

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: Tyler McDonald, Tim Petersen, Michele LeDoux, Terry Thisse, Eric Virkler, Larry Dolhof

Board Members Absent: Mick Lehman (Excused)

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

I. Call to Order

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

II. Privilege of the Floor

- a. Introduction of new staff members: Keely Marriott as the Economic Development Specialist and Roxanne Turck as the Director of Development. Discover Tug Hill swag and online store review.

III. Minutes

- a. A **motion to approve the minutes from the February 5, 2026 Board Meeting** was made by Larry Dolhof and seconded by Eric Virkler. All present voted in favor and the motion carried.

IV. Financial Reports

- a. Megan Marolf provided a financial review. Highlights: Liquid assets for LCDC as of February 2026 is 300K. Black Moose is tied to the property so LCDC would need to redesignate funds to use them. CEDP funding needs discussion and approval. Details are available in the financial report. Transferred money in VPR is now available for use through 2026. 100K is fund total, with additional funds available in CEDP if needed. A **motion to approve the financial reports** was made by Tim Petersen and seconded by Larry Dolhof. All present voted in favor and motion carried.

V. Items for Approval

a. Launch Lewis County Application

i. Second Place Beer Co. Grant/Loan Committee recommends 15K funding from SPBC funds available. Contract was up at the end of February, with a timeline of June, 2026 to get disbursements out. The Naturally Lewis team has been working on business solutions to bolster new business and secure additional equipment, furniture and inventory to help the business grow. The project cost is above 17K. This project fits the requirements for SPBC reimbursement-based funding. There are no other funding opportunities that fit this business model. Naturally Lewis has received a business plan from the owner. Larry Dolhof suggests a pro forma moving forward with expected positive economic impact and a more comprehensive business plan. Michele LeDoux states there is a notable shift from alcohol production in the region; the wine industry is facing change, questioning the wisdom in an investment into an alcohol-based business venture. Jenna states this business is a community space, rather than a typical bar.

1. A **motion to approve the Launch Lewis Application for Second Place Beer Co.** was made by Michele LeDoux and seconded by Larry Dolhof. All present voted in favor and the motion carried.

b. BRVN Business Retention Application

i. Filled out application- they have acquired letters of intent, along with an investor to cover matching funds. Co-manufacturing opportunities exist to help support this business and create cash flow contracts. A financial advisor and investor are working in conjunction with the business. They are requesting 50K. Upon becoming organic certified, this business could create a ripple effect, creating an uptick in organic dairy interest locally, which positions this business for possible future growth. Discussion among the Board included current investment totals and what is owed.

300K would remain available for future applications if this funding is approved.

1. A **motion to approve the application for BRVN for the Business Retention Fund** was made by Eric Virkler and seconded by Tim Petersen. All present voted in favor and the motion carried.

c. CEDP Extension Requests

i. Greenacres Processing

1. Requesting an extension until June 2026; this is a low interest loan. A **motion to approve Greenacres CEDP extension request until June 2026** was made by Tyler McDonald and seconded by Terry Thisse. All present voted in favor and the motion carried.

ii. Snow Ridge

1. Snow Ridge reports contractor issues. Requests an extension until June 2026 to receive final receipts for program. A **motion to approve Snow Ridge CEDP extension request until June 2026** was made by Eric Virkler and seconded by Tyler McDonald. All present voted in favor and the motion carried.
2. **Action item:** Megan Marolf recommended standard forms for addendums or amendments to allow for such extensions in our contracts and loans.

VI. LCDC Report

a. 2025 Annual Report

- i. **Naturally Lewis presented the 2025 Annual Report.** Business Leaders Breakfast at Lewis Lanes was a huge success, with great feedback.

VII. Correspondence

a. South Cottage Industries Thank You

- i. Board recognizes Thank You.

VIII. New Business

a. Lyons Falls Mill Site RFEI Update

- i. Closed the RFEI, no letters of interest. Discussion will continue. Tyler McDonald inquired about property blight around Lyons Falls. Casie Buell stated that this is a County issue and enforcement is complicated and costly. **LCDC will review available content to see if they can identify any items to include in the marketing and discussion of the Lyons Falls Mill Site.**

b. West Leyden Elementary – Water Study

- i. Tim Flanders is interested but needs a water study to access development financing. The plan is to apply for Community Connections Funding through the school or the developer. Casie states any future development will need the water study to make progress for future use and recommends that the developer pursues the CCF. Board makes a motion to approve the cost of the study. Suggests the use of CEDP funds, use lower estimated cost of 12 or 13K for the necessary scope of work and add on any additional needed work separately. MOU 7500 or 3% of the sale price back to Naturally Lewis, whichever is greater. **A motion was made by Larry Dolhof to approve the water study with half of the sales price going back to Naturally Lewis from the school, bid for 12.5, with a possible increase up to 20K to fulfill the water study and extra funds to be used for any further scope within this type of testing.** Motion was seconded by Tim Petersen. All present voted in favor and motion carried. Jenna will follow up with Tim Flanders to ensure we can secure what we need for the project to support the multi-unit apartment development.

c. IDA Revolving Loan Fund to LCDC

- i. 98K money is held in the account and it has fully revolved. LCIDA agreed to release the funds to the LCDC. **A motion to approve the fund transfer**

to LCDC was made by Larry Dolhof and seconded by Tyler McDonald. All present voted in favor and the motion carried.

d. Community Bank Sweep Account

i. None of the LCDC accounts are covered with a collateral statement. FDIC coverage is only up to 250K. This is a free resource through Community Bank – Megan Marolf identified the need for an additional Money Market account.

1. The board gives permission to open account to protect LCDC funds. A motion to **approve account protection on behalf of the LCDC** was made by Terry Thisse and seconded by Eric Virkler. All present voted in favor and the motion carried.

e. Create a subsidiary LLC for Property acquisition.

i. The cost is between 1,000.00 -1,500.00 dollars to set it up. There is an existing LLC beyond Black Moose. There was an additional LLC formed in 2023 **Naturally Lewis Development LLC**. The Board recommends that the sub LLC is attached to LCDC, in line with the creation of a separate sub LLC with each property site acquisition to protect the financial interest of the LCDC. A **motion to create an LLC** was made by Larry Dolhof and seconded by Tim Petersen. All present voted in favor and the motion carried. Generic name was recommended.

IX. Adjournment

i. A motion to adjourn was made by Larry Dolhof at 12:23pm and seconded by Tyler McDonald. Meeting adjourned.

Next Meeting: LCDC Off-Month Board Meeting – April 2, 2026 – 10am – LC JCC Education Center (Conference Room)