



Wednesday, December 13, 2017– 10:30 am

864 Collins Road, Room 12, Jefferson, WI 53549

JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA

PLEASE NOTE DIFFERENT DAY AND TIME

Board Members

Chairman: John David – City of Watertown

Steve Wilke – City of Lake Mills, Matt Trebatoski – City of Fort Atkinson, Timothy Freitag – City of Jefferson, Mo Hansen – City of Waterloo, David Carlson – City of Whitewater, Andrew Wescott-Barten – Village of Cambridge, Kyle Ellefson - Village of Johnson Creek, Jim Mode – County Supervisor, Amy Rinard – County Supervisor, Augie Tietz – County Supervisor

- I. Call to Order**
- II. Roll Call (Establish a quorum)**
- III. Certification of Compliance with Open Meeting Laws**
- IV. Approval of December 13, 2017 Agenda**
- V. Approval of Minutes – October 26, 2017 *#**
- 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 Report – October 31, 2017 *#**
 - B. Rail Road Commission update**
- VIII. General Orders**
 - A. Directors Report**
 - Pipeline/Projects Update
 - Strategic Plan Update/2018 Plan of Work
- IX. New Business**
 - A. Future Agenda Items**
 - Madison Area Technical College (MATC) report
 - B. Upcoming Meetings/Seminars**
 - WHEDA WORKSHOPS: January 12, 2018, Dodge County Administration Building; January 18th, 2018 Holiday Inn & Suites, Fort Atkinson.
 - JCEDC Board of Directors – January 25, 2018, 8:30 am, 864 Collins Rd, Rm 12, Jefferson, WI
- X. Adjournment – to Lunch at restaurant of your choice!**

*** Indicates a vote will be taken. # Indicates a document is enclosed.**

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 MINUTES

October 26, 2017

Meeting called to order at 8:30 a.m.

Board members present: John David-City of Watertown, Matt Trebatoski – City of Fort Atkinson, Kyle Ellefson – Village of Johnson Creek, Steve Wilke – City of Lake Mills, David Carlson – City of Whitewater, Mo Hanson – City of Waterloo, Jim Mode – County Supervisor, Amy Rinard – County Supervisor, Augie Tietz – County Supervisor

Absent: Tim Freitag – City of Jefferson, Andrew Wescott-Barten – Village of Cambridge

Others Present: Ben Wehmeier – County Administrator, Gene Dalhoff-MadRep, Jim Falco-Madison College, Vern Lindquist – UW Extension, Anita Martin, Ronnie Monroe, Victoria Pratt-JCEDC Executive Director, Julie Olver – JCEDC Marketing Manager, RoxAnne Witte-JCEDC Program Specialist.

Roll Call – Quorum Established

Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the agenda dated 10-26-2017.

Approval of Agenda

Mode/Trebatoski moved to approve agenda dated 10-26-2017.

Minutes

The August 24, 2017 minutes will be corrected to list Augie Tietz – County Supervisor as being present. Tietz/Ellefson moved to approve the revised minutes. Motion Carried.

Public Comments

Ronnie Monroe addressed the committee regarding the Pipeline Safety Trust. A copy of the FEMA manual was presented to all board members present.

JCEDC Reports

- 1. Review of Financials** - Discussion was held on the September 30, 2017 Financial Report and the 2017 projected year end income/expenses. 2018 budget projections will include \$135,000 coming from GHDP, \$10,000 from Jefferson County home buyer program and from \$85,000 Dodge County. County Administrator working on finalizing the Contract for Services between JCEDC and GHDP. Tietz/Ellefson moved to approve the September 30, 2017 Finance Report as presented. Motion Carried.
- 2. Revolving Loan Fund Update** – Pratt reported that there currently are three businesses with active loans from the program and the current available balance in the Jefferson County Loan Program is \$648,953.09.
- 3. Rail Road Commission Update** – Tietz reported that the bidding processing has started for the removal of the Sauk County Bridge with contract award to be December 14, 2017.

General Orders

- 1. Campaign Wrap Up** – The updated Capital Campaign Fund Raising report was distributed to the board for review. Pratt informed the board that the strategic plan is being updated to reflect current available funds and that the GHDP board will continue to solicit investors. The Strategic Plan Revision meeting was held on October 23, 2017.
- 2. Directors Report** –
 - a. Pipeline Update** - Pratt distributed the Opportunity Pipeline Report for review and updated the board on specific projects.
 - b. Activities Update/Strategic Plan** – Pratt updated the board on the presentations she has given in both Dodge and Jefferson Counties, meetings with Chambers to plan for 2018 Manufacturing Month activities, discussion on

affordable housing and information sessions on mixed use development solutions that we will be hosting in January for both Dodge and Jefferson Counties, review of the IEDC annual meeting, and continued work on the strategic plan and the labor analysis survey.

- c. Annual Meeting update – Meeting will be held November 15, 2017, 11:30 – 1:00 pm. at Madison College in Watertown. Keynote speakers will be Rebeca Deschane and David Anderson. Topic of discussion will be Wisconsin's Strategy to Address State Worker Shortages. Marquardt Manor will be catering the event and cost will be \$20.00.

New Business

1. **Future Agenda Items** – Madison College presentation to JCEDC will be at the January 25, 2018 meeting.

Adjournment

There being no further business for consideration, motion by Carlson/Wilke to adjourn. Motion carried

Meeting adjourned at 9:30 a.m.

Respectfully submitted,

RoxAnne L. Witte

Jefferson County Economic Development Consortium/Glacial Heritage Development Partnership
Finance Report November 31, 2017 Estimate

	JCEDC Approved Budget	JCEDC Distribution	GHDP Distribution	Desired Combined Budget
REVENUES				
Income	\$ 458,004.00	\$ 543,004.00	\$ 105,000.00	\$ 648,004.00
2016 Carry Over Reserves	\$ 152,819.00	\$ 152,819.00	\$ -	\$ 152,819.00
Totals	\$ 610,823.00	\$ 695,823.00	\$ 105,000.00	\$ 800,823.00

2017 Income		October Actual	November Estimates	Year to Date Estimate	Adopted County Budget for 2017 JCEDC	Year to Date Percent of Budget
471001	State Aid/Intergovernmental Revenues	\$ -		\$ 4,890.00	\$ 5,000.00	98%
	Service Fees/Fund Raising	\$ 41,500.00	\$ 2,500.00	\$ 145,262.10	\$ 240,000.00	61%
472010.131	V-Cambridge	\$ -	\$ -	\$ 162.00	\$ 162.00	100%
472010.141	V-Johnson Creek	\$ -	\$ -	\$ 4,400.00	\$ 4,400.00	100%
472010.226	C-Fort Atkinson	\$ -	\$ -	\$ 18,662.00	\$ 18,662.00	100%
472010.241	C-Jefferson	\$ -	\$ -	\$ 11,978.00	\$ 11,978.00	100%
472010.246	C-Lake Mills	\$ -	\$ -	\$ 8,825.00	\$ 8,825.00	100%
472010.290	C-Waterloo	\$ -	\$ -	\$ 5,057.00	\$ 5,057.00	100%
472010.291	C-Watertown	\$ -	\$ -	\$ 35,791.50	\$ 23,114.00	155%
472010.292	C-Whitewater	\$ -	\$ -	\$ 4,413.00	\$ 4,413.00	100%
474022	Jefferson County	\$ -	\$ -	\$ 126,393.00	\$ 126,393.00	100%
	Dodge County	\$ -	\$ -	\$ 85,000.00	\$ -	0%
458007	JCEDC - Home Buyers Program	\$ 6,050.00	\$ 3,300.00	\$ 31,550.00	\$ 10,000.00	316%
	Events	\$ -	\$ -	\$ -	\$ -	
	Total Income	\$ 47,550.00	\$ 5,800.00	\$ 482,383.60	\$ 458,004.00	105%

2017 Expenses		October Actual	November Estimates	Year to Date Estimate	Desired Combined Budget	Percent of Budget
Goal 1 - Business Development						
multiple	Salaries/Fringes	\$ 11,059.34	\$ 12,000.000	\$ 120,307.17	\$ 207,935.00	58%
521219	Professional Services	\$ -	\$ -	\$ 9,516.79	\$ 9,100.00	105%
521229	Recruitment Expenses	\$ -	\$ -	\$ -	\$ -	0%
531312	Office Equipment/Office Supplies	\$ -	\$ 37.50	\$ 350.44	\$ 1,750.00	20%
531303	Computer Hardware/Software	\$ -	\$ -	\$ 772.67	\$ 2,500.00	31%
531322	Subscriptions	\$ 414.43	\$ 63.30	\$ 1,329.15	\$ 5,000.00	27%
532325	Registrations/Professional Development	\$ (108.00)	\$ 632.00	\$ 1,131.20	\$ 6,400.00	18%
532350	Training Materials - Home Buyer	\$ 132.00	\$ -	\$ 1,084.17	\$ 4,000.00	27%
531324	Memberships	\$ -	\$ -	\$ 820.00	\$ 3,000.00	27%
531326	Advertising	\$ 31.86	\$ -	\$ 31.86	\$ 200.00	16%
multiple	Materials Development	\$ -	\$ -	\$ -	\$ 500.00	0%
multiple	Board Development/Investors Relations	\$ 10.77	\$ 88.00	\$ 104.17	\$ 1,135.00	9%
multiple	Organization Capacity	\$ 38.67	\$ 67.72	\$ 880.34	\$ 2,952.00	30%
multiple	Allocated Services	\$ 407.86	\$ 407.86	\$ 4,486.46	\$ 4,573.50	98%
531349	Other Operating Expenses	\$ -	\$ -	\$ -	\$ 1,250.00	0%
multiple	Travel/Meals/Lodging	\$ 238.42	\$ 1,207.38	\$ 7,145.57	\$ 7,000.00	102%
593413	Railroad Consortium Donation	\$ -	\$ -	\$ 14,000.00	\$ 14,000.00	100%
594950	Operating Reserve	\$ -	\$ -	\$ -	\$ -	
594955	Vested Benefits	\$ -	\$ -	\$ -	\$ -	
		\$ 12,225.34	\$ 14,503.75	\$ 161,959.98	\$ 271,295.50	60%

		October Actual	November Estimates	Year to Date Estimate	Desired Combined Budget	Percent of Budget
Goal 2 - Workforce Focused						
multiple	Salaries/Fringes	\$ 4,423.73	\$ 4,500.00	\$ 47,822.87	\$ 83,174.00	57%
521219	Professional Services	\$ -	\$ -	\$ 19,033.58	\$ 18,200.00	105%
521229	Recruitment Expenses	\$ -	\$ -	\$ -	\$ -	
531312	Office Equipment/Office Supplies	\$ -	\$ 7.50	\$ 70.09	\$ 350.00	20%
531303	Computer Hardware/Software	\$ -	\$ -	\$ 154.53	\$ 500.00	31%
531322	Subscriptions	\$ 82.89	\$ 26.15	\$ 279.32	\$ 1,000.00	28%
531326	Advertising	\$ 31.86	\$ -	\$ 31.86	\$ 200.00	16%
multiple	Materials Development	\$ -	\$ -	\$ -	\$ 250.00	0%
multiple	Board Development/Investors Relations	\$ 10.77	\$ 88.00	\$ 104.17	\$ 1,135.00	9%
multiple	Organization Capacity	\$ 38.67	\$ 81.26	\$ 893.88	\$ 2,952.00	30%
multiple	Allocated Services	\$ 81.57	\$ 81.57	\$ 897.29	\$ 914.70	98%
531349	Other Operating Expenses	\$ -	\$ -	\$ -	\$ 375.00	0%
594950	Operating Reserve	\$ -	\$ -	\$ -	\$ -	
594955	Vested Benefits	\$ -	\$ -	\$ -	\$ -	
		\$ 4,669.49	\$ 4,784.48	\$ 69,287.59	\$ 109,050.70	64%

		October Actual	November Estimates	Year to Date Estimate	Desired Combined Budget	Percent of Budget
Goal 3 - Organizational Capacity						
multiple	Salaries/Fringes	\$ 2,211.93	\$ 2,300.00	\$ 23,961.43	\$ 41,587.00	58%
521219	Professional Services	\$ -	\$ -	\$ 133,235.05	\$ 127,400.00	105%
521229	Recruitment Expenses	\$ -	\$ -	\$ -	\$ 1,000.00	0%
531312	Office Equipment/Office Supplies	\$ -	\$ 7.50	\$ 70.09	\$ 350.00	20%
531303	Computer Hardware/Software	\$ -	\$ -	\$ 154.53	\$ 500.00	31%
531322	Subscriptions	\$ 165.77	\$ 50.63	\$ 556.98	\$ 2,000.00	28%
multiple	Materials Development	\$ -	\$ -	\$ -	\$ 500.00	0%
multiple	Board Development/Investors Relations	\$ 75.37	\$ 616.00	\$ 729.18	\$ 7,945.00	9%
multiple	Organization Capacity	\$ 77.33	\$ 162.52	\$ 1,787.77	\$ 5,904.00	30%
multiple	Allocated Services	\$ 81.57	\$ 81.57	\$ 897.29	\$ 914.70	98%
531349	Other Operating Expenses	\$ -	\$ -	\$ -	\$ 500.00	0%
594950	Operating Reserve	\$ -	\$ -	\$ -	\$ 100,000.00	
594955	Vested Benefits	\$ -	\$ -	\$ -	\$ -	
		\$ 2,611.97	\$ 3,218.23	\$ 161,392.33	\$ 288,600.70	56%

		October Actual	November Estimates	Year to Date Estimate	Desired Combined Budget	Percent of Budget
Goal 4 - Marketing & Communications						
multiple	Salaries/Fringes	\$ 4,423.71	\$ 4,500.00	\$ 47,822.87	\$ 83,174.00	57%
521219	Professional Services	\$ -	\$ -	\$ 28,550.37	\$ 27,300.00	105%
521229	Recruitment Expenses	\$ -	\$ -	\$ -	\$ -	
531312	Office Equipment/Office Supplies	\$ -	\$ 22.50	\$ 210.26	\$ 1,050.00	20%
531303	Computer Hardware/Software	\$ -	\$ -	\$ 463.60	\$ 1,500.00	31%
531322	Subscriptions	\$ 165.77	\$ 42.20	\$ 548.54	\$ 2,000.00	27%
532325	Registrations/Professional Development	\$ (27.00)	\$ 158.00	\$ 282.80	\$ 1,600.00	18%
531326	Advertising	\$ 95.58	\$ -	\$ 95.58	\$ 600.00	16%
multiple	Materials Development	\$ -	\$ -	\$ -	\$ 1,250.00	0%
multiple	Board Development/Investors Relations	\$ 10.77	\$ 88.00	\$ 104.17	\$ 1,135.00	9%
multiple	Organization Capacity	\$ 38.67	\$ 67.72	\$ 880.34	\$ 2,952.00	30%
multiple	Allocated Services	\$ 244.72	\$ 244.72	\$ 2,691.88	\$ 2,744.10	98%
531349	Other Operating Expenses	\$ -	\$ -	\$ -	\$ 375.00	0%
594950	Operating Reserve	\$ -	\$ -	\$ -	\$ -	
594955	Vested Benefits	\$ -	\$ -	\$ -	\$ -	
		\$ 4,952.22	\$ 5,123.13	\$ 81,650.40	\$ 125,680.10	65%

SUMMARY

November 30, 2017 Estimates

	October Actuals	November Estimates	Year to Date Combined Estimate	Desired Combined JCEDC/GHDP 2017 Budget
Revenues				
Income	\$ 47,550.00	\$ 5,800.00	\$ 482,383.60	\$ 648,004.00
Carry Over	\$ 152,819.00	\$ -	\$ 152,819.00	\$ 152,819.00
Total	\$ 200,369.00	\$ -	\$ 635,202.60	\$ 800,823.00
Expenses				
Goal 1	\$ 12,225.34	\$ 14,503.75	\$ 161,959.98	\$ 271,295.50
Goal 2	\$ 4,669.49	\$ 4,784.48	\$ 69,287.59	\$ 109,050.70
Goal 3	\$ 2,611.97	\$ 3,218.23	\$ 161,392.33	\$ 288,600.70
Goal 4	\$ 4,952.22	\$ 5,123.13	\$ 81,650.40	\$ 125,680.10
Totals	\$ 24,459.01	\$ 27,629.59	\$ 474,290.30	\$ 794,627.00