



## Minutes of the Lewis County Development Corporation

Regular Board Meeting | March 7, 2024

Lewis County JCC Education Center | Lowville, NY

**Board Members Present** | Larry Dolhof, Mick Lehman, Shellie Marks, Tyler McDonald, Eric Virkler, Tim Petersen, Christie Andrus-Nakano (Virtual), Jessica Clemons (Virtual)

**Others Present** | Cheyenne Steria, Brittany Davis, Gilles Cole (Kruger), Chuck Loon (Kruger)

- I. Call to Order
  - a. Chairman Tim Petersen called the meeting to order at 10:49AM.
- II. Privilege of the Floor
  - a. Kruger
    - i. Gilles Cole and Chuck Loon joined the meeting via Zoom to provide an update on the project. Kruger plans to submit an RFP for credits through NYSERDA in June for the project, and the intent to close on the option for additional land needed for the expansion will happen within the next 30-60 days. LCDC Board members urged Kruger to make the building aesthetically pleasing given the future development of the site, as well as provide public access to provide a better view of the falls. The LCDC board requests that staff request design oversight from Kruger.
- III. Minutes for the January Regular Meeting
  - a. The **minutes** of the January Regular Board Meeting were reviewed by the Board. A motion to approve of the January Regular Board Meeting Minutes was made by Tyler McDonald and seconded by Mick Lehman. All present were in favor and motion carried.
- IV. Financial Reports for January-February
  - a. The **financial reports** for January-February were reviewed by the Board. A motion to approve the financial reports was made by Eric Virkler and seconded by Tyler McDonald. All present were in favor and motion carried.
- V. Items for Approval
  - a. Kruger Sale Agreements
  - b. Allocate \$186,000 in Community Economic Development Program Funds towards the following programs in 2024:
    - \$100,000 – Building Business Fund
    - \$60,000 – Community Connections Fund
    - \$26,000 – Small Things, Big Impacts Fund
    - i. The Board reviewed and discussed the Community Economic Development Program's allocations for 2024.
      1. A motion to allocate \$186,000 in Community Economic Development Program Funds towards the Building Business



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Fund (100,000), the Community Connections Fund (60,000), and the Small Things, Big Impacts Fund (26,000) was made by Shellie Marks and seconded by Tyler McDonald. All present voted in favor and motion carried.

- c. Adopt Loan Write-Off and Rating Policy
  - i. The Board reviewed and discussed the previously distributed **Draft Loan Write-Off and Rating Policy**.
    - 1. A motion to adopt the Draft Loan Write-Off and Rating Policy was made by Larry Dolhof and seconded by Tyler McDonald. All present were in favor and motion carried.

### VI. LCDC Report

- a. Brittany Davis noted ongoing and upcoming LCDC projects including:
  - i. Hiring Trish Michael as the Finance & Operations Manager
  - ii. CDBG Microenterprise Application – Launch Lewis County

### VII. Discussion Items

- a. Key Work & New Mission of LCDC – Work Session
  - i. Brittany Davis discussed setting a work session date to identify the Key Work and New Mission statement of the LCDC. The work session will take place on April 4th at 10am.

### VIII. Adjournment

- a. A motion to adjourn was made by Larry Dolhof and seconded by Tyler McDonald. All present were in favor and motion carried.