



Thursday, August 22, 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, Rebecca Glewen – City of Beaver Dam, 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 August 22, 2019 Agenda
- V. Approval of Minutes – July 25, 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. Broadband Activity Update – A. Rinard
 - C. Upcoming Meetings/Seminars –
 - September 26, 2019 - JCEDC Board of Directors Education Session - Attracting & Growing Talent – Tomorrow’s Workforce, Matt Kirchner, Lab Midwest
 - September 16, 2019 - Conversations with ThriveED - Horicon Bank - Horicon
 - October 8, 2019 - ThriveED Annual Meeting - Watertown County Club, Dr. Bill Mitchell, Foxconn, Keynote Speaker
- 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
July 25, 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, Cameron Capper – City of Whitewater, Rebecca Glewen – City of Beaver Dam, 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 Vice Chairman Hansen at 8:32 am.

II. Roll Call – Quorum Established

JCEDC Board Members Present: Mo Hansen-City of Waterloo, Steve Wilke-City of Lake Mills, Emily McFarland-City of Watertown, Cameron Clapper-City of Whitewater, Kyle Ellefson-Village of Johnson Creek, Lisa Moen-Village of Cambridge, Rebecca Glewen – City of Beaver Dam, Jim Mode-County Supervisor, Dick Jones-County Supervisor, Amy Rinard-County Supervisor,

Absent: Tim Freitag-City of Jefferson, Matt Trebatoski-City of Fort Atkinson,

Staff Present: Ben Wehmeier-County Administrator, Victoria Pratt-JCEDC Executive Director, Steve Jenkins- Business Development Consultant, Julie Olver-Marketing Manager, RoxAnne Witte-Program Specialist

Members of the Public Present: Paul Jadin–MadREP Nate Olson–Dodge County, Luann Kust Thornhill- USDA, Eric Berg – USDA

III. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the agenda dated July 25, 2019

IV. Approval of Minutes

Rinard/Mode moved to approve June 27, 2019 JCEDC minutes as printed. Motion passed.

V. Public Comments

VII. JCEDC Reports

A. Approval of Finance Report

Wilke/Rinard moved to approve June 30, 2019 JCEDC finance reports as presented. Motion passed.

B. Review and Approval of JCEDC 2020 budget to be submitted to Jefferson County

Mode/Rinard moved to approve JCEDC 2020 Proposed Budget as presented. Motion passed.

VIII. Education Session

Luann Kust Thornhill, Eric Berg, and Donna Huebner from USDA Rural Development gave a presentation on the various programs offered by USDA to area businesses and homeowners.

IX. General Orders

A. New Business/Future Agenda Items

B. Upcoming Meetings/Seminars

- JCEDC Board of Directors – August 23, 2019, 8:30 am. 864 Collins Rd, Jefferson, WI
- Conversations with ThriveEd Investors – September 16, 2019, 4:00 – 5:30 pm, Horicon Bank, 326 E Lake Street, Horicon WI
- ThriveED Annual Meeting – October 8, 2019, (breakfast) Watertown County Club, 1340 N Water Street, Watertown, WI

X. Adjournment

There being no further business for consideration, motion by Mode/Rinard to adjourn. Motion passed.
Meeting adjourned at 8:53 am.

Minutes prepared by:

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

Jefferson County Economic Development Consortium

July 31, 2019

	June 2019 Actual	July 31, 2019 Estimates	Year to Date	2019 Amended Budget	
Revenue					
JCEDC GHDP Service fees	-	67,500.00	67,500.00	135,000.00	50%
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	-	118,896.40	118,896.40	100%
Dodge County	-	-	85,000.00	85,000.00	100%
Dodge County - Amended Contract	-	24,961.75	24,961.75	24,961.75	100%
Total	\$ 118,896.40	\$ 92,461.75	\$ 355,588.60	\$ 448,051.35	79%
Expenditures					
Personnel	22,091.88	22,843.75	159,236.87	270,962.00	59%
Professional Services	1,793.90	-	3,436.01	70,000.00	5%
Web Page Development	-	500.00	1,500.00	2,125.00	71%
Office Expense	423.38	1,496.70	5,824.66	16,488.00	35%
Membership	935.00	-	1,135.00	1,600.00	71%
Professional Development	408.20	597.00	5,974.63	7,350.00	81%
Meeting Expenses	-	-	75.20	2,000.00	4%
Training Materials	-	-	207.99	1,350.00	15%
Subscriptions	283.49	520.49	1,613.00	2,401.00	67%
Internet/Phones/Mis	833.99	933.78	6,102.14	11,486.00	53%
Other Operating	-	-	-	1,000.00	0%
Travel Related	64.20	641.56	2,722.10	5,020.00	54%
Other Insurance	86.72	86.72	607.04	1,040.00	58%
Railroad Consortium	-	-	14,000.00	14,000.00	100%
Operating Reserve	-	-	-	-	
Total	\$ 26,920.76	\$ 27,620.00	\$ 202,434.64	\$ 406,822.00	50%

SUMMARY

July 31, 2019

	June 2019	July 31, 2019 Estimates	Year to Date	2019 Amended Budget
Revenues				
Income	\$ 118,896.40	\$ 92,461.75	\$ 355,588.60	\$ 448,051.35
Carryover*			\$ 109,625.05	-
Total	\$ 118,896.40	\$ 92,461.75	\$ 465,213.65	\$ 448,051.35
Expenses				
	\$ 26,920.76	\$ 27,620.00	\$ 202,434.64	\$ 406,822.00

Jefferson County Economic Development Consortium

July 31, 2019

Breakdown By Goals

		June 2019	July 31, 2019	Year to Date	2019 Amended	
		Actual	Estimates		Budget	
Goal 1						
	Personnel	5,242.15	5,467.08	36,891.24	64,754.37	57%
	Professional Services	627.87	-	1,202.61	24,500.00	5%
	Web Page Development	-	175.00	525.00	743.75	71%
	Office Expense	148.18	526.35	2041.14	5,770.80	35%
	Membership	327.25	-	397.25	560.00	71%
	Professional Development	142.87	208.95	2,091.13	2,572.50	81%
	Meeting Expenses	-	-	26.32	700.00	4%
	Training Materials	-	-	72.80	472.50	15%
	Subscriptions	99.22	182.17	564.55	840.35	67%
	Internet/Phones/Mis	291.90	326.82	2135.73	4,020.10	53%
	Other Operating	-	-	-	350.00	0%
	Travel Related	6.03	189.58	813.44	1,757.00	46%
	Other Insurance	30.35	30.35	212.46	364.00	58%
	Railroad Consortium	-	-	4,900.00	4,900.00	100%
	Operating Reserve	-	-	-	-	
	Total	\$ 6,915.82	\$ 7,106.30	\$ 51,873.67	\$ 112,305.37	46%
Goal 2						
	Personnel	5,242.15	5,467.08	36,891.24	64,754.37	57%
	Professional Services	627.87	-	1,202.61	24,500.00	5%
	Web Page Development	-	175.00	525.00	743.75	71%
	Office Expense	148.18	526.35	2041.14	5,770.80	35%
	Membership	327.25	-	397.25	560.00	71%
	Professional Development	142.87	208.95	2,091.13	2,572.50	81%
	Meeting Expenses	-	-	26.32	700.00	4%
	Training Materials	-	-	72.80	472.50	15%
	Subscriptions	99.22	182.17	564.55	840.35	67%
	Internet/Phones/Mis	291.90	326.82	2135.73	4,020.10	53%
	Other Operating	-	-	-	350.00	0%
	Travel Related	6.03	189.58	813.44	1,757.00	46%
	Other Insurance	30.35	30.35	212.46	364.00	58%
	Railroad Consortium	-	-	4,900.00	4,900.00	100%
	Operating Reserve	-	-	-	-	
	Total	\$ 6,915.82	\$ 7,106.30	\$ 51,873.67	\$ 112,305.37	46%

Goal 3	June 2019	July 31, 2019	Year to Date	2019 Amended	
	Actual	Estimates		Budget	
Personnel	11,607.57	11,909.59	85,454.45	141,453.26	60%
Professional Services	538.16	-	1,030.79	21,000.00	5%
Web Page Development	-	150.00	450.00	637.50	71%
Office Expense	127.01	444.01	1742.40	4,946.40	35%
Membership	280.50	-	340.50	480.00	71%
Professional Development	122.46	179.10	1,792.39	2,205.00	81%
Meeting Expenses	-	-	22.56	600.00	4%
Training Materials	-	-	62.40	405.00	15%
Subscriptions	85.05	156.15	483.91	720.30	67%
Internet/Phones/Mis	250.20	280.13	1830.63	3,445.80	53%
Other Operating	-	-	-	300.00	0%
Travel Related	52.15	262.40	1095.25	1,506.00	73%
Other Insurance	26.02	26.02	182.14	312.00	58%
Railroad Consortium	-	-	4,200.00	4,200.00	100%
Operating Reserve	-	-	-	-	
	\$ 13,089.12	\$ 13,407.40	\$ 98,687.42	\$ 182,211.26	54%

SUMMARY

July 31, 2019

	2019 Amended	
	Year to Date	Budget
Revenues		
Income	\$ 355,588.60	\$ 448,051.35
Carryover*	\$109,625.05	-
Total	\$ 465,213.65	\$ 448,051.35

	July 31, 2019			2019 Amended Budget
	June 2019	Estimates	Year to Date	
Expenses				
Goal 1	\$ 6,915.82	\$ 7,106.30	\$ 51,873.67	\$ 112,305.37
Goal 2	\$ 6,915.82	\$ 7,106.30	\$ 51,873.67	\$ 112,305.37
Goal 3	\$ 13,089.12	\$ 13,407.40	\$ 98,687.42	\$ 182,211.26
			\$ -	
Totals	\$ 26,920.76	\$ 27,620.00	\$ 202,434.76	\$ 406,822.00

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

Note: totals on break out by goals off by \$.12 due rounding on percent calculations

Jefferson County Economic Development Consortium
Home Buyer Program
July 31, 2019

Income	June 30, 2019	July 31, 2019	Year to Date	Budget	
	Actual	Estimates			
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	8,492.60	8,492.60	100%
DPP Home Buyer Program	900.00	1,000.00	3,700.00		
DPA Home Buyer Program	-	3,250.00	7,800.00	10,000.00	115%
HBC Inc. Contract Restricted		25,620.56	25,620.56	-	
Applied Operating Reserve	-	-	-	28,694.00	0%
TOTALS	\$ 900.00	\$ 38,363.16	\$ 51,626.96	\$ 53,200.40	97%
Expenses					
Personnel	2,859.03	2,954.71	19,877.25	36,628.00	54%
Web Page Development	-	-	114.00	125.00	91%
Office Expense	92.11	92.11	603.12	3,680.40	16%
Membership	-	-	-	200.00	0%
Professional Development	-	278.00	378.00	3,600.00	11%
Training Materials	-	-	233.70	3,150.00	7%
Subscriptions	8.00	11.00	677.97	799.00	85%
Internet/Phones/Mis	261.70	271.36	1,830.02	3,828.00	48%
Travel Related	104.40	30.44	174.86	844.00	21%
Other Insurance	28.84	28.84	201.88	346.00	58%
Operating Reserve	-	-	-	-	
TOTALS	\$ 3,354.08	\$ 3,666.46	\$ 24,090.80	\$ 53,200.40	45%