

MEETING MINUTES LANGLADE COUNTY ECONOMIC DEVELOPMENT BOARD

Monday, December 1, 2025

Members Present: Tammy Walrath, Thomas Bauknecht, Warren Wagner, Fred Westphal, Sarah Koszarek, Andrew Hessedal, Steve Maier, Mike Jaje, Chad Matuszewski, Tim Kassis, Joel Zalewski

Members Present by Conferenced:

Members Excused:

Others Present: Angie Close, Keri Beck

Meeting was called to order at 4:15 p.m. by President Tammy Walrath.

Introductions: Introductions were given.

Public Comment: No public comment.

Approve the Minutes of previous meeting (08/18/25): Motion by Bauknecht, second by Wagner to approve the minutes from August 18, 2025. All Ayes. Motion Carried.

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

Economic Development Corporation:

- a) **Approve LCEDC Budget vs Actual and Financial Reports:** Close reviewed the budget vs actual with the LCEDC Board.
Motion by Kassis, second by Zalewski to approve the LCEDC budget vs actual as presented. All Ayes. Motion Carried.
- b) **LCEDC Revolving Loan Fund/CWED Recipient Update:** Close updated the LCEDC Board with the October 2025 LCEDC Loan Fund report along with an update on one RLF loan that paid in full in November, another loan will be paying in full by the end of the year. One Antigo business was approved for a \$5,000 WEDC Emergency Relief-Revolving Loan and a 3-month deferment on its RLF loan. CWED closed on two Langlade County loans in 2025, while two Langlade County businesses that had CWED loans paid in full.
- c) **Approve RLF Administrative Fee Structure:** Close reviewed the RLF administrative structure that was approved on November 18, 2024. The \$20,000 RLF administrative fee was obtained in September. The additional paid RLF interest amount over \$20,000 will be transferred into LCEDC Operating Reserve Account once December 2025 RLF accounts are reconciled in January.
- d) **State, Federal and Local Grants Update:** Close informed the LCEDC Board that she has been working with a White Lake manufacturing on applying for new market tax credits, business tax credits, and Fast Forward Training Grant for a \$5 million new line investment. The WEDC Idle Site Town of Neva Grant has not requested a draw. The Town of Polar is potentially apply for a WEDC Idle Site Grant for a business that has been sitting idle. A new Antigo business opening January 1st has applied for a CWED loan. LCEDC has applied for the WEDC Technical Assistance Grant, Small Business Development Grant for downtown Antigo, and Centergy Ignite Grant. LCEDC will be applying for the Diverse Women in Business Grant. The Langlade County Dream Up Task Force has been awarded a \$10,000 grant for the Adopt-A-Provider Program. LCEDC was awarded a \$1,800 Grow North Technical Assistant Grant of entrepreneurial technical assistance.
- e) **LCEDC 2025 Measurements Presentation:** Close provided the LCEDC Board with the 2025 LCEDC Strategic Dashboard Highlights showing return on investment. Close highlighted LCEDC 2025 economic development RLF and CWED financial activities.
- f) **Executive Director Evaluation:** The LCEDC Executive Committee evaluated Close as the Executive Director. Walrath summaries Close's evaluation for the LCEDC Board. Close did provide a summary of Beck's Assistant Director evaluation. Both exceed expectations.
- g) **Review and Approve LCEDC Agreements/Contracts:** LCEDC was designated as the Destination Marketing Organization for the City of Antigo starting January 1, 2026. Close presented the City of Antigo Hotel/Motel Commission Tourism Promotion and Destination Development Agreement to the LCEDC Board. Application for events are being worked on along with a tourism council.
Motion by Kassis, second by Wagner to approve the entering into a 5-year agreement with the City of Antigo Hotel/Motel Tax Commission starting January 1, 2026 to be designated as the City of Antigo tourism entity. All Ayes. Motion Carried.

Close reviewed the timeline on how LCEDC agreement with Langlade County has transitioned through the years from an agreement to yearly contracts. LCEDC Executive Committee is recommending to request Langlade County to enter into an agreement with LCEDC. A draft agreement was presented to the LCEDC Board. Close will be presenting the draft agreement to the Langlade County Admin Committee on December 17th. LCEDC has a memorandum of understanding with the City of Antigo for services. Other City of Antigo contracts are for grant administration of the Lead Service Line Replacement Program, CDBG Edison Street Project, EDA Saratoga

Street Project, OEI Wastewater Treatment Plant Solar Project, and DNR Water Tower Project. Information only. No action taken.

- h) **Staff Wage Review and Approval:** Close presented LCEDC staff wage review to the LCEDC Board showing yearly wage increases from 2018 to 2025 as requested by the LCEDC Executive Committee. Based on performance review, the Executive Committee recommended LCEDC full-time staff receive a 5% wage increase for 2026.

Motion by Zalewski, second by Koszarek to approve LCEDC full-time staff a five percent (5%) 2026 wage increase. All Ayes. Motion Carried.

- i) **Review and Approve LCEDC 2026 Budget:** Close presented the 2026 LCEDC Budget to the LCEDC Board noting an increase in revenue due to the destination marketing organization designation. LCEDC Health insurance was reviewed.

Motion by Wagner, second by Kassis to approve LCEDC 2026 budget as presented. All Ayes. Motion Carried.

- j) **LCEDC 2026 Pillars and Work Plan Review:** Close reviewed LCEDC's pillars with the LCEDC Board. The LCEDC 2026 Work Plan was handed out. Close noted that community development needs may come up that LCEDC will need to refocus its efforts.
- k) **Board Member Update:** Close reviewed the LCEDC Board membership terms with the LCEDC Board. Hessedal and Koszarek's terms are done as of December 31, 2025. Hessedal would like to renew the 3-year term, while Koszarek has fulfilled a 6-year term. Close recognized Koszarek's commitment and support of LCEDC. LCEDC 2026 Board meetings will be February 16, May 18, August 17, and November 16. Additional meetings maybe scheduled as needed.
- l) **Update on Other Economic Development Corporation Activities:** Close informed the LCEDC Board that the LCEDC office will be closed December 23rd through the 29th. Due to the New Year, the LCEDC Executive Committee meeting will be on Monday, January 12th. The Fall Entrepreneurial business plans will be presented at this meeting. Close requested carrying over additional paid time off hours over to 2026.

Motion by Maier, second by Wagner to approve Angela Close to carryover an additional 32 hours of paid time off over to 2026. All Ayes. Motion Carried.

Beck updated the LCEDC Board that the Antigo · Langlade County Welcome Center is decorated for Christmas this past Sunday with help from Carl and Jody. Santa will be there 6 dates in December. The Welcome Center is on winter hours. So far in 2025 there has been 2,237 people that have passed through. Beck is working with Konect on redesigning the tourism website. Tourism information was submitted to Alex Heiny and Sarah Repp for the 2028 Legion State Bid Packet. Beck is working with the Langlade Chapter of the Ice Age Trail for the Mammoth Hike Challenge. Challenge results will be announced next week. LCEDC had a tourism booth at the Antigo Middle School Spaghetti Dinner. Sixty-three items were taken in the two-hour event. Half page print ads were placed in the Up North Action Magazine and On Wisconsin Outdoors. LCEDC has been updating twelve Travel Wisconsin Snow Reports along with all the trail reports on the tourism website. Beck has been elected as the Chair of the North Central Wisconsin Tourism Partnership (NCWTP) Marketing Group as the former chair has retired. NCWTP is registered for the 2026 Green Bay RV & Camping Show January 29th through February 1st and the Madison Fishing Expo February 27th through March 1st.

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. The next LCEDC Board meeting will be at 4:15 pm on February 16, 2026.

Adjourn: Motion by Bauknecht, second by Kassis to adjourn at 5:48 p.m. All Ayes. Motion Carried.

Respectfully submitted, Tammy Walrath, President

