

**Board Members Present:** Christie Andrus-Nakano, Mike Bradish, Jessica Clemons, Larry Dolhof, Mick Lehman, Shellie Marks, Tyler McDonald, Tim Petersen, Eric Sunderhaft, Terry Thisse, and Eric Virkler

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

- I. **Call to Order** – Meeting called to order by Chairman Petersen at 10:02am
- II. **Privilege of the Floor**
  - a. Terry Thisse informed the board of Restore NY Grant Opportunities for revitalization. Staff noted that municipalities have to be the applicant for this grant program. Staff is working on a list of vacant properties in relation the Vacant Property Revitalization Program, but it could also be utilized to identify properties for this program.
- III. **Minutes**
  - a. **The minutes for May 5, 2022 Board Meeting** were approved upon a motion made by Larry Dolhof and seconded by Tyler McDonald. All present were in favor and motion carried.
- IV. **Financial Reports**
  - a. The LCDC Board reviewed the **May Financial Reports** for the Lewis County Development Corporation and Black Moose Development LLC. The board discussed lack of payment from Black River Valley Natural on lease payments. The reports were approved upon a motion by Mike Bradish and seconded by Mick Lehman. All present were in favor and motion carried.
- V. **Items for Approval**
  - a. **Community Economic Development Fund**
    - i. Staff has received and distributed interest letters and resumes from six (6) individuals for CEDF Committee Members. The committee is to be made up of 5-7 individuals including one (1) County Legislator and one (1) LCDC Board member.
    - ii. Motion to **appoint Tyler McDonald as the LCDC representative on the CEDF Committee** was made by Larry Dolhof and seconded by Mike Bradish. All present were in favor and motion carried.
    - iii. A motion was made to appoint the following six (6) applicants to the **Community Economic Development Fund Committee (Rich Andrews, Denmark, NY; Jake Monnat, Lowville, NY; Rachel Muncy, Lowville, NY; David Nisley, Lowville, NY;**

**Anna Platz, Carthage, NY; Shari Simmons, Copenhagen, NY; Lisa Virkler, Beaver Falls, NY)** by Christie Nakano seconded by Shellie Marks. All present were in favor and motion carried.

- iv. A motion was made that the CEDF Committee will follow all basic Robert's Rules of Order, there must be at least 5 people in attendance for each meeting and the LCDC representative will serve as the chair of the CEDF Committee by Mick Lehman and seconded by Eric Virkler. All present were in favor and motion carried.
- v. Attorney Ian Gilbert has reviewed the **Host Community Agreement Policy**. Staff suggests editing the policy to not only included Host Community Agreements, but also to accept tax deductible donations through the Community Economic Development Fund. Ian Gilbert will look into the addition of the donations to see if there are any mandates that the LCDC needs to follow to include the clause. Staff will work with Ian Gilbert to provide an updated document for approval in September.
- b. The LCDC received a **signed purchase agreement from Black River Valley Natural** on July 6, 2022 for the purchase of the High Falls Building and surrounding parcel. Staff noted that there will be an amendment to the purchase agreement as BRVN plans to establish a new LLC Holding Company to purchase the property. The board discussed BRVN's current back debt for rental payments (\$24,099.25).
  - i. A motion was made to accept the purchase offer with the following amendments:
    - 1. Guarantees must be made with any/all parent companies and subsidiaries in the contract
    - 2. Current debt and lease payments in the amount of \$24,099.25 are to be made current prior to, or at, closing, with the allowance of a 60-day grace period.
  - ii. Motion made by Mick Lehman and seconded by Eric Virkler. All present were in favor and motion carried.

VI. **Executive Directors Report**

- a. Brittany Davis noted the previously distributed **Directors Report** noting the successful Shift Back to Rural Conference held June 15, 2022 at 3 Willows Event Center.

VII. **Discussion Items**

- a. Staff updated the board on **Vacant Property Revitalization Program**. The County allocated \$1,000,000 in ARPA funds to

administer the VPR program. The program aims to create a reimbursement grant program offering 50% of project costs up to \$100,000 per project for construction rehab assistance for vacant properties within a downtown area in Lewis County. Staff is proposing utilizing the CEDF Committee to review and recommend projects to the LCDC Board. Staff will continue to work on the guidelines and lean on the CEDF Ad Hoc Committee for initial program review and bring to the board for approval in September. The LCDC will receive \$50,000 to administer the program. Motion to accept the \$1,000,000 from the County to fund the VPR Program made by Tyler McDonald and seconded by Tim Petersen. Larry Dolhof and Eric Virkler abstain from voting. All present were in favor and motion carried.

- VIII. Adjournment** – a motion to adjourn was made at 11:28am by Tyler McDonald and seconded by Terry Thisse. Motion carried.

**Respectfully submitted,**



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