

**MEETING MINUTES ECONOMIC DEVELOPMENT CORPORATION  
EXECUTIVE COMMITTEE  
November 1, 2021**

**Members Present:** Thomas Bauknecht, Ron Nye, Angel Zimmerman, Sarah Koszarek

**Members Present by Conference:** Dillon Gretzinger

**Members Excused:** Lynn D'Amato

**Others Present:** Angie Close, Keri Beck

Meeting was called to order by Vice-President Thomas Bauknecht at 4:00 pm.

**Public Comment:** None

**Minutes of Previous Economic Development Executive Committee Meeting:** Motion by Zimmerman, second by Nye, to approve the minutes from October 4, 2021. All Ayes. Motion Carried.

**Langlade County Economic Development Corporation:**

- A. Review and Approve Payments of Bills:** Close reviewed the October 2021 LCEDC bills with the LCEDC Executive Committee.

**Motion by Bauknecht, second by Zimmerman to recommend to the LCEDC Board under the consent agenda to approve the October 2021 LCEDC invoices as presented. All Ayes. Motion Carried.**

- B. Review and Approve Budget vs Actual & Financial Reports:** Close updated the LCEDC Executive Committee on the current LCEDC 2021 budget vs actual.

**Motion by Zimmerman, second by Koszarek to recommend to the LCEDC Board under the consent agenda to approve the LCEDC budget vs actual and financial reports as presented. All Ayes. Motion Carried.**

- C. Approve LCEDC Budget Line Item Transfers:** Close updated the LCEDC Executive Committee that certain budget line items are currently over budgeted. Line item transfers are needed for these accounts.

**Motion by Zimmerman, second by Koszarek to recommend to the LCEDC Board under the consent agenda to approve line item transfers from Miscellaneous and Business Development Account. All Ayes. Motion Carried.**

- D. LCEDC Employee Handbook Annual Review:** Close reviewed the LCEDC Employee Handbook with the LCEDC Executive Committee. The updates are language updates. COVID Policy will be discussed at the December LCEDC Executive Committee.

**Motion by Zimmerman, second by Koszarek to recommend to the LCEDC Board under the consent agenda to approve the language changes in the LCEDC Employee Handbook as presented. All Ayes. Motion Carried.**

- E. Evaluation of Staff:** Close reminded the LCEDC Executive Committee to return the Executive Director's evaluation forms to Gretzinger before the November LCEDC Board meeting. Gretzinger will write a letter to the LCEDC Board on the results of Close's evaluation. In addition, Close will present Beck's evaluation at the November LCEDC Board meeting.

- F. Discuss Travel Aide Position:** Close informed the LCEDC Executive Committee that the Welcome Center Travel Aide has resigned. LCEDC will repost positions after some grant announcements to evaluate the needs of LCEDC.

- G. Review 2022 LCEDC Budget:** Close reviewed a 2022 LCEDC draft budget with the LCEDC Executive Committee. Discussion was held on performance of staff. A recommendation was made to a staff performance increase.

**Motion by Zimmerman, second by Koszarek amended the original motion to the LCEDC Board to approve the 2022 LCEDC draft budget with recommended change of 5% wage increase in 2022 to LCEDC salaried staff based on performance reviews. All Ayes. Motion Carried.**

The final budget will be presented at November's LCEDC Board meeting.

- H. LCEDC Revolving Loan Fund Recipients Update:** Close updated the LCEDC Executive Committee on RLF, CDF, and ER-RLF loans. One RLF Loan recipient paid in full along with one of the partners of the KB Hardwood loan. Close has been working with an area dairy farm for CWED financing.

- I. State, Federal, and Local Business Grants Update:** Close updated the LCEDC Executive Committee that LCEDC was informed that Nicolet College was awarded the Community Navigation Grant. The grant will help LCEDC offer 1 day a week office time in the Elcho and White Lake areas, expand the entrepreneurial program and help with informing small business of SBA offerings. LCEDC is waiting for grant announcement for the Destination Marketing Grant. LCEDC would like to apply for the Tourism Capital Grant to offer additional offerings at the Welcome Center.

**Motion by Zimmerman, second by Koszarek to recommend to the LCEDC Board under the consent agenda to apply for the Tourism Capital Grant. All Ayes. Motion Carried.**

Close updated the LCEDC Executive Committee that 9 Langlade County businesses were awarded Mainstreet Bounce Back Grants. Mainstreet Bounce Back application are still being accepted. The CDBG-CV Micro Enterprise Business Grant paperwork has been approved by DEHCR. Applications will be submitted to DEHCR. Close has been in discussions to look at other funding options for City of Antigo downtown business district for Façade Improvements.

- J. **Entrepreneurs Program Update:** Close updated the LCEDC Executive Committee that the Fall 2021 Entrepreneurial Training Program (ETP) graduation will be November 18. Nine students from Langlade County have taken the Fall program. Business plans will be presented at the December LCEDC Executive Committee meeting.
- K. **Langlade County Tourism Update:** Beck updated the LCEDC Executive Committee on the following items:
  - Welcome Center: The Langlade County Historical Society Museum and Welcome Center's open house was well attended. The open house designated the City of Antigo as an Ice Age Trail Community.
  - Travel Wisconsin: Travel Wisconsin is launching a new website in November. LCEDC will be updating the listings when access is given on the new extranet.
  - Marketing: Jack Lake Campground's new website was launched. LCEDC has turned over the Jack Lake Campground domain and hosting access to the County. LCEDC is working with Discover Mediaworks on creating social media videos.
- L. **Review LCEDC Board Terms:** Close reviewed with the LCEDC Executive Committee the LCEDC Board terms. D'Amato and Zimmerman's terms are expiring as of December 31, 2021. Discussion was held on prospective people.
- M. **Discuss November Board Meeting Date:** Close informed the LCEDC Executive Committee that the November LCEDC Board meeting is the same date as the Langlade County Board meeting. After discussion, the LCEDC Board meeting will be held on November 15 but will be moved up to 4:00 pm from 4:30 pm.
- N. **Update on Any Other Economic Development Corporation Activities:** No additional LCEDC activities were discussed.

**Old Business:** No old business was discussed.

**New Business & Meeting Date:** The next LCEDC Executive Committee meeting will be at 4:00 pm on December 6, 2021.

**Adjourn:** Motion by Nye, second by Koszarek to adjourn at 5:13 pm. All Ayes. Motion Carried.

Respectfully submitted, Keri Beck, Recording Secretary

