LCDC
LEWIS COUNTY DEVELOPMENT CORPORATION

# Board of Directors — Meeting Minutes

*Thursday, September 10, 2026, | 10:30 AM EDT*
*Location of meeting| Outdoor Services Building*

## Attendance & Quorum
## 10:30 AM

Quorum was confirmed with 5 of 6 board members present.

### Staff Present

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| Kristen Aucter | Roxanne Turck |
| Keely Marriott-Teams | Megan Rodgers |
| Megan Marolf | Micah Roes |

### Board Members & Guests Present

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| Tim Petersen | Tyler McDonald |
| Larry Dolhof | Michele Ledoux |
| Eric Virkler | |

*Not present: Mick Lehman - advanced notice given*

## I. Approval of Prior Minutes

The minutes of the July 2, 2026 meeting were presented for approval.

**Motion:** Approve the July 2, 2026 meeting minutes
**Motion to approve made by Eric Virkler, seconded by Tyler McDonald**

## II. Financial Reports — July & August 2026

- Quarter two payouts contributed to higher activity in the July financials.
- The GYMO water and sewer feasibility study at the West Leyden school was completed and final payment issued; the study identified a need for holding tank and leech field expansion for septic and holding tanks for water supply, and the developer is using the findings to pursue CFA grant applications.
- Other July vendor expenses reflected award recipients.

**Motion:** Approve the July 2026 financial report
**Motion to approve made by Larry Dolhof, seconded by Tyler McDonald**

- August financials showed no significant changes from July.

**Motion:** Approve the August 2026 financial report
**Motion to approve made by Tyler McDonald, seconded by Larry Dolhof**

## III. Items for Discussion

### Property & Site Development Committee

- Staff are working with Good Morning Realty and attorney Jen Gronzow from Wladis Law Firm on NDA and option agreement templates for target properties; once complete, options will begin to be executed.
- The next Property & Site Development Committee meeting is scheduled for September 28.

### Brokerage Agreements with Good Morning Realty

- The board discussed the proposed real estate agent fee structure and reached consensus that a per-option fee is appropriate for off-market properties only, and is not needed for the primary listed property, which the board can negotiate directly.
- Will be discussed further for a plan of action at the next Property & Site Committee Meeting

### IDA-Funded Studies

- The IDA will fund environmental and engineering studies once site control (options) is secured on target properties.

### Bloom Bar — Mullen's Service Station

- The staff informed the board that Bloom Bar will not move forward with renovating the former service station due to asbestos, structural issues, and cost.
- The Bloom Bar returned its prior program funding, making that funding available again to future applicants.
- The owner announced the business is closing, with existing contracts to be completed through the end of the year.
- Underground tanks at the site were confirmed removed by a prior owner.
- The board discussed strengthening the application process for the relevant funding program, including requiring SBDC training and stronger due diligence prior to awarding funds.

### Board Member Recruitment

- The board reviewed two current vacancies.
- Two applications were received, from Tyler Clemons and Kyle Horton, both bringing relevant commerce and project experience.
- The board agreed to invite both candidates to the November meeting for a no-obligation meet-and-greet, after they've had the chance to observe a full quarterly application review cycle.

### VPR Project Completion

- The board discussed the status of Vacant Property Revitalization project completions.
- Recommended creating a presentation for the Board of Legislators so they could see the completion of projects and the benefit the VPR funds have had on downtown communities

### Loan Repayment Status

- Staff provided an update on Black River Valley's LCDC loan, now past the start of the repayment schedule following the end of the grace period; no payments have been received yet.
- Staff met with the borrower, who committed to making a payment shortly and reported other outstanding obligations across LCDC and other lenders
- The borrower indicated new contracts are anticipated and described progress as moving in the right direction.

## IV. Items for Approval

**Motion:** Approve a six-month extension for Opera House Cantina
**Motion to approve made by Larry Dolhof, seconded by Tyler McDonald**

Work on the Opera House Cantina project is reportedly starting soon; staff will monitor the impact of the upcoming Complete Streets sidewalk and infrastructure project on that road.

## V. LCDC Report

- A program highlight was shared: Tyler MacDonald's Center Street building in Lyons Falls is now a massage therapy studio with upstairs apartments; staff plan to build a broader before-and-after slideshow of completed projects.
- The burned-out property known as Marriott's has a cleanup deadline of November 1; an RFP for demolition and cleanup has been issued in parallel, with costs charged back to the owner's tax bill if no action is taken.
- The Kruger Energy hydroelectric expansion project at Lyons Falls is underway, adding production capacity without adding jobs.
- The Village of Lowville agreed to help fund its portion of the Phase 2 environmental study for the AMF building; C&S is leading that study, with the cost reduced after DEC waived some testing requirements.
- USDA funds were transferred from the IDA to LCDC, growing the revolving loan fund available for small-business lending.
- The Lewis County Land Bank Corporation held its first meeting and remains in early setup.
- Staff attended the Chips and Bricks conference in Syracuse; the board discussed that businesses being displaced from Syracuse by rising rents may be a better outreach fit than Micron subcontractors directly.
- The IDA authorized an equipment leaseback for Sweeney's Laundry in Croghan, with strong community support; the owner completed SBDC training and a business plan.
- The final Food Truck Friday of the season will be held September 18 at Riverside Park in Lyons Falls, including a time capsule opening from a 1975 fifth-grade class.
- Staff shared a tourism update: the Tug Hill brand continues to grow organically, with paid promotion starting soon and the visitor guide being expanded into a resident guide.

## VI. Correspondence

No additional correspondence items were raised.

## VII. Action Items

- Confirm receipt of the borrower's committed loan payment by September 17; follow up if none is received. — Staff
- Finalize NDA and option agreement templates with attorney Jen ahead of the September 28 Property & Site Development Committee meeting. — Staff
- Reach out to Jessica Moser regarding serving as LCDC's attorney. — Staff
- Invite Tyler Clemons and Kyle Horton to the November board meeting as a no-obligation meet-and-greet. — Staff
- Check the impact of the upcoming Complete Streets project on the Opera House Cantina renovation. — Micah Roes
- Build a before-and-after slideshow of completed program projects for the board. — Staff

## VIII. Adjournment

## 12:00 PM

There being no further business, the meeting was adjourned.

**Motion to approve made by Larry Dolhof, seconded by Tyler McDonald**

**Next Meeting:**

Tentative: October 8, 2026, 10:30 AM — Outdoor Services Building (Conference Room) | Regular Board Meeting: November 12, 2026, 10:30 AM — Outdoor Services Building (Conference Room)