

**RESOLUTION 3.1 – 04/13/22**

**RESOLUTION TITLE: ACCEPTANCE AND ADOPTION OF FINAL REPORT ON RECONSTRUCTION OF MARGARET/COURT/BRINKERHOFF STREETS**

By: Matthew Miller, Director of Community Development

**WHEREAS**, the City contracted with C&S Companies for the completion of a concept study for the replacement of aging infrastructure on and under Margaret, Court, and Brinkerhoff Streets; and

**WHEREAS**, after an extensive public engagement campaign and the incorporation of public feedback as to how to reconstruct these downtown streets once the infrastructure was updated, C&S has delivered to the City a final report containing their recommendations.

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council accepts and adopts the Margaret Street Concept Study submitted by C&S Companies and directs the Mayor and City staff to solicit proposals from qualified design firms for the engineering, bid, and construction phases of the project.

Contractor:	C&S Companies
Service:	Concept study for Margaret/Court/Brinkerhoff Streets
Rate:	n/a
Mileage:	n/a
Contract Amount:	New
City Cost:	n/a
Period:	n/a
New/Renewal:	New
Previous Year's Cost:	n/a
Previous Year's City Cost:	n/a

Approved by the **FINANCE AND COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **April 13, 2022**.

“Yes”  
“No”  
Absent

**RESOLUTION 3.3 – 04/13/22**

**RESOLUTION TITLE: AUTHORIZE AMG AGREEMENT FOR MERCHANT PROCESSING SERVICES**

By: Matthew Miller, Director of Community Development

**WHEREAS**, the fee structure provided by the City’s current merchant for the processing of credit and debit card transactions is not suitable for the City’s paid parking system due to the large number of minor transactions the parking system will generate; and

**WHEREAS**, AMG Payment Solutions (AMG) is a boutique credit card processing firm focused on the U.S. municipal parking sector and specializing in the processing of small transactions; and

**WHEREAS**, AMG has an established relationship with the City’s vendor for parking services and equipment, IPS Group Inc.

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council authorizes the Mayor to execute an agreement for merchant processing services with AMG for the processing of small debit and credit card transactions related to the City’s paid parking system.

Contractor:	AMG Payment Solutions
Service:	Processing of credit/debit card parking system transactions
Rate:	n/a
Mileage:	n/a
Contract Amount:	n/a
City Cost:	Processing fees plus \$139.96 per month in account fees
Period:	1 year w/ option for renew for additional 2 years
New/Renewal:	New
Previous Year’s Cost:	n/a
Previous Year’s City Cost:	n/a

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **April 13, 2022**.

“Yes”  
“No”  
Absent

**RESOLUTION 3.5 – 04/13/22**

**RESOLUTION TITLE: APPROVAL OF LICENSE AGREEMENT FOR PLATTSBURGH FARMERS’ AND CRAFTERS’ MARKET**

By: Matthew Miller, Director of Community Development

**WHEREAS**, the Plattsburgh Farmers’ and Crafters’ Market (PFCM) wishes to operate from the renovated building previously known as Building 4 on Plattsburgh Municipal Lighting Department’s former Green Street site.

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council authorizes the Mayor to sign a License Agreement with the PFCM to operate a twice-weekly farmers’ market in the renovated building on PMLD’s former Green Street site from May 1, 2022 to October 10, 2022.

Contractor:	Plattsburgh Farmers’ and Crafters’ Market
Service:	Operation of farmers’ market
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$500 seasonal license fee
City Cost:	n/a
Period:	May 1, 2022 through October 10, 2022
New/Renewal:	New
Previous Year’s Cost:	\$500 seasonal license fee
Previous Year’s City Cost:	n/a

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **APRIL 13, 2022**.

- “Yes”
- “No”
- Absent

**RESOLUTION 3.6 – 04/13/22**

**RESOLUTION TITLE: AUTHORIZE KAS SERVICE AGREEMENTS FOR VARIOUS ASBESTOS SURVEYS**

By: Matthew Miller, Director of Community Development

**WHEREAS**, future development of the site of the Champlain Valley Transportation Museum (CVTM) requires an understanding of any asbestos which may be present in the seven structures located within boundaries of parcel # 221.12-2-12; and

**WHEREAS**, rehabilitation or demolition of the Crete Memorial Civic Center (Crete) will require an understanding of any asbestos which may be present within the Crete.

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council authorizes the Mayor to execute service agreements with KAS, Inc. for asbestos inspections of the CVTM and Crete in amounts not to exceed \$7,305 and \$2,487, respectively. Funding for the CVTM inspection is to be provided from the Community Development Contracted Services budget. Funding for the Crete inspection is to be provided from the Crete Center Contracted Services budget.

Contractor:	KAS, Inc.
Service:	Asbestos inspections of CVTM and Crete
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$7,305 for CVTM (New), \$2,487 for Crete (New)
City Cost:	\$9,792
Period:	n/a
New/Renewal:	New
Previous Year's Cost:	n/a
Previous Year's City Cost:	n/a

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **April 13, 2022**.

- “Yes”
- “No”
- Absent

**RESOLUTION 3.7 – 04/13/22**

**RESOLUTION TITLE: ADOPTION OF POLICIES & PROCEDURES MANUAL FOR COMMUNITY DEVELOPMENT REVOLVING LOAN FUND**

By: Matthew Miller, Director of Community Development

**WHEREAS**, the policies governing the City’s existing revolving loan funds (RLFs) have not been updated in many years and are not compliant with the current regulations which govern the use of such funds at the federal, state, and local levels; and

**WHEREAS**, City staff have been working with Ann Ruzow Holland under a consulting agreement approved by the Council in 2021 to update the policies governing those RLFs to more accurately reflect the rules and regulations governing their use.

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council adopts the Policies and Procedures Manual for the City of Plattsburgh’s Community Development Revolving Loan Fund (CDRLF) that shall govern the operations of the CDRLF and all available funding under its purview. The Common Council further directs the Mayor, Corporation Counsel, Chamberlain, Director of Community Development, and Building Inspector to implement the policies contained therein.

Contractor:	n/a
Service:	Adoption of policies/procedures manual for CDRLF
Rate:	n/a
Mileage:	n/a
Contract Amount:	n/a
City Cost:	n/a
Period:	Open ended
New/Renewal:	New
Previous Year’s Cost:	n/a
Previous Year’s City Cost:	n/a

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **April 13, 2022**.

- “Yes”
- “No”
- Absent

**RESOLUTION 3.8 – 04/13/22**

**RESOLUTION TITLE: AUTHORIZE CONSOLIDATION OF ECONOMIC DEVELOPMENT FUNDS – COMMUNITY DEVELOPMENT (CD) FUND**

**WHEREAS**, the following resolution was adopted on April 21<sup>st</sup>, 2022; and

**WHEREAS**, the Community Development Fund has cash designated as revolving loan funds and façade loan funds in separate cash accounts; and

**WHEREAS**, the Community Development Director is requesting based on the updated revolving loan policy manual to treat all of these funds as economic development funding for revolving loans;

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council authorizes all of the City’s economic development funds be consolidated into one cash account for use as revolving loan funds for local development purposes and that the City Chamberlain is directed to transfer the façade loan funds into the revolving loan fund cash account and close the façade loan cash account.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **April 13, 2022**.

“Yes”

“No”

Absent

**RESOLUTION 3.9 – 04/13/22**

**RESOLUTION TITLE: “AUTHORIZE WRITE-OFF OF ECONOMIC DEVELOPMENT FUNDS UNCOLLECTIBLE LOANS – COMMUNITY DEVELOPMENT (CD) FUND”**

**WHEREAS**, the following resolution was adopted on April 21<sup>st</sup>, 2022; and

**WHEREAS**, the Community Development Fund has loans dating back to 2002 through 2007 that have become uncollectible due to time constraints as defined by statute of limitation law; and

**WHEREAS**, the Community Development Fund has an uncollectible loan account reserve of \$127,213 established to accept the write-off of the uncollectible loan balances totaling \$125,211;

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council authorizes the City Chamberlain to write-off the uncollectible loans balance of \$125,211 against the uncollectible loan reserve account in the Community Development Fund.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **April 13, 2022**.

“Yes”

“No”

Absent

**RESOLUTION 3.10 – 04/13/22**

**RESOLUTION TITLE: AUTHORIZE CONSULTING AGREEMENT WITH ANN RUZOW HOLLAND TO COMPLETE REHABILITATION OF CITY’S REVOLVING LOAN FUND PROGRAM**

By: Matthew Miller, Director of Community Development

**WHEREAS**, Ann Ruzow Holland has previously completed a 16 year audit of the City’s existing revolving loan funds (RLFs) and a comprehensive and federal/state/local compliant set of program guidelines for the updated Community Development Revolving Loan Fund (CDRLF); and

**WHEREAS**, preparing the CDRLF for utilization by the public requires various tasks necessary to operationalize the policies and procedures prescribed by the CDRLF’s manual and ensure efficient and uniform administration of all CDRLF applications and loans.

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council authorizes the Mayor to execute an agreement with Ann Ruzow Holland for consulting services related to the revival of the City’s CDRLF in an amount not to exceed \$15,000. Funding is to be provided from the Community Development Special Revenue account and the Community Development Contracted Services budget.

Contractor:	Ann Ruzow Holland, Ph.D., AICP
Service:	Finalization of CDRLF for public utilization
Rate:	\$125 / hour
Mileage:	n/a
Contract Amount:	\$15,000 (New)
City Cost:	\$15,000
Period:	April 30 – October 31, 2022
New/Renewal:	New
Previous Year’s Cost:	\$15,125 (Cost of prior CDRLF consulting contract)
Previous Year’s City Cost:	\$15,125 (Cost of prior CDRLF consulting contract)

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **April 13, 2022**.

“Yes”  
“No”  
Absent



**RESOLUTION 3.12 – 04/13/22**

**RESOLUTION TITLE: ADOPT UPDATED CITY FIELD USE POLICY**

By: Matthew Miller, Director of Community Development

**WHEREAS**, recent increases in the cost of equipment and materials necessary for proper maintenance of the City’s fields require a reevaluation of the fees prescribed by the City’s Field Use Policy; and

**WHEREAS**, it has been determined that the most equitable method of compensating the City for these increased field maintenance costs is to charge all organizations a fee for each use of specified fields throughout the City’s park system.

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council adopts the City’s updated Outdoor Sport Field Management Policy and the fee structure prescribed within with immediate effect.

Contractor:	n/a
Service:	Updated Field Use Policy
Rate:	n/a
Mileage:	n/a
Contract Amount:	n/a
City Cost:	n/a
Period:	n/a
New/Renewal:	New
Previous Year’s Cost:	n/a
Previous Year’s City Cost:	n/a

Approved by the **FINANCE AND COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **April 13, 2022**.

“Yes”  
“No”  
Absent

**RESOLUTION 4.2 – 04/13/22**

**RESOLUTION TITLE: AUTHORIZING REVISING CAPITAL PROJECT H5110.81 – 2021 PARKING EQUIPMENT PURCHASE**

**WHEREAS**, the Capital Expenditure Plan adopted January 7<sup>th</sup>, 2021, includes a Public Service Equipment category, and

**WHEREAS**, the Infrastructure Division desires to establish a 2021 Equipment Purchase project for items not included in the Public Service Equipment category of the Capital Expenditure Plan adopted January 7<sup>th</sup>, 2021, and

**WHEREAS**, the cost of the 2021 Parking Equipment Purchase project has been estimated by the Infrastructure Division for the costs of the unplanned expenditures to purchase items not included in the capital expenditure plan for the Parking Fund for 2021, and is being revised for 2022, as follows:

	<b>2021 Capital Cost</b>	<b>2021 Estimated Cost</b>	<b>2022 Revised Cost</b>
Parking kiosks infrastructure	\$ -	\$ 20,245	\$ 20,245
Kiosks and Kiosk System	<u>-</u>	<u>129,673</u>	<u>173,480</u>
Total	<u>\$ -</u>	<u>\$ 149,918</u>	<u>\$ 193,725</u>

Project Funding:

Parking Fund	<u>\$ -</u>	<u>149,918</u>	<u>\$ 193,725</u>
Total	<u>\$ -</u>	<u>\$ 149,918</u>	<u>\$ 193,725</u>

Now therefore,

**BE IT RESOLVED**, by the Common Council of the City of Plattsburgh, New York, this 21<sup>st</sup> day of April 2022, as follows:

- 1) That, the amount of One Hundred Ninety-three Thousand Seven Hundred Twenty-five and 00/100 (\$193,725.00) Dollars is hereby appropriated for the capital project **2021 Parking Equipment Purchase (H5110.81)** for the cost of the equipment revised above and is hereby authorized to be expended for such purpose.
  
- 2) That, One Hundred Ninety-three Thousand Seven Hundred Twenty-five and 00/100 (\$193,725.00) Dollars of such appropriation be provided by an advance from the Parking Fund, to be reimbursed by an inter-fund cash transfer from the General Fund, provided the Parking Fund operating revenue cannot support the equipment purchase.

Approved by the **FINANCE AND COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **April 13, 2022.**

“Yes”

“No”

Absent