

## MEETING MINUTES LANGLADE COUNTY ECONOMIC DEVELOPMENT BOARD

Monday, November 18, 2024

**Members Present:** Warren Wagner, Thomas Bauknecht, Fred Westphal, Joel Zalewski, Tim Kassis

**Members Present by Conferenced:** Tammy Walrath, Dillon Gretzinger

**Members Excused:** Sarah Koszarek, Steve Maier, Andrew Hessedal, Lynn D'Amato

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

Meeting was called to order at 4:00 p.m. by Secretary Warren Wagner.

**Introductions:** Introductions were given.

**Public Comment:** No public comment.

**Approve the Minutes of previous meeting (8/19/24):** Motion by Bauknecht, second by Zalewski to approve the minutes from August 19, 2024. All Ayes. Motion Carried.

**Consent Agenda:** Motion by Bauknecht, second by Kassis to approve the Consent Agenda. All Ayes. Motion Carried.

### **Economic Development Corporation:**

a) **Approve LCEDC Budget vs Actual:** Close reviewed the LCEDC budget vs actual report with LCEDC Board. Close highlighted additional funding to be received. 2024 Expenses are under expectations.

**Motion by Kassis, second by Wagner to approve the LCEDC budget vs actual as presented. All Ayes. Motion Carried.**

b) **LCEDC 2024 Measurements Presentation:** Close highlighted for the LCEDC Board the LCEDC's 2024 Measurements as an Entrepreneurial Hub, the Broadband, Workforce and child care initiatives, and the Go To Spot continued marketing. A complete 2024 report will be provided at the LCEDC Annual Meeting in May 2025.

c) **Executive Director Evaluation:** Walrath summarized LCEDC Executive Committee review of Close for the LCEDC Board. Close exceeds or extremely exceeds expectations in all categories. LCEDC Executive Committee commended Close for being committed to LCEDC. Close praised Beck for overseeing the Welcome Center, tourism, and corporation's operations while administering five (5) City of Antigo grants.

d) **LCEDC Revolving Loan Fund Recipient Update:** Close updated the LCEDC Board with the latest LCEDC Revolving Loan Fund (RLF) Recipients and provided updates on the two newest loans. The LCEDC Loan Review Board will be meeting in December to review an application. If recommended to the LCEDC Board, the LCEDC Board will need to meet on December 16<sup>th</sup> to review the loan.

e) **Revised Revolving Loan Fund Administration Agreement:** Close reviewed with the LCEDC Board the RLF administration agreement and recommendation of changing administration from a flat fee to deposit monthly interest earned to help with rising operating costs.

**Motion by Zalewski, second by Walrath to approve transferring up to \$20,000 per year of the LCEDC Revolving Loan Fund monthly interest earned to the LCEDC Operating Fund for servicing the RLF loans instead of the yearly flat fee of \$6,000. Any interest earned over \$20,000 will be deposited into LCEDC's Operating Reserve Account. This process will be reviewed every 6 months All Ayes. Motion Carried.**

f) **Approve 2024 PTO Hours:** Close updated the LCEDC Executive Committee that with reducing the PTO roller over amount to 80 hours in the LCEDC Employee Handbook and Benefits Policy and to align with 2025 budget restraints, recommendation for a one-time payout at the end of 2024 for any unused PTO hours less 80 hours.

**Motion by Kassis, second by Bauknecht to approve a one-time PTO payout for any unused 2024 PTO hours less 80 hours as presented. All Ayes. Motion Carried.**

g) **Approve Health and Dental Insurance 2025 Renewals:** Close informed the LCEDC Board that the corporation received notice that the dental insurance will stay the same for 2025, but the health insurance is going up 18% and the deductible is going up to \$3,300 per individual or \$6,600 per family in 2025.

**Motion by Bauknecht, second by Westphal to approve the 2025 Health and Dental Insurance rates as presented. All Ayes. Motion Carried.**

h) **Review and Approve LCEDC 2025 Budget:** Close presented the 2025 LCEDC Budget to the LCEDC Board highlighting the decrease in revenue and increase in payroll and fringe benefits. The 2025 budget has 1% COLA increase and an increase for the Assistant Director hourly wage to reflect the new Salary Matrix aligning with region salaries in a like positions and moving the Assistant Director position from exempt to non-exempt status due to the Fair Labor Standards Act for 2025. This was reflected in the budget and prior to learning that that law was overturned as of 11/15.

**Motion by Zalewski, second by Westphal to approve the 2025 LCEDC Budget as presented. All Ayes. Motion Carried.**

i) **LCEDC 2025 Goals and Tactics:** Close highlighted the 2025 Goals and Tactics to establish sustainable revenue, leadership succession planning, merging efforts, and pillar alignment with the LCEDC Board. Walrath and Close will be meeting on a monthly basis to evaluate.

**Motion by Westphal, second by Bauknecht to approve the LCEDC 2025 Goals and Tactics as presented. All Ayes. Motion Carried.**

j) **Board Member Update:** Close recognized Gretzinger and D'Amato for the years served on the LCEDC Board of Directors. Walrath's three-year term ends December 31, 2024.

**Motion by Zalewski, second by Westphal to re-appoint Tammy Walrath for a 3-year term ending December 31, 2027. All Ayes. Motion Carried.**

k) **Update on Other Economic Development Corporation Activities:** Close updated the LCEDC Board on the following items:

- NTC is closed for the holidays November 27-30 and December 23, 2024 through January 1, 2025. LCEDC will be in the office on a limited basis.
- In 2025, LCEDC is reviewing communication process to better align with board requests.
- The Innovate & Elevate Entrepreneurship Summit is rescheduled to December 7, 2024 at NTC – Antigo Campus.
- SBDC consultant will be renting the incubator office starting December 1, 2024. Forward Service is moving to the main campus.
- Close was on the Breakfast Club acknowledging the Suick Family Foundation's Philis Suick contributions.
- LCEDC and SBDC consultant started the Business Network of Langlade County. The group will meet the 2<sup>nd</sup> Thursday of the month in LCEDC's conference room. Check out the network's Facebook page.

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

**Future Agenda Items and set date for next meeting (action item):** No future agenda items was brought forward. Discussion was held on future meeting dates. LCEDC Board will meet quarterly in 2025, but LCEDC staff will provide monthly activities. To better assist on boarding new board members, attending the LCEDC Executive Committee meetings as non-voting members is encouraged. The next LCEDC Board meeting will be at 4:00 pm on December 16, 2024.

**Adjourn:** Motion by Westphal, second by Kassis to adjourn at 5:09 p.m. All Ayes. Motion Carried.

Respectfully submitted, Tammy Walrath, President

