**CORRECTIONS TO BE MADE TO**
**NOVEMBER 14, 2016, JEFFERSON COUNTY BOARD MEETING MINUTES**

**Pages 164 through 172:**
Please justify the lines on each page except for those that are centered.

**Page 164:**
Line 9, Column 2 – Delete $7,289,551.59 and insert it on Line 10, Column 2 as $7,289,551.59
Line 12, Column 2 – Delete 26,085.57 and insert it on Line 13, Column 2 as 26,085.57
Line 14, Column 2 – Delete 170,374.68 and insert it on Line 15, Column 2 as 170,374.68
Line 16, Column 2 – Delete 81,907.25 and insert it on Line 17, Column 2 as 81,907.25
Line 18, Column 2 – Delete 1,875,360.39 and insert it on Line 19, Column 2 as 1,875,360.39
Line 19, Column 2 – Delete $37,846,862.16 and insert it on Line 20, Column 2 (which is currently a blank line) as $37,846,862.16

**Page 165:**
Line 6 – **Seconded** should not be in bold print.

**Page 168:**
Line 26 – Underline of so it reads County Board of Supervisors
Line 27 – Underline improved so it reads improved
Line 28 – Place a strikethrough om in compromise so it reads compr~~om~~ise
Line 44 – Underline of so it reads Board of Supervisors.

**Page 169:**
Line 9 – Underline of so it reads the Jefferson County Board of Supervisors
Line 17 – Double underline The so it reads The
Lines 18 and 19 – Double underline the following so it reads as follows: County Board may overturn a decision of the Commission by majority vote.

**Page 170:**
Line 21 – Indent for a new paragraph
Line 30 – Indent for a new paragraph
Line 33 – Indent for a new paragraph

**Page 171:**
Lines 38 and 39 – Line 39 should follow the last word in Line 38

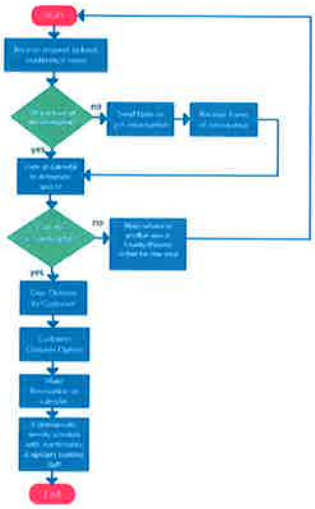
**Page 172:**
Line 36 – Indent
Line 38 - Indent

# A3 Report for Get a Room Date July 05, 2016

**Title:**
Get A Room

**Process Owners:** Kim Buchholz,
Donna Miller, Tammy Worzalla

**Define &Measure - Current Conditions:**



**Define & Measure - Goals Target Condition:**

- To find a way for all customers to have the ability to access calendar for meeting rooms

**Analyze - Root Cause Analysis:**

1. Not all customers have access to the calendar.
2. Multiple calls and emails to figure out the needs of the customers to book one room for one meeting
3. Too many people to contact if availability in UW Ext is not open.

cc: Department Heads

**Improve - Counter Measure (i.e. suggestions) Proposals:**

After reviewing the data and processes in place a couple conclusions were formed:

Access to the meeting calendar to all ends users other than external customers would streamline the process.

The need for MIS to get involved in planning and answering questions about Outlook calendar and it's capability to be shared was necessary.

**Action Plan:**

| Who | Action | By When |
|---|---|---|
| Kim | Data Collection | 7/14/16 |
| Team | Meet MIS | 8/17/16 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**Comments:**

**Control - Control Plan & Follow Up Dates:**

Kim to monitor how well the calendar is working after a couple of weeks.

Possibly after a month is use the team might meet to see if the process is working and where possible improvements could be made.

# JEFFERSON COUNTY, WISCONSIN

## REQUEST FOR PROPOSAL

## Professional Services to Conduct a Strategic Plan

| CONTACT INFORMATION | |
|---|---|
| Buyer | Ben Wehmeier |
| E-mail | Benjaminw@jeffersoncountywi.gov |
| Fax | 920-675-0068 |
| Mailing Address | 311 S. Center Ave<br>Rm. 111<br>Jefferson, WI 53549 |

| SCHEDULE OF EVENTS | |
|---|---|
| The following dates are provided for your information and planning purposes. Although every effort will be made to follow this schedule, we reserve the right to modify the dates as necessary. | |
| RFP released: | Jan 2 ,2017 |
| Questions Due: | Jan 13, 2017 |
| Amendment Issued: | |
| Proposals Due: | Jan 18, 2017 |
| Notice of Interviews: | Jan 20, 2017 |
| Interviews, if required: | Jan 24, 2017 |
| Admin & Rules Committee Approval: | Jan 25, 2017 |
| Board Approval/Commencement Date | Feb 14, 2017 |

**REQUEST FOR PROPOSAL**

**PREPARATION, SUBMISSION, PROCESS AND AWARD**

**1. COMMUNICATION**

This RFP is issued on behalf of Jefferson County by the Administration Department. The Staff assigned to this RFP, along with contact information, is noted on Page 1. This staff person is the sole point of contact during this process and no information provided by any other personnel will be considered binding.

The County prohibits communication initiated by the respondent to any County official, employee or representative evaluating or considering the proposals, prior to the time an award has been made.

All respondents should use this written document, its attachments and any amendments as the sole basis for responding.

**2. ACCESS TO COUNTY BUILDINGS**

Controlled access screening is mandatory for all vendors seeking access to the Courthouse. Vendors who will be visiting enter and exit the facilities through the main Courthouse public entrance 311 S Center, Jefferson, WI 53549. Screening will take place in the lobby of the Courthouse.

**Allow sufficient time to get through the screening process** if you are hand delivering your responses or attending a meeting.

**3. CLARIFICATIONS/AMENDMENTS**

If you discover any significant ambiguity, error, omission or other deficiency in the RFP, immediately notify the Buyer in writing via e-mail. All other questions, clarifications or exceptions regarding the RFP document must be raised prior to the submission of the proposal. We encourage you to submit preliminary questions prior to the pre-proposal conference (if applicable). Please note the due dates and times noted on Page 1 for both preliminary and final questions. All questions must be submitted to the buyer in writing, via fax or email, with the RFP Number and Description clearly identified.

If it becomes necessary to clarify or revise any part of this RFP, amendments will be posted to the Jefferson County website and sent via e-mail; in accordance with the schedule on Page 1. It is the responsibility of prospective vendors to check the website for any amendments prior to the opening date. All amendments must be acknowledged on the RFP Signature Page in the area provided. **Failure to do so may result in your response being rejected.**

**4. CONTENTS OF PROPOSAL**

All attachments, additional pages, addenda or explanations supplied by the vendor with their proposal will be considered as part of the proposal response.

**5. NONCONFORMING TERMS AND CONDITIONS**

A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document are **subject to rejection as nonresponsive**. Jefferson County reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its response or negotiate changes to the contractual requirements prior to making a determination of responsiveness.

**6. AMENDMENT/WITHDRAWAL OF PROPOSALS BY VENDOR**

After receipt by the Administration Department, vendor proposals may only be amended by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Administration Department.

Proposals may be withdrawn only in total, and only by a written request to the Administration Department prior to the time and date scheduled for opening of proposals.

## 7. PROPOSAL FORMAT & SUBMISSION

### A. Format

Proposal Response documents may be submitted hard copy OR electronically. Response must include qualification to do the requested work, fee submittal, and examples of previous experience for similar projects.

Documents/attachments may be submitted as supplements to either your hard copy or electronic response, they should not be excessively long or in an elaborate format. They are not to be used in place of responding to the questions in the Proposal Response document; i.e. do not respond with "Reference Attachment". Unnecessary attachments beyond those sufficient to present a complete, comprehensive and effective response should not be included.

### B. Proposal Response Submission – HARD COPY:

Respondent shall be required to mail one (1) original and five (5) copies of the Proposal Response document in a sealed package, box or envelope to arrive no later than **noon January 18, 2017**

Each hard copy should be double-sided and bound, with the exception of the original, which should be double-sided but not bound. The copies should be bound by staple, binder clip or in a three-ring binder. Spiral, wire or comb bound copies are not acceptable. If a hard copy is submitted, a electronic version should also be available.

Responses should be identified in the lower left corner as follows:

**PROPOSAL RESPONSE, RFP # 17-001**

### C. Mailing Address

All hard copy submissions are to be mailed to:

Jefferson County Courthouse
Administration Department, Room 111
311 S. Center Ave
Jefferson, WI 53549

### D. Hand Delivery

If you are delivering your response in person, you must enter through the main courthouse public entrance, 311 S. Center Ave. and deliver it to the Administration Department receptionist in Room 111 of the Courthouse.

**F. Response Submission - ELECTRONIC SUBMISSION:**
In lieu of a hard copy response, respondents may create an electronic response.

- ✓ Fax to 920-675-0068 or
- ✓ e-mail benjaminw@jeffersoncountywi.gov

**G. Response Receipt/Opening:**
**Responses received after the due date and time may be rejected.**

All proposals received in response to this request will become the property of the County and will not be returned to the respondents.

**8. INTERVIEWS**
Interviews **may** be required of selected finalists at the respondent's expense. However, an award may be made without discussion with the respondents. Therefore, respondents are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint.

If an interview is required, the selected finalists will be notified of the date and time of the interview process in accordance with the schedule on Page 1. Vendors not selected will also be notified.

Proposers not selected will be notified that their proposal will no longer be considered unless the evaluation committee finds, after the completion of interviews, that additional proposers should be interviewed.

**9. EVALUATION & AWARD**
Proposals will be evaluated in accordance with the criteria listed below. Award will be made to the responsive, responsible Contractor who complies with the requirements and scores the highest total on the evaluation criteria as it pertains to the overall needs of Jefferson County.

| | |
|---|---|
| Experience of firm in providing similar services | 10% |
| Qualifications of staff assigned to provide services outlined in proposal | 20% |
| Quality and completeness of Proposal including methods used to produce deliverables and adequacy in responding to the scope of services as defined in RFP | 40% |
| Cost | 30% |

**10. OTHER CONSIDERATIONS**
Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The County reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.

**11. RESERVATIONS**
This RFP does not commit the County to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Administration Department reserves the right to accept or reject any or all proposals received as a result of this request, request additional information, waive minor irregularities in the procedure, negotiate with any qualified source, or to cancel this RFP in part or in its entirety.

**12. NON-INTEREST OF COUNTY EMPLOYEES AND OFFICIALS**
No County official, employee or representative on the evaluation committee shall have any financial interest, either direct or indirect, in the proposal or contract or shall exercise any undue influence in the awarding of the contract.

**Jefferson County**
**Request for Proposal**
**Strategic Plan**
**Update**

**January 2, 2017**

## I. INTRODUCTION

Jefferson County is located between the metro areas of Milwaukee and Madison along the I-94 Corridor. This location provides a variety of opportunities for the County as it positions itself within these regions while maintaining the goals and values of the communities related to small town living and outdoor recreation. The balances between these two are crucial to the long term success of the County as it relates to the organization operation and the quality of life related its key stakeholder. The goal of the Strategic Plan is help ensure guiding principles are in place to help guide elected officials and staff through key decisions for the long term.

## II. BACKGROUND

In 2015, Jefferson County initiated a Task Force that focused on the operations and organizations concerning the County. An action plan of key tasks was established based on major outcomes from the process. One specific assignment was given to the Administration and Rules Committee was to review the Strategic Plan that was created about five years go. This original Strategic Plan was the County's first attempt in developing an overarching goal of the organization. Significant time went into the development of the document including surveying instruments and developing the processes to achieve a final document.

Based on the review of the existing Strategic Plan by the Administration and Rules Committee, it was determined that the County should do an update/overhaul of the existing plan to ensure it is in line with the ever changing environment. While at the same time, deference should be paid to the work and input sought to the existing document. This could include validating the existing mission and vision statements as well as some of the strategic outcomes.

## III. SCOPE OF SERVICES

JEFFERSON COUNTY seeks to retain a qualified firm to facilitate a strategic planning process and assist in the development of a new and comprehensive organizational strategic plan for JEFFERSON COUNTY. The Services to be furnished pursuant to this Request for Proposals ("RFP") may include, but are not limited to, the following as needed:

1. Develop a strategic planning process in collaboration with a team comprised of JEFFERSON COUNTY Board members, county staff and a select group of area community, government, business members and public members as appointed by the County Board Chair to serve in the role of the strategic planning committee;

2. Identify and validate the strengths, weaknesses, opportunities and threats facing the JEFFERSON COUNTY;

3. Through a community-based consensus driven planning process assist the JEFFERSON COUNTY validate and identify key strategic visions of the county. This will require an existing review of the current County's strategic plan and the community input to accomplish such;

4. Relying on the strategic planning process, assist in the development of a updated/ revised Strategic Plan for the JEFFERSON COUNTY;

5. Advise the JEFFERSON COUNTY strategic planning committee on implementing the Strategic Plan and evaluating the process toward achieving the goals established in the Plan;

6. Advise the strategic planning committee on establishing a framework to the organization in order to help achieve the goals established in the Plan to a formal action plan step and development of a monitoring schedule.

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## IV. QUALIFICATIONS

A professional strategic planning process facilitator with experience in both the private and public sector and expertise developing organizational strategic planning processes that help organizations develop a strategic vision, detail goals and then an operational plan to attain the goals. Expertise and skills to include:

1. Expertise designing strategic planning process.

2. Expertise integrating and facilitating multiple groups within the process, strategic planning and consensus building among stakeholders within a county setting.

3. Communications skills, stature and presence to be credible and work and relate at all levels.

4. Expertise working efficiently while assuring full participation.

5. Highly skilled at translating the discussion outcomes into written strategies and implementation scorecards.

6. Preferred experience working with a local government entity.

## V. Proposal Format

**Proposal Format:**
Proposals must include, at a minimum, the following information:

1. Experience of Firm - Provide a detailed description of the firm's experience providing the Services described in the Scope of Services set forth in this Request for Proposal including the type and number of clients served and the nature of the projects involved. Examples of successes achieved for past/present clients relating to the aforementioned Scope of Services are requested.

2. Experience/Qualifications of Assigned Professional(s) - Provide a resume for each individual who will be assigned to provide these services and designate the individual who would have primary responsibility for overseeing these services. Provide all relevant contact information for the primary contact person.

3. Sub-Consultants - Identify (if any) all sub-consultants (including names, addresses, current phone numbers, and e-mail addresses) to include a resume of related experience, how long the sub-consultant has worked with the consultant, and how many projects the sub-consultant has completed or is currently working on with the consultant.

4. Project Approach - Narrative that presents the services the firm will provide detailing the recommended approach, methodology, deliverables, client meetings, reports, etc.

5. Timeline - Timeline for the preparation and implementation of the tasks/activities being proposed in the Scope of Services.

6. Proposed Fees/Expenses - Proposals shall clearly state all fees and expenses to be charged for performance of all Services:

   a. If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned to this engagement, the anticipated total hours and a general description of how billable hours will be allocated among key personnel.

   b. Provide an explanation if fees will be calculated on any other basis.

c. Itemize the type of expenses [other than fees] for which your firm would seek reimbursement.

It is anticipated that a maximum not to exceed amount will be established for these Services.

## VI. INSURANCE

The successful contractor shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract as noted below. Insurance certificates must be issued by a company or companies authorized to do business in the State of Wisconsin and that are satisfactory to the County. Such insurance shall be primary.

Prior to execution of the written contract, the successful contractor shall furnish the County with a Certificate of Insurance issued and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or non-renewal during the term of the agreement.

Jefferson County, its boards, commissions, agencies, officers, employees and representatives must be named as additional insured with respects to the General Liability and so stated on the certificate of insurance.

Failure to submit or maintain the insurance requirements can make the contract void at the County's discretion.

Minimum requirements are as follows:

Worker's Compensation and Employer's Liability Insurance – Statutory worker's compensation benefits and employers' liability insurance with a limit of liability not less than $100,000 each accident. Contractor shall require subcontractors not protected under its insurance to take out and maintain such insurance.

Worker's Compensation Waiver of Subrogation – County shall not be liable to Contractor or its employees for any injuries to Contractor's employees arising out of the performance of work under this agreement. Contrac tor and its worker's compensation insurance carrier agree to waive any and all rights of recovery from the County for worker's compensation claims made by its employees. The Contractor agrees that the indemnification and hold harmless provisions within this contract extend to any claims brought by or on behalf of an employee of the Contractor.

General Liability Insurance (including errors and omissions) – Policy shall provide coverage for premises and operations, products and completed operations, personal injury and blanket contractual coverage. Errors and omissions shall not be excluded or a separate policy covering such exposure shall be maintained. Limit of liability not less than $500,000 each occurrence and aggregate.

Automobile Liability Insurance – Business automobile policy covering all owned, hired and non-owned private passenger autos and commercial vehicles. Limit of liability not less than $500,000 combined single limit.

Failure to submit an insurance certificate, as required, can make the contract voidable at the County's discretion. Additionally, the Contractor shall not allow any subcontractor to commence work until the insurance certificates, where applicable, have been obtained from the subcontractor and approved by Jefferson County.

## VII. MISCELLANEOUS

1. Vendors who will be visiting the Courthouse at 311 S. Center Ave. must enter and exit the facilities through the main Courthouse entrance. Screening will take place in the lobby of the Courthouse.

2. All personnel working on-site shall be required to wear an ID badge, dress appropriately and maintain proper hygiene. Failure to do so can be cause for termination of the individual.

3. All subcontractors must be identified in your proposal response. If Sub-Contractors are used, Jefferson County will consider the proposing vendor to be the Prime Contractor and to be solely responsible in all contractual matters, including payment of any and all charges resulting from such sub-Contractor arrangements. The Prime Contractor will be fully responsible for the acts, errors, and omissions of the Sub-

Contractor. The successful respondent shall cause appropriate provision of its proposal to be inserted in all ensuing subcontracts to ensure fulfillment of all contractual provisions by subcontractors.

4. The County shall be entitled to request the removal of individuals working on this project for any of the following grounds, provided that such request be in writing and shall specify the reasons for the County's dissatisfaction: (i) unsatisfactory performance that causes negative operational impact at the County or causes the County to commit additional resources to avoid operational impact; (ii) dishonesty or belligerent conduct; (iii) lack of compatibility with County staff; or (iv) violation of County rules or policies. Upon such written request, the County and CONTRACTOR shall decide on a course of action to cure any such problems, provided that there shall be no cure opportunity required for problems involving categories (ii) or (iv) in the preceding sentence. In the event CONTRACTOR does not cure the problem within (7) days from the date of notice, CONTRACTOR shall remove such person and shall promptly provide a qualified replacement. The County will be liable for payment of services only up to the time of dismissal and provided then only if services rendered meet the minimum requirements of the County. The vendor is responsible for ensuring that any substitute personnel have comparable skills and experience. The County reserves the right to interview substitute personnel prior to commencement of activity on the project.

5. The successful Contractor(s) shall establish and maintain procedures and controls for the purpose of assuring that no information in its records or obtained from Jefferson County or from others in carrying out its functions under the contract shall be used or disclosed by it. Jefferson County reserves the right to review such procedures to ensure acceptability to Jefferson County. If information and/or records are requested of the successful Contractor(s) by anyone other than Jefferson County personnel, Jefferson County shall be notified immediately. Jefferson County will address all requests.

## VIII. INTERVIEWS

Interviews may be required of selected finalists at the respondent's expense. The selected finalists will be notified of the date and time of the interview.

The County anticipates sending e-mail notification by January 20, 2017 to the respondents selected for an interview. It is anticipated interviews will occur the afternoon of January 24, 2017. Respondents not selected will also be notified that their proposal will no longer be considered unless the Committee finds, after the completion of interviews, that additional respondents should be interviewed.

**END OF DOCUMENT**

**11/29~~1~~/16 Working Draft of proposed:**

# Partnership Agreement Between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership

THIS AGREEMENT (the "Agreement") is made by and between the Jefferson County Economic Development Consortium (the "JCEDC"), Glacial Heritage Development Partnership ("GHDP"), and Dodge County, Wisconsin (the "County").

WHEREAS, the JCEDC was formed in 2003 and consists of the following member communities: Jefferson County, Cambridge, Fort Atkinson, Jefferson, Johnson Creek, Lake Mills, Waterloo, Watertown, and Whitewater; and,

WHEREAS, the JCEDC serves as the lead economic development organization in the Jefferson County area and was formed to achieve the economic development goals of the area; and,

WHEREAS, the JCEDC has created a new public-private nonprofit organization, GHDP, to lead and coordinate the area's strategic efforts in economic development; and,

WHEREAS, GHDP will contract with the JCEDC for staff to manage implementation of GHDP's 5-year plan, the 2017-2022 Strategic Plan, throughout the region; and,

WHEREAS, the 2017-2022 Strategic Plan has four distinct areas of focus:

1. Business: Grow Businesses, Capital Investment and Employment Opportunities;
2. Workforce: Attract, Develop, and Align Talent;
3. Build Capacity: Grow the GHDP's capacity to execute professional economic development programs and services;
4. Marketing: Raise awareness of the area's assets to attract business investment, talent, and visitors with discretionary dollars.

In order to implement these goals GHDP intends to secure funding via a capital campaign; and,

WHEREAS, the County desires to promote economic development throughout Dodge County; and,

WHEREAS, the County, the JCEDC, and GHDP, recognize the benefits of taking a regional approach to economic development; and,

WHEREAS, GHDP is willing to provide economic development services and expand the scope of the 2017-2022 Strategic Plan to include Dodge County; and,

WHEREAS, entering into this Agreement with the JCEDC and GHDP will supplement the County's existing work on economic development;

NOW, THEREFORE, it is hereby agreed by and between the JCEDC, GHDP, and the County, as follows:

1. Purpose. The parties desire to work together to coordinate and advance economic development throughout the Jefferson and Dodge County region.

2. Effective Date. This Agreement shall become effective on the date of last signature below, but no later than March 31, 2017, and shall continue through December 31, 2021, unless terminated in accordance with the provisions of Section 9 herein.

3. Payment. The County shall pay to the JCEDC a lump sum of $85,000 annually from 2017 through 2021. Said payment shall be made on or before _____, 2016, and each year thereafter. Payment shall be sent to: _____.

The funds paid by the County under this Section shall be limited to use by the JCEDC to carry out activities and programming in Dodge County, as directed by GHDP.

4. Obligations of the JCEDC.

A. The JCEDC staff members, under contract with and at the direction of GHDP, shall provide economic development services to all of Dodge County. Services provided shall include, but are not limited to, the following:

i. Business Retention and Expansion visits. Professional economic development staff will conduct targeted visits with up to 30 of Dodge County's primary employers in year one to ascertain barriers to growth and identify key local assets utilized by employers. Said visits shall assist the JCEDC staff in forming an economic development plan for the work to be completed in Dodge County during years two through five of this Agreement;

ii. Direct Expansion Assistance. Provide professional, timely and appropriate assistance to businesses considering new capital investments in Dodge County;

iii. Coordinate with regional entities to provide marketing and outreach that supports new business investments in Dodge County;

iv. Work with Dodge County Planning and others to compile an asset inventory of sites, buildings, and other resources that are in place to support business growth within Dodge County, and identify gaps that would serve as the basis for future asset development work;

v. Promote Dodge County's business assets on the GHDP Website and in outreach and marketing materials;

vi. Assist with the development of marketing materials for business attraction to Dodge County;

vii. Assist and coordinate with development of a Prospect Identification process designed to identify businesses in targeted industry sectors in Dodge County;

viii. Work with Dodge County Planning to ensure accurate demographic data, and information on available sites and buildings, are current and that all pertinent data is posted on appropriate websites.

ix. Talent Attraction. Assist and coordinate in the development and implementation of a marketing strategy designed to attract workers to Dodge County.

B. The JCEDC staff, under contract with GHDP, ~~within one (1) year from the execution of this Agreement,~~ and the GHDP Board shall revisit the 2017-2021 Strategic Plan in December, 2017, for the purpose of determining whether the plan's goals and strategies address the identified needs of Dodge County's businesses, and will amend the plan as necessary to ensure a true regional approach ~~prepare an economic development plan for Dodge County, similar to the 2017-2022 Strategic Plan.~~

5. Obligations of GHDP.

A. GHDP, in its bylaws, shall provide that the County has one permanent seat on the GHDP Board of Directors. The chair of the Dodge County Board of Supervisors shall annually appoint one (1) individual, and one (1) alternate, to fill the seat on the GHDP Board of Directors.

B. GHDP shall, within fourteen (14) months of execution of this Agreement, amend its 2017-2022 Strategic Plan to include the economic development plan created by the JCEDC for Dodge County.

C. GHDP shall work with the Executive Committee of the Dodge County Board of Supervisors and business leaders, on an annual basis, to determine which specific services will be provided to the County and which areas of concern the County desires to focus on, within the framework of services performed by JCEDC.

i. This shall be discussed at a ~~r~~egularly scheduled meeting of the Executive Committee, with the first discussion to take place in ~~December~~ September 2017.

6. Obligations of the County.

A. The County shall work cooperatively with GHDP and the JCEDC staff in arranging and coordinating meetings with local businesses and professionals, including finding locations and setting up for the meetings.

B. The County shall provide an office space, as an in kind donation, for the JCEDC staff to utilize while providing services in Dodge County.

i. The office shall be located in the Land Resources and Parks Department on the 3rd Floor of the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI 53039;

ii. The JCEDC staff shall be responsible for having his or her own computer, or other electronic device, and telephone.

7. Reports.

A. GHDP shall provide semi-annual reports to the Dodge County Administrator, the Chair of the Dodge County Board of Supervisors, and the Dodge County Executive Committee regarding GHDP's activities that period, including aggregate data, and anticipated action for the upcoming period.

i. GHDP shall prepare such reports and cause them to be received by County not later than the 5th day of the month that is six (6) months from the date this Agreement is executed; and on a semi-annual basis, thereafter. .

ii. Reports shall set forth a detailed description of the economic development services that GHDP provided to the County including aggregate reports on existing business visits; on expansion assistance requests; on actions taken to address barriers and opportunities identified, and on progress towards building and then promoting business-related assets.

B. GHDP shall provide annual written and oral reports to the Dodge County Board of Supervisors each September, commencing September 2017.

8. Independent Contractors. It is mutually agreed and understood that the JCEDC staff members, including those providing specific services to the County, are at all times acting and performing as independent contractors. Nothing is this Agreement shall be construed to create an employer-employee relationship between the JCEDC staff members and the County.

9. Termination. This Agreement may be terminated by either party upon six (6) months written notice to the non-terminating party.

10. Severability. The terms of this Agreement are severable and any determination by any court or agency having jurisdiction over the subject matter of this Agreement that results in the invalidity of any part shall not affect the remainder of the Agreement.

11. Amendments. This Agreement may be revised, modified, or amended only upon written agreement of the Parties. All modifications, amendments, or alterations shall be set forth in writing and made a part of this Agreement by incorporated reference.

12. Governing Law & Forum. This Agreement shall be governed by the laws of the State of Wisconsin. Venue as to any dispute that may arise under this Agreement shall be in the Circuit Court of Dodge County, Wisconsin.

13. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

14. Entire Agreement. This Agreement constitutes the entire agreement among the parties hereto with respect to the subject matter hereof. Any and all prior and contemporaneous agreements, representations and understandings of the parties with respect to the subject matter of this Agreement, oral or written, are superseded by this Agreement.

15. Assignment. The parties agree that there shall be no assignment or transfer of this Agreement, nor any interests, rights or responsibilities contained herein, except as agreed to in writing.

IN WITNESS WHEREOF, GHDP, the JCEDC, and the County certify that this Agreement has been duly approved by their respective governing bodies in accordance with State and local laws, rules, and regulations, and each has caused their duly authorized officers to execute this Agreement on the dates indicated below.

**Glacial Heritage Development Partnership**

By: _____
Matt Mauthe
Chair

Date: _____

**Jefferson County Economic Development Consortium**

By: _____
John David
Chair
Jefferson County Economic Development Consortium

Date: _____

**Dodge County, Wisconsin**

By: _____
Russell Kottke
Chair

Dodge County Board of Supervisors

Date:_____

DRAFT