

1. **Call to Order** – Larry Dolhof called the meeting to order at 8:04am.
2. Roll call
3. A motion to **approve the minutes** of the March 24, 2021 Board Meeting was made by Eric Virkler, and seconded by Tim Petersen. All present were in favor. Motion carried.
4. **Financial Reports** – The LCDC reviewed the profit and loss statement of the LCDC, and the profit and loss and balance sheet of Black Moose. Cheyenne Steria, Director of Finance, noted back lease payments made by Black River Valley Natural to Black Moose. Mick Lehman, Treasurer of the LCDC, recommended that we do not vote on bills to be paid that are already budgeted. A motion to approve the LCDC and Black Moose financial statements was made by Mick Lehman, and seconded by Mike Bradish. All present were in favor. Motion carried.

5. Old Business

- 1) **Lyons Falls Mill Update** – Brittany Davis provided the LCDC board with an update on short term and long term tasks to be completed on the mill site over the next year, including landscaping and beautification improvements, improvements to the Black River Valley Natural building, engineering, and marketing of the site.

Danielle Benati with the Development Authority of the North Country provided a budget update and discussed Task 1 Scope of Work, including utilizing RPCI for punch-list items, and going out to RFP for general landscaping services.

A motion was made to authorize DANC to move forward with the current contract with RPCI to finish punch-list items and other general clean-up items, as noted by DANC, by Mick Lehman, and seconded by Tim Petersen. All present were in favor. Motion carried.

A motion was made to authorize approval for the LCDC to enter into a Memorandum of Understanding with DANC to assist with landscaping and building upgrades RFP's by Eric Sunderhaft, and seconded by Eric Virkler. All present were in favor. Motion carried.

A motion was made to authorize LCDC contracted staff to move ahead with RFP contracts, assuming they fall under the LCDC procurement policy, by Mick Lehman, and seconded by Christie Andrus-Nakano. All present were in favor. Motion carried.

A motion was made to authorize Cheyenne Steria to sign contracts in Brittany Davis' absence for the duration of her maternity leave, by Mike Bradish, and seconded by Eric Sunderhaft. All present were in favor. Motion carried.

- 2) **Community Economic Development Fund Program Update** – Staff provided an update on the Community Economic Development Fund and the Number 3 Wind Project. The LCIDA has approved the Number 3 Wind Project for tax incentives, and the company is fully aware that a Host Community Agreement is in the works. Attorneys at Hodgson Russ are working on contracts and a policy for the LCDC on the program. Next steps include formulating the program and how applicants can apply for funds.

**3) Annual Meeting Acknowledgement from**

**March Meeting** – Staff noted that, according to our by-laws, we completed our Annual Meeting agenda items at our March meeting. A motion to acknowledge approval of Annual Meeting items at the March meeting was made by Christie Andrus-Nakano, and seconded by Mick Lehman. All present were in favor. Motion carried.

**6. New Business**

- a) Tug Hill Vineyards Loan Funds Future Use – Director of Finance, Cheyenne Steria, noted the \$21,000 in USDA funds that was paid back from Tug Hill Vineyards. She asked the board to start thinking about how to reuse the funds, upon approval from USDA. The board discussed multiple options, including combining it with the Community Economic Development Fund, marketing of the Lyons Falls Mill Site, or for Black River Valley Natural. A motion was made to use the \$21,000 towards marketing and engineering at the Lyons Falls Mill Site, upon approval from USDA, by Terry Thisse, and seconded by Eric Virkler. All present were in favor. Motion carried.
  - b) Update By-Laws – Staff recommended that the LCDC By-Laws be updated. The board recommended that staff work on revisions to present to the executive committee.
  - c) Strategic Planning Session with LCIDA – The board was in favor of a strategic planning session with the LCIDA to determine roles and best use of each organization towards economic development. A session will be planned for October 2021.
  - d) Future Board Members & Committees – Eric Virkler noted that Don Bassette submitted his official recognition. The board will defer any realignment of committees or add board members until after the strategic planning session in Fall 2021.
7. Adjournment – A motion to adjourn was made by Terry Thisse and seconded by Eric Sunderhaft. All present were in favor. Motion carried.

**Respectfully submitted,**



**Eric Virkler**

**LCDC Secretary**