

**MEETING MINUTES ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE COMMITTEE
May 4, 2026**

Members Present: Tammy Walrath, Steve Maier, Joel Zalewski

Members Present by Conference:

Members Excused: Thomas Bauknecht, Warren Wagner

Others Present: Keri Beck

Meeting was called to order by President Tammy Walrath at 4:33 pm.

Public Comment: None

Introductions: No introductions were needed.

Minutes of Previous Economic Development Executive Committee Meeting: Motion by Zalewski, second by Maier, to approve the minutes from April 2, 2026. All Ayes. Motion Carried.

Closed Session: At 4:34 PM, motion by Maier, second by Zalewski, to move into closed session pursuant to Wisconsin Statutes Section 19.85 (1) (C), to discuss employment, promotion, or compensation of LCEDC staff.

Open Session: At 5:14 PM, motion by Maier, second by Zalewski to return to open session. All Ayes. Motion Carried.

Motion 1: Motion by Maier, second by Zalewski, to place on LCEDC consent agenda, approval to hire Melissa Kieper as LCEDC Executive Director at an \$80,000 annual salary effective May 18, 2026, with three days (24 hours) of paid time off for prior commitments. All Ayes. Motion Carried.

Motion 2: Motion by Maier, seconded by Zalewski, to place on LCEDC consent agenda, approval to pay Beck for overtime hours beyond the previously approved 50 hours (April 26–May 2 pay period) due to increased workload. All Ayes. Motion Carried.

Langlade County Economic Development Corporation:

- A. Review and Approve payments of Bills for April 2026:** Beck reviewed April 2026 LCEDC invoices with the LCEDC Executive Committee. Beck noted that reduced insurance amounts for some and not others. This is due to payment due dates.

Motion by Zalewski, second by Maier to recommend to the LCEDC Board under the consent agenda to approve the April 2026 LCEDC invoices as presented. All Ayes. Motion Carried.

- B. Review of Budget Versus Actual:** Beck presented the budget versus actual figures, noting that Angie Close's final payroll, paid time off payout, and SEP-IRA are included. Beck also provided a summary of LCEDC's prior electronic device acquisitions. The Committee reviewed both recent and projected technology purchases, including the proposed acquisition of a laptop with docking station from the Langlade County IT Department for \$1,587.84. This expense falls within the 515.00 Office Equipment Expense Account budget. The new laptop and dock will be assigned to Beck, and Close's previous laptop, currently maintained by the IT Department, will be repurposed for the incoming Executive Director. Beck will verify if the Executive Director's laptop is compatible with docking; if so, an additional docking station will be obtained. Additionally, Beck's desktop computer will be set up for use by the Welcome Center Assistant.

The Committee also discussed the LCEDC Certificate of Deposit, which matured on May 2nd. LCEDC has a ten-day window to transfer these funds; otherwise, the certificate of deposit will automatically renew at the prevailing interest rate. CoVantage currently offers a 10-month certificate at a rate of 3.9% APY.

Motion by Maier, second by Zalewski to recommend to the LCEDC Board under the consent agenda to approve rolling LCEDC's Certificate of Deposit over to a 10-month Certificate of Deposit at CoVantage. All Ayes. Motion Carried.

- C. Review LCEDC 2025 Financial Report:** The LCEDC 2025 Financial Report was reviewed by the LCEDC Executive Committee. At the beginning of the LCEDC Annual Board meeting on May 18th, KerberRose will be presenting the report for LCEDC Board approval.
- D. LCEDC Revolving Loan Fund and CWED Loan Fund Update:** Beck reported that the first quarter RLF admin fee has been transferred. Two RLF loans (one is an Emergency Loan) are over two months overdue, one is a month behind; Beck contacted recipients, and one paid while the other hasn't. If payment isn't received by May 11th, a certified letter will be sent. Beck will follow up with the one-

month overdue recipient after May 10th. No completed loan applications have been received for potential RLF and CWED loans; communication with SBDC continues.

- E. **LCEDC WEDC Grant Update:** Beck informed the Committee that the executed contract was received. After LCEDC Board approved via email, Walrath signed the agreement on April 16, 2026. For documentation purposes, the approval will be placed on the consent agenda.
- F. **SBDC Contract Update:** Beck informed the Committee that the executed SBDC contract has been received and was signed on April 17, 2026, as previously approved by the board to do so. SBDC staff and LCEDC staff will be meeting on May 28th to go through agreement.
- G. **Review Employee Handbook Updates:** Beck presented the recommended changes to the LCEDC Employee Handbook. Since there are no current staff with grandfathered vacation benefits, related language was removed from the definition section and III.B.8. Additionally, Attachment A now lists the Assistant Director position as salaried, reflecting the approved transition effective May 18, 2026.
- H. **LCEDC Loan Review Board Update & Nomination:** Beck informed the LCEDC Executive Committee that Katie Devore, Peshtigo National Bank's Assistant Vice President, Branch Manager/Loan Officer, has committed to serve on LCEDC's Loan Review Board. Devore is replacing Rhonda Norrbom. Beck has a meeting set to onboard her and the Executive Director on May 19th.

Motion by Maier, second by Walrath to recommend to the LCEDC Board under the consent agenda to approve Katie Devore to serve a three-term on the LCEDC Loan Review Board ending December 31, 2028. All Ayes. Motion Carried.

- I. **LCEDC Board Members Update & Nominations:** Beck shared that Jay Patel from Super 8 has agreed to join the LCEDC Board of Directors. Both Patel and Mary Hayes, the appointed City of Antigo Council member, will be onboarded before the LCEDC Annual Meeting. The Executive Committee decided that the lodging facility representative on the Board will not have term limits, allowing them to serve indefinitely until they choose to step down due to the limited pool of candidates for this position. The group also discussed the Board of Directors' term end date; currently terms expire at the end of the year, but elections take place at the Annual Meeting in May of the following year, and should consider changing the dates to coincide with the annual meeting.

Motion by Maier, second by Zalewski to recommend to the LCEDC Board under the consent agenda to approve changing LCEDC Board of Directors term end dates from the end of the calendar year to the end of April to coincide with LCEDC Annual Meeting. All Ayes. Motion Carried.

- J. **Annual Meeting Agenda:** discussion was held about the annual meeting and it was decided that it was only necessary that KerberRose will present at this year's Annual Meeting due to LCEDC transition, as updates had been shared by Close in previous months. LCEDC annual elections will also occur.
- K. **Tourism Update:** Beck provided the LCEDC Executive Committee with an overview of recent activities:
 - Beck appeared on WTMJ Outdoors on April 11 and May 2 to promote Langlade County Tourism and will record WTJM's Experience Wisconsin episode this week, scheduled to air May 9–16. Additionally, Beck is slated for an interview on TMJ 4's The Morning Blend on May 18.
 - The Langlade County electronic Discovery Guide will be available on Tuesday, May 5, as part of a Premier Destination marketing campaign in partnership with 5 Star Marketing.
 - Requests for proposals for videography services were received on April 10. Seven submissions were reviewed and narrowed to two finalists. Due to time constraints, a final selection has not yet been made.
 - Testing for the redesign of the Langlade County Tourism website has commenced. LCEDC is currently addressing technical issues prior to launch.
 - The LCEDC supplied Langlade County information to the White Lake ATV/UTV Club for their booth at the Let's Ride Expo, held May 1–2 at Sunnyview Expo Center in Oshkosh, to promote off-road sports.
 - Beck has been contacted by Wisconsin Gravel regarding the expansion of gravel biking opportunities in Langlade County. Collaboration is underway with the Langlade County Silent Sports group and Wisconsin Gravel to develop the Pinery sections.
 - Beck submitted half-page advertisements for the May 2026 issues of Up North Action Magazine, May/June 2026 On Wisconsin Outdoors, and Langlade County Spotlight.
 - The 4Lake 4Wheelers Club has been nominated for multiple Wisconsin Governor's Outdoor Industry Awards by Beck.
 - Beck continues to collaborate with the North Central Wisconsin Tourism Partnership Social Media Subcommittee to develop content for @northcentralwisco on Facebook and Instagram.
- L. **Other Economic Development Corporation Activities:** Beck updated the LCEDC Executive Committee on the following EDC initiatives:
 - The Business Network of Langlade County hosted the inaugural Langlade County Local Business Expo on April 25, featuring 36 vendors who contributed a total of 19 raffle baskets. More than 115 individuals attended the event. The success of the Expo was made possible through

collaboration with SBDC, Antigo/Langlade County Chamber of Commerce, No Filter Nutrition, Sure Dry, Lazy Eye Hot Sauce, and Be-YOU-tiful by Bren. LCEDC is currently invoicing the Antigo/Langlade County Chamber of Commerce & Visitor Center for vendor payments received.

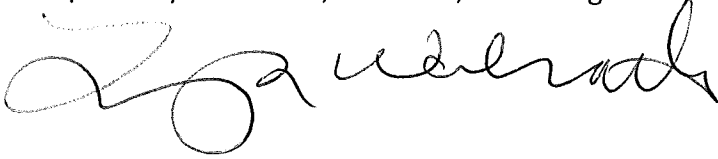
- United Way of Langlade County and Beck convened at Peace Lutheran Child Care for an Adapt-A-Provider photo opportunity and facility tour. Beck placed orders for United Way's Adapt-A-Provider items for Antigo Child Care and is organizing the upcoming Dream Up meeting scheduled for May 12.
- Beck has submitted the Town of Neva WEDC Idle Site Grant Single Audit, in collaboration with WEDC.
- WEDC has introduced a new CMT for Locate in Wisconsin, necessitating updates to Langlade County's listings following the October 2025 transfer.
- Maier shared that an individual expressed interest in promoting Langlade County, prompting discussion regarding the revision of promotional videos and informational packets for recruitment purposes.

Old Business: None.

New Business and set date for next meeting: The next LCEDC Executive Committee meeting is scheduled for 4:15 pm on Monday, June 1, 2026.

Adjourn: Motion by Maier, second by Zalewski to adjourn at 6:45 pm. All Ayes. Motion Carried.

Respectfully submitted, Keri Beck, Recording Secretary

A handwritten signature in black ink, appearing to read 'Keri Beck', written in a cursive style.