

Board Members Present: Eric Virkler, Terry Thisse, Larry Dolhof, Michele Ledoux

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

- I. Call to Order
 - a. Vice Chairman Tyler McDonald called the meeting to order at 10:07am
- II. Minutes
 - a. The previously distributed minutes of the March Annual and Regular Board Meeting were reviewed by the Board.
 - i. A motion to approve of the March 2025 Annual and Regular Board Meetings were made by Larry Dolhof and seconded by Terry Thisse. All present voted in favor and motion carried.
- III. Financial Reports
 - a. Trish Michael discussed the previously distributed February 2025 and March 2025 Financial Reports. The Board discussed the journal entry recommendations from Bowers & Co., the LCDC auditors, and the designation of restricted accounts as negative assets rather than liabilities; Trish Michael will question Bowers & Co. on this designation and connect with Eric Virkler on the correspondence.
 - i. A motion to approve the previously distributed February 2025 and March 2025 Financial Reports was made by Larry Dolhof and seconded by Tyler McDonald. All present voted in favor and motion carried.
- IV. Items for Approval
 - a. Community Economic Development Program
 - i. Jenna Lauraine presented the previously distributed Community Economic Development Program Applications and Community Economic Development Program Committee Notes & Recommendations to the Board. The Committee did not recommend any Building Business Fund awards to be made in Quarter 1.
 - ii. A motion to approve \$100,000 to Rochester's Cornerstone Group in Vacant Property Revitalization funding for their Glenfield School redevelopment project, as recommended by the Community Economic Development Program Committee, was made by Eric Virkler and seconded by Larry Dolhof. Terry Thisse abstained. All present voted in favor and motion carried.
 - iii. A motion to approve of \$50,000 to QubicaAMF in Business Retention funding for their unfunded DEC mandate projects, as recommended by the Community Economic Development Program Committee, was made by Eric Virkler and seconded by Michele Ledoux. All present voted in favor and motion carried.
 - iv. A motion to approve of \$5,000 to ReNew Bremen for their Wagner Field development project and \$5,000 to Three G Volunteer Fire Company for their event space development project in Community Connections Funding,

as recommended by the Community Economic Development Program Committee, was made by Larry Dolhof and seconded by Michele Ledoux. All present voted in favor and motion carried.

- v. A motion to approve of the below funding in Small Things, Big Impacts Funding, as recommended by the Community Economic Development Program Committee, was made by Michele Ledoux and seconded by Larry Dolhof:

- The Bloom Bar Floral and Gift Shop - \$1,000
- Lowville Appliance and Air Conditioning, LLC - \$1,000
- Beaver River Central School - \$1,500
- Pine Grove Community Church Preservation Society, Inc. - \$1,000
- Iris Co Goods / Azahar Roast House - \$1,000
- Lewis County Homeschool Connection - \$1,000
- Great Lot Sportsman's Club Corp - \$1,000
- Tug Hill Artisan Roasters LLC - \$1,000
- Dani's Daffodils - \$600
- PhoebeNix Pet Salon LLC - \$1,000

All present voted in favor. Jasmine Coffman recused herself due to a conflict of interest. Motion carried.

- b. Launch Lewis County Approvals – CDBG Microenterprise Grant Program
 - i. Jenna Lauraine presented the previously distributed Launch Lewis County Final Applications and Scoring Matrix following the Grant & Loan Committee’s meeting; applications have been received for Lowville Appliance & Air Conditions. LLC and theBOX.
 - 1. A motion to approve the Launch Lewis County applications of Lowville Appliance & Air Conditioning, LLC (\$30,000) and theBOX (\$30,000) was made by Terry Thisse and seconded by Larry Dolhof. All present voted in favor and motion carried.
- c. Policy Adoption
 - i. The Board reviewed and discussed the previously distributed Bank Reconciliation Process Policy, Fixed Asset Capitalization Policy, Code of Ethics, Community Economic Development Program, Conflict of Interest Policy, Defense & Indemnification Policy, Diversity Policy, Internal Controls Policy, MWBE Policy, Prohibiting Extension of Credit Policy, Procurement Policy, Real Property Acquisition Policy, Property Disposition Policy, Travel Policy, and Whistleblower Policy. Brittany Davis noted committee discussion relating to the Real Property Acquisition Policy, Property Disposition Policy, and Internal Controls Policy.

