

Jefferson County Local Development Corporation
800 Starbuck Avenue, Suite 800, Watertown, New York 13601
Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915

Notice of Board Meeting

Date: June 25, 2026

To: W. Edward Walldroff
David Converse
Paul Warneck
Hon. William W. Johnson
Lisa L'Huillier
Robert Aiken
John Condino
Dr. Dawn M. Robinson
Charles Capone

From: Chairman Robert Aliasso

Re: Notice of Board of Directors Meeting

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The Jefferson County Local Development Corporation will hold its Board Meeting on **Thursday, July 9, 2026 at 8:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

The live stream link is available at www.jcida.com.

Zoom:
<https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRPdGJBZDJrL2JQYVVjKytDdz09>
Meeting ID: 843 5525 0468
Passcode: 011440
1-929-205-6099 US (New York)

Please confirm your attendance with Peggy Sampson pssampson@jcida.com at your earliest convenience.

pss

c: Marshall Weir, CEO
Jay Matteson
Dorena Kimball
Ryan Piche
Justin S. Miller, Esq.
Stephen Maier, Esq.
Media

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REVISED BOARD MEETING AGENDA

Thursday, July 9, 2026 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – June 4, 2026**
- V. Treasurer’s Report – June 30, 2026**
- VI. Committee Reports**
- VII. Council Reports**
 - a. Jefferson County Agricultural Development**
 - b. Manufacturing**
 - c. Marketing**
- VIII. Unfinished Business**
 - 1. Strategic Action Plan**
- IX. Counsel**
- X. New Business**
 - 1. Resolution No. 07.09.2026.01 Authorizing a Memorandum of Understanding with the Thousand Islands International Council for an Empire State Development MarketNY Grant**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
June 4, 2026**

DRAFT

The Jefferson County Local Development Corporation held its board meeting on Thursday, June 4, 2026, in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: William Johnson, David Converse, Paul Warneck, W. Edward Walldroff, Lisa L'Huillier, Charles Capone, Rob Aiken, John Condino

Excused: Robert E. Aliasso, Jr., Dr. Dawn M. Robinson

Absent: None

Also Present: Craig Fox (Watertown Daily Times)

Zoom: Justin Miller, Esq. (Harris Beach)

Staff Present: Marshall Weir, Jay Matteson, Dorena Kimball, Peggy Sampson

- I. Call to Order:** Vice Chairman Walldroff called the meeting to order at 8:00 a.m.
- II. Pledge of Allegiance**
- III. Privilege of the Floor:** No one spoke.
- IV. Minutes:** Minutes of the meeting held on May 7, 2026 were presented. A motion to approve the minutes as presented was made by Mr. Warneck, seconded by Mr. Condino. All in favor. Carried.
- V. Treasurer's Report:** Mr. Warneck reviewed the Dashboard prepared by Ms. Kimball for the period ending May 31, 2026. The Dashboard includes Key Performance Indicators, Capital Resources, Operating Statement and Budget. Mr. Warneck reported that there is nothing out of the ordinary. He said there have been a few ARPA disbursements but there hasn't been any new loan activity so far this year. A motion was made by Mr. Warneck to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- VI. Committee Reports:** None.
- VII. Council Reports:**
 - a. Ag – Mr. Matteson updated the board on the following items:**
 - **Dairy Parade** – to be held tomorrow at 7 p.m. There are 60 entries and we anticipate 6,000 – 7,000 people to attend. Mr. Matteson acknowledged Martha Aschmann, who helped with obtaining sponsorships. There is a budget of \$11,000 and all of the expenses are covered.
 - **Downtown Watertown Block Party** – the June block party will promote a dairy theme.
 - **Dairy Processing** – continues to work on potential projects.
 - **Food Resiliency Grants** - continues to track the grants through reimbursement.

Jefferson County Local Development Corporation
Board Meeting Minutes
June 4, 2026

DRAFT

- b. **Manufacturing** – Mr. Weir reported that the New York State Consolidated Funding Application just opened up. He said we are making a big push to get it out to get a large number of applicants for our area.
- c. **Marketing** – Mr. Weir reported that he attended the NYS EDC meeting in Cooperstown last month.

Mr. Matteson said he attended a presentation by Karen Peebles, a local real estate broker. Ms. L'Huillier attended the same presentation. She said Ms. Peebles recently sold a house in Adams, NY to a head mason that will work on the Micron project in Syracuse (he plans to be there for 10 years). Mr. Weir said there is an opportunity to work together to advertise Jefferson County for the housing piece. Mr. Matteson said we now have a presence on LinkedIn and can use it for advertising.

VIII. Unfinished Business:

Board recognition – A motion was made by Ms. L'Huillier to create and present a framed Certificate of Appreciation to Gregory Gardner for his 25 years of service to the economic development agencies board of directors, seconded by Mr. Warneck. All in favor. Carried.

IX. Counsel: None.

X. New Business: None.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Converse, seconded by Mr. Warneck. All in favor. The meeting was adjourned at 8:24 a.m.

Respectfully submitted,

Peggy Sampson

Jefferson County Local Development Corporation Management Dashboard
For the Six Months Ended June 30, 2026

KEY PERFORMANCE INDICATORS						Benchmark	Amount of	Percent
	2022	2023	2024	2025	2026	Target-2026	Change	Change
Local Development Activity								
RLF Loan Applications	0	0	0	1	0		(1)	-100%
RLF Loans Awarded	0	0	0	1	0		0	0%
Usage Statistics								
ARPA Awards	116	49	50	8	0	223		
Award dollars	\$ 4,457,894	\$ 781,855	\$ 618,001	\$ 81,250	\$ -	\$5,939,000	\$ -	0%
ARPA Disbursements	61	80	95	24	6	266		
Disbursement dollars	\$ 2,015,924	\$ 848,636	\$ 1,436,822	\$ 1,078,955	\$ 52,103	\$5,939,000	\$ 506,560	9%
Capital Resources								
	12/31/21	12/31/22	12/31/23	12/31/24	12/31/25	Bal @ 6/30/26	Amount of Change	Percent Change
Cash/Savings								
Unrestricted Checking	\$ 40,388	\$1,294,573	\$795,194	\$146,240	\$128,185	\$157,353	\$29,168	22.75%
Unrestricted Savings	\$ 1,389,386	\$1,616,329	\$2,044,122	\$1,731,266	\$1,082,708	\$946,453	(\$136,255)	-12.58%
RLF Savings	\$ 1,518,024	\$1,911,405	\$2,016,921	\$1,994,871	\$570,051	\$588,899	\$18,848	3.31%
Total	\$ 2,947,798	\$4,822,306	\$4,856,238	\$3,872,376	\$1,780,944	\$1,692,704	(\$88,240)	-4.95%
Aging								
RLF Receivables	Original Loan	12/31/25	2/28/26	3/31/26	4/30/26	5/31/26	6/30/26	Days
Canzonier/North Branch Farms	\$ 100,000	\$ 7,168	\$ 5,749	\$ 5,037	\$ 4,323	\$ 3,607	\$ 2,890	
Clayton Island Tours	\$ 10,331	\$ 3,993	\$ 3,627	\$ 3,444	\$ 3,259	\$ 3,074	\$ 2,887	
Clayton Yacht Club	\$ 40,000	\$ 13,321	\$ 12,635	\$ 11,948	\$ 11,259	\$ 10,569	\$ 9,876	
JCIDA	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	180+
WICLDC	\$ 200,000	\$ 61,931	\$ 60,023	\$ 59,066	\$ 58,106	\$ 57,144	\$ 56,180	
Totals	\$ 1,850,331	\$ 1,586,413	\$ 1,582,035	\$ 1,579,494	\$ 1,576,948	\$ 1,574,394	\$ 1,571,833	
Covid Receivables								
Busted Grapes	\$ 10,000	\$ 3,401	\$ 3,201	\$ 3,201	\$ 3,112	\$ 3,112	\$ 3,112	80
Painfull Acres	\$ 10,000	\$ 1,409	\$ 1,409	\$ -	\$ -	\$ -	\$ -	
Totals	\$ 20,000	\$ 4,810	\$ 4,610	\$ 3,201	\$ 3,112	\$ 3,112	\$ 3,112	
Clayton Receivables								
DiPrinzio's Market	\$ 5,000	\$ 1,732	\$ 1,732	\$ 1,021	\$ 934	\$ 934	\$ 846	
DiPrinzio's Kitchen	\$ 5,000	\$ 1,732	\$ 1,732	\$ 1,021	\$ 934	\$ 934	\$ 846	
Totals	\$ 10,000	\$ 3,464	\$ 3,464	\$ 2,041	\$ 1,867	\$ 1,867	\$ 1,692	
\$ 1,880,331.09 \$ 1,594,686.77 \$ 1,590,109.13 \$ 1,584,737.17 \$ 1,581,926.87 \$ 1,579,372.90 \$ 1,576,637.42								

OPERATING STATEMENT					June YTD	Amount of	Percent	BUDGET	June YTD	Percent
Revenue:	2022	2023	2024	2025	2026	Change	Change	2026	vs. 2026 Budget	Change
Admin Fees	\$ 792,256	\$ 412,577	\$713,700	-\$59,475	\$0	\$59,475	-100.00%	\$561,612	(\$561,612)	-100.00%
JC Grant Marketing	\$ 344,250	\$ 275,550	\$487,000	\$280,000	\$153,100	(\$126,900)	-45.32%	\$280,000	(\$126,900)	-45.32%
JC Grant Ag Program	\$ 173,400	\$ 150,000	\$150,000	\$150,000	\$79,000	(\$71,000)	-47.33%	\$150,000	(\$71,000)	-47.33%
Grant Income Federal	\$ 753,965	\$ 913,436	\$1,131,255	\$111,722	\$52,103	(\$59,619)	-53.36%	\$0	\$52,103	#DIV/0!
Interest Income	\$ 26,913	\$ 12,732	\$10,358	\$6,905	\$2,062	(\$4,843)	-70.14%	\$2,000	\$62	3.10%
Miscellaneous Income	\$ 83,281	\$ 3,415	\$50,675	\$49,892	\$78,000	\$28,108	56.34%	\$75,000	\$3,000	4.00%
AG Conference	\$ 3,000	\$ 1,000	\$10,800	\$0	\$0	\$0	#DIV/0!	\$5,000	(\$5,000)	-100.00%
Dairy Parade	\$ -	\$ -	\$1,000	\$6,650	\$8,000	\$1,350	20.30%	\$1,650	\$6,350	384.85%
Other	\$ -	\$ (6,673)	\$140	\$0	\$0	\$0	#DIV/0!	\$0	\$0	#DIV/0!
Total Revenue	\$2,177,065	\$1,762,037	\$2,554,927	\$545,694	\$372,265	(\$173,429)	-31.78%	\$1,075,262	(\$702,997)	-65.38%
Expenses:										
Salaries/Benefits	\$ 902,085	\$ 820,796	\$761,019	\$710,025	\$332,550	(\$377,475)	-53.16%	\$730,830	(\$398,280)	-54.50%
Marketing Program	\$ 340,977	\$ 328,563	\$316,598	\$184,609	\$102,394	(\$82,215)	-44.53%	\$253,855	(\$151,461)	-59.66%
AG Program	\$ 252,374	\$ 222,785	\$226,334	\$199,736	\$106,413	(\$93,323)	-46.72%	\$270,446	(\$164,033)	-60.65%
Utilities	\$ 18,525	\$ 13,789	\$13,014	\$13,947	\$7,563	(\$6,384)	-45.77%	\$19,000	(\$11,437)	-60.20%
Professional Fees	\$ 11,146	\$ 18,216	\$61,339	\$99,963	\$58,507	(\$41,457)	-41.47%	\$98,500	(\$39,994)	-40.60%
Grants Expense Federal	\$ 753,965	\$ 913,436	\$1,131,255	\$111,722	\$52,103	(\$59,619)	-53.36%	\$0	\$52,103	#DIV/0!
Lease/Rent/Cleaning	\$ 74,066	\$ 59,793	\$72,896	\$62,579	\$35,354	(\$27,225)	-43.51%	\$70,000	(\$34,646)	-49.49%
Other Expenses	\$ 153,028	\$ 552,792	\$60,159	\$72,049	\$21,982	(\$50,067)	-69.49%	\$55,501	(\$33,519)	-60.39%
Reallocated Program Expenses	\$ (497,527)	\$ (474,314)	(\$477,842)	(\$31,131.37)	(\$182,612.91)	\$148,518	-44.85%	(\$423,370)	\$240,757	-56.87%
Total Expenses	\$2,008,639	\$2,455,857	\$2,164,772	\$1,123,498	\$534,252	(\$589,247)	-52.45%	\$1,074,762	(\$540,511)	-50.29%
Net Profit/Loss	\$168,425	(\$693,820)	\$390,155	(\$577,804)	(\$161,987)	\$415,817	-71.97%	500	(\$162,486)	-32514.82%
Grand Total Expenses	\$2,008,639	\$2,455,857	\$2,164,772	\$1,123,498	\$534,252	(\$589,247)	-52.45%	1,074,762	(\$540,511)	-50.29%
Net Profit/Loss Before Depreciation	\$168,425	(\$693,820)	\$390,155	(\$577,804)	(\$161,987)	\$415,817	-71.97%	500	(\$162,486)	-32514.82%
Depreciation Expense	\$18,460	\$15,139	\$15,531	\$10,475	\$235	(\$10,240)	-97.76%	500	(\$265)	-53.01%
Profit/(Loss)	\$149,965	(\$708,959)	\$374,623	(\$588,279)	(\$162,222)	\$426,057	-72.42%	(\$0)	(\$162,221)	60081948.14%

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Jun 1, 2026 to Jun 30, 2026

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/2/26	8111	200001 100001	Invoice: 645771 ADVANCED BUSINESS SYSTEMS	88.97	88.97
6/2/26	8112	200001 100001	Invoice: 34232 BLUE MOUNTAIN SPRING WATER, INC.	31.90	31.90
6/2/26	8113	200001 100001	Invoice: X8619 THE HARTFORD	265.58	265.58
6/2/26	8114	200001 200001 100001	Invoice: 5/26/26 Invoice: 5/26/26A NATIONAL GRID	121.98 363.79	485.77
6/2/26	8115	200001 100001	Invoice: 6/3/26 NNY ONLINE	20.00	20.00
6/2/26	8116	200001 100001	Invoice: 5/23/26 VERIZON WIRELESS	50.82	50.82
6/2/26	8117	200001 100001	Invoice: 5/27/26 WINNING PROMOTIONS	2,799.20	2,799.20
6/2/26	8118	200001 100001	Invoice: 7676 WATERTOWN LOCAL DEVELOPMENT CORPORATION	4,764.33	4,764.33
6/2/26	8119	200001 100001	Invoice: 135966 WRVO	240.00	240.00
6/5/26	8118V	200001 100001	Invoice: 7676 WATERTOWN LOCAL DEVELOPMENT CORPORATION	4,764.33	4,764.33
6/5/26	8120	200001 100001	Invoice: 23 SHOWSTARTERS LLC	1,400.00	1,400.00
6/8/26	8121	200001 100001	Invoice: 26050389 INTREPID BROADCASTING OF WATERTOWN	500.00	500.00
6/8/26	8122	200001 100001	Invoice: 5/29/26 UNITED WAY OF NNY	13.00	13.00
6/8/26	8123	200001 100001	Invoice: 7676 WICLDC	4,764.33	4,764.33
6/8/26	8124	200001 100001	Invoice: 20228 WPBS	741.00	741.00
6/16/26	8125	200001 100001	Invoice: 05/ JC COUGHLIN-6- PRINTING	288.13	288.13

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Cash Disbursements Journal
For the Period From Jun 1, 2026 to Jun 30, 2026

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			PRINTING		
6/16/26	8126	200001 100001	Invoice: x7323 EXCELLUS BC/BS	397.59	397.59
6/16/26	8127	200001 100001	Invoice: 5/21/26 KEY BANK	3,556.47	3,556.47
6/16/26	8128	200001 100001	Invoice: 29835 NNY ONLINE	505.50	505.50
6/16/26	8129	200001 100001	Invoice: X6928 SPECTRUM REACH	350.00	350.00
6/16/26	8130	200001 100001	Invoice: 6/18/26 UNITED WAY OF NNY	8.00	8.00
6/16/26	8131	200001 100001	Invoice: 6528679 VITAL RECORDS CONTROL	24.21	24.21
6/16/26	8132	200001 100001	Invoice: X5289 WELLS FARGO FINANCIAL SERVICES	329.64	329.64
6/16/26	8133	200001 100001	Invoice: 4800082 WESTELCOM	377.15	377.15
6/23/26	8134	200001 100001	Invoice: 7/31/26 EXCELLUS BC/BS	11,370.90	11,370.90
6/23/26	8135	200001 100001	Invoice: 29859 NNY ONLINE	718.75	718.75
6/23/26	8136	200001 100001	Invoice: 6/3/26 NORTH BRANCH FARMS	5,440.50	5,440.50
6/23/26	8137	200001 100001	Invoice: 7/1/26 NORTHERN COMMERCIAL CLEANING	500.00	500.00
6/23/26	8138	200001 100001	Invoice: 7/31/26 WATERTOWN ROTARY CLUB	150.00	150.00
6/23/26	8139	200001 100001	Invoice: 6/27/26 SAM'S CLUB/SYNCHRONY BANK	71.34	71.34
6/23/26	8140	200001 100001	Invoice: 5/1/26 SHELAND FARMS	20,000.00	20,000.00
6/23/26	8141	200001 200001 100001	Invoice: X4346 Invoice: X4039 WB MASON CO INC.	65.49 23.20	88.69
6/30/26	8142	200001 100001	Invoice: X9274 DAVIS VISI	55.23	55.23

Jefferson County Local Development Corp
Cash Disbursements Journal
For the Period From Jun 1, 2026 to Jun 30, 2026

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/30/26	8143	200001 100001	Invoice: X8569 THE HARTFORD	165.42	165.42
6/30/26	8144	200001 100001	Invoice: 6/29/26 JEFFERSON COUNTY TREASURER	600.00	600.00
6/30/26	8145	200001 100001	Invoice: 6/5/26 JP VOYTKO	600.00	600.00
6/30/26	8146	200001 100001	Invoice: 2811 STRATEGIC DEVELOPMENT SPECIALISTS	6,500.00	6,500.00
6/30/26	8147	200001 100001	Invoice: 7/2/26 UNITED WAY OF NNY	8.00	8.00
6/30/26	8148	200001 100001	Invoice: 20249 WPBS	741.00	741.00
Total				73,775.75	73,775.75

Jefferson County Economic Development

Prioritized Administrative Strategic Action and Implementation Plan

3rd DRAFT 5/15/26

Board Committees: Executive, Governance, Audit/Finance, Loan Review, Buildings and Grounds, Nominating, Communications, Marketing, Personnel, Alternative Energy, Agriculture/Ag Council, Manufacturing.

Staff: CEO – Chief Executive Officer, DCEO – Deputy Chief Executive Officer, CFO – Chief Financial Officer, EA – Executive Assistant, BDS - Business Development Specialist

Priority timelines – #1 - Action item to be initiated and completed within 6 months, #2 – Action item to be initiated within 6 months and completed with 12 months, #3 - Action item to be initiated within 12 months and completed within 24 months.

Priority	Action Item	Recommendation	Committee(s)/Staff	Desired outcome	Progress Report	Date
1	Publish and enforce project review timelines	Create and communicate formal project submission deadlines and review schedules.	DCEO, CFO, EA	Improve clarity for project applicants, improve understanding of project review status	1. Loan application update 2. Project flowchart for website under development	1. Feb '26 2. Apr '26
1	Consolidate real estate inventory information	Develop a comprehensive inventory of all agency-owned parcels.	CEO, DCEO, CFO Buildings and Grounds	Complete inventory of properties including maps, infrastructure information	1. CFO developed spreadsheets 2. CFO bringing to B&G May '26	1. Feb '26 2. May '26

1	Market available development parcels	Initiate a marketing plan for all properties as directed by Buildings and grounds committee	CEO, DCEO, CFO Buildings and Grounds	Available properties, as deemed appropriate by B&G Committee, should be listed on website, social media, and other marketing tools	1. Website has some properties listed, needs updating and better placement on website	
1	Improve Board communication and transparency	Ensure all board members receive notices and invitations for committee meetings.	EA, CEO, Board President	Improved board engagement and organizational transparency	1. EA already has adjusted email lists so all Board members are aware of mtgs	1. Mar '26
1	Formalize loan default, collection, and penalty policies Review underwriting standards and loan criteria	Review and adopt standardized written procedures for defaults, collection timelines, default interest rates, and enforcement practices. Conduct a comprehensive	CFO, Audit & Finance, Loan Review	Reduced financial risk and greater consistency in loan administration Loan Review Committee to further prioritize what policies are most critical		

		review of lending criteria, underwriting standards, and risk categories.		for review and take action		
1 (added by DCEO as result of analyzing strategic planning session and agency)	Consider consolidation of Loan Review and Audit and Finance Committees	Review functions of both committees and consider whether it is appropriate to consolidate both	Loan Review, Audit and Finance, CFO	Potentially improve functional efficiencies of the Board.		
1 (added by staff, not in strategic planning session)	Step 2 of Strategic Planning Process FY 27 Budget Preparation	Begin FY 27 budget proposal preparation	CFO, CEO, Audit and Finance	Begin now to develop a budget proposal that provides a clear and realistic picture of finances and allows CEO & DCEO to be prepared to discuss finances with County.		
1	Strengthen Small Business	Develop targeted outreach and	CFO, CEO, DCEO	Improved loan program	1. Met with SBDC to	1. 4/26 2. 6/26

	Development Center loan applicant pipeline	referral coordination with the SBDC.		utilization and stronger applicant quality	promote stronger relationship. 2. SBDC rep added to ag council	
3	Monitor land sale and development inquiries	Create recurring reporting process regarding development inquiries and negotiations.	CEO, CFO, DCEO, Buildings and Grounds	Improved board awareness of development pipeline	1. RFP under development	
2	Establish confidential information and Non Disclosure Agreement protocols. Standardize executive summaries	Governance Committee should review current policies regarding reporting how and when information, especially confidential information, about a project is shared with Board members and/or at Board meetings. Develop formal communication and confidentiality protocols	Governance Committee, CEO, CFO, DCEO	Reduced legal exposure and improve board confidence	1. DCEO researching existing policies and protocols in other economic development organizations	1. 5/26

		defining what information can be shared and when.				
2	Establish annual policy review calendar	Create formal annual review schedule for loan and governance policies.	CFO, EA, Loan Review, Audit & Finance, Governance	Continuous policy improvement and compliance	1. EA & CFO drafting policy	
2	Continue board education and governance development	Schedule periodic governance, ethics, and fiduciary responsibility training sessions.	DCEO, EA, Governance	Stronger board effectiveness and leadership development	1. EA & DCEO reviewing new member binder	1. 5/26
3	Update board evaluation tools	Separate and customize evaluation tools for IDA and LDC boards with measurable questions.	CEO, Governance Committee, Board Chairperson	Improved board accountability and continuous improvement	1. Currently utilize Authority Budget Office Board survey tool.	1. 5/26 staff feels tool worked well. Identified areas of concern amongst Board members and created discussion within Board about

						improving operations.
2	Enhance onboarding process. Develop recorded training resources	Update onboarding materials, orientation process, and governance expectations.	DCEO, EA & Governance Committee	Improve institutional knowledge of new board members	1. DCEO reviewing availability of training materials from NYSEDC and other EDOs that may be useful	1. 6/26
3 (added by staff)	Step 3, Strategic Planning Process “Creating Lasting Impact”	Consider bringing in independent facilitator to facilitate conversations between staff and board about what success of our agency looks like and success of our programming looks like for Jefferson County	Board of Directors, Staff	Create a Vision, goals, and tasks to Create a Lasting Impact on Jefferson County throughout the 21st Century “Plan your work, work your plan” The plan is a fluid document that enables a path forward.		

Jefferson County Local Development Corporation
800 Starbuck Avenue, Suite 800
Watertown, NY 13601
(315) 782-5865

2026 Board Attendance

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aiken, Robert	P	P	P	P	A	P						
Aliasso, Robert	P	P	P	P	P	E						
Capone, Charles	P	E	P	A	P	P						
Condino, John	P	P	P	P	P	P						
Converse, David	E	P	E	P	P	P						
VACANT						-						
Johnson, William	P	P	P	P	P	P						
L'Huilier, Lisa	P	E	P	P	P	P						
Robinson, Dawn	P	P	P	P	P	E						
Walldroff, W. Edward	E	P	P	P	P	P						
Warneck, Paul	P	P	P	P	P	P						
Totals:	9	9	9	9	10	8						
P - Present												
E - Excused												
A - Absent												
Gardner, Gregory resigned 5/31/26	P	P	A	A	P							

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 07.09.2026.01

**Authorizing a Memorandum of Understanding with the Thousand Islands
International Tourism Council for an Empire State Development MarketNY
Grant**

WHEREAS, the Jefferson County Local Development Corporation, d/b/a Jefferson County Economic Development (JCED) recognizes the need to collaborate with the Thousand Islands International Tourism Council (TIITC) on a regional tourism marketing initiative designed to strengthen Jefferson County's visitor economy through coordinated destination marketing efforts; and

WHEREAS, the anticipated total project budget is \$100,000, consisting of local matching funds and MarketNY grant funding as follows:

Empire State Development MarketNY Grant	\$50,000
Jefferson County Economic Development	\$25,000
Thousand Islands International Tourism Council	<u>\$25,000</u>
Total Project Budget	\$100,000; now therefore be it

RESOLVED that this Corporation collaborate in developing the project scope and marketing strategy, review and approve the final grant application prior to submission, provide its local matching contribution of \$25,000 to TIITC and assist TIITC as reasonably requested during implementation of the project; and be it further

RESOLVED that the Chief Executive Officer or his designee take all necessary actions on behalf of the Corporation for the aforementioned grant and take such other action as he may deem necessary to support the project.

This resolution shall take effect immediately.

W. Edward Walldroff
Vice Chairman

MEMORANDUM OF UNDERSTANDING

Between

**Jefferson County Local Development Corporation, D/B/A
Jefferson County Economic Development (JCED)**

and

Thousand Islands International Tourism Council (TIITC)

Regarding the Empire State Development MarketNY Grant Program

I. Purpose

This Memorandum of Understanding ("MOU") establishes the understanding between Jefferson County Local Development Corporation, D/B/A Jefferson County Economic Development ("JCED") and the Thousand Islands International Tourism Council ("TIITC") regarding the preparation, submission, funding, and administration of a joint application to the New York State Empire State Development (ESD) MarketNY Grant Program.

The parties desire to collaborate on a regional tourism marketing initiative designed to strengthen Jefferson County's visitor economy through coordinated destination marketing efforts. The anticipated total project budget is **\$100,000**, consisting of local matching funds and MarketNY grant funding.

II. Project Budget

Subject to grant award and acceptance by Empire State Development, the parties anticipate the following funding structure:

Funding Source	Amount
Empire State Development MarketNY Grant	\$50,000
Jefferson County Economic Development	\$25,000
Thousand Islands International Tourism Council	\$25,000
Total Project Budget	\$100,000

Should the final grant award differ from the anticipated amount, the parties agree to meet in good faith to determine whether the project scope, budget, or local match should be modified accordingly.

III. Roles and Responsibilities

Thousand Islands International Tourism Council

TIITC agrees to:

1. Serve as the lead applicant for the MarketNY grant application.
2. Prepare and submit the grant application with input and review from JCED.
3. Administer the grant if awarded.
4. Cash-flow project expenses and grant reimbursements during the grant period.
5. Maintain all financial records, procurement documentation, and reporting required by Empire State Development.
6. Include a reasonable administrative budget, anticipated to be approximately \$5,000, consistent with MarketNY program guidelines.

Jefferson County Economic Development

JCED agrees to:

1. Collaborate in developing the project scope and marketing strategy.
2. Review and approve the final grant application prior to submission.
3. Upon successful grant award, execution of all required ESD agreements, and authorization by the JCED Board of Directors, provide its local matching contribution of **\$25,000** to TIITC.
4. Assist TIITC as reasonably requested during implementation of the project.

IV. Local Match

The parties acknowledge that JCED's financial contribution is contingent upon:

- successful award of the MarketNY grant;
- acceptance of the grant by the parties;
- execution of any required grant agreements;
- approval by the respective governing boards; and
- availability of appropriated funds.

No financial obligation shall exist unless these conditions have been satisfied.

V. Grant Administration

TIITC shall serve as fiscal administrator for the project and shall:

- receive grant reimbursements from Empire State Development;
- manage payment of project expenses;
- maintain financial and program records;
- provide JCED with periodic project and financial updates; and
- comply with all applicable federal, state, and grant program requirements.

VI. Project Scope

The parties intend that the project will consist of collaborative destination marketing activities designed to increase visitation, overnight stays, tourism spending, and economic activity within Jefferson County and the Thousand Islands region.

The final scope of work shall be described in the grant application, which is incorporated by reference into this MOU upon mutual approval by the parties.

VII. Timeline

The parties anticipate the following schedule:

- Summer/Fall 2026 – Preparation and submission of the MarketNY application.
- July 2026 – Board consideration of this Memorandum of Understanding.
- Following ESD Award – Execution of grant agreements and local funding commitments.
- Calendar Year 2027 – Project implementation.
- Project Closeout – Upon completion of all grant activities and submission of final reports.

VIII. Public Communications

The parties agree to coordinate public announcements, press releases, and marketing materials related to the project and acknowledge each organization's participation in accordance with Empire State Development requirements.

IX. Term

This MOU shall become effective upon execution by both parties and shall remain in effect until completion of the project and fulfillment of all grant obligations, unless terminated earlier by mutual written agreement.

X. Non-Binding Nature

Except for the commitments relating to confidentiality, cooperation, and grant administration, this MOU is intended to express the parties' current intentions and does not constitute a legally binding contract for expenditures beyond those specifically approved by each party's governing board and authorized through applicable funding approvals.

XI. Amendments

This MOU may be amended only by written agreement executed by authorized representatives of both parties.

**Jefferson County Local Development Corporation, D/B/A
Jefferson County Economic Development**

By: _____

Name: _____

Title: _____

Date: _____

Thousand Islands International Tourism Council

By: _____

Name: _____

Title: _____

Date: _____

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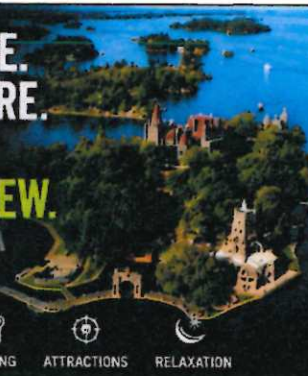


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