



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

**Others Present** | Ian Gilbert (Ian Gilbert Attorney at Law), Brittany Davis, Cheyenne Steria, Jenna Lauraine, Kaylee Tabolt (Virtual)

**I. Call to Order**

- a. Chairman Timothy Petersen called the meeting to order at 10:29AM.

**II. Minutes for the January 5, 2023 Regular Meeting 10:30AM - 8:32AM**

- a. The **minutes** of the **January 5, 2023 Regular 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 10:32AM - 10:41AM**

- a. The LCDC Board reviewed the **January & February 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 Terry Thisse. All present were in favor and motion carried.

**IV. Items for Approval 10:42AM - 11:25AM**

- a. Staff noted the LCDC Board voted on the **Commercial Operation Date** for Number 3 Wind via email. This vote resulted 10 "Aye" to 1 "Nay" (Terry Thisse).
- b. The LCDC Board reviewed the previously distributed **Staff Services Agreement** between the LCDC and County of Lewis Industrial Development Agency.
  - i. A motion to approve of the Staff Services Agreement with the LCIDA (\$1,600 per year, billed at \$400 per quarter) was made by Larry Dolhof and seconded by Tyler McDonald. All present were in favor and motion carried.
- c. Staff discussed the sale of the High Falls building lot and subdivision to the LCIDA. The sale price of \$100,000 was made to Black Moose Development, LLC. Staff asked the board to consider moving the \$100,000 to the LCDC to cover administration and other costs associated to the sale.

- i. A motion to move \$100,000 from Black Moose LLC. to the LCDC was made by Michael Bradish and seconded by Eric Virkler. All present were in favor and motion carried.
- d. The LCDC Board reviewed the previously distributed **Conflict of Interest Policy**. LCDC Attorney, Ian Gilbert, reviewed the new policy and stated that it requires board members to disclose of any conflicts or perceived conflicts they may have relating to the board or programming, in general, but also provides flexibility for board members to recuse themselves from board discussions relating to programs or initiatives they may have involvement in.
  - i. A motion to approve the Conflict of Interest Policy was made by Eric Virkler and seconded by Shellie Marks. All present were in favor and motion carried.
- e. The LCDC Board reviewed the previously distributed **Internal Controls Policy**. LCDC Auditors suggested a slight change in wording regarding the audit process.
  - i. A motion to reapprove of the **Internal Controls Policy** was made by Christie Andrus-Nakano and seconded by Mick Lehman. All present were in favor and motion carried.
- f. The LCDC Board reviewed the previously distributed **Vacant Property Revitalization Guidelines**. Staff noted that these guidelines have been approved in the past; they have been revised to include that a three-phase reimbursement is allowed: 1. after the completion of environmental studies, 2. at the completion of environmental remediation, 3. at the completion of the project.
  - i. A motion to approve of the revisions to the **Vacant Property Revitalization Guidelines** was made by Larry Dolhof and seconded by Eric Virkler. All present were in favor and motion carried.
- g. Staff presented on the previously distributed **Property Development Strategy**. Three property situations have been addressed: properties with owners that are motivated to redevelop, properties that are not well maintained, but should be, and “zombie” properties in foreclosure, need remediation, etc. Staff also reviewed the MOU with the Lewis County on the Glenfield School remarketing initiative, and the development of new LLC’s to accept properties from Lewis County to remediate or remarket.
  - i. A motion to approve of the MoU between the LCDC and Lewis County on the Glenfield School Marketing services was approved by Mick Lehman and seconded by Michael Bradish. Larry Dolhof and Eric Virkler abstain. All present were in favor and motion carried.

- ii. A motion to approve the formation of Glenfield Elementary Development, LLC as a subsidiary of the LCDC, to approve the formation of Lyons Falls Elementary Development, LLC as a subsidiary of the LCDC was made by and seconded by Terry Thisse and seconded by Michael Bradish. All present were in favor and motion carried.
- iii. A motion to approve the transfer of the Lyons Falls School from Lewis County to any subsidiary of the LCDC umbrella, pending the public hearing that Lewis County will hold and any further process requirements, was made by Mick Lehman, seconded by Terry Thisse. All present were in favor and motion carried.

**V. Executive Director's Report** **11:26AM - 11:32AM**

- a. Brittany Davis noted partnership updates, policies updates, research and education updates, outreach and visibility updates, and strategic funding development updates for the months of January and February. Some of these updates pertained to: the Spring Business Leaders Breakfast, themed Collaboration vs. Competition, the approval for an Economic Development Intern through the Pratt Northam Workership Program, and DBA Lewis County, the Village of Lyons Falls NY Forward award, and property development.

**VI. New Business** **11:33AM-11:59AM**

- a. Staff provided updates on the development of Naturally Lewis Inc. Since the three-board meeting, updates to the staffing structure have altered to better address all job duties and create a more all-inclusive structure.
- b. Staff discussed the previously distributed draft **Staff Services Agreement** between the Lewis County Chamber of Commerce, LCDC and LCIDA and the new Naturally Lewis 501(c)3. Formal approval of this contract will happen in the coming months.

**VII. Adjournment** **11:33AM-11:59AM**

- a. A motion to adjourn was made at 12:00PM by Michael Bradish and seconded by Eric Virkler. Motion carried.