



**Thursday, December 19, 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

Timothy Freitag – City of Jefferson, Steve Wilke – City of Lake Mills, Mo Hansen – City of Waterloo, Emily McFarland - City of Watertown, Cameron Clapper– City of Whitewater, Rebecca Glewen – City of Beaver Dam, 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 December 19, 2019 Agenda
- V.** Approval of Minutes – November 21, 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 November 30, 2019 Financial Reports
- VIII.** December Education Session – Preparing for Development – What Every Municipal Leader Should Know about Making Your Industrial Sites ‘Development Ready’ - Vicki Pratt, CEcD
- IX.** General Orders
  - A.** New Business/Future Agenda Items
  - B.** Upcoming Meetings/Seminars –
    - January 23, 2020 Joint meeting of the Boards of ThriveED and JCEDC
    - February 27, 2020 JCEDC Board Meeting
- 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  
November 21, 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, Cameron Capper – City of Whitewater, Rebecca Glewen – City of Beaver Dam, 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 Chairman Trebatoski at 8:56 am.

**II. Roll Call – Quorum Established**

JCEDC Board Members Present: Matt Trebatoski-City of Fort Atkinson, Tim Freitag-City of Jefferson, Rebecca Glewen-City of Beave Dam, Kyle Ellefson-Village of Johnson Creek, Jim Mode-County Supervisor, Dick Jones-County Supervisor, Amy Rinard-County Supervisor

Absent: Steve Wilke-City of Lake Mills, Mo Hansen-City of Waterloo, Emily McFarland-City of Watertown, Cameron Clapper-City of Whitewater, Lisa Moen-Village of Cambridge

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

Members of the Public Present: Glenn Mathews-Madison College, Jim Grabowski-WE Energies, Gene Dalhoff - MadRep

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

Staff certified compliance for the agenda dated November 21, 2019.

**IV. Approval of Agenda**

Jones/Rinard moved to approve November 21, 2019, JCEDC agenda as printed. Motion passed.

**V. Approval of Minutes**

Mode/Glewen moved to approve September 29, 2019 JCEDC minutes as printed. Motion passed.

**VI. Public Comments**

None

**VII. JCEDC Reports**

**A. Approval of Finance Report**

Mode/Rinard moved to approve October 31, 2019 JCEDC finance reports as presented. Motion passed.

**B. Jefferson County Economic Development 2020 Budget & Homebuyer Program 2020 Budget**

Ellefson/Rinard moved to approve the Jefferson County Economic Development 2020 Budget and the Homebuyer Program 2020 Budget. Motion passed.

**IX. General Orders**

**A. Directors Report**

**Activities** - Pratt updated the board on presentations she has given and meetings/events attended in Dodge, Jefferson and Walworth counties since last board meeting. Staff continues to work on updating Plan of Work for 2020.

Pratt/Jenkins updated the board on the Dodge County BRE program, the visits made and issues identified during visits.

**Pipeline report** -Pratt distributed an updated Opportunity Pipeline Report and gave brief highlights on recruitment/retention/expansion projects that have been active in the past 60 days.

**B. Broadband Initiative Update**

Supervisor Rinard and County Administrator Wehmeier updated the board on the Jefferson County application status. The County web page has been updated to include information on the Broadband Project along with a survey and sample letters of support that businesses and the general public can complete.

**C. Upcoming Meetings/Seminars**

- JCEDC Board of Directors/Education Session – December 19, 2019, 8:30 am.
- JCEDC/ThriveED Joint Board of Directors Meeting – January 23, 2020, 8:30 am.

**X. Adjournment**

There being no further business for consideration, motion by Rinard/Jones to adjourn. Motion passed.

Meeting adjourned at 9:24 am.

Minutes prepared by:

RoxAnne L. Witte,  
Program Specialist  
Jefferson County Economic Development Consortium

# Jefferson County Economic Development Consortium

October 31, 2019

	Oct 31, 2019 Actual	Nov 30, 2019 Estimates	Year to Date	2019 Amended Budget	
<b>Revenue</b>					
JCEDC GHDP Service fees	-		67,500.00	135,000.00	50%
V-Cambridge	-	-	149.80	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	118,896.40	100%
Dodge County	-	-	85,000.00	85,000.00	100%
Dodge County - Amended Contract	-	-	24,961.75	24,961.75	100%
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 380,550.55</b>	<b>\$ 448,051.35</b>	<b>85%</b>
<b>Expenditures</b>					
Personnel	22,833.19	22,550.46	248,608.67	270,962.00	92%
Professional Services	-	-	10,716.28	70,000.00	15%
Web Page Development	-	-	2,000.00	2,125.00	94%
Office Expense	243.83	605.25	8,264.26	16,488.00	50%
Membership	-	325.00	1,740.00	1,600.00	109%
Professional Development	121.02	819.20	7,283.85	7,350.00	99%
Meeting Expenses	-	3.38	81.96	2,000.00	4%
Training Materials	31.80	-	554.79	1,350.00	41%
Subscriptions	714.10	925.42	3,962.97	2,401.00	165%
Internet/Phones/Mis	885.86	885.86	9,603.48	11,486.00	84%
Other Operating	-	-	-	1,000.00	0%
Travel Related	715.89	759.59	5,075.02	5,020.00	101%
Other Insurance	205.64	205.64	1,548.52	1,040.00	149%
Railroad Consortium	-	-	14,000.00	14,000.00	100%
Operating Reserve	-	-	-	-	
<b>Total</b>	<b>\$ 25,751.33</b>	<b>\$ 27,079.80</b>	<b>\$ 313,439.80</b>	<b>\$ 406,822.00</b>	<b>77%</b>

## SUMMARY

November 30, 2019

	Oct 31, 2019	Nov 30, 2019 Estimates	Year to Date	2019 Amended Budget
<b>Revenues</b>				
Income	\$ -	\$ -	\$ 380,550.55	\$ 448,051.35
Carryover*			\$ 109,625.05	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 490,175.60</b>	<b>\$ 448,051.35</b>
<b>Expenses</b>				
	<b>\$ 25,751.33</b>	<b>\$ 27,079.80</b>	<b>\$ 313,439.80</b>	<b>\$ 406,822.00</b>

### Jefferson County Economic Development Consortium

November 30, 2019

#### Breakdown By Goals

	Oct 31, 2019 Actual	Nov 30, 2019 Estimates	Year to Date	2019 Amended Budget	
<b>Goal 1</b>					
Personnel	5,488.68	5,391.80	58,279.58	64,754.37	90%
Professional Services	-	-	3,750.70	24,500.00	15%
Web Page Development	-	-	700.00	743.75	94%
Office Expense	85.34	211.84	2892.52	5,770.80	50%
Membership	-	113.75	609.00	560.00	109%
Professional Development	42.36	286.72	2,549.36	2,572.50	99%
Meeting Expenses	-	1.18	27.50	700.00	4%
Training Materials	11.13	-	194.18	472.50	41%
Subscriptions	249.94	323.90	1387.05	840.35	165%
Internet/Phones/Mis	310.05	310.05	3361.23	4,020.10	84%
Other Operating	-	-	-	350.00	0%
Travel Related	215.65	265.86	1489.80	1,757.00	85%
Other Insurance	71.97	71.97	541.97	364.00	149%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
Operating Reserve	-	-	-	-	
<b>Total</b>	<b>\$ 6,475.11</b>	<b>\$ 6,977.07</b>	<b>\$ 80,682.89</b>	<b>\$ 112,305.37</b>	<b>72%</b>

Goal 2	Oct 31, 2019	Nov 30 2019	Year to Date	2019 Amended	
	Actual	Estimates		Budget	
Personnel	5,488.68	5,391.80	58,279.27	64,754.37	90%
Professional Services	-	-	3,750.70	24,500.00	15%
Web Page Development	-	-	700.00	743.75	94%
Office Expense	85.34	211.84	2892.52	5,770.80	50%
Membership	-	113.75	609.00	560.00	109%
Professional Development	42.36	286.72	2,549.36	2,572.50	99%
Meeting Expenses	-	1.18	27.50	700.00	4%
Training Materials	11.13	-	194.18	472.50	41%
Subscriptions	249.94	323.90	1387.05	840.35	165%
Internet/Phones/Mis	310.05	310.05	3361.25	4,020.10	84%
Other Operating	-	-	-	350.00	0%
Travel Related	215.65	265.86	1489.80	1,757.00	85%
Other Insurance	71.97	71.97	541.97	364.00	149%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
Operating Reserve	-	-	-	-	
<b>Total</b>	<b>\$ 6,475.11</b>	<b>\$ 6,977.07</b>	<b>\$ 80,682.60</b>	<b>\$ 112,305.37</b>	<b>72%</b>

Goal 3	Oct 31, 2019	Nov 30, 2019	Year to Date	2019 Amended	
	Actual	Estimates		Budget	
Personnel	11,855.84	11,766.87	132,049.67	141,453.26	93%
Professional Services	-	-	3,214.87	21,000.00	15%
Web Page Development	-	-	600.00	637.50	94%
Office Expense	73.15	181.58	2479.30	4,946.40	50%
Membership	-	97.50	522.00	480.00	109%
Professional Development	36.31	245.76	2,185.16	2,205.00	99%
Meeting Expenses	-	1.01	23.57	600.00	4%
Training Materials	9.54	-	166.44	405.00	41%
Subscriptions	214.23	277.63	1188.91	720.30	165%
Internet/Phones/Mis	265.76	265.76	2881.07	3,445.80	84%
Other Operating	-	-	-	300.00	0%
Travel Related	284.60	227.88	2095.47	1,506.00	139%
Other Insurance	61.69	61.69	464.57	312.00	149%
Railroad Consortium	-	-	4,200.00	4,200.00	100%
Operating Reserve	-	-	-	-	
<b>Total</b>	<b>\$ 12,801.11</b>	<b>\$ 13,125.67</b>	<b>\$ 152,071.02</b>	<b>\$ 182,211.26</b>	<b>83%</b>

## SUMMARY

November 30, 2019

	Year to Date	2019 Amended Budget
<b>Revenues</b>		
<b>Income</b>	\$ 380,550.55	\$ 448,051.35
<b>Carryover*</b>	\$109,625.05	-
<b>Total</b>	<b>\$ 490,175.60</b>	<b>\$ 448,051.35</b>

	Oct 31, 2019 Actual	Nov 30, 2019 Estimates	Year to Date	
<b>Expenses</b>				
<b>Goal 1</b>	\$ 6,475.11	\$ 6,977.07	\$ 80,682.89	\$ 112,305.37
<b>Goal 2</b>	\$ 6,475.11	\$ 6,977.07	\$ 80,682.60	\$ 112,305.37
<b>Goal 3</b>	\$ 12,801.11	\$ 13,125.67	\$ 152,071.02	\$ 182,211.26
			\$ -	
<b>Totals</b>	<b>\$ 25,751.33</b>	<b>\$ 27,079.80</b>	<b>\$ 313,436.51</b>	<b>\$ 406,822.00</b>

Beginning Carryover 1/1/2019

\$ 143,345.69

Vested Benefits 1/1/2019

(33,720.64)

\$ 109,625.05

Jefferson County Economic Development Consortium  
Home Buyer Program  
November 30, 2019

<b>Income</b>	<b>Oct 31, 2019</b>	<b>Nov 30, 2019</b>	<b>Year to Date</b>	<b>Budget</b>	
	<b>Actual</b>	<b>Estimates</b>			
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	8,492.60	100%
DPP Home Buyer Program	900.00	900.00	8,200.00	10,000.00	245%
DPA Home Buyer Program	7,150.00	-	16,250.00		
Additional HBC Inc. Contract Restricted	-	30.00	28,650.56	-	-
Applied Operating Reserve	-	-	-	28,694.00	0%
<b>TOTALS</b>	<b>\$ 8,050.00</b>	<b>\$ 930.00</b>	<b>\$ 67,606.96</b>	<b>\$ 53,200.40</b>	
<b>Expenses</b>					
Personnel	2,953.86	2,971.45	31,257.90	36,628.00	85%
Web Page Development	-	-	114.00	125.00	91%
Office Expense	69.15	69.15	958.19	3,680.40	26%
Membership	-	-	-	200.00	0%
Professional Development	50.00	-	428.00	3,600.00	12%
Training Materials	-	-	1,069.01	3,150.00	34%
Subscriptions	3.00	3.00	697.97	799.00	87%
Internet/Phones/Mis	269.28	269.28	2,899.02	3,828.00	76%
Travel Related	-	-	234.02	844.00	28%
Other Insurance	(3.52)	(3.52)	155.44	346.00	45%
Recording Fees	870.00	-	900.00	-	-
Operating Reserve	-	-	-	-	
<b>TOTALS</b>	<b>\$ 4,211.77</b>	<b>\$ 3,309.36</b>	<b>\$ 38,713.55</b>	<b>\$ 53,200.40</b>	<b>73%</b>