

**Watertown Local Development Corporation  
Meeting Minutes  
Thursday, January 16, 2014**

The Watertown Local Development Corporation (WLDC) held its board meeting on Thursday, January 16, 2014 at 82 Public Square, Watertown, New York.

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

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

**OTHER PRESENT** –Craig Fox, Reporter, Watertown Daily Times; Donald Rutherford, CEO

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

**I. MINUTES** – Mr. Fallon made a motion to approve the minutes of December 19, 2013, seconded by Mr. Mix. All in favor, approved.

**II. FINANCIAL REPORTS** – A motion was made by Mr. Mix to approve the financial statements for the month of December, seconded by Mrs. Dermady. All in favor, approved.

**III. CORRESPONDENCE** – Invitation to the Watertown Urban Mission event to be held on Saturday, January 25, 2014 for participating in the Mission’s capital campaign.

Correspondence from the Development Authority of the North Country informing the WLDC DANC will assume responsibility of the WLDC’s commitment of \$500,000 to the Creekwood Housing project.

**IV. COMMITTEES  
LOAN REVIEW COMMITTEE-**

**Travis Corliss** – The loan request from Mr. Corliss was tabled.

**Lending Policy** – A motion was made by Mr. Alexander to approve the lending policy with the changes recommended by the Loan Review Committee, seconded by Mr. Fallon. All in favor, approved.

**12/31/13 Risk Rating** – A motion was made by Mr. Alexander to approve writing off the bad debt of Fort Drum Storage LP, seconded by Mr. Fallon. All in favor, approved.

A motion was made by Mr. Mix to approve the Loan Risk Rating as of 12/31/13, seconded by Mr. Alexander. All in favor, approved.

#### **GOVERNANCE COMMITTEE-**

**Annual Performance Evaluation of Board** – Mr. Mix reviewed the summary results of the confidential evaluation of the board performance and stated the results will be further addressed at the Strategic Planning Session.

**Authority Mission Statement and Performance Measurements** – There were no changes to the existing mission statement of the WLDC. The Board answered the additional questions pertaining to the mission statement:

1. All board members answered “yes
2. Board of Directors
3. Yes, an information policy but will work on a more formal policy.
4. See separate sheet
5. All members answered “yes”

A motion was made by Mr. Fallon to approve the mission statement and performance measurements, seconded by Mrs. Dermady. All in favor, approved.

**WLDC Policies** – The Governance Committee conducted the annual review of policies and recommend approval of the following: Records Retention, Whistleblower Policy, Procurement, Financial Internal Control System, Investment Policy, Ethical Rules, Audit Policy, Real Property Guidelines, Defense and Indemnification and Conflict of Interest.

Mr. Mix stated the Conflict of Interest will remain unchanged this year but the board will be changing this policy.

A motion to approve the policies as is was made by Mr. Alexander, seconded by Mr. Fallon. All in favor, approved.

#### **V. NEW BUSIENSS**

**CEO Activity Report** – There was no report.

#### **VI. OLD BUSINESS**

**Strategic Planning Session** – A planning date for the Strategic Planning Session will be established by “Doodle” Mr. Rutherford requested to have emails sent from the board with suggestions for agenda items.

**Franklin Building** – Mr. Rutherford identified potential tenants for the Franklin Building. Whimsical Pig LLC is interested in the interior space and would like to move in by March 1, 2014. Mr. Rutherford stated the tenant will be working with Neighbors of Watertown, Inc. on improvements to the space.

Mr. Rutherford will be showing another space to a potential tenant on January 17, 2014. Mr. Rutherford stated the company is requesting three months of no rent, but are willing to sign a three year lease. Mr. Alexander requested what the lease amount would be and divide over the remaining three years. All board members were in agreement to Mr. Alexander's idea.

Mr. Alexander asked about the signing issue at the Franklin Building. Mr. Rutherford stated they are having conversations about projecting signs. Mr. Mix stated projecting signs are fine as long as they do not go over the curb. Mr. Rutherford stated the tenant would be responsible for the letter and the LDC would pay for the sign.

**North Country Arts Council Update** - Mr. Rutherford stated Mike Miller, North Country Arts Council is making progress on the fundraising for the theater project. Mr. Rutherford stated he would speak to Mr. Miller about gap financing to fund the project.

**T. Horning Building** – Mr. Rutherford informed the Board of the meetings between the LDC, Watertown Savings Bank, Thomas Horning and an investor who may be interested in purchasing Mr. Horning's building at JB Wise Place. Mr. Rutherford stated the loan between Mr. Horning and the LDC may be restructured with more to follow.

**Downtown Buildings** - Mr. Alexander suggested we contact Brian Murray regarding the Lincoln Building and also the principals who own the Woolworth Bldg., Masonic Temple, etc. and to make a presentation to the Board and also how the LDC can be involved. Mr. Rutherford stated they are working on the Lincoln Bldg. project and will have information to present to the Board in the near future.

**Monthly Board Meetings** – The Board will hold the monthly meetings on the third Thursday of each month at 8:30 a.m. The Governance Committee will review the bylaws regarding the NYS Economic Development representative.

**VII. NEXT MEETING** – The next scheduled Board meeting will be held on Thursday, February 20, 2014 at 8:30 a.m.

**VIII. ADJOURNMENT** – A motion was made by Mr. Alexander to adjourn the meeting at 9:25 a.m., seconded by Mr. Fallon. All in favor, carried.