



**Thursday, March 28, 8:30 am**  
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, Lisa Moen – 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 March 28, 2019 Agenda
- V.** Approval of Minutes – January 24, 2019
- 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.** Approval of 2018 Year End Financial Report
- VIII.** Education Session

Overview of Wisconsin Economic Development Corporation Business Assistance Programs (WEDC)  
Mary Gage, Senior Economic Development Director for WEDC  
Melissa Hunt, Regional Account Manager for WEDC
- IX.** General Orders
  - A.** New Business
  - B.** Future Agenda Items
  - C.** Upcoming Meetings/Seminars –
    - Next Meeting: JCEDC Board of Directors – April 25, 2019
    - ThriveED Annual Meeting: October 8, 2019 (Date & Time (Breakfast) TBD)
- 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  
Board of Directors Meeting  
January 24, 2019**

Board members – John David – City of Watertown, Matt Trebatoski-City of Fort Atkinson, Steve Wilke – City of Lake Mills, Timothy Freitag – City of Jefferson, Mo Hansen City of Waterloo, David Carlson – City of Whitewater, Lisa Moen- Village of Cambridge, Kyle Ellefson – Village of Johnson Creek, Jim Mode – Jefferson County Supervisor, Richard Jones – Jefferson County Supervisor, Amy Rinard – Jefferson County Supervisor

**I. Call to Order** - Meeting called to order by Chairman David at 8:30 am.

**II. Roll Call – Quorum Established**

JCEDC Board Members Present: John David –City of Watertown, Steve Wilke –City of Lake Mills, Mo Hansen –City of Waterloo, 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, David Carlson –City of Whitewater, Matt Trebatoski –City of Fort Atkinson, Lisa Moen –Village of Cambridge

Staff Present: Ben Wehmeier – County Administrator, Victoria Pratt -JCEDC Executive Director, Julie Olver –Marketing Manager, RoxAnne Witte -Program Specialist

Members of the Public Present: Jim Grabowski-We Energies, Paul Jayden – MadRep

**III. Certification of compliance with Open Meeting Law Requirements**

Staff certified compliance for the agenda dated January 24, 2019.

**IV. Approval of Agenda**

Mode/Jones moved to approve agenda dated January 24, 2019. Motion passed.

**V. Approval of Minutes**

Rinard/Mode moved to approve December 18, 2018 minutes as printed. Motion passed.

**VI. Public Comments**

None

**VII. JCEDC Reports**

**A. Approval of Finance Report**

Mode/Rinard moved to approve December 20, 2018 finance report as presented. Motion passed.

**VIII. General Orders**

**A. Directors Report**

**1. Pipeline Update**

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

**2. Jefferson County Comprehensive Plan**

V Pratt updated the board on what the county is doing and how this will ensure that future land uses are aligned with the County's Strategic Plan, the JCEDC and ThriveED's Strategic Plan and also what current areas of concern are and what will need to be done in the future to address these issues.

**3. IT Cluster Study**

Discussion was held on the preliminary maps of the IT Cluster Study done by MadRep and WEDC that were distributed to the board regarding the need for broadband services for Jefferson County. MadRep will be releasing the full study in the coming weeks.

**4. Maranatha Baptist University Economic Breakfast**

Reminder to the board that V. Pratt will be on the panel along with Kristen Fish, Watertown RDA and Bob Duffy, Director of Economic Development for the City of Oconomowoc at the MBU Economic Breakfast, February 13, 2019.

**5. JCEDC Education Session Survey Results**

The results of the survey were handed out to the board. Staff will look to engage speakers for the March, May, July, and September JCEDC Board of Directors meetings based on the results of the survey.

**6. Discussions with Dodge County**

V Pratt updated the board on the ongoing discussions with Dodge County to potentially increase their investment into JCEDC. The proposal that is being discussed would increase their investment to \$1.50

per resident and include the hiring of a business development professional that would work primarily in Dodge County, and the possibility of a seat on the JCEDC board of directors.

**7. CDBG Closeout**

Discussions are ongoing as to how Jefferson County will close out their revolving loan fund. Deadline for the close out is December 31, 2020.

**B. Upcoming Meeting/Seminars**

1. Maranatha Baptist University Economic Breakfast – February 13, 2019, 7:00 – 9:00, Watertown Campus
2. JCEDC Board of Directors, March 28, 2019, 8:30 am. (February meeting cancelled)
3. ThriveEd Annual Meeting – October 8, 2019 (date and time TBD)

**IX. Adjournment**

There being no further business for consideration, motion by Wilke/Ellefson to adjourn. Motion passed.  
Meeting adjourned at 9:12 a.m.

Minutes prepared by:

RoxAnne L. Witte,  
Program Specialist  
Jefferson County Economic Development Consortium

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

December 31, 2018 Final

Revenue	December	Year to Date	2018 Budget	
State Aid	7,500.00	7,500.00	5,000.00	150%
Brownfield Reimbursement		1,424.54	-	
JCEDC HBP Service Fees	750.00	15,600.00	10,000.00	156%
JCEDC GHDP Service fees	67,500.00	135,000.00	135,000.00	100%
GHDP - Reimbursed Expenses	309.75	309.75	-	
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	125,690.00	101%
Dodge County	-	85,000.00	85,000.00	100%
RLF Application Fee	-	750.00	-	
MATC Reimbursement	400.00	800.00	-	
Donations Restricted	-	-	2,500.00	0%
	<b>\$ 76,459.75</b>	<b>\$ 462,066.29</b>	<b>\$ 452,479.00</b>	<b>102%</b>

## Expenditures

## Goal 1

		December	Year to Date	2018 Budget	
Personnel		11,272.08	117,788.28	120,104.00	98%
Professional Services	544	544.00	8,236.50	30,000.00	27%
Recruitment Related	0		-	500.00	0%
Office Expense		369.52	2,883.85	5,840.00	49%
Membership	325	325.00	745.00	2,500.00	30%
Professional Development		16.00	1,422.71	2,200.00	65%
Meeting Expenses	0	-	338.79	800.00	42%
Training Materials - Homebuyer	0	-	1,470.26	4,000.00	37%
Subscriptions	79.51	79.51	1,644.75	2,800.00	59%
Internet/Phones/Mis		912.58	6,024.82	6,249.20	96%
Other Operating	0	-	366.28	1,000.00	37%
Travel Related		190.24	2,648.85	2,500.00	106%
Other Insurance	121.78	121.78	1,338.38	694.00	193%
Railroad Consortium	14000	14,000.00	14,000.00	14,000.00	100%
Operating Reserve	0	-	-	1,560.80	0%
<b>Total</b>		<b>\$ 27,830.71</b>	<b>\$ 158,908.47</b>	<b>\$ 194,748.00</b>	<b>82%</b>

## Goal 2

		December	Year to Date	2018 Budget	
Personnel		8,454.08	88,341.19	90,078.00	98%
Office Expense		184.76	1,441.93	2,920.00	49%
Professional Development		8.00	711.35	1,100.00	65%
Meeting Expenses		0	169.39	400.00	42%
Subscriptions		39.76	822.38	1,400.00	59%
Internet/Phones/Mis		456.28	3,012.41	3,124.60	96%
Other Operating		-	183.14	500.00	37%
Travel Related		72.28	1,006.49	950.00	106%
Operating Reserve		-	-	780.40	0%
<b>Total</b>		<b>\$ 9,215.16</b>	<b>\$ 95,688.28</b>	<b>\$ 101,253.00</b>	<b>95%</b>

Goal 3	December	Year to Date	2018 Budget	
Personnel	8,454.08	88,341.19	90,078.00	98%
Professional Services	544.00	8,236.50	30,000.00	27%
Website Revision	-	12,100.00	15,000.00	81%
Office Expense	369.52	2,883.86	5,840.00	49%
Professional Development	16.00	1,422.71	2,200.00	65%
Meeting Expenses	0	338.79	800.00	42%
Subscriptions	79.51	1,644.75	2,800.00	59%
Internet/Phones/Mis	912.58	6,024.82	6,249.20	96%
Other Operating	-	366.28	1,000.00	37%
Travel Related	72.28	1,006.49	950.00	106%
Operating Reserve	-	-	1,560.80	0%
<b>Total</b>	<b>\$ 10,447.97</b>	<b>\$ 122,365.39</b>	<b>\$ 156,478.00</b>	<b>78%</b>

<b>SUMMARY</b>				
<b>December 31, 2018</b>				
	<b>December</b>	<b>Year to Date</b>	<b>2018 Budget</b>	
<b>Revenues</b>				
Income	76,459.75	\$ 462,066.29	\$ 452,479.00	
Carryover*		\$70,616.36	-	
<b>Total</b>	<b>76,459.75</b>	<b>\$ 532,682.65</b>	<b>\$ 452,479.00</b>	
<b>Expenses</b>				
Goal 1	27,830.71	\$ 158,908.47	\$ 194,748.00	
Goal 2	9,215.16	\$ 95,688.28	\$ 101,253.00	
Goal 3	10,447.97	\$ 122,365.39	\$ 156,478.00	
<b>Totals</b>	<b>\$ 47,493.84</b>	<b>\$ 376,962.14</b>	<b>\$ 452,479.00</b>	

Beginning Carryover 1/1/2018	\$ 91,962.18
Vested Benefits 1/1/2018	(21,345.82)
	<u>\$ 70,616.36</u>
2018 Revenue	462,066.29
2018 Expenses	(376,962.14)
Additional Vested Benefits 12/31/2018	(12,374.82)
Ending Carryover Balance 12/31/2018	<u>\$ 143,345.69</u>