

**Board Members Present:** Larry Dolhof, Mick Lehman, Shellie Marks, Tyler McDonald, Tim Petersen, Eric Sunderhaft, and Eric Virkler

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

**Absent:** Christie Andrus-Nakano, Mike Bradish, Terry Thisse, Jessica Clemons

- I. **Call to Order** – Meeting called to order by Chairman Petersen at 10:10am
- II. **Privilege of the Floor**
- III. **Minutes**
  - a. **The minutes for July 7, 2022 Board Meeting** were approved upon a motion made by Larry Dolhof and seconded by Eric Virkler. All present were in favor and motion carried.
- IV. **Financial Reports**
  - a. The LCDC Board reviewed the **August Financial Reports** for the Lewis County Development Corporation and Black Moose Development LLC. The reports were approved upon a motion by Mick Lehman and seconded by Shellie Marks. All present were in favor and motion carried.
- V. **Items for Approval**
  - a. **Community Economic Development Program**
    - i. LCDC Staff reviewed the Host Community Agreement Policy that has been reviewed by LCDC counsel, Ian Gilbert and Hodgson Russ counsel, Joe Scott. Joe Scott suggested the name change from Community Economic Development Fund to **Community Economic Development Program**. Hodgson Russ also suggested that the LCDC enter into an MOU with the IDA to elaborate on the partnership and that the IDA adopt their own policy for the program. A motion to adopt the policy, changing the name to Community Economic Development Program Policy, was made by Larry Dolhof seconded by Tyler McDonald. All present were in favor and motion carried.
  - b. **Vacant Property Revitalization Program**
    - i. Vacant Property Revitalization Program guidelines were presented to the LCDC Board. Staff noted that this program will be housed under the Community Economic Development Program Committee. Staff is working to develop the scoring matrix. The LCDC board noted that the payback scale should be based on a percentage scale rather than set dollar amounts. A motion to adopt the Vacant Property Revitalization

Program Guidelines with the modification to the payback schedule was made by Mick Lehman seconded by Tyler McDonald. Larry Dolhof abstains. All present were in favor and motion carried.

**c. Lyons Falls Mill Site**

- i. Staff outlined a proposal by the IDA for purchase of the High Falls Building and property behind it for the appraised value of \$200,000. The LCDC would transfer the Black River Valley Natural lease and outstanding receivables to the IDA with the sale. The LCDC would retain the remainder of the property and the KE Data lease. This would allow the LCDC to pay off the \$100,000 IDA Mortgage on the site. The IDA is on board to move forward with the purchase agreement for the building and property contingent on an independent appraisal and survey of the property. A motion to accept the purchase offer of \$200,000 from the IDA, contingent on a supportive appraisal and survey was made by Eric Virkler seconded by Eric Sunderhaft. All present were in favor and motion carried.
- ii. Staff also noted that the DANC Line of Credit is due in October as the LCDC still awaits the SAM Grant payment. A motion to pay off the DANC Line of Credit, roughly \$36,000, was made by Larry Dolhof seconded by Mick Lehman. All present were in favor and motion carried.

**d. LCDC 2023 Budget**

- i. Staff reviewed the 2023 Draft Budget with the LCDC board noting that the budget must be submitted to ABO by October 31<sup>st</sup>. The board discussed reducing the early loan principal payments line for DANC as it is not a priority for the board at this time due to the low interest rate. A motion to approve the Draft LCDC 2023 Budget with modifications to the early loan payments line was made by Eric Sunderhaft seconded by Mick Lehman. All present were in favor and motion carried.

**VI. Executive Directors Report**

- a. Brittany Davis noted the previously distributed **Directors Report** noting staff is partnering to complete the Village of Lowville DRI and Village of Lyons Falls NY Forward Applications, Jenna has been promoted to Programs and Partnerships Director by the IDA Board and the IDA will be hiring for the Economic Development Specialist position, staff is also partnering with the Chamber of Commerce on the Leadership Academy starting this month, and the LCDC submitted its \$30,000 request for funding from the County.

VII. **Discussion Items**

a. **Glenfield School**

- i. Lewis County currently owns the previous Glenfield Elementary School and is using it as a short-term space for County offices. The County is discussing future uses for the property after renovation of their permanent office space is complete. The LCDC has the opportunity to take the lead on marketing the property for redevelopment. Staff are beginning the RFP process to prioritize housing and discussing an MOU with the County to begin the process. Staff will set up a committee meeting to discuss further.

VIII. **Adjournment** – a motion to adjourn was made at 11:34am by Shellie Marks and seconded by Tyler McDonald. Motion carried.

**Respectfully submitted,**



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