



Thursday, April 26, 2018– 8:30 am
864 Collins Road, Room 8&9, Jefferson, WI 53549

JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA

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

- I. Call to Order**
- II. Roll Call (Establish a quorum)**
- III. Certification of Compliance with Open Meeting Laws**
- IV. Approval of March 22, 2018 Agenda***
- V. Approval of Minutes – March 2018*#**
- 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 – March 31, 2018 *#**
- VIII. General Orders**
 - A. Directors Report**
 - Pipeline Update
 - Activities Update
 - B. Jefferson County Revolving Loan Fund (RLF)**
 - Revision to Lending Guidelines
- IX. New Business**
 - A. General Discussion on Locally-Controlled Incentives**
 - B. Upcoming Meetings/Seminars**
 - **JOINT BOARD MEETING June 13, 2018 JCEDC Board of Directors Annual Meeting and THRIVE Board of Directors 8:30 -11:30 am, 864 Collins Rd., Rm 8&9, Jefferson, WI**
- X. Adjournment**

*** 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

March 22, 2018

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

Board members present: John David-City of Watertown, Steve Wilke – City of Lake Mills, Hanson – 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

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

Others Present: Jason Scott, Lavern Goergson, 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 March 22, 2018.

Approval of Agenda

Mode/Tietz moved to approve agenda dated March 22, 2018.

Minutes

Rinard/Mode moved to approve January 25, 2018 minutes printed. Motion Carried.

Public Comments

None

JCEDC Reports

1. Review of Financials –

- a. Hanson/Wilke moved to approve the January 31, 2018 Finance Report as presented. Motion Carried.

General Orders

1. Directors Report –

- a. Pipeline Update – V Pratt distributed an updated Opportunity Pipeline Report and gave a brief highlight on recruitment/retention/expansion projects that have been active in the past 30 days.
- b. Activities Update –
Pratt updated the board on the presentations/meetings she has attended in both Dodge and Jefferson counties, status on the new web site, gathering of permit data for 2017 for both counties, working with Madison College on a listening session on training needs of local employers, finalizing the product improvement survey that will be sent out to all communities to gather information regarding the communities current capacity as it relates to the attraction/expansion of businesses and the processes involved, finalizing Labor Availability Analysis roll out presentation for May 23, 2018, and an update on the working committees that will be created as a result of the Jefferson County Strategic Plan.
- c. Economic Opportunity Zone Press Release – Copy of the press release received was distributed the board. Communities included in the award in Dodge County are – Beaver Dam, in Jefferson County – Watertown and Jefferson and in Walworth County – Whitewater. Staff will continue to update the board on this program and more information is received.
- d. Jefferson County Revolving Loan Fund –Hanson/Rinard moved to add Kyle Haug, Vice President of Huntington National Bank and Glen Roberts, owner Glens Market & Catering to the Jefferson County Revolving Loan Fund Committee. Motion Carried.

2. Adoption of Resolution 2018-01

Hanson/Carson moved to approve adoption of Resolution 2018-01 Jefferson County Economic Development Consortium recognizes May 7-12, 2018 as National Economic Development Week. Motion Carried.

New Business

1. Future Agenda Items - Election of JCEDC Officers will be held at the June board of directors meeting.

2. Upcoming Meetings/Seminars –

- a. Hoof Health & BPI Welcome as New Business Event – April 11, 2018, 10:00 am. Comfort Suites, Johnson Creek.

Adjournment

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

Meeting adjourned at 9:35 a.m.

Respectfully submitted,

RoxAnne L. Witte,
Recording Secretary

Jefferson County Economic Development Consortium

March 31, 2018

		March	Year to Date Estimate	2018 Budget	
Revenue	State Aid	-	-	5,000.00	0%
	JCEDC HBP Service Fees- 2017	-	2,600.00	10,000.00	26%
	JCEDC GHDP Service fees	-	-	135,000.00	0%
	V-Cambridge	-	162.00	162.00	100%
	V-Johnson Creek	-	4,400.00	4,400.00	100%
	C-Fort Atkinson	-	-	18,662.00	0%
	C-Jefferson	-	11,978.00	11,978.00	100%
	C-Lake Mills	-	8,825.00	8,825.00	100%
	C-Waterloo	-	5,057.00	5,057.00	100%
	C-Watertown	-	35,792.00	35,792.00	100%
	C-Whitewater	-	4,413.00	4,413.00	100%
	Jefferson County	-	-	125,690.00	0%
	Dodge County	-	85,000.00	85,000.00	100%
	Donations Restricted	-	-	2,500.00	0%
		\$ -	\$ 158,227.00	\$ 452,479.00	

Expenditures

Goal 1

	March	Year to Date Estimates	2018 Budget	
Personnel	4,539.68	21,431.66	120,104.00	18%
Professional Services	-	292.50	30,000.00	1%
Recruitment Related	-	-	500.00	0%
Office Expense	46.65	208.69	5,840.00	4%
Membership	-	-	2,500.00	0%
Professional Development	-	-	2,200.00	0%
Meeting Expenses	-	7.09	800.00	1%
Training Materials - Homebuyer	-	310.94	4,000.00	8%
Subscriptions	102.60	407.08	2,800.00	15%
Internet/Phones/Mis	456.88	1,394.03	6,249.20	22%
Other Operating	-	-	1,000.00	0%
Travel Related	85.23	620.67	2,500.00	25%

Other Insurance	57.83	173.45	694.00	25%
Railroad Consortium	-	-	14,000.00	0%
Operating Reserve	-	-	1,560.80	0%
Total	\$ 5,288.86	\$ 24,846.11	\$ 194,748.00	

Goal 2

	March	Year to Date Estimates	2018 Budget	
Personnel	3,404.76	16,798.24	90,078.00	19%
Office Expense	23.32	104.34	2,920.00	4%
Professional Development	-	476.36	1,100.00	43%
Meeting Expenses	0	3.55	400.00	1%
Subscriptions	51.30	203.54	1,400.00	15%
Internet/Phones/Mis	228.44	697.02	3,124.60	22%
Other Operating	0	0.20	500.00	0%
Travel Related	32.39	235.84	950.00	25%
Operating Reserve	0	-	780.40	0%
Total	\$ 3,740.20	\$ 18,519.08	\$ 101,253.00	

Goal 3

	March	Year to Date Estimates	2018 Budget	
Personnel	3,404.76	16,798.24	90,078.00	19%
Professional Services	0	292.50	30,000.00	1%
Website Revision	0	-	15,000.00	0%
Office Expense	46.65	208.69	5,840.00	4%
Professional Development	0.00	952.71	2,200.00	43%
Meeting Expenses	0	-	800.00	0%
Subscriptions	102.60	407.08	2,800.00	15%
Internet/Phones/Mis	456.88	1,394.03	6,249.20	22%
Other Operating	0	-	1,000.00	0%
Travel Related	32.385	235.84	950.00	25%
Operating Reserve	0	-	1,560.80	0%
Total	\$ 4,043.26	\$ 20,289.09	\$ 156,478.00	

SUMMARY

March 31, 2018

		Year to Date Estimates		2018 Budget
Revenues				
Income	-	\$ 158,227.00	\$	452,479.00
Carryover*		\$70,616.36		-
Total		\$ 228,843.36	\$	452,479.00
Expenses				
Goal 1		\$ 24,846.11	\$	194,748.00
Goal 2		\$ 18,519.08	\$	101,253.00
Goal 3		\$ 20,289.09	\$	156,478.00
Totals		\$ 63,654.28	\$	452,479.00

*Carryover as of 3/19/2018

JCEDC Vested Benefit Reserve

JCEDC Fiduciary Funds Carryover

\$91,962.18

(21,345.82)

\$70,616.36

**PROGRAMS AND SERVICES OFFERED BY
JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM**

PREPARED APRIL 2018

Economic Development:

- ❖ Maintain a database of industrial and commercial sites and buildings in Jefferson County
- ❖ Conduct confidential searches for industrial & commercial developments in Jefferson County at no cost to customer
- ❖ Provide professional project management for industrial or commercial businesses seeking to locate or expand in Jefferson County, at no cost to customer
- ❖ Provide access to local, state and federal financing that may be applicable to commercial or industrial investors
- ❖ Provide technical assistance and/or access to technical assistance for commercial or industrial businesses/entrepreneurs
- ❖ Provide state and local zoning & permitting assistance
- ❖ Management, oversight and reporting for the County Revolving Loan Fund, available for commercial/industrial businesses investing in Jefferson County
- ❖ Access to local, state and/or federal incentives that may be available and applicable to commercial or industrial investment projects
- ❖ Research and respond to requests for data related to workforce, income, demographics, etc.
- ❖ Marketing of Jefferson County to attract and retain commercial and industrial businesses
- ❖ Grants Management: currently managing EPA/Brownfields Assessment project for Jefferson County and WEDC funding for Labor Availability Analysis
- ❖ Strategic Planning for economic growth – management of plan developed to support growth of business in both Jefferson and Dodge counties

Homebuyer Assistance:

- ❖ Prospective low-moderate income homebuyer counseling necessary to access regional housing grants
- ❖ Prospective low- moderate income home renovation counseling necessary for owners to access regional housing 0% interest loans
- ❖ Assistance with access to mortgage lenders
- ❖ Management, oversight and reporting on use of funds available for low-moderate income homebuyers/renovators in Jefferson County