



JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA Thursday, June 25, 2020

Jefferson County Courthouse, 311 S. Center St. Room 205, Jefferson, WI 53549
AND VIA Zoom

EVERYONE who intends to attend this meeting via Zoom, including board members, staff and members of the public, must register in advance.

REGISTRATION LINK:

<https://zoom.us/meeting/register/tJMqd-ipqDwoE9xxkZkdipA4vbYeVq8CwEog>

Once registered, you will receive CONFIRMATION via email, and the Zoom meeting link and password.

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, Cathy Anderson – City of Whitewater, Lisa Moen – Village of Cambridge, Brad Calder - Village of Johnson Creek, Jim Mode – Jefferson County Supervisor, David Drayna – Jefferson County Supervisor, Amy Rinard – Jefferson County Supervisor, Russell Kottke, Dodge County Board Chair.

- I. Call to Order –
- II. Roll Call (Establish a quorum)
- III. Certification of Compliance with Open Meeting Laws
- IV. Approval of June 25, 2020 Agenda
- V. Approval of Minutes –May 28, 2020
- 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. Finance Reports – ED and HBP
- VIII. General Orders
 - A. Directors Report - Pratt
 - Opportunity Pipeline Update
 - Non-Transaction Activities
 - RFP Responses related to 2022-2026 Campaign
 - In office Staffing Post-pandemic
- IX. Upcoming Meetings/Seminars
 - A. JCEDC Board of Directors, July 23, 2020
 - B. JCEDC Board of Directors, August 27, 2020
 - C. ThriveED Annual Meeting October 6, 2020
- 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 (JCEDC)
Board of Directors Meeting
May 28, 2020 – Meeting held in person and via Zoom**

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, Russ Kottke - Dodge County, Lisa Moen - Village of Cambridge, Village of Johnson Creek, David Drayna - Jefferson County Supervisor, Richard Jones - Jefferson County Supervisor, Amy Rinard - Jefferson County Supervisor.

I. Call to Order - Meeting called to order by County Administrator Ben Wehmeier at 8:31 am.

II. Roll Call – Quorum Established

- JCEDC Board Members Present: Matt Trebatoski-City of Fort Atkinson, Mo Hansen-City of Waterloo, Steve Wilke-City of Lake Mills, Cameron Clapper-City of Whitewater, Emily McFarland-City of Watertown, Lisa Moen-Village of Cambridge, Russ Kottke- Dodge County, David Drayna-County Supervisor, Dick Jones-County Supervisor, Amy Rinard-County Supervisor
- Absent: Tim Freitag-City of Jefferson, Village of Johnson Creek
- Staff Present: Ben Wehmeier -Jefferson County Administrator, Victoria Pratt-JCEDC Executive Director, Julie Olver-Marketing Manager, RoxAnne Witte-Program Specialist
- Members of the Public Attending: Jason Scott, Tim Casey, Laurie Hoffman, Gene Dalhoff, John Foust, Kathy Schlieve, Nate Olson, Ron Roehl, Anita Martin

III. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the agenda dated May 28, 2020.

IV. Approval of Agenda

Wilke/Clapper moved to approve May 28, 2020 JCEDC agenda as printed. Motion passed.

V. Approval of Minutes

Hansen/Wilke moved to approve March 26, 2020 JCEDC minutes as printed. Motion passed.

VI. Public Comments None

VII. Election of Officers

1. Election of Officers

- Matt Trebakoski nominated to be chairperson. There being no other nominations, motion by Wilke/Rinard to cast unanimous ballot for Matt Trebakoski as chairperson. Motion passed.
- Mo Hansen nominated to be vice chairperson. There being no other nominations, motion by Rinard/Wilke to cast unanimous ballot for Mo Hansen as vice chairperson. Motion passed.
- Steve Wilke nominated to be secretary/treasurer. There being no other nominations, motion by Trebakoski/Hansen to cast unanimous ballot for Steve Wilke as secretary/treasurer. Motion passed.

Terms of Office

<u>Name</u>	<u>Community Representing</u>	<u>Term Expires</u>
Tim Freitag	City of Jefferson County	May 2021
Dick Jones	County Supervisor	May 2021
Open	Village of Johnson Creek	May 2021
Ross Kottke	Dodge County	May 2021
Steve Wilke	City of Lake Mills	May 2022
David Drayna	County Supervisor	May 2022
Matt Trebatoski	City Fort Atkinson	May 2022
Cameron Clapper	City of Whitewater	May 2022
Emily McFarland	City of Watertown	May 2023
Amy Rinard	County Supervisor	May 2023
Mo Hansen	City of Waterloo	May 2023
Lisa Moen	Village of Cambridge	May 2023

VIII. Financial & General Orders

Finance Report

Hansen/Moen moved to approve April 30, 2020 JCEDC finance reports as presented. Motion passed.

General Orders

Directors Report – Pratt

- A.** Pratt gave an update on what Jefferson County and ThriveED are doing to help business in the Covid-19 pandemic. Information/guidelines on all programs available to businesses will be updated on a daily basis on the ThriveED web site.
- B. BRE Position–** Pratt report that Deborah Reinbold has been hired to fill the Business Retention and Expansion position at JCEDC. She will begin her duties on June 1, 2020.

IX. Education Session

- Tim Casey, Director of Economic Development for Waukesha County Business Alliance Center for Growth gave a presentation and answered questions related to creation and use of the Waukesha Grow Fund – a Locally Controlled, bank-funded revolving loan fund. Discussion was held on the need to look into developing a similar fund to serve business growth needs in Jefferson/Dodge Counties.

X. Adjournment

There being no further business for consideration, motion by Rinard/Moen to adjourn. Motion passed.
Meeting adjourned at 9:18 am.

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

May 31, 2020

Revenue	April Actual	May Estimates	Year to Date	2020 Budget	
JCEDC GHDP Service fees	-	-	-	135,000.00	0%
V-Cambridge	-	-	156.00	156.00	100%
V-Johnson Creek	-	-	4,473.00	4,473.00	100%
C-Fort Atkinson	-	-	18,585.00	18,585.00	100%
C-Jefferson	-	-	12,196.50	12,196.50	100%
C-Lake Mills	-	-	9,145.50	9,145.50	100%
C-Waterloo	-	-	4,984.50	4,984.50	100%
C-Watertown	-	-	36,556.50	36,556.50	100%
C-Whitewater	-	-	4,473.00	4,473.00	100%
Jefferson County	-	-	-	127,894.50	0%
Dodge County	-	-	-	135,660.00	0%
Contra Account	-	(8,526.30)	(14,564.30)	(14,564.30)	100%
Total	\$ -	\$ (8,526.30)	\$ 76,005.70	\$ 474,560.20	16%

Expenditures	April Actual	May Estimates	Year to Date	2020 Budget	
Personnel	22,532.54	24,950.22	117,801.45	275,835.00	43%
Professional Services	540.00	422.00	4,527.93	125,000.00	4%
Web Page Development	21.17	-	1,041.34	2,125.00	49%
Office Expense	150.92	1,490.00	2,666.74	13,904.00	19%
Membership	449.00	-	449.00	3,250.00	14%
Professional Development	-	20.00	4,913.81	7,800.00	63%
Meeting Expenses	-	40.88	65.95	2,000.00	3%
Training Materials	-	-	-	1,400.00	0%
Subscriptions	150.76	232.84	1,866.66	3,000.00	62%
Internet/Phones/Mis	729.72	817.82	4,065.62	11,288.00	36%
Other Operating	-	-	-	1,000.00	0%
Travel Related	-	300.00	1,396.27	4,700.00	30%
Other Insurance	140.23	140.23	701.15	1,683.00	42%
Railroad Consortium	-	-	14,000.00	14,000.00	100%
Operating Reserve	-	-	-	-	
Total	\$ 24,714.34	\$ 28,413.99	\$ 153,495.92	\$ 466,985.00	33%

SUMMARY

May 31, 2020

	April Actual	May Estimates	Year to Date	2020 Budget
Revenues				
Income	\$ -	\$ (8,526.30)	\$ 76,005.70	\$ 474,560.20
Expenses				
	\$ 24,714.34	\$ 28,413.99	\$ 153,495.92	\$ 466,985.00
Capital Outlay Expenditures				
Vested Benefits	\$ 35,758.26			
1/1/2020 Carry Forward Balance	\$247,943.90			

Jefferson County Economic Development Consortium

May 31, 2020

Breakdown By Goals

	April Actual	May Estimates	Year to Date	2020 Budget	
Goal 1					
Personnel	5,329.14	6,175.32	28,163.79	65,855.00	43%
Professional Services	189.00	147.70	1,584.78	43,750.00	4%
Web Page Development	7.41	-	364.47	743.75	49%
Office Expense	52.83	521.50	933.38	4,866.40	19%
Membership	157.15	-	157.15	1,137.50	14%
Professional Development	-	7.00	1,719.83	2,730.00	63%
Meeting Expenses	-	14.31	23.08	700.00	3%
Training Materials	-	-	-	490.00	0%
Subscriptions	52.77	81.49	653.33	1,050.00	62%
Internet/Phones/Mis	255.43	286.24	1,423.02	3,950.80	36%
Other Operating	-	-	-	350.00	0%
Travel Related	-	105.00	428.95	1,645.00	26%
Other Insurance	49.08	49.08	245.40	589.05	42%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
Total	\$ 6,092.81	\$ 7,387.64	\$ 40,597.18	\$ 132,757.50	31%

Goal 2	April Actual	May Estimates	Year to Date	2020 Budget	
Personnel	5,329.13	6,175.32	28,163.79	65,855.00	43%
Professional Services	189.00	147.70	1,584.78	43,750.00	4%
Web Page Development	7.41	-	364.47	743.75	49%
Office Expense	52.83	521.50	933.38	4,866.40	19%
Membership	157.15	-	157.15	1,137.50	14%
Professional Development	-	7.00	1,719.83	2,730.00	63%
Meeting Expenses	-	14.31	23.08	700.00	3%
Training Materials	-	-	-	490.00	0%
Subscriptions	52.77	81.49	653.33	1,050.00	62%
Internet/Phones/Mis	255.43	286.24	1,423.02	3,950.80	36%
Other Operating	-	-	-	350.00	0%
Travel Related	-	105.00	428.95	1,645.00	26%
Other Insurance	49.08	49.08	245.40	589.05	42%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
Total	\$ 6,092.80	\$ 7,387.64	\$ 40,597.18	\$ 132,757.50	31%

Goal 3	April Actual	May Estimates	Year to Date	2020 Budget	
Personnel	11,874.28	12,599.58	61,473.86	144,125.00	43%
Professional Services	162.00	126.60	1,358.37	37,500.00	4%
Web Page Development	6.35	-	312.40	637.50	49%
Office Expense	45.26	446.98	799.98	4,171.20	19%
Membership	134.70	-	134.70	975.00	14%
Professional Development	-	6.00	1,474.15	2,340.00	63%
Meeting Expenses	-	12.26	19.78	600.00	3%
Training Materials	-	-	-	420.00	0%
Subscriptions	45.23	69.85	560.00	900.00	62%
Internet/Phones/Mis	218.94	245.35	1,219.73	3,386.40	36%
Other Operating	-	-	-	300.00	0%
Travel Related	-	90.00	538.39	1,410.00	38%
Other Insurance	42.07	42.07	210.35	504.90	42%
Railroad Consortium	-	-	4,200.00	4,200.00	100%
	\$ 12,528.83	\$ 13,638.69	\$ 72,301.71	\$ 201,470.00	36%

SUMMARY

May 31, 2020

	Year to Date		2020 Budget
Revenues			
Income	\$	76,005.70	\$ 474,560.20
	April Actual	May Estimates	Year to Date
Expenses			
Goal 1	\$ 6,092.81	\$ 7,387.64	\$ 40,597.18
Goal 2	\$ 6,092.80	\$ 7,387.64	\$ 40,597.18
Goal 3	\$ 12,528.83	\$ 13,638.69	\$ 72,301.71
	\$ -		
*Totals	\$ 24,714.44	\$ 28,413.97	\$ 153,496.07
Capital Outlay Expenditures			
Vested Benefits	\$	35,758.26	
1/1/2020 Carry Forward Balance	\$247,943.90		

*Note breakout differences to percent rounding

Jefferson County Economic Development Consortium
Home Buyer Program
May 31, 2020

<u>Income</u>	<u>April Actual</u>	<u>May Estimates</u>	<u>Year to Date</u>	<u>Budget</u>	
V- Cambridge	-	-	10.40	10.40	100%
V-Johnson Creek	-	-	298.20	298.20	100%
C- Fort Atkinson	-	-	1,239.00	1,239.00	100%
C-Jefferson	-	-	813.10	813.10	100%
C-Lake Mills	-	-	609.70	609.70	100%
C-Waterloo	-	-	332.30	332.30	100%
C-Watertown	-	-	2,437.10	2,437.10	100%
C-Whitewater	-	-	298.20	298.20	100%
Jefferson County	-	8,526.30	8,526.30	8,526.30	100%
DPP Home Buyer Program	-	1,300.00	1,950.00	10,000.00	44%
DPA Home Buyer Program	1,200.00	300.00	2,400.00		
Additional HBC Inc. Contract Restricted	-	-	-	-	0%
Applied Operating Reserve	-	-	-	28,347.70	0%
TOTALS	\$ 1,200.00	\$ 10,126.30	\$ 18,914.30	\$ 52,912.00	36%
Expenses					
Personnel	3,066.11	3,002.21	15,627.54	36,678.00	43%
Web Page Development	-	-	114.00	150.00	76%
Office Expense	81.54	64.15	380.37	3,730.00	10%
Membership	-	-	-	250.00	0%
Professional Development	-	-	175.00	3,700.00	5%
Legal Notices - Southern Housing	-	-	-	-	
Training Materials	-	-	234.18	3,200.00	7%
Subscriptions	-	-	598.00	1,700.00	35%
Internet/Phones/Mis	147.73	147.63	744.58	2,386.00	31%
Travel Related	-	-	6.90	930.00	1%
Other Insurance	15.67	15.67	78.35	188.00	42%
Recording Fees	-	-	-	-	-
TOTALS	\$ 3,311.05	\$ 3,229.66	\$ 17,958.92	\$ 52,912.00	34%