



Thursday, May 23, 2019, 8:30 am
864 Collins Road, Room 8-9, Jefferson, WI 53549

JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM (JCEDC) BOARD AGENDA

Board Members

Chairman: Matt Trebatoski – City of Fort Atkinson

Steve Wilke – City of Lake Mills, Emily McFarland – City of Watertown, Timothy Freitag – City of Jefferson, Mo Hansen – City of Waterloo, David Carlson – City of Whitewater, 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 – Matt Trebatoski
- II.** Roll Call (Establish a quorum)
- III.** Certification of Compliance with Open Meeting Laws
- IV.** Approval of May 23, 2019 Agenda
- V.** Approval of Minutes – April 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
 - A.** Approval of March 31, 2019 Financial Reports
- VIII.** Education Session - Competing for Economic Development Projects
Coleman Peiffer, Senior Business Attraction Manager for Alliant Energies
- IX.** General Orders
 - A.** New Business/Future Agenda Items – Board Requests
 - B.** Upcoming Meetings/Seminars –
 - Next Meeting: JCEDC Board of Directors – June 27, 2019
 - JCEDC BOD Education Session: July 25th – Affordable Housing for Workers
 - ThriveED Annual Meeting: October 8, 2019 (Date & Time (Breakfast) TBD)
- 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
Board of Directors Meeting
April 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, David Carlson – City of Whitewater, 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 Trebatoski at 8:30 am.

II. Roll Call – Quorum Established

JCEDC Board Members Present: Matt Trebatoski-City of Fort Atkinson, Steve Wilke –City of Lake Mills, Emily McFarland – City of Watertown, David Carlson –City of Whitewater, Kyle Ellefson – Village of Johnson Creek, Jim Mode –County Supervisor, Amy Rinard –County Supervisor, Dick Jones – County Supervisor

Absent: Tim Freitag –City of Jefferson, Mo Hansen –City of Waterloo, Village of Cambridge – Lisa Moen

Staff Present: Ben Wehmeier – County Administrator, Victoria Pratt -JCEDC Executive Director, Julie Olver –Marketing Manager, RoxAnne Witte -Program Specialist

Members of the Public Present: Jim Grabowski-We Energies, Glenn Mathews – Madison College, Gene Dalhoff – MadREP

III. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the agenda dated April 25, 2019.

IV. Approval of Agenda

Carlson/Rinard moved to approve agenda dated April 25, 2019. Motion passed.

V. Approval of Minutes

Mode/Rinard moved to approve March 28, 2019 minutes as printed. Motion passed.

VI. Public Comments

None

VII. JCEDC Reports

A. Approval of Finance Report

1. Wilke/Carlson moved to approve February 28, 2019 finance report as presented. Motion passed.

IX. General Orders

A. Directors Report

1. **Pipeline Update** - V Pratt distributed an updated Opportunity Pipeline Report and gave brief highlights on recruitment/retention/expansion projects that have been active.
2. **Annual Report** - 2018 JCEDC Annual report was distributed and V Pratt gave a brief overview of the accomplishments in 2018. The report will be presented to the Jefferson County Board of Supervisors at their May 2019 meeting.
3. **Other Activities** - Pratt updated the board on the presentations/meetings she has given/attended in both Dodge and Jefferson counties and the Advanced Economic Development Leadership Program she will be attending in November 2019 and May 2020.

B. Board Changes

1. **Resignation Letter** – Letter of resignation resigning from the JCEDC Board of Directors was read by John David-City of Watertown and placed in file.
2. **Election of Officers**
 - Steve Wilke nominated Matt Trebakoski as chairperson. Nomination seconded by Jim Mode. There being no other nominations motion by Wilke/Mode to close nominations and cast unanimous ballot for Matt Trebakoski as chairperson. Motion passed.
 - Jim Mode nominated Dave Carlson as vice chairperson. Nomination seconded by Kyle Ellefson. There being no other nominations motion by Ellefson/Wilke to close nominations and cast unanimous ballot for Dave Carlson as vice chairperson. Motion passed.
 - Steve Wilke nominated Kyle Ellefson as secretary/treasurer. Nomination seconded by Dave Carlson. There being no other nominations motion by Wilke/Carlson to close nominations and cast unanimous ballot for Kyle Ellefson as secretary/treasurer. Motion passed.

Terms of Office Name	Community Representing	Term Expires
Emily McFarland	City of Watertown	May 2020
Amy Rinard	County Supervisor	May 2020
Mo Hansen	City of Waterloo	May 2020
Lisa Moen	Village of Cambridge	May 2020
Tim Freitag	City of Jefferson County	May 2021
Dick Jones	County Supervisor	May 2021
Kyle Ellefson	Village of Johnson Creek	May 2021
Steve Wilke	City of Lake Mills	May 2022
Jim Mode	County Supervisor	May 2022
Matt Trebatoski	City Fort Atkinson	May 2022
Dave Carlson	City of Whitewater	May 2022

C. Discussion and possible action on Intergovernmental Agreement with Dodge County for economic development services.

Copies of the proposed amendment to the partnership agreement between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership (ThriveEd) were distributed to the board members. V Pratt explained the amendment is being done to increase financial support and will add a Dodge county board member to the JCEDC board of directors. Motion by Wilke/Rinard to approve the Amendment to the Partnership Agreement between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership (now known as "ThriveED"). Motion passed.

D. Future Agenda Items

E. Upcoming Meetings/Seminars

- JCEDC Board of Directors - Education Session – Competing for Economic Development Projects, May 25, 2019, 8:30 am
- ThriveEd Annual Meeting – October 8, 2019 (date and time TBD)

IX. Adjournment

There being no further business for consideration, motion by Carlson/Wilke to adjourn. Motion passed. Meeting adjourned at 9:25 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

March 31, 2019

Revenue	Year to Date	2019	
JCEDC GHDP Service fees	-	135,000.00	0%
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	0%
Dodge County	85,000.00	85,000.00	100%
	\$ 169,192.20	\$ 423,089.60	40%

Expenditures

Goal 1

	Year to Date	2018 Budget	
Personnel	16,047.89	64,754.37	25%
Professional Services	574.74	7,000.00	8%
Web Page Development	350.00	743.75	47%
Office Expense	783.23	5,770.80	14%
Membership	-	1,400.00	0%
Professional Development	1,223.93	1,977.50	62%
Meeting Expenses	13.90	700.00	2%
Training Materials	72.80	472.50	15%
Subscriptions	190.25	770.35	25%
Internet/Phones/Mis	902.98	4,020.10	22%
Other Operating	-	350.00	0%
Travel Related	387.10	1,582.00	24%
Other Insurance	91.05	364.00	25%
Railroad Consortium	4,900.00	4,900.00	100%
Operating Reserve	-	-	
Total	\$ 25,537.87	\$ 94,805.37	27%

Goal 2

	Year to Date	2019 Budget	
Personnel	16,047.89	64,754.37	25%
Professional Services	574.74	7,000.00	8%
Web Page Development	350.00	743.75	47%
Office Expense	783.23	5,770.80	14%
Membership	-	1,400.00	0%
Professional Development	1,223.93	1,977.50	62%
Meeting Expenses	13.90	700.00	2%
Training Materials	72.80	472.50	15%
Subscriptions	190.25	770.35	25%
Internet/Phones/Mis	902.98	4,020.10	22%
Other Operating	-	350.00	0%
Travel Related	387.10	1,582.00	24%
Other Insurance	91.05	364.00	25%
Railroad Consortium	4,900.00	4,900.00	100%
Operating Reserve	-	-	
Total	\$ 25,537.87	\$ 94,805.37	27%

Goal 3

	Year to Date	2019 Budget	
Personnel	37,442.80	141,453.26	26%
Professional Services	492.63	6,000.00	8%
Web Page Development	300.00	637.50	47%
Office Expense	671.34	4,946.40	14%
Membership	-	1,200.00	0%
Professional Development	1,049.08	1,695.00	62%
Meeting Expenses	11.92	600.00	2%
Training Materials	62.40	405.00	15%
Subscriptions	163.07	660.30	25%
Internet/Phones/Mis	774.00	3,445.80	22%
Other Operating	-	300.00	0%
Travel Related	421.11	1,356.00	31%
Other Insurance	78.05	312.00	25%
Railroad Consortium	4,200.00	4,200.00	100%
Operating Reserve	-	-	
Total	\$ 45,666.40	\$ 167,211.26	27%

SUMMARY

March 31, 2019

	Year to Date	2019 Budget
Revenues		
Income	\$ 169,192.20	\$ 423,089.60
Carryover*	\$109,625.05	-
Total	\$ 278,817.25	\$ 423,089.60
Expenses		
Goal 1	\$ 25,537.87	\$ 94,805.37
Goal 2	\$ 25,537.87	\$ 94,805.37
Goal 3	\$ 45,666.40	\$ 167,211.26
	\$ 96,742.14	
HB Program adjustments to be made	\$ 1,075.22	
Totals	\$ 97,817.36	\$ 356,822.00

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

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

Income

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	0%
DPP Home Buyer Program	1,200.00	10,000.00	32%
DPA Home Buyer Program	1,950.00		
Applied Operating Reserve	-	28,694.00	0%
TOTALS	\$ 9,163.80	\$ 53,200.40	17%

Expenses

Personnel	8051.33	36628	22%
Web Page Development	114	125	91%
Office Expense	209.25	3680.4	6%
Membership	0	200	0%
Professional Development	100	3600	3%
Training Materials -	0	3150	0%
Subscriptions	643	799	80%
Internet/Phones/Mis	792.25	3828	21%
Travel Related	0	844	0%
Other Insurance	86.52	346	25%
Operating Reserve		0	
TOTALS	\$ 9,996.35	\$ 53,200.40	19%

BUSINESS EDUCATION SESSION



presented by:



Communities want to attract new businesses and support existing ones as they expand. But is your community prepared to compete? Join us for our May Business Education Session and learn what site selectors and other decision makers are looking for when evaluating a community.

COMPETING FOR ECONOMIC DEVELOPMENT PROJECTS

Speaker: Coleman Peiffer, Senior Business Attraction Manager, Alliant Energy



Prior to his role with Alliant Energy, Coleman worked for Ernst and Young and the Wisconsin Economic Development Corporation (WEDC). At WEDC, Coleman led attraction efforts to land more than \$11 billion in capital investments and 15,000 new jobs to the state. Site selection projects he's worked include Foxconn, Haribo of America and Saputo Cheese.

WHO SHOULD ATTEND THIS SESSION?

Municipal leaders Elected officials Community leaders

**THURSDAY, MAY 23, 2019 | 8:30 A.M.- 9:30 A.M.
UW-EXTENSION BUILDING - 864 COLLINS RD,
JEFFERSON, WI | ROOMS 8-9**

No registration required, but seating is on a first come, first served basis. Room capacity - 75.

Questions? Contact julieo@thriveED.org