



Thursday, June 27, 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, Cameron Clapper– 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 June 27, 2019 Agenda
- V.** Approval of Minutes – May 23, 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.** Finances
 - B.** 2020 preliminary budget
- VIII.** General Orders
 - A.** Directors Report – V Pratt
 - Opportunity Pipeline Update
 - B.** Board Appointment/Election: Replacement of Vice Chair Person
 - C.** New Business/Future Agenda Items
 - D.** Upcoming Meetings/Seminars –
 - 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
May 23, 2019**

Board members –Matt Trebatoski-City of Fort Atkinson, Steve Wilke – City of Lake Mills, Timothy Freitag – City of Jefferson, 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, Richard Jones – Jefferson County Supervisor, Amy Rinard – Jefferson County Supervisor

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

II. Roll Call – Quorum Established

JCEDC Board Members Present: Matt Trebatoski-City of Fort Atkinson, Steve Wilke-City of Lake Mills, Emily McFarland-City of Watertown, David Carlson-City of Whitewater, Kyle Ellefson-Village of Johnson Creek, Lisa Moen-Village of Cambridge, Jim Mode-County Supervisor, Dick Jones-County Supervisor

Absent: Tim Freitag-City of Jefferson, Mo Hansen-City of Waterloo, Amy Rinard-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: Jacob Maas-City of Watertown, Jim Grabowski-We Energies, Nate Salas-ThriveED, Jim Mielke-Dodge County Administrator, Paul Jadin–MadREP, Tina Crave–Greater Watertown Community Health Foundation, Nate Olson–Dodge County

III. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the agenda dated May 23, 2019.

IV. Approval of Agenda

Carlson/Ellefson moved to approve agenda dated May 23, 2019. Motion passed.

V. Approval of Minutes

Mode/Wilke moved to approve April 25, 2019 JCEDC minutes as printed. Motion passed.

VI. Public Comments

V Pratt informed the board that the Amendment to the Partnership Agreement between Dodge County, Jefferson County Economic Development Consortium and Glacial Heritage Development Partnership (ThriveED) has been approved/signed by Jefferson County and forwarded to Dodge County for signatures.

VII. JCEDC Reports

A. Approval of Finance Report

Carlson/Mode moved to approve March 31, 2019 JCEDC finance reports as presented. Motion passed.

VIII. Education Session

Coleman Pfeiffer, Senior Business Attraction Manager for Alliant Energies gave a presentation on Competing for Economic Development Projects.

IX. General Orders

A. Future Agenda Items

B. Upcoming Meetings/Seminars

- JCEDC Board of Directors –June 27, 2019, 8:30 am.
- JCEDC Board of Directors – Education Session – Affordable Housing Programs for Workers – July 25, 2019, 8:30 am.
- ThriveED Annual Meeting – October 8, 2019 (date and time TBD)

X. Adjournment

There being no further business for consideration, motion by Wilke/Carlson to adjourn. Motion passed.
Meeting adjourned at 9:42 am.

Minutes prepared by:

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

Jefferson County Economic Development Consortium

April 30, 2019

Revenue	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	4,107.60	4,107.60	100%
Jefferson County	-	118,896.40	0%
Dodge County	85,000.00	85,000.00	100%
	\$ 169,192.20	\$ 423,089.60	40%

Expenditures	Year to Date	2018 Budget	
Goal 1			
Personnel	20,770.22	64,754.37	32%
Professional Services	574.74	7,000.00	8%
Web Page Development	350.00	743.75	47%
Office Expense	900.54	5,770.80	16%
Membership	-	1,400.00	0%
Professional Development	1,739.31	1,977.50	88%
Meeting Expenses	13.90	700.00	2%
Training Materials	72.80	472.50	15%
Subscriptions	232.76	770.35	30%
Internet/Phones/Mis	1187.28	4,020.10	30%
Other Operating	-	350.00	0%
Travel Related	392.58	1,582.00	25%
Other Insurance	121.40	364.00	33%
Railroad Consortium	4,900.00	4,900.00	100%
Operating Reserve	-	-	
Total	\$ 31,255.53	\$ 94,805.37	33%

Goal 2	Year to Date	2019 Budget	
Personnel	20,770.23	64,754.37	32%
Professional Services	574.74	7,000.00	8%
Web Page Development	350.00	743.75	47%
Office Expense	900.54	5,770.80	16%
Membership	-	1,400.00	0%
Professional Development	1,739.31	1,977.50	88%
Meeting Expenses	13.90	700.00	2%
Training Materials	72.80	472.50	15%
Subscriptions	232.76	770.35	30%
Internet/Phones/Mis	1187.28	4,020.10	30%
Other Operating	-	350.00	0%
Travel Related	392.58	1,582.00	25%
Other Insurance	121.38	364.00	33%
Railroad Consortium	4,900.00	4,900.00	100%
Operating Reserve	-	-	
Total	\$ 31,255.52	\$ 94,805.37	33%

Goal 3

	Year to Date	2019 Budget	
Personnel	49,917.22	141,453.26	35%
Professional Services	492.63	6,000.00	8%
Web Page Development	300.00	637.50	47%
Office Expense	771.88	4,946.40	16%
Membership	-	1,200.00	0%
Professional Development	1,490.83	1,695.00	88%
Meeting Expenses	11.92	600.00	2%
Training Materials	62.40	405.00	15%
Subscriptions	199.50	660.30	30%
Internet/Phones/Mis	1017.69	3,445.80	30%
Other Operating	-	300.00	0%
Travel Related	587.63	1,356.00	43%
Other Insurance	104.07	312.00	33%
Railroad Consortium	4,200.00	4,200.00	100%
Operating Reserve	-	-	
	\$ 59,155.77	\$ 167,211.26	35%

SUMMARY			
April 30, 2019			
	Year to Date	2019 Budget	
Revenues			
Income	\$ 169,192.20	\$ 423,089.60	
Carryover*	\$109,625.05	-	
Total	\$ 278,817.25	\$ 423,089.60	
Expenses			
Goal 1	\$ 31,255.53	\$ 94,805.37	
Goal 2	\$ 31,255.52	\$ 94,805.37	
Goal 3	\$ 59,155.77	\$ 167,211.26	
	\$ 121,666.82		
HB Program adjustments to be made	\$ 121.26		
Totals	\$ 121,788.08	\$ 356,822.00	

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

Jefferson County Economic Development Consortium
Home Buyer Program
April 30, 2019

Income	Year to Date	Budget	
V- Cambridge	10.70	10.70	100%
V-Johnson Creek	297.20	297.20	100%
C- Fort Atkinson	1,240.90	1,240.90	100%
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	293.40	293.40	100%
Jefferson County	-	8,492.60	0%
DPP Home Buyer Program	1,200.00	10,000.00	45%
DPA Home Buyer Program	3,250.00		
Applied Operating Reserve	-	28,694.00	0%
TOTALS	\$ 10,463.80	\$ 53,200.40	20%
Expenses			
Personnel	10,916.92	36628	30%
Web Page Development	114.00	125	91%
Office Expense	312.25	3680.4	8%
Membership	-	200	0%
Professional Development	100.00	3600	3%
Training Materials -	10.01	3150	0%
Subscriptions	653.97	799	82%
Internet/Phones/Mis	1,053.73	3828	28%
Travel Related	40.02	844	5%
Other Insurance	115.36	346	33%
Operating Reserve	-	0	
TOTALS	\$ 13,316.26	\$ 53,200.40	25%

JCEDC

Home Buyer Program

June 20, 2019

6 **Classes held to date** 5 English, 1 Spanish

67 **Participants**

Closed Properties to date:

2 closed with no grants

18 closed using both DPP and DPA grants, or closed using just one of the two grant:

Communities where homes were purchased:

6 Fort Atkinson

1 Helenville

3 Jefferson

0 Lake Mills

5 Watertown

0 Waterloo

2 Whitewater

0 Johnson Creek

1 Janesville

Average purchase price of homes without grants

\$150,500.00

Average purchase price of homes with grants

\$133,297.00*

*Note: Numbers included in the average price of homes

One mobile home with purchase price of \$36,000

One home with a purchase price of \$272,000

Projected income through June 2019

\$ 4,200.00 (\$300 Counseling fee)

\$ 8,450.00 (\$650 Counseling fee)

\$ 12,650.00

2019 Year To Date - HBC, Inc. dollars received \$3,000.00

*Note - 3 buyers applied for HOME Consortium DPA grant and dropped before closing due to issues with code inspection - no fee received for counseling of this grant

A company that Vicki is engaged with in Dodge Co is looking to expand their product line and has received a grant to explore the target market. Attached is a letter of introduction to JCEDC municipal leaders. The company president will follow up to set interview appointments with municipal staff that handle equipment.



208 River Knoll Drive
Mayville, WI 53050
Phone: (920)387-9804

URL: www.RCIengineering.com
Email: rclark@RCIengineering.com
Fax: (920)387-9806

June 18, 2019

Re: Interview Request Regarding Municipality Equipment Challenges

To Whom it May Concern:

RCI is a manufacturer of specialty agricultural equipment based in Mayville, Wisconsin. We are reaching out to you in the hope that we can schedule some of your time to better understand your DPW-related equipment needs and challenges.

RCI recently received a grant from the University of Wisconsin – Extension, to investigate the Municipal Road Maintenance Equipment Market. To this end, we are exploring the possibility of expanding into the market of self-propelled units and attachments for road maintenance. As a starting point, we intend to interview Municipal workers who manage or operate municipality equipment.

These interviews will focus on understanding the challenges aligned with equipment, maintenance, budgets and labor availability for municipalities who maintain streets, parks, etc. We are hoping to identify key challenges in your daily operations and hope to be able to provide solutions to those challenges, particularly around the following areas:

- Snow removal
- Street sweeping
- Street vacuuming
- Ditch mowing
- Material handling
- Labor for these operations
- Budget constraints

Please consider this as an invitation to share your experiences and challenges, as we look for ways in which we might improve the Municipality Road Maintenance Equipment Industry. We would like to schedule a phone or in-person visit with you for approximately 15 minutes, to better understand the equipment challenges your municipality is facing. We are flexible on scheduling and would be willing to meet with you as your schedule allows.

We will be reaching out to set an appointment or please feel free to contact me at the email or phone numbers listed.

Thank you in advance for your consideration of this opportunity,

A handwritten signature in black ink, appearing to read "Randall J. Clark".

Randall J. Clark
RCI Engineering
208 River Knoll Drive URL: www.RCIengineering.com Mayville, WI 53050
Email: rclark@RCIengineering.com Phone: (920)387-9804 Fax: (920)387-9806