

**Watertown Local Development Corporation  
Board Meeting Minutes  
Thursday, March 21, 2013**

The Watertown Local Development Corporation (WLDC) held its board meeting on Thursday, March 21, 2013 at 82 Public Square, Watertown, New York.

**MEMBERS PRESENT** – Jeffrey Graham, President; Kenneth Mix, Erika Flint, RoAnn Dermady, Jeffrey Fallon, John Vanderloo, Dave Zembiec (Designee for Donald Alexander); Mike Lumbis (Designee for Ken Mix)

**MEMBERS EXCUSED** – Roseanne Murphy, Donald Alexander; James Mills (Designee for Jeffrey Graham)

**OTHERS PRESENT** – Donald Rutherford, CEO; Kim Taylor, Executive Assistant; James Heary, Legal Counsel; Craig Fox, Reporter, Watertown Daily Times; Cyril Mouaikel, RBC Wealth Management; Christine Cisco, RBC Wealth Management; Carole McCoy, President, Jefferson Community College, Brianne Tousant, CPA, Poulsen & Podvin

**CALL TO ORDER** – President Graham called the meeting to order at 8:30 a.m.

**I. MINUTES** – Mr. Mix recommended the minutes of March 7, 2013 be amended to correct the date of the 401K Profit Sharing Pension Plan to begin August 1, 2012. A motion was made by Mr. Fallon to approve the February 21 and March 7, 2013 minutes including the amendment to the March 7, 2013 minutes, seconded by Mrs. Flint. All in favor, approved.

**II. PRESENTATIONS** –

**2012 WLDC Audit** – Ms. Brianna Tousant, CPA of Poulsen & Podvin presented and reviewed the 2012 Audit with the board of directors. Ms. Tousant recommended the allowances for bad debt be reviewed twice a year and adjusted. A motion was made by Mr. Fallon to approve the 2012 Audit, seconded by Mrs. Flint. All in favor, approved.

**JCC Event Feasibility Study** – President Carole McCoy gave an overview of the new events center feasibility study at Jefferson Community College which was conducted by Paradigm Economics.

**2012-2013 Investment Report** – Mr. Cyril Mouaikel, VP, RBC Wealth Management presented the Board with the WLDC's Investment Report. Mr. Mouaikel stated he did not have any recommendations the WLDC's investment policy or portfolio. A motion was made to approve the 2012-2013 Investment Report, seconded by Mr. Fallon. All in favor, approved.

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**III. FINANCIAL REPORT** – Mr. Fallon reviewed the financial statements for the month of February and Mr. Rutherford reviewed the delinquent accounts.

**Current Applications, Inc.** - Mr. Rutherford recommended Current Applications, Inc. Loan #5 be amortized over five years (6/1/2018). Mr. Rutherford stated Loan Review Committee recommend approval. Loan #5 was scheduled to balloon on June 1, 2013. A motion was made by Mrs. Flint to amortize Loan #5 between the WLDC and Current Applications, Inc. over five years all other terms and conditions of the loan will remain the same, seconded by Mr. Fallon. All in favor, approved.

Mr. Rutherford reviewed the committed loans. The loan to Rent A Zone has not closed because current loans with the company have not been brought current. Mr. Rutherford stated the certificate of occupancy has been issued for the building and questioned whether the funds were needed. The commitment letter has expired. Mr. Rutherford will send correspondence to Mr. Lewis rescinding the commitment of funds.

Mr. Rutherford stated the loan commitment to Roth Industries, Inc. will be closing within the month and the loan to Creekwood is expected to close in September 2013.

A motion was made by Mrs. Dermady to approve the February financial statements, seconded by Mrs. Flint. All in favor, approved.

**IV. CORRESPONDENCE** – None

**V. COMMITTEES  
LOAN REVIEW COMMITTEE**

**Lincoln Building** – Mr. Rutherford requested direction regarding the request from Brian Murray at last month's board meeting. All board members are in agreement to support the Lincoln Building project, to assist in organizing a financing package, and offering a loan below the normal interest rate for the study. Mr. Mix stated he will be exploring the CDBG program for the project and stated an architect has been hired to start the work on the Lincoln Building. Mr. Mix wasn't sure if the funds were needed any longer for the study to be completed.

**Activity Report of CEO** – Mr. Rutherford's activity report is attached.

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**VI. NEW BUSINESS**

**Watertown Urban Mission** – Mrs. Flint excused herself from the meeting. President Graham recommended the WLDC Board donate \$5000 to the Watertown Urban Mission’s capital campaign to assist the structure on Factory Street which provides a venue of services for the economically disadvantage, seconded by Mr. Fallon. All in favor, carried.

President Graham stated assisting the Watertown Urban Mission will be making improvements to the organizations critical needs department and other interior repairs and will help the infrastructure of downtown. Mr. Mix and Mr. Zembiec questioned whether the Watertown Urban Mission needs and financing. President Graham stated the contribution would give the mission moral support.

Mrs. Flint joined the meeting and thanked the board for the contribution to the Watertown Urban Mission.

**VII. OLD BUSINESS**

**Franklin Building** – Mr. Rutherford stated he will be executing a contract with Chris Clark from the Pyramid Company to market the commercial space at the Franklin Building.

Mr. Rutherford stated the prospect he was working with is not interested in the space at the Franklin Building. Mr. Rutherford stated the interior space and Franklin Street office are not conducive to retail operations. Mrs. Flint stated that may change when the North Country Arts Council’s theater is open.

President Graham requested the signage of the Covered in Chocolate and Pilates Studio be taken down immediately.

**Mercy Hospital Building** – President Graham stated there was nothing new to report.

**VIII. NEXT MEETING** – The next scheduled WLDC Board meeting will be held on Thursday, April 19, 2013 at 8:30 a.m.

**IX. ADJOURNMENT** – A motion was made by Mr. Zembiec to adjourn the meeting, seconded by Mrs. Flint. All in favor, approved. The meeting adjourned at 9:40 a.m.