



Thursday, April 25, 2019, 8:30 am
864 Collins Road, Room 12, Jefferson, WI 53549

JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA

Board Members

Matt Trebatoski – City of Fort Atkinson, Timothy Freitag – City of Jefferson, Steve Wilke – City of Lake Mills, Mo Hansen – City of Waterloo, Emily McFarland - City of Watertown, 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
- II.** Roll Call (Establish a quorum)
- III.** Certification of Compliance with Open Meeting Laws
- IV.** Approval of April 24, 2019 Agenda
- V.** Approval of Minutes – March 28, 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 – V Pratt
 - A.** Financial Report
- VIII.** General Orders
 - A.** Directors Report – V Pratt
 - Opportunity Pipeline Update
 - B.** Board Changes
 - Resignation Letter
 - Election of Officers – Chair, Vice Chair, Secretary/Treasurer
 - C.** Discussion and Possible action on Intergovernmental Agreement with Dodge County for economic development services
 - D.** New Business/Future Agenda Items
 - E.** Upcoming Meetings/Seminars –
 - Next Meeting: JCEDC Board of Directors – Education Session: Competing for Economic Development Projects, Coleman Peiffer, Alliant Energy – May 25, 2019
 - July 25th Education Session: Affordable Worker Housing; USDA/WI group
 - ThriveED Annual Meeting: October 8, 2019: Dr. Bill Mitchell, Keynote (Date & Time (Breakfast) TBD)
- IX.** 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
March 28, 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 8:34 am.

II. Roll Call – Quorum Established

JCEDC Board Members Present: John David –City of Watertown, Matt Trebatoski-City of Fort Atkinson, Steve Wilke –City of Lake Mills, David Carlson –City of Whitewater, Lisa Moen –Village of Cambridge, Jim Mode –County Supervisor, Amy Rinard –County Supervisor

Absent: Tim Freitag –City of Jefferson, Mo Hansen –City of Waterloo, Kyle Ellefson –Village of Johnson Creek, Dick Jones –County Supervisor

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, Nate Olson – Dodge County, Jim Mielke – Dodge County, Mary Gage – WEDC, Melissa Hunt – WEDC, Jim Falco – Madison College, Kevin Kaufman – UW Whitewater

III. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the agenda dated March 28, 2019.

IV. Approval of Agenda

Mode/Wilke moved to approve agenda dated March 28, 2019. Motion passed.

V. Approval of Minutes

Rinard/Mode moved to approve January 24, 2019 minutes as printed. Motion passed.

VI. Public Comments

None

VII. JCEDC Reports

A. Approval of Finance Report

V Pratt updated the board on the 2018 JCEDC year-end financial report. Rinard/Mode moved to approve December 31, 2018 JCEDC year-end financial report as presented. Motion passed.

VIII. Education Session

Mary Gage and Melissa Hunt from Wisconsin Economic Development Corporation gave a presentation on the business assistance programs that are offered to businesses in the State of Wisconsin along with a highlight of their 2018 annual report.

IX. General Orders

- A.** New Business - A commendation and a token of appreciation were presented to John David for his dedication and years of service on the JCEDC board of directors.
- B.** Future Agenda Items – Update on Dodge/Jefferson County Interagency Agreement
- C.** Upcoming Meetings/Seminars
 - JCEDC Board of Directors, April 25, 2019, 8:30 am
 - ThriveEd Annual Meeting – October 8, 2019 (date and time TBD)

IX. Adjournment

There being no further business for consideration, motion by Carlson/Trebatoski to adjourn. Motion passed.
Meeting adjourned at 9:45 a.m.

Minutes prepared by:

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

Jefferson County Economic Development Consortium

February 28, 2019

Revenue	February	Year to Date	2019	
JCEDC GHDP Service fees		-	135,000.00	0%
V-Cambridge		149.60	149.80	100%
V-Johnson Creek		4,160.00	4,160.80	100%
C-Fort Atkinson		17,372.60	17,372.60	100%
C-Jefferson		11,354.00	11,354.00	100%
C-Lake Mills		8,521.80	8,521.80	100%
C-Waterloo		4,610.20	4,610.20	100%
C-Watertown		33,916.40	33,916.40	100%
C-Whitewater	4107.6	4,107.60	4,107.60	100%
Jefferson County		-	118,896.40	0%
Dodge County		85,000.00	85,000.00	100%
	\$ 4,107.60	\$ 169,192.20	\$ 423,089.60	40%

Expenditures Goal 1	February	Year to Date	2018 Budget	
Personnel	4619.99	10,464.44	64,754.37	16%
Professional Services	0.00	384.34	7,000.00	5%
Web Page Development	0.00	175.00	743.75	24%
Office Expense	157.29	283.91	5,770.80	5%
Membership	0.00	-	1,400.00	0%
Professional Development	187.57	1,202.93	1,977.50	61%
Meeting Expenses	0.00	-	700.00	0%
Training Materials	72.80	72.80	472.50	15%
Subscriptions	101.48	151.53	770.35	20%
Internet/Phones/Mis	294.33	601.15	4,020.10	15%
Other Operating	0.00	-	350.00	0%
Travel Related	162.99	302.04	1,582.00	19%
Other Insurance	30.33	60.66	364.00	17%
Railroad Consortium	0.00	4,900.00	4,900.00	100%
Operating Reserve		-	-	
Total	\$ 5,626.77	\$ 18,598.79	\$ 94,805.37	20%

Goal 2

	February	Year to Date	2019 Budget	
Personnel	4619.99	10,464.44	64,754.37	16%
Professional Services	0.00	384.34	7,000.00	5%
Web Page Development	0.00	175.00	743.75	24%
Office Expense	157.29	283.91	5,770.80	5%
Membership	0.00	-	1,400.00	0%
Professional Development	187.57	1,202.93	1,977.50	61%
Meeting Expenses	0.00	-	700.00	0%
Training Materials	72.80	72.80	472.50	15%
Subscriptions	101.48	151.53	770.35	20%
Internet/Phones/Mis	294.33	601.15	4,020.10	15%
Other Operating	0.00	-	350.00	0%
Travel Related	162.99	302.04	1,582.00	19%
Other Insurance	30.33	60.66	364.00	17%
Railroad Consortium	0.00	4,900.00	4,900.00	100%
Operating Reserve	0	-	-	
Total	\$ 5,626.77	\$ 18,598.79	\$ 94,805.37	20%

Goal 3

	February	Year to Date	2019 Budget	
Personnel	11,687.64	25,052.49	141,453.26	18%
Professional Services	-	329.43	6,000.00	5%
Web Page Development	-	150.00	637.50	24%
Office Expense	134.82	243.35	4,946.40	5%
Membership	-	-	1,200.00	0%
Professional Development	160.77	1,031.08	1,695.00	61%
Meeting Expenses	-	-	600.00	0%
Training Materials	62.40	62.40	405.00	15%
Subscriptions	86.98	129.88	660.30	20%
Internet/Phones/Mis	252.28	515.27	3,445.80	15%
Other Operating	-	-	300.00	0%
Travel Related	139.70	258.88	1,356.00	19%
Other Insurance	26.00	52.00	312.00	17%
Railroad Consortium	-	4,200.00	4,200.00	100%
Operating Reserve	-	-	-	
Total	\$ 12,550.59	\$ 32,024.78	\$ 167,211.26	19%

SUMMARY

February 28, 2019

	February		Year to Date		2019 Budget
Revenues					
Income	4,107.60	\$	169,192.20	\$	423,089.60
Carryover*			\$109,625.05		-
Total	4,107.60	\$	278,817.25	\$	423,089.60
Expenses					
Goal 1	5,626.77	\$	18,598.79	\$	94,805.37
Goal 2	5,626.77	\$	18,598.79	\$	94,805.37
Goal 3	12,550.59	\$	32,024.78	\$	167,211.26
Totals	\$ 23,804.13	\$	69,222.36	\$	356,822.00

Beginning Carryover 1/1/2019	\$ 143,345.69
Vested Benefits 1/1/2019	(33,720.64)
	\$ 109,625.05

Jefferson County Economic Development Consortium

February 28, 2019

	February	Year to Date	Budget	
Revenue				
V-Cambridge		10.70	10.70	100%
V-Johnson Creek		297.20	297.20	100%
C-Fort Atkinson			1,240.90	0%
C-Jefferson		811.00	811.00	100%
C-Lake Mills		608.70	608.70	100%
C-Waterloo		329.30	329.30	100%
C-Watertown		2,422.60	2,422.60	100%
C-Whitewater	293.4	293.40	293.40	100%
Jefferson County		-	8,492.60	0%
DPP - Education Fees	300	600.00	3,000.00	20%
DPA - Education Fees		-	700.00	
	\$ 593.40	\$ 5,372.90	\$ 18,206.40	30%

	February	Year to Date	Budget	
Expenditures				
Personnel	2364.66	5,825.40	36,628.00	16%
Web Page Development	114.00	114.00	125.00	91%
Office Expense	71.92	136.34	3,680.40	4%
Membership	0.00	-	200.00	0%
Professional Development	50.00	100.00	3,600.00	3%
Training Materials	0.00	-	3,150.00	0%
Subscriptions	24.00	619.00	799.00	77%
Internet/Phones/Mis	259.67	531.05	3,828.00	14%
Travel Related	0.00	-	844.00	0%
Other Insurance	28.89	57.78	346.00	17%
Operating Reserve		-		
Total	\$ 2,913.15	\$ 7,383.58	\$ 53,200.40	14%

Jefferson County Economic Development Consortium

Terms of Office for 2018/2019

<u>Name</u>	<u>Community Representing</u>	<u>Term Expires</u>
Steve Wilke	City of Lake Mills	April 30, 2019
Jim Mode	County Supervisor	April 30, 2019
Matt Trebatoski	City Fort Atkinson	April 30, 2019
David Carlson	City of Whitewater	April 30, 2019
John David	City of Watertown	April 30, 2020
Amy Rinard	County Supervisor	April 30, 2020
Mo Hansen	City of Waterloo	April 30, 2020
Lisa Moen	Village of Cambridge	April 30, 2020
Tim Freitag	City of Jefferson	April 30, 2021
Dick Jones	County Supervisor	April 30, 2021
Kyle Ellefson	Village of Johnson Creek	April 30, 2021

April 1, 2019 JCEDC Officers

Chairperson John David – City of Watertown
Vice Chairperson Matt Trebatoski – City of Fort Atkinson
Secretary/Treasurer Steve Wilke – City of Lake Mills

April 25, 2019 JCEDC Elections of Officers

Chairperson _____
Vice Chairperson _____
Secretary/Treasurer _____