



Board Members Present: Erik Virkler, Larry Dolhof, Tyler McDonald, Michelle Ledoux, Terry Thisse (arrived at 10:22 am)

Board Members Absent: Tim Petersen

Others Present: Amy Hawthorne, Cheyenne Steria, Megan Marolf, Kaylee Millward, Jenna Lauraine, Joanne Witt

- I. Call to Order
 - a. Meeting was called to order by Vice Chairman Tyler McDonald at 10:03 am.
- II. Items for Approval
 - a. Minutes
 - i. A motion to approve the July 2025 Meeting minutes made by Larry Dolhof and seconded by Michelle Ledoux. All present voted in favor and the motion carried.
 - ii. A motion to approve the October Board Meeting minutes was made by Eric Virkler and seconded by Larry Dolhof. All present voted in favor and the motion carried.
 - Financial Reports
 - iii. Megan Marolf presented the **September Financial Statements**, including notables on the Profit-Loss Statement, Balance Sheet, and Expenses by Vendor.
 1. A motion to approve the **September Financial Statements** was made by Eric Virkler and seconded by Michelle Ledoux. All present voted in favor and the motion carried.
 - b. Community Economic Development Program Q3 Applications
 - i. Reallocating Preventative VPR Funding to VPR Fund
 1. The Board discussed the Vacant Property Revitalization Funding, which is nearly spent and is not expected to be replenished in 2026. The Board discussed reallocating \$65,620.57 from the Preventative Vacant Property Revitalization Fund, which was established in 2024 as a response to community flooding, back into the Vacant Property Revitalization Fund; a combination of uncommitted funds and unused funding from the Cedar Bridge Properties project.
 - a. A motion to reallocate \$65,620.57 from the Preventative VPR Fund into the VPR Fund was made by Erik Virkler and seconded by Larry Dolhof. All present voted in favor and motion carried.
 - ii. Vacant Property Revitalization Applications
 1. The Board reviewed and discussed the Vacant Property Revitalization project applicants and CEDP Committee recommendations. Eric Virkler proposed researching the option to include a lien on property after consulting with legal, if a loan becomes in default. The TopView Apartments project timeline

was discussed as a phase-in timeline process, rather than expecting completion of the project within 1 year. To minimize overall risk, it was noted that with a focus on revitalization, the business spaces can be repurposed if the businesses fail.

- a. A motion to approve \$100,000 of Vacant Property Revitalization Funding for TopView Apartments Lewis LLC, an increase from the committee recommendation of \$85,000, was made by Larry Dolhof and seconded by Eric Virkler. All present approved and the motion carried.
 - b. A motion to approve Vacant Property Revitalization Funding recommendations from the Community Economic Development Program for The Opera House Cantina (\$85,000), Harrisville Coffee Co. (\$20,000), and Harrisville Bistro (\$20,000) was made by Eric Virkler, and seconded by Tyler McDonald. All present voted in favor and the motion carried.
2. The Vacant Property Revitalization Fund is now closed, until we receive additional funding.
- iii. Building Business Fund Applications
 1. The Board reviewed and discussed the **Harrisville Coffee Co.** Building Business Fund application and the CEDP Committee recommendations.
 - a. A motion to approve \$20,000 of Building Business Fund applications from the Community Economic Development Program Committee Harrisville Coffee Company made by Terry Thisse and seconded by Larry Dolhof. All present voted in favor and the motion carried.
- iv. Community Connections Fund
 1. The Board reviewed and discussed the Community Connections Fund applications and the Community Economic Development Program Committee recommendations.
 - a. A motion to approve \$8,500 of Community Connections Fund funding to the Town of Diana was made by Michelle Ledoux and seconded by Larry Dolhof. All present voted in favor and motion carried.
- v. Small Things Big Impacts Fund
 1. The Board reviewed and discussed the Small Things, Big Impacts Fund applications and the Community Economic Development Program Committee recommendations.
 - a. A motion to approve of the applications from the Croghan Free Library (\$800), Hartley's Meat market (\$350), and NC Handymen LLC (\$1,000), at the recommendation of the Community Economic Development Program Committee, was made by Michelle Ledoux and seconded by Eric Virkler. All present voted in favor.

- c. 2026 Community Economic Development Program Draft
 - i. The Board reviewed and discussed the draft **2026 Community Economic Development Program Plan**.
 - 1. A motion to approve the 2026 Community Economic Development Plan was made by Erik Virkler and seconded by Larry Dolhof. All present voted in favor and the motion carried.
 - d. Launch Lewis County Applications
 - i. The Board reviewed and discussed the Grant/Loan Committee recommendations for funding through Launch Lewis County.
 - 1. A motion to approve Launch Lewis County funding for The Raven's Quill (\$30,000) and Steeple & Hearth (\$20,000), as recommended by the Grant/Loan Committee, was made by Eric Virkler and seconded by Terry Thisse. All present voted in favor and motion carried.
 - 2. **The Raven's Quill** - \$30,000
 - 3. **Steeple & Hearth** - \$20,000
 - ii. LCDC Report
 - e. Joanne Witt provided the LCDC Board with updates on the key work of the organization.
- III. Correspondence
 - a. Jasmine Coffman's Board Resignation
 - i. A motion to accept Jasmine Coffman's resignation was made by Larry Dolhof and seconded by Michelle Ledoux. All present voted in favor and motion carried.
- IV. Items for Discussion
 - a. Appointee LCDC Board Member to Grant/Loan Committee
 - i. The Board discussed new Board Member recruitment and the need for an LCDC Board Member to be appointed to the Grant/Loan Committee in place of Jasmine Coffman. Eric Virkler offered to temporarily fill the vacancy on the Grant/Loan Committee as a Board Member with experience in financials. The Board discussed the need for a Board Member with experience in banking/finance to permanently fill the vacancy on the Grant/Loan Committee. Staff will work to create a policy for Board Member Recruitment for discussion at the January 2026 Regular Board Meeting.
 - b. A motion to temporarily appoint Eric Virkler to the Grant/Loan Committee was made by Larry Dolhof and seconded by Tyler McDonald. All present voted in favor and motion carried.
- V. HCA/CEDP Impact Presentation
 - a. Cheyenne Steria presented on the impact of the Host Community Agreement that established funding for the Community Economic Development Program, showing the Board the big picture of their impact in our community. With Cheyenne's resignation, she implored the Board to see this big-picture impact and continue to champion the growth of a thriving Lewis County. The Board thanked Cheyenne for her years of service to the organization, including



LEWIS COUNTY DEVELOPMENT CORPORATION

Lewis County Development Corporation
Regular Board Meeting Minutes
November 6, 2025 | 10am – 12pm
Lewis County JCC Education Center | Lowville, NY

negotiation of the first-ever Host Community Agreement of this fashion in New York State.

VI. Adjournment.

- a. A motion to adjourn was made by Eric Virkler at 11:34 am and seconded by Tyler McDonald. All present voted in favor and motion carried.