

**MEETING MINUTES ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE COMMITTEE
January 10, 2022**

Members Present: Dillon Gretzinger, Thomas Bauknecht, Ron Nye

Members Present by Conference:

Members Excused: Sarah Koszarek, 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 Bauknecht, second by Nye, to approve the minutes from December 6, 2021. All Ayes. Motion Carried.

Langlade County Economic Development Corporation:

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

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

- B. Review Budget vs Actual/Financial Position Reports ending 12/31/21:** Close reviewed the December 31, 2021 LCEDC budget vs actual and financial position with the LCEDC Executive Committee. LCEDC Board approved the adjustments at November 2021 Board meeting. Line item transfers will be made when closing the financial books for 2021. LCEDC has received permission from the Suick Family Foundation to carryover the Downtown Grant money over to 2022. Information only.
- C. Review Paid Time Off Accounts and 2021 Carryover Amounts:** Close reviewed with the LCEDC Executive Committee that the LCEDC Employee Handbook had been updated to reflect the approved PTO Carryover Amounts per year.
- D. Review City of Antigo Hotel/Motel Funding:** Close informed the LCEDC Executive Committee that LCEDC has been notified that there will be a Hotel/Motel meeting on January 19 and that LCEDC will be receiving \$43,468.00 for 2022 Destination Marketing. This was a higher amount than expected, so the budget will need to be updated.
- E. Discuss LCEDC Employment Needs with Possible Action:** Close requested the LCEDC Executive Committee to re-establish the LCEDC Hiring Committee to establish a job description for the Travel Information Aide and grant specialist. Nye, Gretzinger, Bauknecht, and Koszarek want to be on the Hiring Committee.
- F. Review 2022 Executive and Board Meeting Dates and Terms:** Close reviewed with LCEDC Executive Committee the LCEDC Board terms as Krochalk and Nye have filed non-candidacy paperwork for the April 2022 County Board elections. The January 2022 LCEDC Board meeting will be at January 31 with Close's discretion.
- G. Review LCEDC Employee Handbook with Possible Action:** Close reviewed the approved LCEDC Employee Handbook updates with the LCEDC Executive Committee. The Handbook will be reviewed again by the LCEDC Hiring Committee for additional updates for the new position.
- H. Discuss LCEDC Paycheck Protection Program Loan:** Close updated LCEDC Executive Committee that LCEDC's Paycheck Protection Loan is still in review with QuickBooks Capital. Kerber Rose has reviewed the submission with no findings. Close will be following up with QuickBooks Capital.
- I. Review 2022 Budget:** Close reviewed with the LCEDC Executive Committee that their will be an amended 2022 LCEDC budget due to carryovers and additional dollars received. The amended budget will be reviewed again after the hiring committee meets before going to the LCEDC Board.
- J. Review and Approve Suick Family Foundation Grant for 2022 Entrepreneur Program:** Close informed the LCEDC Executive Committee that the Suick Family Foundation has awarded the LCEDC Entrepreneurial Program \$15,000 for the 2022 Entrepreneurial Programs and Entrepreneurial Start-Up Grants. The next ETP Program will be starting March 3 with the Orientation Day on February 17. For the 2022 Spring ETP Class, Langlade County will have their own instructor as SBDC has been pleased with Langlade County's program accomplishments.
- K. LCEDC Revolving Loan Fund Recipients and CWED Update:** Close updated the LCEDC Executive Committee on RLF, CDF, and ER-RLF loans. One RLF loan closed at the end of December. Close reported that three CWED loans with three area businesses financing or small gap financing will be closing. Close reviewed other business purchases in Langlade County that Close has assisted with other financing. Langlade County has received 18 Mainstreet Bounce Back Grants for vacant spaces.
- L. Review Fall 2021 Entrepreneurs Business Plan Presentations and Award Business Start Up Grants:** Close informed the LCEDC Executive Committee that there is \$4,000 to award for the Fall 2021 Entrepreneurial Business Start Up Grants.

Motion by Bauknecht, second by Nye to recommend to the LCEDC Board under the consent agenda to approve Entrepreneurial Business Start-Up Grants to The Clutter King for \$1,000, JMark Land Design for \$1,000, Sunset Storage for \$500, J Renee's Catering for \$500, Focus Fast Manufacturing, LLC for \$500, and By-Polar Machine for \$500 contingent upon all requirements of the grant being met. All Ayes. Motion Carried.

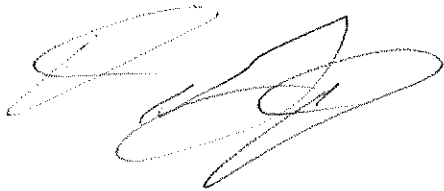
- M. State, Federal, and Local Business Grants Update:** Close updated the LCEDC Executive Committee that the Neighborhood Investment and Tourism Capital Grants have not been announced. LCEDC is working with area businesses on the SBA, Mainstreet Bounce Back, and Micro-Business Enterprises Grants.
- N. Langlade County Tourism Update:** Beck updated the LCEDC Executive Committee on the following items:
- **Welcome Center:** Santa was at the Welcome Center 5 weekend days in December with 628 visitors coming through the Welcome center. An additional 857 visitors have come through the Welcome Center since opening on June 12, 2021. The Welcome Center has had 668 items taken since Labor Day. Overall there has been 1,739 items taken since opening the vestibule on April 1, 2021.
 - **Travel Wisconsin:** Travel Wisconsin Winter Snow Report is being updated bi-weekly. The Langlade County Snowmobile Trails opened on January 1 for Zone A and January 8 for Zone B. LCEDC has sent out 34 inquires (81 items) since December 23.
 - **Marketing:** LCEDC staff continues to work on the prior marketing efforts.
- O. Update on Any Other Economic Development Corporation Activities:** Close updated the LCEDC Executive Committee that Close will be attending the WEDA Governor's Conference on February 9-11, LCEDC's financial review will be held on March 2, and the City of Antigo CDBG Lincoln to Western Grant will be monitored on February 11.

Old Business: No old business was discussed.

New Business & Meeting Date: The next LCEDC Executive Committee meeting will be at 4:00 pm on February 7, 2022.

Adjourn: Motion by Bauknecht, second by Nye to adjourn at 5:35 pm. All Ayes. Motion Carried.

Respectfully submitted, Keri Beck, Recording Secretary



2/7/22