographic Services data for population data for invoicing municipalities; and relies upon ESRI for all economic development-related reports. The ESRI data is considered the standard in Economic Development and this demographic data is embedded in the sites and buildings database used by JCEDC. The Board agreed to utilize ESRI as JCEDC's data source for all its functions.

General Orders

1. Directors Report

a. Pipeline Update

V Pratt distributed an updated Opportunity Pipeline Report and gave brief highlights on recruitment/retention/expansion projects that have been active since April.

b. Website Update

J Olver and M Roberts gave a presentation on the new THRIVE website showing all new content that will

be written for the site and how moving forward all building/land available for business attraction/expansion will be listed for both Dodge and Jefferson Counties. The Board received ESRI demographic reports on specific sites and buildings that are in the database. Launch date for the new site will be sometime in September.

2. Discussion and possible action on an application to the RLF

V Pratt updated the board on the application received from JCB Flavors for the Jefferson County Revolving Loan Fund. The revolving loan fund committee has met, approved terms for the loan and recommends that the JCEDC board of directors approve submittal of this loan application to the Jefferson County Board of Supervisors for this approval. Carlson/Mode motioned based on terms set forth by the revolving loan fund committee to approve to forward the application to the Jefferson County Board of Supervisors for their approval at their August 13, 2018 meeting.

3. Wisconsin River Rail Transit Commission

A Tietz gave a presentation on the Wisconsin River Rail Transit Commission 2017/2018 Capital Program and their need to request increased funding for 2019. The board did express their concerns on the increase in fees which will be relayed to the commission.

New Business

1. Board Recognition

A commendation and a token of appreciation were presented to Augie Tietz for his dedication and years of service on the JCEDC board of directors.

Upcoming Meeting/Seminars

JCEDC Board of Directors August 23, 2018, 8:30 am, 864 Collins Road, Rm 8-9, Jefferson, WI

Adjournment

There being no further business for consideration, motion by Rinard/Jones to adjourn. Motion carried
Meeting adjourned at 10:06 a.m.

Respectfully submitted,

RoxAnne L. Witte,
Recording Secretary

Jefferson County Economic Development Consortium

August 23, 2018

				Year to Date		
		July	August Estimates	Estimate	2018 Budget	
Revenue	State Aid	-	-	-	5,000.00	0%
	JCEDC HBP Service Fees	750.00	3,650.00	10,850.00	10,000.00	109%
	JCEDC GHDP Service fees	67,500.00	-	67,500.00	135,000.00	50%
	V-Cambridge	-	-	162.00	162.00	100%
	V-Johnson Creek	-	-	4,400.00	4,400.00	100%
	C-Fort Atkinson	-	-	18,662.00	18,662.00	100%
	C-Jefferson	-	-	11,978.00	11,978.00	100%
	C-Lake Mills	-	-	8,825.00	8,825.00	100%
	C-Waterloo	-	-	5,057.00	5,057.00	100%
	C-Watertown	-	-	35,792.00	35,792.00	100%
	C-Whitewater	-	-	4,413.00	4,413.00	100%
	Jefferson County	126,393.00	-	126,393.00	125,690.00	101%
	Dodge County	-	-	85,000.00	85,000.00	100%
	RLF Application Fee	-	-	-	-	
	MATC Reimbursement	400.00	-	-	-	
	Donations Restricted	-	-	-	2,500.00	0%
		\$ 195,043.00	\$ 3,650.00	\$ 379,032.00	\$ 452,479.00	

Expenditures			Year to Date		
	July Estimate	August Estimate	Estimates	2018 Budget	
Goal 1					
Personnel	9,356.33	9,109.44	75,139.00	120,104.00	63%
Professional Services	5,152.09	-	6,942.52	30,000.00	23%
Recruitment Related	-	-	-	500.00	0%
Office Expense	241.11	215.90	1,923.67	5,840.00	33%
Membership	-	-	420.00	2,500.00	17%
Professional Development	221.39	(25.79)	1,276.31	2,200.00	58%
Meeting Expenses	4.26	-	325.11	800.00	41%
Training Materials - Homebuyer	283.34	309.04	1,226.95	4,000.00	31%
Subscriptions	61.40	62.00	860.27	2,800.00	31%
Internet/Phones/Mis	467.34	667.22	3,945.68	6,249.20	63%
Other Operating	-	-	366.28	1,000.00	37%
Travel Related	504.43	229.68	1,770.37	2,500.00	71%
Other Insurance	57.81	57.81	462.48	694.00	67%
Railroad Consortium	-	-	-	14,000.00	0%
Operating Reserve	-	-	-	1,560.80	0%
Total	\$ 16,349.48	\$ 10,625.29	\$ 94,658.64	\$ 194,748.00	

Expenditures			Year to Date		
	July Estimate	August Estimate	Estimates	2018 Budget	
Goal 2					
Personnel	7,017.25	6,832.08	56,354.25	90,078.00	63%
Office Expense	120.55	107.95	961.84	2,920.00	33%
Professional Development	110.69	(12.89)	638.16	1,100.00	58%
Meeting Expenses	2.128	0	162.56	400.00	41%
Subscriptions	30.70	31.00	430.13	1,400.00	31%
Internet/Phones/Mis	233.67	333.61	1,972.84	3,124.60	63%
Other Operating	-	-	183.14	500.00	37%
Travel Related	191.67	87.27	672.69	950.00	71%
Operating Reserve	-	-	-	780.40	0%
Total	\$ 7,706.66	\$ 7,379.01	\$ 61,375.60	\$ 101,253.00	

Goal 3	July Estimate	August Estimate	Year to Date		2018 Budget	
			Estimates			
Personnel	7,017.25	6,832.08	56,354.25	90,078.00	63%	
Professional Services	5,152.09	-	6,906.50	30,000.00	23%	
Website Revision	6,400.00	500.00	10,600.00	15,000.00	71%	
Office Expense	241.11	215.90	1,923.67	5,840.00	33%	
Professional Development	221.39	-25.79	1,276.31	2,200.00	58%	
Meeting Expenses	4.268	0	325.12	800.00	41%	
Subscriptions	61.40	62.00	860.27	2,800.00	31%	
Internet/Phones/Mis	467.34	667.22	3,945.68	6,249.20	63%	
Other Operating	-	-	366.28	1,000.00	37%	
Travel Related	191.67	87.27	672.69	950.00	71%	
Operating Reserve	-	-	-	1,560.80	0%	
Total	\$ 19,756.50	\$ 8,338.67	\$ 83,230.78	\$ 156,478.00		

SUMMARY					
August 23, 2018					
	July Estimates	August Estimates	Year to Date Estimates	2018 Budget	
Revenues					
Income	195,043.00	3,650.00	\$ 379,032.00	\$ 452,479.00	
Carryover*			\$70,616.36	-	
Total			\$ 449,648.36	\$ 452,479.00	
Expenses					
Goal 1	16,349.48	10,625.29	\$ 94,658.64	\$ 194,748.00	
Goal 2	7,706.66	7,379.01	\$ 61,375.60	\$ 101,253.00	
Goal 3	19,756.50	8,338.67	\$ 83,230.78	\$ 156,478.00	
Totals	\$ 43,812.64	\$ 26,342.97	\$ 239,265.02	\$ 452,479.00	

*Carryover as of 3/19/2018
 JCEDC Vested Benefit Reserve
 JCEDC Fiduciary Funds Carryover

\$91,962.18
 (21,345.82)
 \$70,616.36