



Attendees: Gerald Haenlin, Kevin Kent, Jasmine Coffman (via Zoom)

Staff Present: Jenna Lauraine, Kaylee Tabolt

I. Call to Order

- a. Jenna Lauraine called the meeting to order at 1:00pm.

II. Launch Lewis County Application Review

- a. Jenna Lauraine gave an overview of the Launch LC program and the requirements of CDBG and OCR. Since these are CDBG funds, the program requirements include: a. owner must be low to moderate income, or a full time job must be made available to a low to moderate income individual b. must be a for-profit enterprise with 5 or fewer employees including the owner c. must contribute at least 10% of project cost with personal funds d. must complete the entrepreneurial training course. Because this program has been rebranded to "LaunchLC," Jenna noted that we have prioritized start-up businesses in the following targeted areas: Food & Beverage; Tourism; Small Scale Manufacturing; or Construction Trades.

- b. The Committee reviewed and discussed the submitted Launch Lewis County applications for Lowville Appliance and Air Conditioning, LL and theBOX:

i. Lowville Appliance and Air Conditioning, LLC

1. Lowville Appliance and Air Conditioning, LLC is a retail and service based business, previously Brown's Appliance Center, located in Lowville, NY. They are requesting \$30,000 grant to go towards a \$40,825.51 total project cost. The grant would go towards the purchase of inventory to assist with stock for their new business. The owner is LMI. Gerald Haenlin asked for clarification that employees cannot count as employees in this program; Jenna Lauraine clarified that employees cannot count as employees in accordance with NYS guidelines for the funding.

ii. TheBox

1. TheBox is a health and fitness studio offering personal training and fitness classes, located in Lowville, NY. They are requesting \$30,000 grant to go towards a \$38,185.20 total project cost. The grant would go towards the purchase of fitness equipment to expand service offerings for the community. The owner is LMI.
 2. Jenna disclosed that the owner, Hollie Petrus, is the spouse of Naturally Lewis staff member, Trish Michael. Jenna made the committee aware of this relationship and made everyone aware that staff members do not have the authority to grant these funds, nor has Trish been involved in the program vetting process.
 3. In relation to the theBOX application, the Committee discussed that this is not a tourism business (a priority industry) and should be considered within health and wellness while still contributing to economic development. The Committee questioned whether the equipment would be able to fit in the current space of the business; Jenna clarified that Hollie is seeking an alternative space for the business in order to expand. The Committee discussed providing funding contingent on securing a larger space for expansion. Kevin Kent questioned if there were financial projections; having not secured a space the monthly expenses were variable. Jenna reviewed the financials provided noting that her projections do account for a mortgage payment.
- c. The committee discussed the projects benefits to the community and feasibility of completion. After discussion, the committee recommends that the LCDC Board approve the following projects:
- i. Fund Lowville Appliance and Air Conditioning, LLC at \$30,000
 - ii. Fund theBox at \$30,000
- III. Launch Lewis County Program Updates



Grant/Loan Committee Meeting
Lewis County Development Corporation
April 17, 2025 | 1pm-2pm
Lewis County JCC Education Center

- a. Jenna Lauraine provided the Committee with updates on all approved projects. Jenna also noted that if these two projects (\$60,000) are approved by the LCDC Board that \$85,000 of funding would remain available and must be disbursed by December 2025 in order to close out the program by February 2026. Launch Lewis County applications are accepted on quarterly basis, aligning with our other funding opportunity deadlines.