

**Board Members Present:** Eric Virkler, Larry Dolhof, Eric Sunderhaft, Tim Petersen, Michael Bradish, Terry Thisse, Mick Lehman, Christie Andrus-Nakano

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

**Absent:** Jessica Clemons, Tyler McDonald, Shellie Marks

- I. **Call to Order** – Meeting called to order by Chairman Petersen at 10:03AM
- II. **Privilege of the Floor**
- III. **Minutes**
  - a. **The minutes for September 1, 2022 Board Meeting** were approved upon a motion made by Terry Thisse and seconded by Eric Virkler. All present were in favor and motion carried.
- IV. **Financial Reports**
  - a. The LCDC Board reviewed the **September & October Financial Reports** for the Lewis County Development Corporation and Black Moose Development, LLC. The reports were approved upon a motion by Eric Virkler and seconded by Larry Dolhof. All present were in favor and motion carried.
- V. **Items for Approval**
  - a. **Purchase Agreement – Lewis County IDA**
    - i. The appraisal came back in line with expectations, so the board can move forward with the LCIDA purchase that will include the property and outstanding lease receivables. Staff noted that the LCIDA will seek stipulations to put in place to ensure the property isn't at risk of default in the event of sale to a private entity.
      - a. A motion authorizing Tim Petersen to sign on behalf of Black Moose Development, LLC was made by Larry Dolhof and seconded by Eric Virkler.
  - b. **Vacant Property Revitalization Program Contract with Lewis County**
    - i. The Vacant Property Revitalization Program payback structure has been altered to reflect grant amounts as per discussion from the last meeting.

- a. A motion to enter into a contract with Lewis County to receive Vacant Property Revitalization Program funds was made by Tim Petersen and seconded by Michael Bradish.
    - b. Eric Virkler and Larry Dolhof abstain due to their dual roles as County representatives and LCDC board members.
  - c. **LCDC Governance Committee – Policies to Approve:**
    - i. In line with the goal to ensure LCDC policies are compliant with the ABO by end-of-year, the following policies have been updated: Attendance, Compensation and Reimbursement Policy; Code of Ethics; Conflict of Interest; Defense & Indemnification; Internal Controls Policy; Investment Policy; Policy Prohibiting Extension of Credit; Procurement Policy; Real Property Acquisition Policy; Property Disposition Policy; Travel Policy; Whistleblower Policy.
      - a. A motion to approve all above policies, with the exception of Conflict of Interest, with incorporated changes was made by Tim Petersen and seconded by Eric Virkler.
- VI. **Executive Directors Report**
  - a. Brittany Davis noted the previously distributed Executive Director's Report noting highlights over the last month. These highlights included: (a.) Fall Business Leaders Breakfast, which was held at Tug Hill Estate, (b.) Ian Gilbert and Jenna Lauraine were nominated for NNY Business' 20 Under 40 Awards, and (c.) Crave Diner, in downtown Lowville, has come to fruition out of a connection between the DBA Lewis County Program and the Center for Businesses in Transition.
- VII. **Discussion Items**
  - a. **Lyons Falls & Glenfield School**
    - i. Lyons Falls School
      - a. The Board discussed their potential involvement in the revitalization of this property. No action was taken at this time.
    - ii. Glenfield School

- a. Staff are beginning the RFP process for the transition of this property after the County is done utilizing the space. An MOU with the County is the next step to begin the process. Staff will set up a committee meeting to discuss this further.
  - b. **CEDP Committee Program Priorities for 2023**
    - i. The Community Economic Development Program Committee met for the first time in October. The Program will include three funds totaling \$150,000: (1) Small Things, Big Impacts Fund, (2) Build Business Fund, and (3) Community Connections. Small Things, Big Impacts will provide up to \$1,000 for increasing a business' visibility. The Building Business Fund will provide a minimum of \$10,000 and be centered on the tools for growing business- equipment, machinery, etc. Community Connections will focus on projects improving the quality of life in Lewis County.
  - c. **Marketing of Lyons Falls Mill Upper Site**
    - i. With the sale of the High Falls building parcel to the LCIDA, the LCDC will now focus on marketing the Lyons Falls Upper Mill Site. This will be a priority for early 2023.
- VIII. **Adjournment** – a motion to adjourn was made at 11:30AM by Michael Bradish and seconded by Tim Petersen. Motion carried.

Respectfully submitted,



Eric Virkler

LCDC Secretary