

Saranac Lake Local Development Corporation

Monthly Meeting Minutes | April 10, 2024

Location: The Carry, 75 Main Street, Saranac Lake, NY 12983

Present: Jeremy Evans, Stephanie Bolduc Mikesell, Blythe Niles-Linster, Matt Scollin

Absent: none

Virtual: Jess Kemp

Board Chair, Stephanie Mikesell, called the meeting to order at 5:09pm.

Minutes:

Jeremy Evans made the motion to accept the March 13, 2024 meeting minutes as they were presented. Stephanie Mikesell seconded the motion. The March 13, 2024 meeting minutes were unanimously approved (5-0-0).

Treasurer's Report:

Stephanie Mikesell reported:

- The Operation Account balance is \$333.93 and the Grants Account balance is \$3,137.98.
- Quickbooks is still on, and the SLLDC is paying \$19.44 per month for a six month promotion period.
- As of April 10, 2024, Stephanie has not received a check from the Chamber of Commerce for Q1 2024 revenue. She will check in with Rachel Karp. This check should also include any 6er funds collected by the Village prior to the Chamber taking over fund oversight.

Old Business:

Statutory Requirements Review:

- Everyone has forwarded notarized forms to Stephanie Mikesell.
- Jeremy Evans will send the ABO registration link to Blythe Niles Linster.

PO Box Setup Update:

Stephanie Mikesell reported:

- As of April 10, 2024, no PO Box has been set up because the SLLDC has not determined how to pay for it.

SLLDC Interest Google Form Update:

Stephanie Mikesell reported:

- As of April 10, 2024, the Google Form has not been created. Stephanie will create a draft prior to the May 2024 meeting.

Committee Meetings Update:

Stephanie Mikesell reported:

- The Finance Committee reviewed policy drafts on 3/14/24 and will send along updated drafts for review by the Board.

Jeremy Evans reported:

- As of April 10, 2024, the Governance Committee had no meeting scheduled. The SLLDC has not submitted an ABO report in six or seven years to PARIS, however the budget reports were sent more recently.

- Jeremy Evans requested to be made a PARIS Preparer to submit reports.
- Jeremy Evans will compile a Google Sheet to track and collect information needed for PARIS reports. For example, the SLLDC paid the last grant installment to the muralist in 2023. That will need to be reported in PARIS along with other details.

Other Advisor Boards Relationship Building:

Stephanie Mikesell reported:

- the advisory board information on the Village of Saranac Lake website is out of date, but Katrina Glynn, Community Development Director, shared a report detailing what the advisory boards have done and are looking to do.
- Katrina Glynn and Stephanie Mikesell met briefly to go over the SLLDC's 501(c)(3) status and how that differentiates the SLLDC from advisory boards. Stephanie Mikesell and Jeremy Evans will schedule more time to discuss the SLLDC's main advantage as a non-profit, which is that the SLLDC can fill gap for the things the Village and advisory boards want to do; there are constraints on the Villages' ability to solicit donations.
- Common themes across advisory boards include a desire to install bike racks, flower pots, and public art. Other projects of note include public wi-fi, signage for wi-fi, train depot development, bench replacement, and a pollinator habitat.

Village of Saranac Lake Budget:

Matt Scollin reported:

- The SLLDC's request of \$25,000 made it into the Village's final budget.
- The SLLDC is aligned that this is a one-time request of the Village of Saranac Lake.
- There is interest for the Village funds to fund something specific. The SLLDC will inform the Village of anticipated use of funds once specifics are narrowed down (ie. outsourcing grant writing or paying for audits).

Board Recruitment:

Matt Scollin reported:

- Matt Scollin will solicit the new Village board members and gauge interest.

Flower Pot Project:

Jeremy Evans reported:

- Jeremy Evans is creating a fundraising sheet that can be taken to prospective donors: Stewart's, Nori's, Walgreens, Champlain National Bank, Grand Union, and Adirondack Bank. Stephanie Mikesell will draft a one-pager using the existing letterhead.
- The tentative budget is \$1,800.
- While the SLLDC can raise the initial funds and see the flower pot installation through, there is a question of who will maintain the pots (water, prune, etc.) once installed. It was posited that if the SLLDC or Village makes a donation, perhaps the Village Improvement Society can take on flower pot maintenance.

Matt Scollin reported:

- The Village of Saranac Lake is looking for a second Parks employee to focus on flowers around the Village.

Lake Colby Beach Project:

There is no update, but Lake Colby Beach was busy during the eclipse.

New Business:

Virtual Voting:

Jess Kemp reported:

- Jess Kemp wants to explore the rules and regulations surrounding virtual participation post-pandemic.
- Jeremy Evans suggested that Jess Kemp start by reviewing existing SLLDC documents, since the SLLDC may have ratified a policy that exempts a voting member from disclosing their address so long as a physical quorum exists at the advertised meeting location.

Website:

Jess Kemp reported:

- Jess Kemp walked the SLLDC through a draft SLLDC website with a target launch date of May 2024.
- Next steps are to find what needs to be included on a 501(c)(3) website.

Schedule & Calendar:

- Stephanie Mikesell is going to create a calendar block to work on SLLDC-related items and will share the calendar invite starting April 24th.
- The next meeting is May 8th, 2024 at 5pm.

Public Comment:

Our attendee could not be reached for public comment since they were fast asleep in Stephanie Mikesell's arms.

Adjournment:

Matt Scollin made a motion to adjourn the meeting. Jeremy Evans seconded the motion. The motion was approved unanimously (5-0-0). The Board meeting was adjourned at 6:00pm.

Respectfully Submitted,

Jessica Kemp
Secretary