



## JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA Thursday, August 27, 2020 – 8:30 am

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/tjYofuGuqDlrG9VEP9IH9j-V-6KAoIVTiAa>

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 August 27, 2020 Agenda
- V. Approval of Minutes –June 25, 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
  - B. 2021 Budget Submission/discussion
- VIII. EDUCATION SESSION: Business Investment Support and Business Attraction Programs: Mary Perry & Katy Sinnott, WEDC
- IX. Upcoming Meetings/Seminars
  - A. JCEDC Board of Directors – September 24, 2020
  - B. 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  
June 25, 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 Administrator - 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 Chairman Trebatoski at 8:30 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, Cathy Anderson-City of Whitewater, Emily McFarland-City of Watertown, Russ Kottke-Dodge County, David Drayna-County Supervisor, Dick Jones-County Supervisor, Amy Rinard-County Supervisor
- Absent: Tim Freitag-City of Jefferson, Village Administrator - Village of Johnson Creek
- Staff Present: Ben Wehmeier -Jefferson County Administrator, Victoria Pratt-JCEDC Executive Director, Julie Olver-Marketing Manager, Deb Reinbold, Business Development Manager, RoxAnne Witte-Program Specialist
- Members of the Public Attending: Anita Martin

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

Staff certified compliance for the agenda dated June 25, 2020

**IV. Approval of Agenda**

Jones/Hansen moved to approve June 25, 2020 JCEDC agenda as printed. Motion passed.

**V. Approval of Minutes**

Wilke/Rinard moved to approve May 28, 2020 JCEDC minutes as printed. Motion passed.

**VI. Public Comments**

Communication was read from Supervisor Martin

**VIII. Financial**

**Finance Report**

Jones/Wilke moved to approve May 31, 2020 JCEDC finance reports as presented. Motion passed.  
Discussion was held on recruitment activities for Dodge County municipalities.

**IX. General Orders**

**Directors Report – Pratt**

- **Pipeline report**
  - a. Pratt gave update on recruitment/retention/expansion projects that have been active in the past 60 days. Discussion was held on what the board would like to see included in future pipeline reports.
- **Non-Transaction Activities**
  - a. Deborah Reinbold was introduced to the board as the new Business Development Manager.
  - b. 2022 Capital Campaign – Pratt update the board on the status of the RFP process. The committee hopes to have signed contract in place by September.
  - c. Pratt gave an update on what Jefferson County and ThriveED are doing to help business in the Covid-19 pandemic.
  - d. Pratt updated the board on how staff is handling the office operations during pandemic.

**X. Adjournment**

There being no further business for consideration, motion by Hansen/Jones to adjourn. Motion passed.  
Meeting adjourned at 9:00 am

Minutes prepared by:  
RoxAnne L. Witte, Program Specialist  
Jefferson County Economic Development Consortium

## Jefferson County Economic Development Consortium

July 31, 2020

Revenue	June Actual	July Estimates	Year to Date	2020 Budget	
JCEDC GHDP Service fees	705.00	67,500.00	68,205.00	135,000.00	50.5%
V-Cambridge	-	-	156.00	156.00	100.0%
V-Johnson Creek		-	4,473.00	4,473.00	100.0%
C-Fort Atkinson		-	18,585.00	18,585.00	100.0%
C-Jefferson		-	12,196.50	12,196.50	100.0%
C-Lake Mills		-	9,145.50	9,145.50	100.0%
C-Waterloo	-	-	4,984.50	4,984.50	100.0%
C-Watertown	-	-	36,556.50	36,556.50	100.0%
C-Whitewater	-	-	4,473.00	4,473.00	100.0%
Jefferson County	-	-	-	127,894.50	0.0%
Dodge County	135,048.00	-	135,048.00	135,660.00	99.5%
Contra Account	-	-	(14,564.30)	(14,564.30)	100.0%
<b>Total</b>	<b>\$ 135,753.00</b>	<b>\$ 67,500.00</b>	<b>\$ 279,258.70</b>	<b>\$ 474,560.20</b>	<b>58.8%</b>

Expenditures	June Actual	July Estimates	Year to Date	2020 Budget	
Personnel	31,502.18	30,297.74	179,601.37	275,835.00	65%
Professional Services	118.51	547.50	8,784.47	125,000.00	7%
Web Page Development	500.00	-	1,541.34	2,125.00	73%
Office Expense	545.47	177.65	3,267.04	13,904.00	23%
Membership	135.00	455.00	1,039.00	3,250.00	32%
Professional Development		-	4,980.29	7,800.00	64%
Meeting Expenses	-	-	70.91	2,000.00	4%
Training Materials	-	-	-	1,400.00	0%
Subscriptions	290.96	114.96	2,210.10	3,000.00	74%
Internet/Phones/Mis	968.21	894.30	5,878.15	11,288.00	52%
Other Operating	-		-	1,000.00	0%
Travel Related	992.44	500.00	2,588.71	4,700.00	55%
Other Insurance	264.61	160.96	1,126.72	1,683.00	67%
Railroad Consortium	-	-	14,000.00	14,000.00	100%
Operating Reserve			-	-	
<b>Total</b>	<b>\$ 35,317.38</b>	<b>\$ 33,148.11</b>	<b>\$ 225,088.10</b>	<b>\$ 466,985.00</b>	<b>48%</b>

## SUMMARY

July 31, 2020

	June Actual	July Estimates	Year to Date	2020 Budget
<b>Revenues</b>				
Income	\$ 135,753.00	\$ 67,500.00	\$ 279,258.70	\$ 474,560.20
<b>Expenses</b>				
	<u>\$ 35,317.38</u>	<u>\$ 33,148.11</u>	<u>\$ 225,088.10</u>	<u>\$ 466,985.00</u>
<b>Capital Outlay Expenditures</b>				
Vested Benefits	\$ 35,758.26			
<b>1/1/2020 Carry Forward Balance</b>	<b>\$247,943.90</b>			

## Jefferson County Economic Development Consortium

July 31, 2020

### Breakdown By Goals

	June Actual	July Estimates	Year to Date	2020 Budget	
<b>Goal 1</b>					
Personnel	8,468.50	8,046.95	44,679.24	65,855.00	68%
Professional Services	41.48	191.63	3,074.57	43,750.00	7%
Web Page Development	175.00	-	539.47	743.75	73%
Office Expense	190.92	62.18	1,143.48	4,866.40	23%
Membership	47.25	159.25	363.65	1,137.50	32%
Professional Development	-	-	1,719.83	2,730.00	63%
Meeting Expenses	-	-	24.81	700.00	4%
Training Materials	-	-	-	490.00	0%
Subscriptions	101.84	40.24	796.81	1,050.00	76%
Internet/Phones/Mis	338.87	313.01	2,057.42	3,950.80	52%
Other Operating	347.35	-	-	350.00	0%
Travel Related	-	175.00	846.30	1,645.00	51%
Other Insurance	92.61	56.34	394.35	589.05	67%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
<b>Total</b>	<b>\$ 9,803.82</b>	<b>\$ 9,044.60</b>	<b>\$ 60,539.93</b>	<b>\$ 132,757.50</b>	<b>46%</b>

<b>Goal 2</b>	<b>June Actual</b>	<b>July Estimates</b>	<b>Year to Date</b>	<b>2020 Budget</b>	
Personnel	8,468.50	8,046.95	44,679.24	65,855.00	68%
Professional Services	41.48	191.63	3,074.57	43,750.00	7%
Web Page Development	175.00	-	539.47	743.75	73%
Office Expense	190.92	62.18	1,143.48	4,866.40	23%
Membership	47.25	159.25	363.65	1,137.50	32%
Professional Development	-	-	1,719.83	2,730.00	63%
Meeting Expenses	-	-	24.81	700.00	4%
Training Materials	-	-	-	490.00	0%
Subscriptions	101.84	40.24	796.81	1,050.00	76%
Internet/Phones/Mis	338.87	313.01	2,057.43	3,950.80	52%
Other Operating	347.35	-	-	350.00	0%
Travel Related	-	175.00	846.30	1,645.00	51%
Other Insurance	92.61	56.34	394.35	589.05	67%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
<b>Total</b>	<b>\$ 9,803.82</b>	<b>\$ 9,044.60</b>	<b>\$ 60,539.94</b>	<b>\$ 132,757.50</b>	<b>46%</b>

<b>Goal 3</b>	<b>June Actual</b>	<b>July Estimates</b>	<b>Year to Date</b>	<b>2020 Budget</b>	
Personnel	14,565.17	14,203.84	90,242.87	144,125.00	63%
Professional Services	35.55	164.25	2,635.34	37,500.00	7%
Web Page Development	150.00	-	462.40	637.50	73%
Office Expense	163.63	53.29	980.05	4,171.20	23%
Membership	40.50	136.50	311.70	975.00	32%
Professional Development	-	-	1,474.15	2,340.00	63%
Meeting Expenses	-	-	21.27	600.00	4%
Training Materials	-	-	-	420.00	0%
Subscriptions	87.29	34.49	682.98	900.00	76%
Internet/Phones/Mis	290.46	268.30	1,763.50	3,386.40	52%
Other Operating	-	-	-	300.00	0%
Travel Related	297.73	150.00	896.12	1,410.00	64%
Other Insurance	79.38	48.29	338.02	504.90	67%
Railroad Consortium	-	-	4,200.00	4,200.00	100%
	<b>\$ 15,709.71</b>	<b>\$ 15,058.96</b>	<b>\$ 104,008.40</b>	<b>\$ 201,470.00</b>	<b>52%</b>

## SUMMARY

July 31, 2020

	Year to Date		2020 Budget	
<b>Revenues</b>				
<b>Income</b>	\$ 279,258.70		\$ 474,560.20	
	June Actual	July Estimates	Year to Date	
<b>Expenses</b>				
<b>Goal 1</b>	\$ 9,803.82	\$ 9,044.60	\$ 60,539.93	\$ 132,757.50
<b>Goal 2</b>	\$ 9,803.82	\$ 9,044.60	\$ 60,539.94	\$ 132,757.50
<b>Goal 3</b>	\$ 15,709.71	\$ 15,058.96	\$ 104,008.40	\$ 201,470.00
<b>*Totals</b>	<b>\$ 35,317.35</b>	<b>\$ 33,148.17</b>	<b>\$ 225,088.27</b>	<b>\$ 466,985.00</b>

Capital Outlay Expenditures  
     Vested Benefits      \$   35,758.26

1/1/2020 Carry Forward Balance                      **\$247,943.90**

\*Note breakout differences due to percent rounding

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

<b>Income</b>	<b>June Actual</b>	<b>July Estimates</b>	<b>Year to Date</b>	<b>Budget</b>	
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	900.00	600.00	3,900.00	10,000.00	117%
DPA Home Buyer Program	-	5,850.00	7,800.00		
Additional HBC Inc. Contract Restricted	-	-	2,500.00		0%
Applied Operating Reserve	-	-	-	28,347.70	0%
<b>TOTALS</b>	<b>\$ 9,426.30</b>	<b>\$ 6,450.00</b>	<b>\$ 28,764.30</b>	<b>\$ 52,912.00</b>	<b>54%</b>
<b>Expenses</b>	<b>June Actual</b>	<b>July Estimates</b>	<b>Year to Date</b>	<b>Budget</b>	
Personnel	2,963.25	3,020.82	21,611.61	36,678.00	59%
Web Page Development	-	-	114.00	150.00	76%
Office Expense	128.30	-	581.76	3,730.00	16%
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	149.67	150.07	1,044.32	2,386.00	44%
Travel Related	-	-	6.90	930.00	1%
Other Insurance	27.68	17.67	123.70	188.00	66%
Recording Fees	-	-	-	-	-
<b>TOTALS</b>	<b>\$ 3,268.90</b>	<b>\$ 3,188.56</b>	<b>\$ 24,489.47</b>	<b>\$ 52,912.00</b>	<b>46%</b>