



Clayton Local Development Corporation Board:

Jamie Ganter, Chairman
Bobby Cantwell, Vice Chairman
Kylie Peck, Secretary
Chris Bogenschutz, Asst Sec

John Cooper, Treasurer
Mike Bashaw
Lance Peterson
Christine Powers
Doug Rogers

Jack Stopper
Dennis Weller
Norma Zimmer

Exec Dir: Kristi Dippel

CLDC Board Meeting
4:00 pm April 7, 2022 @ 913 Strawberry Lane

Agenda

Approval of March 3, 2022 Board Meeting Minutes

Chairman's Report

Director's Evaluation Power Point on Orientation
DRI ESD discussion
Strategic Plan- Hear from Doug on first Section/Finance next

Jamie Ganter

Treasurer's Report

John Cooper

Director's Report

Annual Reports submitted NYS ABO by 3/31
Website audit
Need for Conflict of Interest Policy

Jamie Ganter

Committee Updates

Nominating Committee
 Vacant board position
Governance Committee
Grant and Loan Committee
 ARPA Program
Strategic Committee
Audit Committee
 2021 Audit

Chris Bogenschutz

Dennis Weller
Chris Powers

Doug Rogers
Chris Powers

Municipal Updates
Planning Board
Town projects
Village projects

Old Business

New Business

Any need for Executive Session?



Clayton Local Development Corporation
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Minutes of Meeting on March 3, 2022

Chairman Jamie Ganter called the regular meeting of the Clayton Local Development Corporation to order at 4:00 p.m. In attendance were Chairman Jamie Ganter, Vice Chairman Bobby Cantwell (via Zoom), Secretary Kylie Peck, Asst. Secretary Chris Bogenschutz, Treasurer John Cooper (via Zoom), Mike Bashaw, Chris Powers, Doug Rogers, Jack Stopper, Norma Zimmer, Dennis Weller (via Zoom), and Kathy LaClair (Town of Clayton Representative). Executive Director, Kristi Dippel was also in attendance.

On a motion made by Chris Powers, second by Norma Zimmer, the Board unanimously approved the minutes of the Board Meeting held on January 6, 2022.

Chairman's Report

Chairman Jamie Ganter reviewed 2021/22 goals and ARPA program goals with the Town and Village of Clayton and will continue to communicate efforts of the CLDC. Chairman Ganter presented and reviewed details of the Executive Director's evaluation conducted last month. After highlighting a number of points and discussion, on a motion made by Chris Powers, second by Chris Bogenschutz the board unanimously approved the release of a one-time performance bonus to the Executive Director.

Chairman Ganter is working on a board member orientation presentation to be used for future training and provided updates to a number of 2022 CLDC goals including the ARPA program, Downtown Revitalization Initiative (DRI), Historical Downtown District project, support of the Sissy Danforth Trail and revenue generating activity including administration of ARPA and REDI projects for the Town of Clayton.

Treasurer's Report

Kristi Dippel provided the treasurer's report. On 2/14/22 the CLDC received an annual stipend from the Town of Clayton in the amount of \$15,000. The following bills were presented totalling \$8,423.34 leaving an ending balance of \$10,999.33 in the General Checking Account:

1. ABA Insurance Services; 2022 Directors & Officers Insurance; \$897.00
2. Riverside Media; ARPA Advertising; \$195.00
3. TI Sun; ARPA Advertising; \$248.00
4. Kristi Dippel; Performance Bonus; \$1000.00
5. Clayton Improvement Association; January & February ED hours/overhead; \$6,083.34

The CLDC received a final payment from Woodboat Brewery in the amount of \$4,675.00 bringing the CLDC RBEG (Rural Business Enterprise Grant) Account balance to \$5,825.00.

There was no activity to report in the Reserve and ARPA accounts.

On motion by Dennis Weller, second by Doug Rogers with abstention by Chris Bogenschutz the Board approved the Treasurer's Report, and the payment of the bills, copies of which are attached to these minutes.

Director's Report

Kristi Dippel provided an overview of activity over the past month including work on required annual reporting due to NYS ABO by 3/31/22. She continues to wait on closeout documents from Empire State Development (ESD) for the Historical Downtown District project and will work with the Town of Clayton to administer funds for REDI projects. At this point, the CLDC is not yet involved. Kristi continues to work on required annual audit work.

Committee Updates

Nominating Committee: Chris Bogenschutz provided an update on filling the vacant board seat and reviewed potential candidates of interest for the position.

Governance Committee: No update to activity at this time

Grant and Loan Committee: Chris Powers provided an update on the ARPA fund program. Eleven applications were submitted and reviewed by the committee. Chris walked board members through next steps and will review funding outcomes with the Town of Clayton prior to announcing awards.

Strategic Committee: Doug Rogers has requested board members review and provide feedback on a marketing plan for the CLDC. This will result in developing a plan to improve community awareness of the Clayton Local Development Corporation mission and determine future project needs.

The Audit committee provided an updated financial concern procedure.

Municipal Updates

Doug Rogers provided an overview of planning board activity. Mayor Norma Zimmer provided an update on village projects including the Riverwalk bid and other projects such as the Mary Street dock. There was no update to Town of Clayton activity provided.

The next Regular Meeting will be held on April 7, 2022. On a motion by Kathy LaClair, second by Chris Powers the regular session of the meeting adjourned at 5:07pm.

1:21 PM

04/04/22

Accrual Basis

Clayton LDC
Profit & Loss Prev Year Comparison
 January 1 through April 4, 2022

	Jan 1 - Apr 4, 22	Jan 1 - Apr 4, 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
Interest	0.00	0.22	-0.22	-100.0%
Town Income	15,000.00	15,000.00	0.00	0.0%
USDA RD RBEG	4,675.00	4,675.00	0.00	0.0%
Total Income	<u>19,675.00</u>	<u>19,675.22</u>	<u>-0.22</u>	<u>0.0%</u>
Gross Profit	19,675.00	19,675.22	-0.22	0.0%
Expense				
CLDC				
Fees/Permits/Taxes	0.00	25.00	-25.00	-100.0%
Insurance	897.00	897.00	0.00	0.0%
Office Expense	350.00	400.00	-50.00	-12.5%
Officer Compensation	1,125.00	1,525.00	-400.00	-26.2%
Printing/Advertising	696.50	0.00	696.50	100.0%
Total CLDC	3,068.50	2,847.00	221.50	7.8%
CLDC - Program Delivery				
Officer Compensation	1,000.00	0.00	1,000.00	100.0%
CLDC - Program Delivery - Other	7,193.07	8,411.92	-1,218.85	-14.5%
Total CLDC - Program Delivery	8,193.07	8,411.92	-218.85	-2.6%
Total Expense	<u>11,261.57</u>	<u>11,258.92</u>	<u>2.65</u>	<u>0.0%</u>
Net Ordinary Income	8,413.43	8,416.30	-2.87	0.0%
Net Income	<u>8,413.43</u>	<u>8,416.30</u>	<u>-2.87</u>	<u>0.0%</u>

1:21 PM

04/04/22

Accrual Basis

Clayton LDC
Profit & Loss Prev Year Comparison
January 1 through April 4, 2022

1. DRI and ARPA advertising
-

1:23 PM

04/04/22

Accrual Basis

Clayton LDC

Balance Sheet Prev Year Comparison

As of March 31, 2022

	Mar 31, 22	Mar 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
ARPA Account	148,000.00	0.00	148,000.00	100.0%
CLDC RBEG Account	5,825.00	5,150.00	675.00	13.1%
General Checking Account WSB	10,998.83	8,874.43	2,124.40	23.9%
Reserve Account	1,771.74	1,771.06	0.68	0.0%
Total Checking/Savings	166,595.57	15,795.49	150,800.08	954.7%
Total Current Assets	166,595.57	15,795.49	150,800.08	954.7%
Fixed Assets				
Equipment				
Accumulated Depreciation	-48,571.67	-48,571.67	0.00	0.0%
Equipment - Other	85,000.29	85,000.29	0.00	0.0%
Total Equipment	36,428.62	36,428.62	0.00	0.0%
Total Fixed Assets	36,428.62	36,428.62	0.00	0.0%
Other Assets				
Utility Deposit	100.00	100.00	0.00	0.0%
Total Other Assets	100.00	100.00	0.00	0.0%
TOTAL ASSETS	203,124.19	52,324.11	150,800.08	288.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	2,584.23	2,584.23	0.00	0.0%
Accounts Payable	2,584.23	2,584.23	0.00	0.0%
Total Accounts Payable	10,000.00	10,000.00	0.00	0.0%
Other Current Liabilities				
Prepaid Income	10,000.00	10,000.00	0.00	0.0%
Total Other Current Liabilities	12,584.23	12,584.23	0.00	0.0%
Total Current Liabilities	12,584.23	12,584.23	0.00	0.0%
Equity				
Net Assets	295,500.08	295,500.08	0.00	0.0%
Retained Earnings	-113,373.55	-264,176.50	150,802.95	57.1%
Net Income	8,413.43	8,416.30	-2.87	0.0%

Clayton LDC
Balance Sheet Prev Year Comparison
As of March 31, 2022

	Mar 31, 22	Mar 31, 21	\$ Change	% Change
Total Equity	190,539.96	39,739.88	150,800.08	379.5%
TOTAL LIABILITIES & EQUITY	203,124.19	52,324.11	150,800.08	288.2%

CLDC Abstract April 2022

General Checking Account

Date	Check #	Amount	Balance
			\$ 10,999.33
4/7/2022	Clayton Improvement Association March ED hours/overhead	1296 \$ (3,041.67)	\$ 7,957.66
			<u>\$ 7,957.66</u>

CLDC RBEG Account (Rural Business Enterprise Grant)

Date	Check #	Amount	Balance
			\$ 5,825.00
	final payment (6 of 6)		\$ 5,825.00
			<u>\$ 5,825.00</u>

Reserve Account

Date	Check #	Amount	Balance
			\$ 1,771.74
	No account activity		\$ 1,771.74
			<u>\$ 1,771.74</u>

ARPA Account

Date	Check #	Amount	Balance
			\$ 148,000.00
	No account activity		\$ 148,000.00
			<u>\$ 148,000.00</u>