

**Watertown Local Development Corporation**  
**Thursday, June 27, 2024**  
**Meeting Minutes**

The Watertown Local Development Corporation Board of Directors monthly meeting was held on Thursday, June 27, 2024, at 8:30 AM at 259 JB Wise Place, Watertown, NY.

**Present** – Sarah Pierce, Dawn Cole, Michael Lumbis, Charles Capone, Michael Pierce, Steve Hunt

**Excused:** Marshall Weir

**Others Present** – None

**Staff** – Donald Rutherford, CEO; Kylee McGrath, Deputy CEO; Joy Nuffer, CFO/Executive Assistant

**Call to order:** S. Pierce called the meeting to order at 8:34 am.

**Minutes** –Minutes of the May 23, 2024, meeting were presented. Motion made by M. Pierce to accept the minutes, seconded by M. Lumbis. All in favor. Carried.

**Financial Reports**

C. Capone reviewed the May 2024 Financials. Interest earned on investments is \$143,861.53 so far for 2024, and there was a \$49,300.25 gain in May. Income on interest was \$21,591.04, bringing the total for the year \$116,907.79. Expenses for May were \$36,307.19, and the net income for the year is \$99,797.16.

K. McGrath reviewed the May customer loan report. She reviewed the past due accounts and stated that she is actively pursuing a meeting with The Eatery to get a new plan to repay her loan as it has fallen behind so far. She is making \$100/week payment at this point which is just catching up the interest currently. There was discussion and it was decided that K. McGrath would work with her toward a plan to make the repayment work for her and bring it to the board for approval. If The Eatery does not respond, legal action will be pursued.

S. Hunt made a motion to approve the financial statements and the customer loan report as presented, seconded by M. Pierce. All in favor. Carried.

**Committee Reports-Loan Review**

**North Country Grounds Cafe** – A request has been made by Erica Turck from North Country Grounds Café. Ms. Turck is seeking \$62,141 (\$30,000 in new monies) to move her business from 497 Newell Street to 836 Coffeen Street. Her new location will be collaborating space with Mike Sboro at Craft 836 Canteen. This will allow the two businesses to share overhead expenses. Ms. Turck is currently spending \$3,700 a month on rent, around \$800 on electric, \$130 on internet, \$130 on a dishwasher and \$240 on rugs and towels. The new co-working space will be \$3,125 including all utilities, this will be almost \$2,000 in savings per month. Ms. Turck will use the new funds requested to build a coffee bar, purchase equipment, furniture, fixtures and for working

capital. The two business owner's plans are to capitalize on the other's clientele since they tend to appeal to different demographics. The co-working space model will significantly decrease Ms. Turck's monthly expenses and put her in a location that is highly visible.

C. Capone reviewed the information with the Board, a motion was made by M. Pierce to approve \$30,000 in additional funding in the form of a loan with 6% interest, 5-year amortization, with 6 months interest only, seconded by D. Cole. All in favor. Carried.

### **Committee Reports-Governance**

**Annual Confidential Evaluation of Board Performance Results** – The committee met to discuss the annual Board evaluations. There are 7 members of the Board and there were 6 responses. Most of the criteria fell under the "agree" and five of the criteria were under "somewhat agree". There was some discussion, and no decision was made.

### **New Business**

**Add signer to Watertown Savings Bank** – A motion was made by C. Capone to add Kylee McGrath as a signer to the Watertown Savings Bank account, seconded by D. Cole. All in favor. Carried.

**United Way Correspondence** – There was a letter shared that had been sent from the United Way, thanking the Watertown Local Development Corporation for their donations to the Community Food Drive.

**Time changes for Board Meeting/Loan Review**– S. Pierce discussed the responses to the survey of the board members as they had requested a different time and day that would work better. After discussion, it was decided to set the Board Meetings on the third Wednesday of the month at 11:00 a.m., and the Loan Review to the second Wednesday of the month at 8:30 a.m. pending availability of the board room.

### **Old Business**

**Executive Session** – At 8:58 a.m. M. Pierce made a motion to go into executive session to discuss a potential real estate transaction, seconded by M. Lumbis. All in favor. Carried.

At 9:27 a.m. a motion was made by M. Pierce to leave executive session, and return to the meeting, seconded by M. Lumbis. All in favor. Carried.

No action was taken during the executive session.

A motion was made by M. Pierce, seconded by C. Capone to adjourn the meeting at 9:28.