



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

Absent | Jessica Clemons, Tim Petersen

**Others Present:** Brittany Davis, Cheyenne Steria, Jenna Lauraine, Kaylee Tabolt

**I. Call to Order**

- A. Vice Chairman McDonald called the meeting to order at 10:09AM.

**II. Privilege of the Floor**

**III. Minutes**

**10:08AM-10:09AM**

- A. The **minutes** of the **July 2023 Regular Meeting** were approved upon a motion made by Mick Lehman and seconded by Mike Bradish. All present were in favor and motion carried.

**IV. Financial Reports**

**10:09AM-10:17AM**

- A. The LCDC Board reviewed the **July & August Financial Reports** for the Lewis County Development Corporation and Black Moose Development, LLC. The reports were approved upon a motion by Eric Sunderhaft and seconded by Mick Lehman. All present were in favor and motion carried.

**V. Items for Approval**

**10:18AM-11:25AM**

- A. Extend Kruger Option Agreement to 12/31/23
- A. Brittany Davis noted the history of the LCDC's relationship with Kruger regarding its option to acquire a portion of the Lyons Falls mill property, and Kruger's request to extend their **Option Agreement**. This will be the fifth request to extend the option. The board discussed extending its option until the end of 2023 a final time, as well as starting to assemble a permanent easement agreement to continue to allow them access to their property, whether they exercise their option or not.
- a. A motion to extend Kruger's **Option Agreement** until 12-31-2023 for a final time was made by Eric Virkler and seconded by Terry Thisse. All present were in favor and motion carried.
- b. A motion to authorize moving ahead, if needed, on establishing a permanent easement agreement on the existing roadway at the Lyons Falls site was made by Eric Virkler and seconded by Mick Lehman. All present were in favor and motion carried.
- B. Authorize \$50,000 towards Mill Site Beautification Project for Village of Lyons Falls New York Forward Program
- A. The Board reviewed the previously distributed **Lyons Falls NY Forward Project Proposal** for the LCDC's development project. Staff noted that



an ad hoc committee was formed in August to discuss a potential beautification project on the Lyons Falls Mill Site to submit for funding from the Village of Lyons Falls New York Forward Program. A concept was submitted to the Local Planning Committee, which included site beautification, permanent seating, an overlook and green space at approximately \$200,000. The state will be looking for commitments from funding sources before they approve projects.

- a. A motion to approve allocating \$50,000 towards the Lyons Falls Mill beautification project, if awarded through the New York Forward Program, was made by Christie Andrus-Nakano and seconded by Shellie Marks. All present were in favor and motion carried.

C. 2023 Staff Services Agreement with Naturally Lewis

- A. The Board reviewed the previously distributed **2023 Staff Services Agreement Between the LCDC & Naturally Lewis Inc.** Brittany Davis clarified the role of the Agreement as a partnership between the LCDC and Naturally Lewis Inc., and the need for Naturally Lewis Inc.'s staff to continue administering the services of the LCDC. The agreement discusses specific staff services to be performed and the service fee to be paid to Naturally Lewis Inc

- a. A motion to approve of the **2023 Staff Services Agreement with Naturally Lewis Inc., from October 1, 2023-December 31, 2023** with a prorated fee of \$47,500 from the LCDC to Naturally Lewis Inc, as this is the cost of 50% of administration fees relating to grant programming and property development initiatives in 2023, was made by Eric Virkler and seconded by Mick Lehman. All present were in favor and motion carried.

D. 2024 Staff Services Agreement LCDC & Naturally Lewis

- A. The Board reviewed the previously distributed **2024 Staff Services Agreement Between the LCDC & Naturally Lewis Inc.**

- a. A motion to approve of the **2024 Staff Services Agreement with Naturally Lewis Inc, from January 1, 2024 – December 31, 2024** with a prorated fee of \$7,613 from the LCDC to Naturally Lewis Inc, as this is the cost of 50% of budgeted administration fees relating to budgeted and anticipated grant programming and property development initiatives in 2024, was made by Christie Andrus-Nakano and seconded by Mick Lehman. All present were in favor and motion carried.



E. 2024 Budget

- A. The Board reviewed the previously distributed **2024 Draft Budget**.  
Cheyenne Steria provided an overview of this budget and the included financials.
  - a. A motion to accept the **2024 Draft Budget** was made by Terry Thisse and seconded by Eric Virkler. All present were in favor and motion carried.

**VI. Executive Directors Report**

**11:26AM-11:30AM**

- A. Brittany Davis noted upcoming events, such as Food Truck Fridays, Art in the Park, Business & Community Leaders Breakfast, the ANCA Annual Meeting in LEwis County, and the NYSEDC IDA Academy in Lewis County in November, as well as the staff's work in the coming month on the Village of Lowville Downtown Revitalization Initiative application.

**VII. Discussion Items**

**11:31-11:40AM**

- A. Commitment to Considering Funds for Glenfield Senior Housing, LLC
  - A. Brittany Davis provided the Board with an update on the Glenfield School Development by Rochester Cornerstone Group, and the developer's work on their funding application to Homes and Community Renewal. Brittany asked the board to consider a letter of commitment towards the project as it relates to potential funding through the Vacant Property Revitalization Program. The commitment would be a consideration of allocating \$100,000 towards the project, upon receiving project application in the future.
    - a. A motion to write a letter of commitment for the Rochester Cornerstone Group's funding application to Homes and Community Renewal on LCDC's consideration of committing \$100,000 of Vacant Property Revitalization funding for Glenfield Senior Housing, LLC upon receiving an application was made by Terry Thisse and seconded by Eric Sunderhaft. All present were in favor and motion carried.
  - B. Community Economic Development Program Updates
    - A. Jenna Lauraine provided the Board with an update on the Community Economic Development program and the status of the the program's opportunities.

- VIII. **Adjournment** – A motion to adjourn was made at 11:41AM by Mick Lehman and seconded by Larry Dolhof. Motion carried.



Naturally Lewis | Lewis County Development Corporation  
Board Meeting Minutes  
September 7, 2023 | 10:00AM

**Respectfully submitted,**

**Eric Virkler**

**LCDC Secretary**