

**MEETING MINUTES ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE COMMITTEE
October 7, 2024**

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

Members Present by Conference: Sarah Koszarek

Members Excused:

Others Present: Angie Close, Keri Beck

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

Public Comment: None

Minutes of Previous Economic Development Executive Committee Meeting: Motion by Wagner, second by Maier, to approve the minutes from September 9, 2024. All Ayes. Motion Carried.

Langlade County Economic Development Corporation:

- A. Review and Approve payments of Bills for September 2024:** Close reviewed the September 2024 LCEDC bills with the LCEDC Executive Committee.

Motion by Bauknecht, second by Wagner to recommend to the LCEDC Board under the consent agenda to approve the September 2024 LCEDC invoices as presented. All Ayes. Motion Carried.

- B. 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 two CWED Start Up Polit Program loans. Close is following up on two applications.
- C. State, Federal and Local Grants Update:** Close reported to the LCEDC Executive Committee that she has been working on an WEDC IDEL Grant application. Close updated the committed on WEDC Grants: Vibrant Spaces Grant that is due October 31st, Small Business Development Grant that is due October 28th, and reiterating identified spaces for the Brownfield and CDL Grants. WHEDA State Workforce Housing Competitive Loan Applications for 2nd and 3rd floor housing along with Vacancy to Vitality are open. The only local grants are for child care.
- D. Review Conflict of Interest, Use of Property, and Confidentiality Policy:** Close informed the LCEDC Executive Committee that the virtual meeting participation wording in the Conflict of Interest, Use of Property, and Confidentiality Policy was updated since the September meeting to include language that open audio devices are not allowed, headsets are suggested, recording during closed session is not permissible.
- E. Review Bylaws:** Close reminded the LCEDC Executive Committee that the virtual meeting participation wording from the Conflict of Interest, Use of Property, and Confidentiality Policy will 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.

Motion by Maier, second by Bauknecht to recommend to the LCEDC Board to approve amending both the LCEDC Bylaws and Conflict of Interest, Use of Property, and Confidentiality Policy to add the policy of Virtual & Phone Participation at LCEDC meetings. All Ayes. Motion Carried.

- F. Operating Reserve Policy:** Close provided the LCEDC Executive Committee the LCEDC Operating Reserve Policy at the October Executive meeting. The Committee reviewed the policy with no suggested changes.
- G. Staff Evaluations Update:** Walrath updated the LCEDC Executive Committee that Close and her met. Walrath worked with LCEDC staff on updating the job descriptions. Walrath emailed the LCEDC Executive Committee an Executive Director evaluation form to be returned to Walrath. Walrath will compile the results and meet with Close. Close read Beck's evaluations. LCEDC staff is working on 2025 goals.
- H. Review Budget vs Actual:** Close reviewed the current 2024 budget vs actual with the LCEDC Executive Committee. Information only.
- I. Review Employee Handbook and Benefit Policy:** Close reviewed the LCEDC Executive Committee Paid Time Off (PTO) Policy.
- J. Discuss Salary vs Hourly:** Close informed the LCEDC Executive Committee that, in light of the upcoming increase in the salary threshold for employees to be exempt under the Fair Labor Standards Act (FLSA), effective January 2025, and the current budget constraints, a recommendation to the committee would be to transition the Assistant Director salary position to an hourly position. More information is needed and will be brought to the full board for discussion and approval.
- K. Review LCEDC 2025 Budget:** 2025 Budget was discussed and will be brought back to the Executive Committee to be recommended to the full Board in November.
- L. LCEDC Tourism Activities:** Beck reported on the following items:
- The Welcome Center Assistant resigned. Laney's last day was September 20th. LCEDC staff will work with the Langlade County Historical Society Museum staff on covering the hours.
 - The Langlade County Tourism and Train camping mugs were reordered.
 - LCEDC is working with Southside Design to create Go To Spot icon stickers that will be for sale at the Welcome Center.
 - LCEDC partnered with the Langlade Chapter of the Ice Age Trail for a booth at the Unity in the Community event on September 29

- With the Ice Age Trail Mammoth Hike Challenge happening in October, many social media posts are being promoted to come to Langlade County to hike and visit Antigo as an Ice Age Trail Community.
- The half and quarter page advertisement that were placed 2024 Langlade County Plat Book was presented.
- Travel Wisconsin's Fall Color Report is live. LCEDC will be updating the report weekly.
- North Central Wisconsin Tourism Partnership (NCWTP) is working on its 2025 marketing budget. The NCWTP has approved a booth at the Green Bay RV Show on January 30 through February 2, 2025 and some Travel Wisconsin Co-Op Programs. The Marketing Committee is working on finalizing the rest of the 2025 budget. Currently, the partnership is running a paid search campaign. LCEDC has received 11 inquiries for 143 items of information from the NorthCentralWisconsin.com website.

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

- The Antigo/Langlade County Business Summit: Economic Revival in a Post-COVID Era on October 10 at Northstar Lanes.
- The Innovate & Elevate: Entrepreneurship Summit 2024 was postponed to Saturday, December 7th.
- Close will be attending the WEDC Conference in La Crosse
- ETP Fall Class started September 17th.
- The Non-State Grant was announced but project was not funded.
- ISP providers are invited to Monday's Langlade County Broadband meeting to present proposals in closed session.

Old Business: No old business was discussed.

New Business and set date for next meeting: No new business was brought forward. The full board meeting scheduled for October 21st will be moved to November 18. The next LCEDC Executive Committee meeting will be on November 4 at 4:00 pm.

Adjourn: Motion by Bauknecht, second by Wagner to adjourn at 5:50 pm. All Ayes. Motion Carried.

Respectfully submitted, Keri Beck, Recording Secretary

