



Minutes of the Lewis County Development Corporation

Regular Board Meeting | November 2023

Lewis County JCC Education Center | Lowville, NY

Board Members Present | Mick Lehman, Tim Petersen, Tyler McDonald, Larry Dolhof, Shellie Marks, Jessica Clemons, Christie Andrus-Nakano (online), Terry Thisse (arrived 10:07AM), Eric Virkler (arrived 10:39AM)

Others Present | Brittany Davis, Cheyenne Steria, Jenna Lauraine, Kaylee Tabolt, Emma Dening

- I. Call to Order
 - a. Chairman Tim Petersen called the meeting to order at 10:03AM.
- II. Minutes for the October Regular Meeting 10:03AM – 10:04AM
 - a. The **minutes** of the October Regular Board Meeting were reviewed by the Board. A motion to approve of the October Regular Board Meeting Minutes was made by Shellie Marks and seconded by Larry Dolhof. All present were in favor and motion carried.
- III. Financial Reports for September-October 10:04AM – 10:12AM
 - a. The **financial reports** for September-October were reviewed by the Board. A motion to approve the financial reports was made by Tyler McDonald and seconded by Mick Lehman. All present were in favor and motion carried.
- IV. Items for Approval 10:12AM – 10:43AM
 - a. Community Economic Development Program
 - i. The Board reviewed the previously distributed **Community Economic Development Program Committee Minutes**. The Board reviewed the Small Things Big Impacts, Community Connections, and Building Business Fund Committee recommendations.
 1. A motion to approve of the CEDP Committee’s recommendations as laid out – awarding 0 Community Connections Fund applications and the identified Building Business Fund applications – was made by Jessica Clemons and seconded by Shellie Marks. All present were in favor and motion carried.
 - ii. The Board reviewed the recommended focuses for the 2024 CEDP Fund by the CEDP Committee.
 - b. Transition LCIDA Revolving Loan Funds
 - i. The Board reviewed and discussed **transitioning the LCIDA Loan Funds** to the LCDC. The LCIDA has approved of the transition of the Micro-Revolving Loan Fund and USDA Loan Fund to the LCDC as the programs more wholly align with the LCDC’s function.
 1. A motion to accept the transition of the LCIDA’s Micro-Revolving Loan Fund and USDA Loan Fund to the LCDC, with a transition of the LCIDA Loan Committee, was made by Tim Petersen and seconded by Tyler McDonald. All present were in favor and motion carried.



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- V. LCDC Report 10:43AM – 10:47AM
- a. Brittany Davis noted ongoing and upcoming LCDC projects including:
 - i. CDBG Microenterprise Application
 - ii. Vacant Property Revitalization Program Funding Request
- VI. Correspondence 10:47AM – 10:50AM
- a. Resignation – Michael Bradish
 - i. The Board reviewed and discussed the submitted formal resignation of Michael Bradish.
 - 1. A motion to accept Michael Bradish’s motion with appreciation for his service and regret was made by Eric Virkler and seconded by Larry Dolhof. All present were in favor and motion carried.
- VII. Discussion Items 10:50AM-11:35AM
- a. Key Work of the LCDC Discussion
 - i. The Board discussed the future structure of the Board and its role in the community. The Board would like to see a reduction in its size and hold strategic workshops to better clarify its purpose and role with the development of Naturally Lewis, Inc. These workshops will begin in early 2024.
 - b. Interest Revenue Allocation
 - i. Cheyenne Steria noted that the LCDC is collecting revenue on interest for funds in their accounts. The Board discussed what to do with these funds, how they should be invested, and eligibility options for higher-interest accounts, like NYCLASS. The Board does not want to see these funds adopt restrictions if they are transitioned.
 - ii. The Board would like to see these funds used to pay debt, administrative costs, and/or redirected back to the money’s original purpose.
 - c. Village of Lyons Falls NY Forward Project
 - i. Brittany Davis noted that the proposed NY Forward project for the Lyons Falls Mill Site has been selected as a project for NYS consideration by the LPC. The Board should proactively think about the next steps of the Lyons Falls Mill should it be approved as a final project. The LCDC committed to spend \$150,000 and requested \$150,000 as a reimbursable grant from NYS in this project proposal.
- VIII. Adjournment
- a. A motion to adjourn was made at 11:35AM by Terry Thisse and seconded by Mick Lehman. All present were in favor and motion carried.