

**Board Members Present:** Christie Nakano (Virtual), Larry Dolhof, Shellie Marks, Tim Petersen, Eric Virkler, Mick Lehman, and Jessica Clemons

**Absent:** Tyler McDonald Mike Bradish, Eric Sunderhaft, Terry Thisse

**Others present:** Cheyenne Steria, Jenna Lauraine, Brittany Davis, Ian Gilbert

I. **Call to Order** – Meeting called to order by Chairman Petersen at 10:00am

II. **Minutes**

- a. **The minutes for March 3, 2022 Board Meeting & Annual Meeting and April 4, 2022 Special Board Meeting** were approved upon a motion made by Mick Lehman and seconded by Shellie Marks. All present were in favor and motion carried.

III. **Financial Reports**

- a. The LCDC Board reviewed the **April Financial Reports** for the Lewis County Development Corporation and Black Moose Development LLC. Center for Businesses in Transition (CBIT) Program Administration is new for LCDC, previously administered by LCIDA, the Adirondack North Country Association contracts with local economic development agencies to be liaisons for the program – funding is currently through at USDA grant. The reports were approved upon a motion by Eric Virkler and seconded by Tim Petersen. All present were in favor and motion carried.
- b. Staff has discussed and confirmed a joint (IDA/LCDC) **membership** with the **North Country Alliance** (NCA). The LCIDA has paid the annual membership for 2022.

IV. **Items for Approval**

- a. **Community Economic Development Fund** Ad Hoc Committee has developed **program guidelines** for funding allocation and creation of a CEDF Committee. Up front funding from the Number 3 Wind Project is expected upon completion of construction in the amount of \$400,000 with additional annual payments of \$150,000. The \$400,000 of seed funding will be earmarked for administrative fees with the option to utilize funds for a large project if one arises. The annual funding is broken into three separate programs: Small Things, Big Impacts Fund (\$20,000), Building Business Fund (\$100,000), and Community Connections Fund (\$30,000). The next step is to market the program and get some interest for the committee members. The committee will be made up of up to 7 members, to include one LCDC Board Member. Staff will launch the website to start solicitation and market the committee positions to different geographical areas. A

motion to approve the CEDF Program Guidelines was made by Larry Dolhof seconded by Mick Lehman. All present were in favor and motion carried. Ian Gilbert has reviewed the CEDF policy and staff provide an update at the next meeting.

- b. Lewis County Development Corporation **Organizational Chart** was updated by staff for the LCDC Audit. A motion to approve the Organizational Chart by Eric Virkler seconded by Shellie Marks. All present were in favor and motion carried.
- c. **LCDC Bank Reconciliation Process** was updated by staff. A motion to approve the process was made by Larry Dolhof seconded by Mick Lehman. All present were in favor and motion carried.
- d. A new LCDC **Fixed Asset Capitalization Policy** was drafted by staff, to capitalize fixed asset purchases over \$2,000. A motion to approve the policy with the edit "\$2,000.00 or more" was made by Jessica Clemons seconded by Mick Lehman. All present were in favor and motion carried.
- e. The LCDC reviewed the annual **Administrative Contract with the LCIDA** for services and administrative support for 2022. A motion to approve the contract was made by Larry Dolhof and seconded by Eric Virkler. All present were in favor and motion carried.
- f. After thorough updates and reviews by the LCDC board, LCDC attorney and staff, the revised **LCDC Bylaws** were approved upon a motion by Mick Lehman and seconded by Larry Dolhof. All present were in favor and motion carried.

#### V. **Executive Directors Report**

Brittany Davis noted the previously distributed **Directors Report** noting progress continues on the 501c3 restructure conversation, the county allocated \$1 million towards the Vacant Property Revitalization Program to be administered by the LCDC, DANC is selling Harrisville Recycling Facility, LCDC is finalizing the Community Economic Development Fund Draft Program Guidelines, and all the Launch Lewis County Applicants just finished the Entrepreneurial Training Course hosted by the Small Business Development Center.

#### VI. **Discussion Items**

- a. Economic Development Specialist, Jenna Lauraine updated the board on impacts and successes of the **DBA Lewis County Program** for small businesses and entrepreneurs.
- b. The Lewis County legislators allocated \$1 Million for **the Vacant Property Revitalization Program**. The LCDC will enter into a contract with the County to receive the funds and to administer the program.

- c. Staff invited the board to attend the **Shift Back to Rural: Lewis County Economic Development Conference** on June 15<sup>th</sup> at 3 Willows Event Center in Lyons Falls.
  - d. Staff updated the board that **NYS Consolidated Funding Applications** have been announced.
- VII. Executive Session
- a. Motion to go into executive session by Larry Dolhof seconded by Mick Lehman at 11:19am to discuss potential sale. All present were in favor and motion carried.
- VIII. **Adjournment** - Meeting was closed at 11:34am, Two board members had to leave and there was not a quorum to proceed with the meeting.

**Respectfully submitted,**



**Eric Virkler**  
**LCDC Secretary**