

**Watertown Local Development Corporation
Regular Board Meeting
May 15, 2008**

The Watertown Local Development Corporation held its regular meeting on Thursday, May 15, 2008 in the office of the WLDC, 89 Public Square, Watertown, New York.

MEMBERS PRESENT – Douglas Schelleng, Mayor Jeff Graham, Mark Bellinger, Jennifer Huttemann-Kall, Jenna Cleaves, Mary Corriveau, Donald Alexander

OTHERS PRESENT – Donald Rutherford, Executive Director/CEO; Kim Taylor, Executive Assistant; Rachel Hanley, Reporter, Watertown Daily Times

President Schelleng called the meeting to order at 9:35 a.m.

MINUTES – A motion was made by Mayor Graham to approve the minutes of April 24, 2008 as presented, seconded by Mrs. Huttemann-Kall. All in favor. Approved.

FINANCIAL REPORTS – WLDC Reports – Mr. Rutherford reviewed the financial statements for the month of April 2008.

Public Square Developers Reports – Mr. Rutherford reviewed the financial reports for the month of April 2008. Mr. Rutherford stated the payments to the developer are listed as an accounts receivable since these monies will be repaid by the Restore NY grant monies.

A motion was made by Mrs. Corriveau to approve the April 2008 financial statements for the WLDC and the Public Square Developers, seconded by Mr. Bellinger. All in favor. Approved.

April Loan Summary Report – Mr. Rutherford stated there was one delinquent loan account and that the bank and the LDC will be receiving a payment today.

CORRESPONDENCE – Correspondence was received from Al Romano, President of the Downtown Business Association requesting the LDC reinstate the Loan Assistance Program to downtown businesses affected by the Streetscape project. Mr. Rutherford stated this will be discussed later in the board meeting.

COMMITTEES

Loan Review & Eligibility Committee –

MJK Holdings LLC – The Loan Review Committee met and recommends approval of a \$77,450, 20 year term loan to MJK Holdings LLC to purchase property located at 112 Court Street, Watertown, NY. M. John Kuppermann owns and operates Smith Housewares and Restaurant Supply in Syracuse, NY and is planning on expanding its retail/commercial business to Watertown and opening a second store. Total project is \$193,635 with the creation of three full time positions.

Mr. Rutherford stated that since this request has been recommended by the committee, the Severance Photo building is for sale and Mr. Kuppermann is considering this building may

be better suited to his needs. Mr. Rutherford stated that Mr. Kuppermann would have to submit a revised request if he chooses to purchase this building and the request would have to go before the Loan Review Committee. Mr. Rutherford requested the board approve the request as presented.

A motion was made by Mayor Graham to approve a loan in the amount of \$77,450 to MJK Holdings, LLC for 20 years; 5% fixed, adjusted after 5 years to the prevailing prime rate minus 1% with a floor of 5% fixed, 2nd mortgage on property located at 112 Court Street, 2nd collateral position on all business assets, guarantor of M. John Kuppermann; contingent upon bank financing, appraisal, purchase contract, and all other conditions as required by the Watertown Local Development Corporation, seconded by Mrs. Huttemann-Kall. All in favor. Mr. Bellinger abstained. Approved.

Center for Community Design Research – President Schelleng stated the Advantage Watertown Committee is requesting the WLDC share in the cost of Downtown Master Plan for the City of Watertown (attachment). The proposed budget range is \$27,000 to \$34,000. The Loan Review Committee recommends sharing 50% of the final cost of the plan.

A motion was made by Mayor Graham to approve an allocation of 50% of the total cost of the Watertown Downtown Master Plan to be conducted by SUNY ESF Center for Community Design Research, seconded by Mr. Bellinger. All in favor. Approved.

Downtown Business Assistance Program – Mayor Graham made a motion to allocate \$100,000 to the WLDC Downtown Loan Assistance Program. The program would be open first to businesses that did not obtain a loan last year until the end of June. After June 30, 2008, the funds would be available to businesses that used the program last year. The loan funds are available to downtown businesses impacted by the road construction. The loans would be in the amount up to \$10,000 at 3% for 5 years with an option of interest only payments for the first year. A letter detailing the impact and a credit report would be obtained from the applicant and authorize the CEO to use his own discretion regarding impact of construction to applicants business.

The program will be open to businesses who took advantage of the program last year after June 30, 2008 if there are any funds available; furthermore if there is a need for more funds, the executive director would take the request to the board. The motion was seconded by Mr. Bellinger. All in favor. Approved.

Executive Director Activity Report – Mr. Rutherford’s activity report is attached.

Nominating Committee

Appointment of Officers – The Nominating Committee met on April 24, 2008 and recommends the following slate of officers to fill the remaining 2008 term of office as follows:

President:	Jeffrey Graham
Vice President	Mark Bellinger
Treasurer:	Jennifer Huttemann-Kall
Secretary:	Jenna Cleaves

A motion was made by president Schelleng to approve the slate of officers as recommended by the Nominating Committee seconded by Mrs. Corriveau. All in favor. Approved.

NEW BUSINESS

HSBC Signature Cards – A motion was made by Mrs. Corriveau to approve a banking resolution with HSBC Bank for the checking account and authorize the new slate of officers (Jeffrey Graham, Mark Bellinger, Jennifer Huttemann-Kall and Jenna Cleaves) to be added to the signature card as well as Donald Rutherford and Kim Taylor, seconded by Mr. Alexander. All in favor.

Resignation of Douglas Schelleng – Mayor Graham presented departing President Douglas Schelleng with a city coin and a certificate denoting him as an honorary Watertown native. Mr. Schelleng stated it's been a very professionally rewarding to see the WLDC board transition to a broader role in community development.

Mr. Rutherford presented Mr. Schelleng with a plaque to commemorate his years of service to the board and wished him well.

OLD BUSINESS

Marketing Committee Update – Mr. Schelleng stated the marketing committee reviewed the proposals from Riverside Media and Adworkshop and is requesting interviews with each agency. Mr. Schelleng stated he would like to have Mr. Alexander attend the marketing committee meeting.

ADJOURNMENT - A motion was made by Mayor Graham to adjourn the board meeting, seconded by Mrs. Huttemann-Kall. All in favor. The meeting adjourned at 10:17 a.m.