



Board Members Present | Christie Andrus-Nakano, Tim Petersen, Mick Lehman, Larry Dolhof, Terry Thisse, Shellie Marks, Eric Virkler, Jessica Clemons

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

Others Present via Zoom | Trish Michael

I. Call to Order

- a. Chairman Tim Petersen called the meeting to order at 9:04am.

II. Minutes

- a. The minutes of the May 2024 Regular Board Meeting were reviewed by the Board. A motion to approve of the May Regular Board Meeting Minutes was made by Shellie Marks and seconded by Terry Thisse. All present were in favor and motion carried.

III. Financial Reports

- b. The financial reports for May to June were reviewed by the Board. Trish Michael discussed notables on the profit and loss and balance sheets. A motion to approve the financial reports was made by Mick Lehman and seconded by Jessica Clemons. All present were in favor and motion carried.

IV. Items for Approval

c. Kruger Option Agreement

- i. The Board reviewed and discussed the proposed final option agreement between the LCDC and Kruger. Looking to have a final option agreement approved by the Board. Brittany Davis noted that this proposal was developed with the Executive Committee and Larry Dolhof at length, and looked over by Kruger themselves. Larry Dolhof questioned their fiscal status, and Brittany Davis noted that it seems that Kruger is reliant on New York State funding, through a NYSEDA grant, for a repowering project on the plant. The proposal to extend their option includes:
1. A motion to approve the proposal was made by Eric Virkler and seconded by Larry Dolhof. All present voted in favor and motion carried.
- ii. Eric Virkler questioned if Ray Meyer can be connected with the retrieve the initial option agreement Kruger was offered in the past. Eric Virkler and Brittany Davis noted that it is currently the "Comment Period" for the hydro relicensing through FERC and that we should provide comment prompting a future plan for the site if Kruger is not awarded NYSEDA funding. There were concerns expressed about the future of hydro and Kruger and what that would mean for the mill site as a whole.

d. LCDC Key Work & Mission Statement

- i. The Board reviewed and discussed the previously distributed proposed LCDC Board Mission and Key Work statements:

The mission of the Lewis County Development Corporation is to drive economic prosperity in Lewis County through innovative property development, strategic funding initiatives for business development and transparent community collaboration. The key work of the LCDC is as follows:

- Engage in new and adaptive reuse projects that facilitate property & site developments, supporting the growth of small to medium sized businesses.
 - Further enhance our ongoing efforts in developing and administering loan and grant programs to foster the growth of businesses in Lewis County.
 - Engage in collaborative conversations and partnerships with municipalities and communities, prioritizing transparency and gaining support, to collectively achieve goals and advance positive economic development for the Lewis County community.
 - Engage in strategic conversations about our Key Work.
- ii. Brittany Davis noted the process the entire Board has worked through the develop these focuses.
1. A motion to approve the key work and mission statements was made by Eric Virkler and seconded by Mick Lehman. All present voted in favor and motion carried.
- e. By-Laws Review & Readoption
- i. The Board reviewed and discussed the proposed LCDC By-Laws revisions. Brittany Davis noted the conversations by the LCDC Executive Committee, and the proposed revisions including updating the key work and mission statement to be direct and efficient, and adjusting the Board of Directors maximum capacity from 15 to nine.
 1. A motion to readopt the By-Laws was made by Shellie Marks and seconded by Jessica Clemons. All present voted in favor and motion carried.
- f. Community Economic Development Program Committee
- i. Jenna Lauraine provided an overview of the Community Connections Fund and the \$500,000 in asks for the opportunity. Jenna Lauraine also provided an overview of the Community Economic Development Program Committee discussion; the Community Economic Development Program Committee recommends the Village of Castorland and the Village of Port Leyden for \$30,000 each in Community Connections funding due to their alignment with the program's mission. The Village of Castorland has applied for funding to create a new Heritage Park and walking trail, and the Village of

Port Leyden has applied for funding for Port Leyden Park Improvements, which would include a new pavilion, landscaping, trees, murals and play set. Larry Dolhof questioned the program's layout in being up-front funding; Jenna Lauraine provided that the contracts for this fund define the funding as a forgivable loan, where the funds transition to interest-bearing loan funds after one year if the project is not completed. Mick Lehman added that the intention with the funding opportunity, in its development, was to be the seed funding that allowed these projects to get off the ground; these funds will allow applicants to secure additional funding opportunities. Larry Dolhof questioned the loan repayment terms of the funding; Cheyenne Steria provided that the goal is to never have the projects default. Eric Virkler added that committing to these projects is not fiscally impossible for villages and towns; it is their responsibility to allocate funds to improving their communities, as their taxpayers would like to see.

1. A motion to approve of the CEDP Committee's recommendations was made by Terry Thisse and seconded by Mick Lehman. All present voted in favor and motion carried.
- ii. Larry Dolhof questioned Tom Kalamas' role in the Community Economic Development Program Committee. Larry provided that there are communities across Lewis County discussing developing a Summer Recreation program and questioned if that program would be eligible for these funds in 2025. Jenna Lauraine and Cheyenne Steria provided that the intention of the Community Connections Fund is to make an impact year-over-year, rather than for one program-year, but there is an opportunity to apply for the funding if it is shown the program is sustainable beyond one year. Brittany Davis added that Pratt Northam may be a better fit for a Summer Recreation program, as they are already funding similar projects, specifically for worker-ships. Larry Dolhof and Brittany Davis will connect on this specific project at another time to discuss a path forward for funding.
- g. Authorization to submit Project Application to administer the \$600,000 "Small Projects Fund" for the Village of Lowville DRI
 - i. Cheyenne Steria discussed that the Village of Lowville's Downtown Revitalization Initiative consultant is looking for an organization that can apply for a "Small Projects Fund" which will fund streetscape and facade improvements, and other similar projects that have big impacts, but are not as costly as full revitalization projects. The Board discussed the program's oversight by New York State and a concern for non-local decision making. Cheyenne Steria and Brittany Davis added that there will be stipulations for this program, which are currently undefined, and it is an opportunity for the LCDC to bring in revenue through an administrative fee. Tim Petersen reinstated that program specifics do not need to be defined at this meeting,

rather, we are considering if we want to apply for the funding through the DRI.

1. A motion to authorize the submission of a project application to administer the \$600,000 “Small Projects Fund” for the Village of Lowville DRI was made by Eric Virkler and seconded by Mick Lehman. All present voted in favor and motion carried.

h. Appoint LCDC Board Member to Loan/Grant Committee

- i. A motion to appoint Shellie Marks to the Loan/Grant Committee was made by Terry Thisse and seconded by Eric Virkler. All present voted in favor and motion carried.

V. LCDC Report

- a. Brittany Davis noted ongoing and upcoming LCDC projects including:
 - i. Glenfield School Updates
 - ii. Kruger updates
 - iii. Reboot Our Business Community Program
 - iv. Lyons Falls School Revitalization

VI. Discussion Items

- a. Brittany Davis noted the Executive Committee’s conversation on the Community Economic Development Program for the \$300,000 in reserve funds. Cheyenne Steria discussed the proposed Flood/Natural Disaster Relief Program, including Community Economic Development Program and Vacant Property Revitalization
 - i. A motion to allocate \$250,000 for emergency relief loans (which includes as \$25,000 directed donation from Community Bank), \$250,000 in Preventative Vacant Property Revitalization funds, and to commit up to \$50,000 to the Reboot Grant for emergency relief funding was made by Mick Lehman and seconded by Larry Dolhof. All present voted in favor and motion carried.

VII. Adjournment

- a. A motion to adjourn was made by Mick Lehman and seconded by Shellie Marks. All present voted in favor and motion carried.