

Watertown Local Development Corporation
Friday December 17, 2021
Meeting Minutes

The Watertown Local Development Corporation Board of Directors monthly meeting was held on Friday December 17, 2021, at 500 Newell Street (Maggie's on the River) at noon.

Present – President Jeff Smith, Michael Lumbis, Steve Hunt, Dave Zembiec, Charles Capone, Michael Pierce

Excused – Melinda Gault,

Others Present - Craig Fox, Watertown Daily Times; Marshal Weir, designee; Jennifer Voss, designee

Staff - Donald Rutherford, CEO; Kylee McGrath, Executive Assistant

Call to Order –President Smith called the meeting to order at 12:15 pm.

Minutes –Minutes of the November 18, 2021, meeting were presented. Motion made by Mr. Zembiec to accept the minutes, seconded by Mr. Lumbis. All in favor. Carried.

Financial Report- Mr. Rutherford present the November financial statement, followed by reviewing the customer loan report. Mr. Rutherford stated that the funxcapex is no longer on the customer loan report since the Board approved the loan to be written off at the November 18th meeting. All customers with past due loans have been contacted. Overall loans made to customer's of the WLDC are in good standing.

Mr. Capone reviewed the profit loss report and the balance sheet for the WLDC. Mr. Pierce made a motion to approve the customer loan report and the November financials, seconded by Mr. Lumbis. All in favor. Carried.

Loan Review Committee:

Mr. Capone presented the loan request from BEL3, Inc. that is being recommended to the full Board for approval. Ms. Jamie Danielson President of BEL3 Inc. has applied for a \$40,000 micro loan with a 5% interest rate amortized over 5 years. The loan proceeds will be used for the stock purchase.

Motion to accept the loan request as presented was made by Mr. Capone, seconded by Mr. Hunt. Mr. Pierce recused himself from the vote.

Personnel Committee:

CEO Review: The personnel committee recommended a 2.5% raise for the WLDC's CEO Mr. Rutherford. Mr. Rutherford has continued to grow the WLDC's loan portfolio and be involved in the development of the City of Watertown. Mr. Lumbis makes a motion to approve a 2.5% raise for the WLDC CEO Mr. Rutherford, seconded by President Smith. All in favor. Carried.

CFO: Mr. Rutherford completed the annual review for Mrs. McGrath with a 3% salary increase for the 2022 year.

New Business:

A motion was made by Mr. Pierce to increase the capitalization from \$500 to \$1,000 as recommended by the auditors during the most recent audit, seconded by Mr. Capone. All in favor. Carried.

Downtown Beautification: Mr. Jake Johnson has spoken with Mr. Rutherford about his wishes to donate \$20,000 in labor in materials for landscaping in downtown Watertown. Mr. Johnson proposal includes year 1 where he will donate the \$20,000 and years 2-6, he will contribute \$4,000 yearly. He is asking the WLDC to match his donations for year 2-6. It was unanimously decided that this would be a great thing from downtown Watertown. However, there will need to be some things sorted prior to the commitment. Mr. Rutherford stated he will speak with Mr. Johnson about the concerns.

Old Business:

CCIP/Renzi Brothers: Mr. Rutherford attended a meeting with DEC, Renzis and economic development. It is thought that the expansion plan will be able to move forward with a few changes that shouldn't impact the overall project much.

CCIP: Mr. Rutherford drafted a letter to be sent out to businesses in the North Country that may have an interest in utilizing the rail spur. Mr. Rutherford forwarded the letter to Mr. Zembiec and Mr. Weir at the JCIDA. The letter is asking businesses to respond to the survey by the end of January at the latest.

Mr. Rutherford requested to enter into an executive session at 1:16 PM. Mr. Smith made a motion, seconded by Mr. Zembiec.

Mr. Pierce made a motion at 1:34 pm to exit the executive session, seconded by Mr. Lumbis.

With no further discussion meeting adjourned at 1:35 PM

Next meeting: The next meeting will be held on Thursday January 27, 2022, at 8:30 am.

The meeting concluded at 1:35 PM.