

**MEETING MINUTES ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE COMMITTEE
December 6, 2021**

Members Present: Thomas Bauknecht, Ron Nye, Angel Zimmerman,

Members Present by Conference: Dillon Gretzinger, Sarah Koszarek, Lynn D'Amato

Members Excused:

Others Present: Angie Close, Keri Beck, Jake Leiterman, Todd Miller, Bryan Lanik, Mark Arrowood, Justin Markgraf

Others Present by Conference: Renee Messer

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 Nye, second by Zimmerman, to approve the minutes from November 1, 2021. All Ayes. Motion Carried.

Langlade County Economic Development Corporation:

- A. Entrepreneurs Business Plan Presentations:** Six of the seven Fall 2021 Entrepreneurial Training Program graduates presented their business plan to the LCEDC Executive Committee. The LCEDC Executive Committee will award the Entrepreneurial Business Start Up Grants at the January 2022 LCEDC Executive Committee meeting.
- B. Review and Approve Payments of Bills:** Close reviewed the November 2021 LCEDC bills with the LCEDC Executive Committee.

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

- C. Discuss LCEDC Paycheck Protection Program Loan:** Close updated LCEDC Executive Committee that LCEDC has been denied the Paycheck Protection Program Loan forgiveness. Close requested a review and requested items were provided. Kerber Rose was made aware of the denial and will be working on getting the loan forgiven.
- D. Review and Approve Budget vs Actual:** Close reviewed the current LCEDC 2021 budget vs actual with the LCEDC Executive Committee. LCEDC will receive a partial Community Navigator Grant administration fee in December. Information Only.
- E. Update on LCEDC 2021 Budget Line Item Transfers:** Close updated the LCEDC Executive Committee that the approved line item transfers will be done at the end of 2021.
- F. Discus 2022 Budget Amendments:** Close updated the LCEDC Executive Committee that due to salary increases, the 2022 life insurance budget amount will need to be amended. The full budget amendment will be made in January.
- G. Review LCEDC Paid Time Off Policy with a recommendation of change:** Close reviewed the LCEDC's paid time off policy from the LCEDC Employee Handbook with the LCEDC Executive Committee.

Motion by Koszarek, second by Zimmerman to recommend to the LCEDC Board under the consent agenda to approve changing the paid time off language in the LCEDC Employee Handbook that any remaining PTO hours at the end of each year can be carried forward but not to exceed the maximum of 245 hours. PTO hours over 245 will need to be put into the extended leave bank or be lost. All Ayes. Motion Carried.

Zimmerman suggested future changes to LCEDC Employee Handbook to change 40-hour employees to full-time exempt and full-time non-exempt employees.

- H. Review 2021 and 2022 Holiday Schedule:** Close updated the LCEDC Executive Committee that Northcentral Technical College Campus will be closed December 23 through January 3. LCEDC staff will be working from home or on vacation during this time. LCEDC will observe the New Year Day holiday on January 3. The next LCEDC Executive Committee meeting will be held Monday, January 10 due to the observation of New Year's Day holiday.
- I. LCEDC Revolving Loan Fund Recipients Update:** Close updated the LCEDC Executive Committee on RLF, CDF, and ER-RLF loans. Close has been working with three area businesses for CWED financing or small gap financing with LCEDC. If LCEDC RLF Fund is depleted, LCEDC could apply for a USDA Revolving Loan Fund.
- J. State, Federal, and Local Business Grants Update:** Close updated the LCEDC Executive Committee that 15 Langlade County businesses were awarded Mainstreet Bounce Back Grants. Langlade County is second to Marathon County in the number of Mainstreet Bounce Back Grants received for vacant spaces. A CDBG-CV Micro-Business Enterprises draw request will be made in January. LCEDC did apply for the Tourism Capital Grant for additional offerings at the Welcome Center. Award announcement for this grant will be in January.
- K. Langlade County Tourism Update:** Beck updated the LCEDC Executive Committee on the following items:
- **Welcome Center:** Santa will be at the Welcome Center 5 weekend days in December. LCEDC staff is working with the Langlade County Historical Society Museum on arrangement for Santa's chair by the fireplace and a tree by the front window.
 - **Travel Wisconsin:** Travel Wisconsin has launched the Winter Snow Report. Beck is updating the report bi-weekly.
 - **Marketing:** LCEDC staff continues to work on the prior marketing efforts.

- L. **Update on Any Other Economic Development Corporation Activities:** Close updated the LCEDC Executive Committee that the potential new LCEDC Board member has agreed to serve on the LCEDC Board. A motion to approve the board member will be made at January 2022 LCEDC Board meeting.

Old Business: No old business was discussed.

New Business & Meeting Date: The next LCEDC Executive Committee meeting will be at 4:00 pm on January 10, 2022.

Adjourn: Motion by Zimmerman, second by Koszarek to adjourn at 5:41 pm. All Ayes. Motion Carried.

Respectfully submitted, Keri Beck, Recording Secretary



01/10/22