

**Minutes** of the Lewis County Development Corporation Regular Board Meeting

January 5, 2023

JCC Education Center

Lowville, NY 13367

**Board Members Present:** Eric Virkler, Larry Dolhof, Eric Sunderhaft, Tim Petersen, Terry Thisse, Mick Lehman, Shellie Marks, Tyle McDonald, Jessica Clemons

**Virtual:** Christie Andrus-Nakano

**Others Present:** Brittany Davis, Cheyenne Steria, Kaylee Tabolt, Kristen Aucter, Ian Gilbert (Ian Gilbert, Attorney at Law)

**Absent:** Michael Bradish

- I. **Call to Order** – Meeting called to order by Chairman Petersen at 10:02AM
- II. **Privilege of the Floor**
- III. **Minutes**
  - a. **The minutes for November 3, 2022 Board Meeting** were approved upon a motion made by Mickey Lehman and seconded by Terry Thisse. All present were in favor and motion carried.
- IV. **Financial Reports**
  - a. The LCDC Board reviewed the **November & December 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 Shellie Marks. All present were in favor and motion carried.
- V. **Items for Approval**
  - a. **MOU – Glenfield School Marketing**
    - i. Staff provided an update on the marketing efforts of the Glenfield School and resulting interest. As the MOU has not been provided by Lewis County, this item will be tabled.
      1. A motion to set up an ad hoc committee to review letters of interest and proposals for sale decision-making of the Glenfield Elementary School, consisting of LCDC and Lewis County representatives, was made by Larry Dolhof and seconded by Eric Virkler.
  - b. **Kruger – Option to Buy – 120 Day Extension**
    - i. Kruger is seeking a 120-day extension on their Option to Purchase to allow more time for their independent studies to be analyzed.
      1. A motion to approve the 120-day extension on the Option to Purchase was made by Mickey Lehman and seconded by Eric Sunderhaft.
- VI. **Executive Director’s Report**
  - a. Brittany Davis noted the previously distributed **Executive Directors Report**. The partnership between Naturally Lewis and the Chamber is still developing with the Member Investor Network launching this month. Along with this, property development is growing, and progress is being made on the Vacant to Value initiative. Brittany attended the Area Development conference, which brought site selectors together, as a professional development opportunity.
- VII. **Correspondence**

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VIII. **Discussion Items**

a. **Projects Committee Notes – Project Priorities**

- i. With the understanding that the LCDC can be a mechanism to promote properties towards developers, the Projects Committee discussed the LCDC's strengths in property development, opportunities in property development, aspirations, short-term priorities, and long-term priorities. The LCDC acknowledges that local support is necessary to be an effective tool for development, and that it may take on more of a facilitation role.

b. **Lyons Falls School Update**

- i. Staff provided an update on the Lyons Falls School and the Restore NY grant. Without the LCDC stepping in to acquire the property from the County, following the foreclosure process, the property will never get into the hands of motivated developers. The board discussed its willingness to take on risky property projects and asked the staff to start developing a matrix to identify what projects to take on.

c. **Various Program Updates**

- i. The LCDC is waiting to receive funds for Vacant Property Revitalization (VPR) program. During this waiting period, staff is working to develop online software for the VPR and Community Economic Development Program (CEDP).
- ii. Staff presented the 2023 strategic goals and priorities. Naturally Lewis' strategic pillars are (a.) outreach & visibility, (b.) research & education, (c.) develop policies, (d.) develop partnerships, and (e.) strategic funding development. Staff noted new and continued goals associated with each of these priorities for 2023. Naturally Lewis will be renewing its three-year plan for 2024.

IX. **Executive Session**

X. **Adjournment**

- a. A motion to adjourn was made by Larry Dolhof and seconded by Eric Sunderhaft. Adjourned at 11:36AM.

**Respectfully submitted,**

**Eric Virkler  
LCDC Secretary**