

**MEETING MINUTES ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE COMMITTEE
September 9, 2024**

Members Present: Tammy Walrath, Warren Wagner, Thomas Bauknecht, Steve Maier

Members Present by Conference:

Members Excused: Sarah Koszarek

Others Present: Angie Close, Keri Beck

Meeting was called to order by President Tammy Walrath at 4:00 pm.

Public Comment: New subcontractors on the City of Antigo CDBG Edison Street Project was discussed.

Minutes of Previous Economic Development Executive Committee Meeting: Motion by Wagner, second by Maier, to approve the minutes from August 5, 2024. All Ayes. Motion Carried.

Langlade County Economic Development Corporation:

- A. Review and Approve payments of Bills for August 2024:** Close reviewed the August 2024 LCEDC bills with the LCEDC Executive Committee.
- Motion by Maier, second by Bauknecht to recommend to the LCEDC Board under the consent agenda to approve the August 2024 LCEDC invoices as presented. All Ayes. Motion Carried.**
- B. Review Budget vs Actual:** Close reviewed the current 2024 budget vs actual to the LCEDC Executive Committee. Close noted that grant administrative income and half of the WEDC Grant will be received in September. Account 522.02 Print Advertising had a duplication of \$7,805.00. This amount was included in the 522.01b Local Tourism Print Adv account. Information only.
- C. LCEDC Revolving Loan Fund Recipients and CWED Update:** Close updated the LCEDC Executive Committee on the two newest RLF loans. Close reported on one potential RLF and one CWED loan.
- D. State, Federal and Local Grants Update:** Close updated the committee on the new Small Business Development Grants competitive grant program for through WEDC. Close has worked with the City of Antigo to identify small business challenges and working on a grant application to fill these gaps. Close informed the Executive Committee that two businesses have requested information on the WHEDA grant for developing or updating downtown second story apartments. No applications have been submitted.
- E. Incubator Office Rent:** Close informed the LCEDC Executive Committee that Forward Services renewed the incubator office rental lease for another year. Review only.
- F. Review Conflict of Interest, Use of Property, and Confidentiality Policy:** Close reviewed the LCEDC Conflict of Interest, Use of Property, and Confidentiality Policy. A draft wording for virtual meeting participation was provided. Updated language will be brought back for the October Executive meeting.
- G. Review Bylaws:** Close provided the LCEDC Bylaws. Close advised the virtual meeting participation wording from the Conflict of Interest, Use of Property, and Confidentiality Policy will need to be added to the LCEDC Bylaws. A new section, Policy & Virtual Phone Participation, will be added under Article V: Miscellaneous; Section 10 Conflict of Interest. An updated LCEDC Bylaw draft will be provided at the October Executive meeting.
- H. Operating Reserve Policy:** Close provided the LCEDC Executive Committee the LCEDC Operating Reserve Policy to review and bring suggests to the October Executive meeting. The final review of policies will be made at the October LCEDC Board meeting.
- I. Staff Evaluations:** Close reviewed with the LCEDC Executive Committee how past LCEDC staff evaluations were conducted. The LCEDC Executive Committee will continue to review the Executive Director, while the Executive Director will conduct employee reviews of the Assistant Director. Walrath will work with the Executive Committee to conduct a group evaluation of the Director.
- J. LCEDC 2025 Budget Update:** Close provided the LCEDC Executive Committee with three budget scenarios. LCEDC's benefit to the City and County, job descriptions, and salaries were discussed. Close reported LCEDC staff presented at the August's Langlade County Board meeting. Close will be presenting at the City of Antigo in September.
- K. LCEDC Tourism Activities:** Beck reported on the following items:
- The Welcome Center had 1,186 items taken from April 29 through September 6, 2024. This brings the total for the year to 1,654 Langlade County informational items were taken from the Welcome Center.
 - Partnered with the City of Antigo Park & Rec for a Community Health Fair booth on August 22. There were 129 items taken in the 5-hour event.
 - A half and quarter page advertisement were placed 2024 Langlade County Plat Book.
 - As of September 4th, there was 4,000 people registered for the Ice Age Trail Mammoth Hike Challenge. Registration has been open since August 1st. Beck is working with the Langlade Chapter of Ice Age Chapter on marketing the October Challenge, Trail Magic, and October 12 Hikeathon. Beck emailed local businesses to sign up for Trail Magic. Four Langlade County businesses signed up so far – Chocadoodledoo! LLC, Schroeder's Gifts, The Blessed Fig Tree, and BB Jacks.
 - Travel Wisconsin's Fall Color Report is live. LCEDC will be updating the report weekly.
 - Beck has added the Travel Wisconsin's Fall Color Report widget to the NorthCentralWisconsin.com home page.
 - North Central Wisconsin Tourism Partnership presented to efforts and benefits to the Langlade County Board.

L. Other Economic Development Corporation Activities: Close reported on the following:

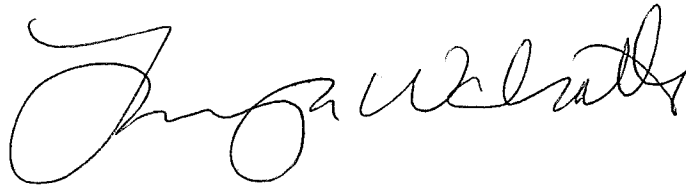
- ETP Orientation is on September 17th. LCEDC has 6 people registered
- Close will be attending the Child Care Summit in Wausau and the WEDA Conference
- The Antigo/Langlade County Business Summit: Economic Revival in a Post-COVID Era business cards were mailed out. The Summit's agenda was provided.
- LCEDC is partnering with NTC and SCORE to offer the Innovate & Elevate: Entrepreneurship Summit 2024 on Saturday, October 5th.

Old Business: Close updated the LCEDC Executive Committee that the September Langlade County Board meeting has been moved to Johnson Electric Coil at 5:30 pm on September 30th.

New Business and set date for next meeting: No new business was brought forward. The next LCEDC Executive Committee meeting will be on October 7 at 4:00 pm.

Adjourn: Motion by Walrath, second by Wagner to adjourn at 5:40 pm. All Ayes. Motion Carried.

Respectfully submitted, Keri Beck, Recording Secretary

A handwritten signature in black ink, appearing to read "Keri Beck". The signature is written in a cursive, flowing style with a large initial "K".