

MEETING MINUTES LANGLADE COUNTY ECONOMIC DEVELOPMENT BOARD

Monday, June 17, 2019

Members Present: Andy Merry, Warren Wagner, Bill Livingston, Ron Nye, Dillon Gretzinger, Lynn D'Amato, Fred Westphal, Thomas Bauknecht

Members Excused: Angel Zimmerman, Michael Hunter, Bill Brandt

Others Present: Angie Close, Keri Beck

Meeting was called to order at 4:30 p.m. by President Andy Merry.

Public Comment: None

Minutes of Previous Economic Development Board Meeting: Motion by Bauknecht, second by Westphal to approve the minutes from May 20, 2019. All Ayes. Motion Carried.

Consent Agenda: Motion by Wagner, second by Bauknecht to approve the Consent Agenda. All Ayes. Motion Carried.

Economic Development Corporation:

a. **Approve LCEDC Budget vs Actual Report:** Close reviewed the LCEDC 2019 Expense vs Budget report.

Motion by D'Amato, second by Westphal to approve the 2019 LCEDC Expense vs Budget report as presented. All Ayes. Motion Carried.

Close reported \$5,000 from the fund balance was transferred into the emergency fund account as per the 2019 LCEDC approved budget states.

b. **Approve 2018 PTO Carryover:** Close reported to the LCEDC Board that during the financial review by KerberRose the staff paid time off in 2018 was miscalculated because of rounding. Close had 13 hours and 42 minutes and Beck had 49 minutes in excess of the 35 hours that is allowable per the LCEDC Employee Handbook.

Motion by Bauknecht, second by Gretzinger to approve LCEDC staff to roll over the additional paid time off in 2018 to be used in 2019. All Ayes. Motion Carried.

- c. **Update on Current Loan Recipients and RLF Close:** Close updated the LCEDC Board on loan funds and recipients. Close will be following up with LCEDC's attorney on a potential auction on collateral items. Close update to the LCEDC Board on the projected revolving loan bank balance and accounts receivable for a potential July 31, 2019 RLF Close Out date. The CDBG Close Out documentation and payout will be submitted upon approval of the CDBG competitive grant. The City of Antigo should find out if they are the awarded the CDBG competitive grant at the end of July.
- d. **Update on Community Response Team for Merit Gear:** Close updated the LCEDC Board that the City of Antigo, NTC staff, and LCEDC have been working with the Department of Workforce Development and the dislocated worker program to assist Merit Gear employees with training opportunities and hiring events. The City of Antigo and Close have been meeting with area manufactures to assess workforce needs.
- e. **Welcome/Information Center Discussion:** Close updated the LCEDC Board that the City of Antigo's approved the redesigned Room Commission at the June council meeting to meet state statue. The next City of Antigo's Hotel Motel Commission meeting will be held on June 26, 2019. The Hotel Motel Commission will be voting on officers at this meeting. More information on the Welcome Center will be fourth coming.
- f. **Update on Corporation Strategic Plan:** Close informed the LCEDC Board that LCEDC Executive Committee will holding a board retreat in September. The board retreat will be an organization strategic planning session facilitated by Pharos Management to review mission and vision, bylaws, and setting future objectives and goals for LCEDC. Contact Close if any LCEDC Board member would like to be part of the board retreat.
- g. **Update LCEDC Upcoming Events and Activities:** Close updated the LCEDC Board that the 2019 Spring Entrepreneurial Training Program held graduation last Thursday. There were 4 business plans presented by 6 students. The LCEDC Executive Committee will be reviewing the presented business plans and recommending Entrepreneurial Start-Up grants to the LCEDC Board at the August meeting.

Old Business: No old business was discussed.

Future Agenda Items and set date for next meeting: No future agenda items were mentioned. There will not be a July LCEDC Board meeting. The next LCEDC Board meeting date will be at 4:30 pm on Monday, August 19, 2019.

Adjourn: Motion by Westphal, second by Bauknecht to adjourn at 5:20 p.m. All Ayes. Motion Carried.

Respectfully submitted,

Andy Merry, President

