

Board Members Present: Eric Virkler, Tim Petersen, Mick Lehman, Terry Thisse, Michelle Ledoux, Larry Dolhof, Tyler McDonald

Others Present: Ian Gilbert (Ian Gilbert, Attorney at Law), Joanne Witt, Cheyenne Steria, Kaylee Tabolt, Megan Marolf, Amy Hawthorne

I. Call to Order

- a. Chairman Tim Petersen called the meeting to order at 8:36am.

II. Privilege of the Floor

- a. New staff, Megan Marolf (Financial Operations Manager), Amy Hawthorne (Administrative Specialist), and Joanne Witt (Executive Director), and the Board introduced themselves.

III. Items for Approval

a. Financial Statements

- i. Cheyenne Steria presented the **July-August 2025 Financial Statements**, including notables on the Profit-Loss Statement, Balance Sheet, and Expenses by Vendor.

1. A motion to approve of the July-August Financial Statements was made by Mick Lehman and seconded by Terry Thisse. All present voted in favor and motion carried.

b. Funding Extension Requests

- i. The Board reviewed the extension requests below:

1. Snow Ridge – Vacant Property Revitalization Fund
 - a. Anticipated completion = December 2025
2. Port Leyden – Community Connections Fund
 - a. Anticipated completion = Spring 2026
3. TheBox – Launch Lewis County CDBG Funds
 - a. 6-month extension

- ii. A motion to extend the Snow Ridge project to Winter 2025, the Village of Port Leyden project to Spring 2026, and the theBox project for six months was made by Tyler McDonald and seconded by Michelle Ledoux. All present voted in favor and motion carried.

c. Draft 2026 Budget

- i. Cheyenne Steria presented the **Draft 2026 Budget** and **Cash Flow** to the Board. The Board reviewed and discussed the **Draft 2026 Budget**.

1. A motion to approve of the **Draft 2026 Budget** and **Cash Flow**, with the caveat to revise the \$200,000 NY Forward Grant from Income in QuickBooks before being uploaded to PARIS was made by Mick Lehman and seconded by Eric Virkler. All present voted in favor and motion carried.
 - d. Remove Brittany Davis and Add Joanne Will to Bank Accounts as Check Signers
 - i. A motion to remove Brittany Davis as a check signer from the Lewis County Development Corporation and Black Moose accounts and to add Joanne Witt as a check signer from the Lewis County Development Corporation and Black Moose accounts was made by Eric Virkler and seconded by Mick Lehman. All present voted in favor and motion carried.
- IV. LCDC Report
- a. Joanne Witt provided the LCDC Board with updated on the key work of the organization, including Kraft developments, staffing updates, and loan and grant programs.
- V. Items for Discussion
- a. Reporting Structure for Naturally Lewis, Inc. & Administered Entities
 - i. Cheyenne Steria presented the proposed reporting structure for the LCDC and Naturally Lewis, Inc. to ensure streamlined reporting and communication.
- VI. Adjournment
- a. A motion to adjourn was made at 12:01pm by Mick Lehman and seconded by Larry Dolhof. All present voted in favor and motion carried.