

CITY COUNCIL MEETING

June 16, 2008

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Mayor Nelson called the meeting to order and asked the Clerk to call the roll:

PRESENT: Mayor Nelson, Councillors Hannan, Flynn
Morley, Powers, Sholette and Vaugh

ABSENT: None

PUBLIC HEARING

1. A public hearing on an ordinance to amend the Administrative Regulations regarding a Credit Card Use Policy for the City of Ogdensburg was held. No one being present, the hearing was declared closed.

PRESENTATION

1. A presentation was made by City Attorney, Katherine Wears and Economic Development Program Manager, Kimberly DesChamp regarding the history of the Ogdensburg Growth Fund. (A copy of the presentation follows these minutes.)

2. Barbara O'Keefe and Douglas R. Cubbison, of the Fort LaPresentation Company made a presentation regarding their business plan. (A copy of their presentation follows these minutes.)

PERSONAL APPEARANCE

1. Ray Cutway, 532 Hayward Street, stated that he foiled the Growth Fund for information and didn't get all the current information on loans that he requested.

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CONSENT AGENDA

Mayor Nelson moved that the claims as enumerated in Warrant #11-2008 in the amount of \$752,315.40, and Library Warrant #11-2008 in the amount of \$48,559.43 and Community Development Fund Warrant #11-2008 in the amount of \$21,445.07 and Capital Warrant #11-2008 in the amount of \$12,720.07, as audited, be and the same are ordered paid and Councillor Sholette seconded the motion.

The vote was:

CARRIED, AYES ALL

ITEMS FOR COUNCIL ACTION

1. Councillor Morley moved an ordinance to amend the Administrative Regulations regarding a Credit Card Use Policy for the City of Ogdensburg, and Councillor Hannan seconded to wit:

ORDINANCE NO. 5 - 2008

AN ORDINANCE TO AMEND THE ADMINISTRATIVE REGULATIONS OF
THE CITY OF OGDENSBURG TO ESTABLISH A CREDIT CARD USE
POLICY FOR THE CITY OF OGDENSBURG

Be it ordained by the City Council of the City of Ogdensburg as follows:

Section 1. Legislative Findings:

WHEREAS, the City Council of the City of Ogdensburg recognizes that there are instances where it is often difficult, impractical, time consuming and more costly to process small dollar purchases; and

WHEREAS, credit cards are becoming essential in making purchases over the internet even when dealing with locally owned business enterprises; and

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WHEREAS, credit cards are an essential requirement for persons traveling in the ordinary course of business, and are often required when making travel arrangements and reserving hotel rooms and in securing cheaper rates for hotels and air fares via telephone or the internet; and

WHEREAS, in each of the above instances, credit cards can yield savings and streamline purchases as often the expense of processing small dollar purchases can run as high as the purchase itself; and

WHEREAS, the City of Ogdensburg recognizes that any authorization for the use of credit cards must be accompanied by a comprehensive use policy to prevent misuse of credit cards and hereby determines that it is in the best interest of the City of Ogdensburg to authorize the limited use of credit cards from banks or credit card issuers and to establish this credit card policy.

Section 2: The Administrative Regulations of the City of Ogdensburg are hereby amended to add section AR-41 A which shall read as follows:

AR41.1 Credit Card Policy

A. Subject to the approval of the City Attorney as to form and content, the City Manager is authorized to enter into contracts with banking institutions or credit card companies to secure the issuance of credit cards in the name of the City of Ogdensburg. Further, subject to the approval of the City Attorney as to form and content, the City Manager is authorized to take such incidental action as may be necessary to carry out the terms of this regulation including the execution of any agreements or extension agreements or continuing agreements with a bank or credit card issuer that may be necessary. Said cards shall be available for use by designated persons as herein below set forth.

B. The City Comptroller shall have control of any and all credit cards. All credit cards will be kept under the direct supervision of the City Comptroller and shall be made available to officials/employees deemed appropriate by the City Manager or the City Comptroller.

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C. The City Manager of the City of Ogdensburg or the City Comptroller shall have the authority to authorize the use of credit cards for purchases and expenditures set forth herein and such other purchases and expenditures authorized by the City Council of the City of Ogdensburg.

D. Subject to the further authorization of the City Manager or the City Comptroller, city credit cards are approved for use to satisfy the expenses associated with the purchase of the following goods, supplies, services and expenditures:

- (1) office supplies and forms
- (2) books and subscriptions
- (3) computer supplies
- (4) hardware tools
- (5) spare parts
- (6) maintenance, repair and operating expenses
- (7) material expenses
- (8) travel, travel reimbursement and meal/lodging expenses
- (9) any other expenses authorized by the City Manager of the City of Ogdensburg not exceeding \$1,500.00 per purchase.

E. The following are unauthorized credit card purchases:

- (1) Any single transaction exceeding \$1,500.00 in value;
- (2) Aggregate monthly purchases exceeding \$10,000.00 per billing cycle;
- (3) Purchase of items for personal use;
- (4) Credit Cards are not to be used for any product, service inappropriate for purchase with City funds;

F. Use of city credit cards shall be subject to the following:

- (1) City credit cards may only be used when there is no alternative method of payment available or when use of the credit card will result in a discounted purchase price;
- (2) Officials/employees shall retain all receipts for the items purchased and immediately upon purchase, provide the same to the City Comptroller;
- (3) Officials/employees shall insure that all transactions are legitimate purchases made on behalf of the City of Ogdensburg;

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- (4) Officials/employees shall be required to complete all requests for authorization for expenditures and submit the same to the supervisor together with claims and adequate supporting documentation that the expenses were incurred in accordance with City Policy.
- (5) Any illegal, inappropriate, improper or unauthorized use of a credit card shall require payment by the official/employee incurring the expense and may result in disciplinary or other action against the official/employee.
- (6) Purchases, payments, travel and other actual and necessary expenses for which a credit card is used shall be incurred in accordance with, and shall be subject to, all laws, rules, and regulations applicable to municipal charges incurred by the City of Ogdensburg, its officers and employees.
- (7) If the City Comptroller determines that charges are appropriate as submitted, the credit card statement shall be processed for payment in a timely fashion so as to avoid any finance charges. If the City Comptroller shall determine that there are improper illegal or unauthorized charges, he/she shall immediately notify the City Manager who shall investigate and take appropriate action.
- (8) Officials/Employees using City credit cards shall document each purchase with supporting receipts and a detailed itemization of all charges, noting the official/employee who has incurred said charges and the official/employee who authorized said charge.
- (9) Any lost or stolen credit cards shall be reported immediately to the City Comptroller
- (10) For any orders placed by phone, fax, mail or e-mail, a receipt must be requested detailing the merchandise purchased, price, freight, shipping etc and must be included with the goods mailed or shipped.

Section 3: This ordinance shall take effect ten (10) days after publication of notice that shall give the title and describe the same in summary form.

The vote was:

CARRIED, AYES ALL

2. Councillor Vaugh moved a resolution regarding an agreement with Tisdell Associates for an Air Conditioning System at the Dobisky Center, and Councillor Powers seconded to wit:

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RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE
AGREEMENT WITH TISDEL ASSOCIATES FOR DOBISKY CENTER
AIR CONDITIONING SYSTEM

WHEREAS, the City has recently completed construction of the new
Dobisky Center, and

WHEREAS, the City desires to install an air conditioning system for the
building, and

WHEREAS, the City desires planning, bidding assistance and construction
review services for the air conditioning system; and

WHEREAS, funds are available from the Visitor Center project to pay for
this improvement;

NOW, THEREFORE BE IT RESOLVED, the City Manager is hereby
authorized to enter into an agreement with Tisdell Associates for engineering and
technical services related to the design and construction review of an air
conditioning system for the Dobisky Center, for a sum not to exceed \$11,800 as
outlined in the scope of work; and,

BE IT FURTHER RESOLVED, funds to pay for this work shall be derived
from Capital Account H718201.519.

The vote was:

AYES: Mayor Nelson, Councillors Flynn, Hannan,
Powers, Sholette and Vaugh

NAYS: Councillor Morley

APPROVED, 6 TO 1

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OLD BUSINESS

1. Councillor Hannan asked City Manager Arthur Sciorra for an update on the employee surveys. Mr. Sciorra stated that he has a file of sample surveys but other City projects have taken precedent. Mr. Sciorra stated that last week the citizen and department surveys were sent out to the community. Councillor Hannan asked Mr. Sciorra to keep Council updated.

2. Councillor Morley asked Mr. Sciorra if he has received any requests for a community garden. Mr. Sciorra said he hasn't.

3. Councillor Morley stated that paper Hamilton Street, on the other side of East David Street, is overgrown with brush. Mr. Sciorra said he will check it out.

4. Councillor Sholette asked for an update on the heat and air conditioning at the Fire Department. Mr. Sciorra said the Fire Chief is not here tonight, but he will check with him.

5. Councillor Sholette asked if there is a alcohol use policy at the Community Center. Mr. Sciorra stated that he is currently reviewing it and talking to our insurance company. Mr. Sciorra asked if there is a consensus of Council to proceed with allowing alcohol use in the Community Center, there was a consensus. Mayor Nelson said alcohol is allowed in the park with permission, why not for a wedding reception in the Community Center.

6. Councillor Sholette stated that he has received numerous phone call complaints regarding late night activities at bars and asked if there is still a point system to shut down bars. Police Chief Richard Polniak advised there is no point system to shut down taverns. Chief Polniak also stated that his department does not shut down bars, they notify the ABC Board and they shut them down. Chief Polniak stated that the PD Impact Team will start their patrol of taverns this weekend.

7. Councillor Powers asked for an update on the Knox and Morris Street property. City Manager Arthur Sciorra stated that the asbestos survey has been started.

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8. Councillor Powers stated that he has received complaints about the condition of Montroy Park. Mr. Sciorra said he is meeting Recreation Director Phil Clemens at the park tomorrow morning at 8:15 am.

9. Councillor Flynn asked for an update on the extension of the Maple City Trail on the other side of the bridge. Mr. Sciorra stated that we are moving ahead and have gained the support of the Town of Oswegatchie as they gave a resolution of support for this project.

10. Councillor Flynn asked City Attorney Katherine Wears if she found any information regarding the need for restrooms on the trail. Mr. Wears stated that she had forgotten, but will check.

11. Councillor Flynn asked if there was any action on the Code Enforcements' letter to the owners of Park Plaza. Mrs. Wears stated we have not received a response and a finished draft will be filed in City Court at the end of the week.

12. Councillor Morley asked Mrs. Wears if we have considered fumigating Park Plaza for bats. Mrs. Wears stated that we can issue a request for relief, which will either give the City permission to do it or make the property owner do it.

NEW BUSINESS

1. Councillor Flynn stated there is a noise problem in the Dobisky Center and suggested heavy curtains to dampen the sound and sun.

2. Councillor Flynn asked if the kitchen equipment at the Dobisky Center has been inspected by the Health Department. Mr. Sciorra said the equipment is still in the boxes.

3. Councillor Hannan welcomed Brian Kidwell, Journal Reporter, back from his injury.

4. Mayor Nelson reminded Council about tomorrow night's work session at 6:30 pm regarding the development of the Diamond property.

On a motion duly made and seconded, the meeting was adjourned.