

Mission: 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.

Board Members Present: Erick Virkler, Larry Dolhof, Tim Petersen, Mickey Lehman, Tyler McDonald (joined at 10:17am)

Others Present: Joanne Witt, Megan Marolf, Jenna Lauraine, Amy Hawthorne, Casandra Buell, Tim Hunt

I. Call to Order

A. The meeting was called to order at 10: 15 am by Tim Petersen.

II. Items for Approval

A. Minutes

i. Motion to **approve November 6, 2025 Board Meeting Minutes**

was made by Larry Dolhof and seconded by Tim Petersen. All present voted in favor and the motion carried.

ii. Motion to **approve December 4, 2025 Off-Month Board Meeting**

**Minutes** was made by Mick Lehman and seconded by Larry Dolhof. All present voted in favor and the motion carried.

B. Financial Reports

i. Megan Marolf reviewed contracts and CEDP programs.

1. **Sales:** Black Moose sale has been finalized.

2. **Loan reports:** Tug Hill and Jeps are paying on time; should close earlier than original loan schedule. DANC loan went out, 143K balance remains at a 1% rate. Vendor sheet through November – Grants were issued at almost 200K.

3. **Updates:** Harrisville Coffee Company purchasing Bank Building through IDA – contract likely to be completed within the next few months.
  4. **Action Items:** Megan Marolf plans to create universal financial reports for ease of reporting across all Boards. Megan Marolf is set to meet with CPA to identify and investigate 93K loss, liabilities need to be cleaned up within our reporting and accounting software, so this figure is likely to change. Loan for BRVN was questioned, Megan to research.
    - ii. **Push for HCAs for energy PILOTS.** Eric Virkler suggests not allowing projects to be administered by towns if they cannot submit funds. Developers can work with the IDA or with each town directly. Joanne Witt and Megan Marolf will begin participating in these conversations to promote IDA PILOTS.
    - iii. Zoning for energy projects will not be avoidable – towns should not prohibit, but should heavily regulate these projects instead, according to legal counsel. ORES and HCAs should remain on our radar as a Board.
      1. **A motion to approve the Financial Report** was made by Eric Virkler and seconded by Tim Petersen. All present voted in favor and the motion carried.
- C. Community Economic Development Program Q4 Applications
1. CEDP Committee Notes & Recommendations
    - a. Building Business Fund Applications
      - i. Zehr's Flowers and Landscaping LLC
        1. Committee recommended approval of project for producing Silt Sock. STBI

request was also recommended for approval for same entity. **A motion to approve current Building Business Fund Application for Zehr's Flowers and Landscaping** was made by Larry Dolhof and seconded by Eric Virkler. All present voted in favor and the motion carried.

- b. Small Things Big Impacts Applications
  - i. Black River Valley Four Wheelers Club Inc.
  - ii. Lowville Dental Care
  - iii. TopView Apartments Lewis, LLC
  - iv. Events and Festivals Funding
    - 1. Town of Diana Community Days 5K
    - 2. Little Village Mushrooms
      - a. 20K was earmarked from Hershey fund; Committee recommended approval for the above projects. **A motion to approve all Small Things Big Impacts and Events and Festivals Funding recommendations** for the applications listed above as made by Tim Petersen and seconded by Eric Virkler. All present voted in favor and the motion carried.
  - v. Available Funding update: Carrying over 5K in BB fund 6K STBI, Events and Festivals will replenish. Payment for 2026 150K renewal from Wind Farm. Applications will open on quarterly rotating basis beginning Jan 15, 2026.
- c. Awarded 40K will receive admin funding as well; funded through 2028. Small projects fund- State money, anticipated to support about 8 projects.

III. Correspondence

IV. Items for Discussion

- A. DRI Small Projects Fund
- B. Appoint LCDC Board Member to Grant/Loan Committee
  - i. **A motion was made to appoint Eric Virkler to the LCDC Grant Loan Committee** by Tim Petersen and seconded by Tyler McDonald. All present voted in favor and the motion carried.
- C. Information purposes: In the process of updating our revolving loan guidelines, speaking with DANC today as the underwriter.
  - 1. Megan Marolf will look to see if there is a loan through IDA and LCDC regarding possible equipment loan.
- D. Lyons Falls Mill Site Marketing
  - 1. Sell Sheet
    - a. Megan Marolf spoke with DANC regarding existing loan and options for an open bid. 143K remains of the 250K loan. Interest rate is at 1%, allowing for a continuing of payments on the loan. There is an outstanding grant that we are not likely to receive. The plan is to launch marketing on January 12, 2026. Included in launch is a request for interest for this site. Naturally Lewis plans to keep marketing open through February, reaching out through partners, social media, emails, and community. Results will be brought to the Board for consideration.
    - b. Recommendation: Energy and power info on sell sheet. Larry Dolhof asks if we are open to a long-term lease. The Board agrees this is an option. Projects in the works can also be added: housing

complex, investments nearby within the community and adjoining properties. Lewis County sell sheet can be added by Jenna Lauraine. NY State contract reporter suggested by Cassie Buell. Various studies have already been completed on this site; linked applicable sites. NY Forward funding is attached to the site as well. BCA is working with NL on this project as the project manager.

2. Board approves site marketing launch next week.

V. Board Report

A. Joanne Witt reviewed the January Report with Board members. EDS position interviews next week (2 candidates). Suggest need to rewrite job description for DOD to help recruit more viable candidates. Anticipate the end of next week for the hiring of an EDS, and likely March for DOD hire. HR is partnering with us currently and will work with new hires. They are respecting our budget and needs.

VI. Adjournment

A. Motion to adjourn was made by Larry Dolhoff at 11:01 am and seconded by Mick Lehman. Meeting adjourned.

**Next Meeting:**

LCDC Off Month Board Meeting – February 5, 2026 – 10am – LC JCC Education Center (Conference Room)