

**Minutes of the
Clinton Grant Facilitation Corporation
July 12, 2021**

The meeting was called to order by David Hoover at 12:00 p.m., at the office of the Clinton Grant Facilitation Corporation, 137 Margaret Street, Suite 208, Plattsburgh, New York 12901.

MEMBERS PRESENT: David Hoover, Vice Chairperson
Keith Defayette, Treasurer and Chief Financial Officer
Michael Zurlo, Secretary
John VanNatten, Member
Mark Leta, Member

ABSENT: Trent Trahan, Chairperson
Kim Murray – Assistant Secretary

STAFF PRESENT: George Cregg, Esq., Agency Counsel
Toni Moffat, Executive Assistant
Dorothy Brunell, Administrative Assistant

OTHERS PRESENT: Steve Peters, Elevate518, LLC

D. Hoover stated there was a *quorum* present.

D. Hoover waived the reading of the notice of the meeting published in the *Press Republican* on December 18, 2020.

Presentation:

M. Zurlo introduced Steve Peters of Elevate518, LLC. S. Peters stated that he is the former superintendent of recreation for the City of Plattsburgh and he has now started his own business called Elevate518, LLC. With his new business, he is working to build capacity for non-profits and for-profits in several municipalities around the region. Over the past three years, S. Peters has secured \$1.2 million in grant funding for area communities such as Ticonderoga, Rouses Point and Wilmington. He is requesting the Clinton Grant Facilitation Corporation's (CGFC) assistance to submit a grant application through the Empire State Development for a feasibility and market study for a new for-profit indoor field sports and event facility. S. Peters indicated that last summer during the COVID-19 pandemic, he successfully ran the indoor field youth and adult sports programs without a single documented case or transmission of the virus. During this time, the average number of people in the Crete building was 4,300 per week. They ran two sessions of indoor field sports throughout the entire six month season. S. Peters advised that he recently secured a three-year contract with the City of Plattsburgh to continue the operation of the indoor field sports programs in the Crete Civic Center. This contract expires in 2024. The contract contains an exit clause for the City should the Crete facility be slated for demolition within the three-year timeframe.

S. Peters indicated that the Empire State Development grant provides an opportunity to have professionals perform an assessment of our region to determine what opportunities may exist for a new indoor field sports facility. He indicated that if the project is determined to be feasible, he would then be able to pull together numbers and costs and obtain financing and investors for a private for-profit facility. The grant requested is a 50 percent match and S. Peters indicated he would provide the balance of the funds.

M. Zurlo asked S. Peters if he would be performing all of the administrative work associated with submission of the grant. S. Peters advised that this was correct, although there were logistics that would need to be worked out such as whether the grant would be submitted via the CGFC's grant submission gateway or if he would submit it himself. He also indicated that he would like to have the CGFC review the grant before submission, as well as answer any questions he might have along the way. Based on the fact that the CGFC would have no administrative responsibilities in the preparation and submission of this grant, M. Zurlo indicated that the CGFC fee should reflect how much work is required by the agency.

**RESOLUTION APPROVING FEE SCHEDULE
CLINTON GRANT FACILITATION CORPORATION**

The following resolution was offered by M. Zurlo, seconded by M. Leta, to wit:

Resolution No. 07-21-02

**RESOLUTION APPROVING FEE SCHEDULE FOR CLINTON GRANT
FACILITATION CORPORATION.**

WHEREAS, Clinton Grant Facilitation Corporation (the "Corporation") is authorized and empowered by the provisions of 402 and Section 1411 of the Not-For-Profit Corporation Law of the State of New York to promote community and economic development and the creation of jobs for the citizens of Clinton County, New York (the "County") by, among other things, facilitating the economic development of the County and the adjoining counties of Essex and Franklin (collectively, the "Grant Area") through the receipt and administration of gifts, grants, loans, or contributions relating to any portion of the Grant Area from, and enter into contracts or other transactions with, the United States and the State of New York or any agency of either of them, any municipality, any public or private corporation or any other legal entity; and

WHEREAS, the members of the Corporation desire to approve certain administrative matters;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CLINTON GRANT FACILITATION CORPORATION, AS FOLLOWS:

Section 1. The Corporation hereby takes the following actions:

(A) Approves the fee schedule described in Schedule A attached hereto.

Section 2. The Corporation hereby authorizes the Chairperson, Vice Chairperson and the Executive Director of the Corporation to take all steps necessary to implement the matters described in Schedule A attached.

Section 3. This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Trent Trahan	VOTING	EXCUSED
David Hoover	VOTING	
Michael E. Zurlo	VOTING	
Keith Defayette	VOTING	
Kim Murray	VOTING	EXCUSED
Mark Leta	VOTING	
John VanNatten	VOTING	

The foregoing resolution was thereupon declared duly adopted.

[Remainder of page left blank intentionally]

SCHEDULE A

FEE SCHEDULE

Clinton Grant Facilitation Corporation Fee Schedule:

Adopted: July __, 2021

Type	Cost	Description
<i>Application Fee</i>	\$250	The Corporation will charge a nonrefundable administrative application fee for finance transactions equal to \$250 upon submission of an application by a project. \$125 is a non-refundable administrative fee. The remaining \$125 will be applied to the project’s closing costs.
<i>Grant Submission</i>	.75 of 1%	The Corporation will charge said fee on the total benefited grant. Such fee shall be payable upon the successful conclusion of the grant. Fees shall be applied towards administrative costs to the Corporation and are non-refundable.
<i>Modification/Amendment Transactions Fees</i>	\$250	The Corporation will charge a nonrefundable modification/amendment transaction fee per instance (post-closing) equal to \$250 upon the submission of a letter to the Corporation explaining in detail the requested action to modify or amend existing documents previously executed by the Corporation. Fees shall be applied towards administrative costs to the Corporation and are non-refundable.
<i>Special Meeting Fee</i>	\$250	The Corporation will charge a nonrefundable administrative fee for a special meeting of the Corporation held at the project’s request.
<i>Legal Fees</i>	Varies	The project is responsible for paying all legal costs and/or other third party costs incurred by the Corporation on behalf of the project. Fees shall be applied towards administrative costs to the Corporation and are non-refundable.

*The Corporation Board reserves the right to determine and impose other administrative fees on Corporation projects in consideration for financial assistance being granted by the Corporation and/or the costs incurred by the Corporation. The Corporation may provide for a different application fee and/or a different administrative fee for a particular project by resolution duly adopted by the Corporation Board.

M. Zurlo asked G. Cregg what amendment would have to be made to this resolution to reflect the various levels of work associated with grant submission and administration.

G. Cregg advised that there are three scenarios which would determine what the appropriate fee should be for grant submission. In the first scenario, no administrative work is required by the CGFC for grant submission. In the second scenario, the CGFC would apply for the grant and would have administrative

responsibilities; however, the costs associated with the grant administration would be funded by the grant. In the third scenario, the CGFC would have administrative responsibilities which would not be funded by the grant. In the first two scenarios, the CGFC would not charge a grant submission fee. M. Zurlo suggested changing “Grant Submission” to “Grant Administration” on the fee schedule. It was decided that Resolution #07-21-02 will be modified accordingly.

M. Zurlo indicated that there would not be a “Grant Administration Fee” associated with the Elevate518, LLC Project grant submission. Elevate518, LLC will pay a \$125 non-refundable application fee and an additional \$125 once the grant is submitted.

Motion was made by J. VanNatten, and seconded by K. Defayette, to table the approval of Resolution #07-21-02 until the next meeting of the CGFC. Motion passed.

RESOLUTION AUTHORIZING THE CHAIRPERSON OF CLINTON GRANT FACILITATION CORPORATION TO SUBMIT AN APPLICATION FOR FUNDING TO EMPIRE STATE DEVELOPMENT RELATING TO THE ELEVATE518, LLC PROJECT

The following resolution was offered by M. Leta, seconded by J. VanNatten, to wit:

Resolution No. 07-21-01

RESOLUTION AUTHORIZING THE CHAIRPERSON OF CLINTON GRANT FACILITATION CORPORATION TO SUBMIT AN APPLICATION FOR FUNDING TO EMPIRE STATE DEVELOPMENT RELATING TO THE ELEVATE518, LLC PROJECT.

WHEREAS, Clinton Grant Facilitation Corporation (the “Corporation”) is authorized and empowered by the provisions of 402 and Section 1411 of the Not-For-Profit Corporation Law of the State of New York to promote community and economic development and the creation of jobs for the citizens of Clinton County, New York (the “County”) by, among other things, facilitating the economic development of the County and the adjoining counties of Essex and Franklin (collectively, the “Grant Area”) through the receipt and administration of gifts, grants, loans, or contributions relating to any portion of the Grant Area from, and enter into contracts or other transactions with, the United States and the State of New York or any corporation of either of them, any municipality, any public or private corporation or any other legal entity; and

WHEREAS, per the attached request (the “Request”), Elevate518, LLC (the “Company”) is seeking a feasibility and market study for a new for-profit indoor sports field and event facility (the “Project”); and

WHEREAS, in connection with the Project, the Corporation wishes to submit an application (the “Application”) to the Empire State Development for the Strategic Planning and Feasibility Study (“ESD”) for a 50% match grant fund;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CLINTON GRANT FACILITATION CORPORATION, AS FOLLOWS:

Section 1. The Corporation hereby authorizes the Chairperson of the Corporation to submit the Application to ESD.

Section 2. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Trent Trahan	VOTING	EXCUSED
David Hoover	VOTING	YES
Michael E. Zurlo	VOTING	YES
Keith Defayette	VOTING	YES
Kim Murray	VOTING	EXCUSED
Mark Leta	VOTING	YES
John VanNatten	VOTING	YES

The foregoing resolution was thereupon declared duly adopted.

[Remainder of page left blank intentionally]

From: Steve Peters <stevepeters518@gmail.com>
Date: June 28, 2021 at 10:04:10 AM EDT
To: "Zurlo, Mike" <mike.zurlo@clintoncountygov.com>
Cc: "Moffat, Toni" <Toni.Moffat@clintoncountygov.com>, "Brunell, Dorothy" <Dorothy.Brunell@clintoncountygov.com>
Subject: Re: Potential Grant Application

Good Morning Mike-

I would like to formally request assistance from Clinton County's Grant Facilitation Corporation to submit a grant application through the Consolidated Funding Application process, due on July 30, 2021. I would like to submit a grant application through Empire State Development for a feasibility and market study for a new for-profit indoor field sports and event facility. The funding channel through Empire State Development is the Strategic Planning and Feasibility Study ([found here, Page 18](#)) which requires a municipal sponsor. It is a 50% match grant which, if awarded, I will provide the remaining 50%.

My company, Elevate518, LLC, is a project management company that helps build capacity for non-profits, for-profits, and municipalities on the Adirondack Coast. We have secured \$1.2 million over the last three years for regional communities and organizations. As a COVID-related pivot, we secured a contract with the City of Plattsburgh to run the Crete Civic Center indoor field sports programs during the winter of 2020-2021 as a private for-profit-but-for-public-benefit initiative called Adirondack Coast Sports. We now have a 3-year contract (through 2024) with the City of Plattsburgh to continue these efforts. The City has indicated that the next three years will be the last of the lifespan of the Crete Civic Center. Additionally, our contract has an exit clause that the City can use should the facility be slated for demolition within the 3-year timeframe. This study is essential to plan for the future of these programs. And, it is beyond time to get professional-level market information to establish the potential outcomes of these programs once-and-for-all. The programs that this building has supported have spanned multiple generations and has provided substantial value to the youth and adults of Clinton County. This 2020-2021 season data shows the magnitude and county-wide impact of these programs:

- 1280 games (600 in Session I and 680 in session II)
- 1253 players in session I
- 1437 players in session II
- 4300 AVG people per week in the building (I set up a traffic counter)
- 100,000+ user days in 24 weeks (traffic counter)

County-Level Residency (data from Session II):

Clinton County:

- 1257 participants from twenty (20) municipalities (87.5% of all participants)

- 20% of Clinton County participants are from the City of Plattsburgh
- 19% of Clinton County participants are from the Town of Plattsburgh
- 61% of Clinton County participants are from outside the City and Town

Essex County: 129 participants from fifteen 15 municipalities (9% of all participants)

Franklin County: 48 participants from ten (10) municipalities (3.3% of all participants)

St. Lawrence County: 3 participants from two (2) municipalities (.2% of all participants)

Municipality-Level Residency (data from session II):

Town/City	Number	%
Plattsburgh (city)	251	17.5%
Plattsburgh (town)	243	16.9%
Morrisonville	115	8.0%
Peru	111	7.7%
West Chazy	98	6.8%
Cadyville	67	4.7%
Chazy	63	4.4%
Saranac	42	2.9%
Champlain	41	2.9%
Ellenburg Center	40	2.8%
Keeseville	40	2.8%
Altona	34	2.4%
Rouses Point	32	2.2%
Saranac Lake	31	2.2%
Ellenburg Depot	30	2.1%
Mooers Forks	25	1.7%
Mooers	24	1.7%
Dannemora	19	1.3%
Westport	17	1.2%
Elizabethtown	13	0.9%
Ausable Forks	12	0.8%
Willsboro	12	0.8%
Schuyler Falls	10	0.7%
Lyon Mountain	7	0.5%
Lake Placid	6	0.4%
Port Kent	6	0.4%
Lewis	5	0.3%
Moriah	5	0.3%
Chateaugay	4	0.3%
Essex	4	0.3%

Redford	4	0.3%
Jay	3	0.2%
Malone	3	0.2%
New Russia	3	0.2%
Vermontville	3	0.2%
Burke	2	0.1%
Nicholville	2	0.1%
Ausable	1	0.1%
Bloomingtondale	1	0.1%
Clintonville	1	0.1%
Colton	1	0.1%
Constable	1	0.1%
Gabriels	1	0.1%
Lake Clear	1	0.1%
Merrill	1	0.1%
Mineville	1	0.1%
Wilmington	1	0.1%
	1437	100%

I am out of town until the 16th of July, but I expect to do work remotely and can easily communicate via email on a daily basis. Should the Board be interested in a presentation, I am available during the week of the 19th as well.

Sincerely,

Steve Peters, Owner
Elevate518, LLC

On Thu, Jun 24, 2021 at 8:30 AM Zurlo, Mike <Mike.Zurlo@clintoncountygov.com> wrote:
Not sure of your timeline; but what we normally do is have the applicant give a brief presentation to the board on the project. If you would like to move forward, please send me a formal "request to be heard". Once I receive that, I will facilitate.

Thanks.

MZ

Michael E. Zurlo
Clinton County Administrator
Clinton County Government Center

137 Margaret Street, Suite 208
Plattsburgh, New York 12901
518-565-4600 (phone)
518-565-4616 (fax)

-----Original Message-----

From: Steve Peters <stevepeters518@gmail.com>
Sent: Wednesday, June 23, 2021 9:51 PM
To: Zurlo, Mike <Mike.Zurlo@clintoncountygov.com>
Subject: Re: Potential Grant Application

Hi Mike-
You must be thrilled. ☐

I've written my share of grants through the grants gateway. If I were provided access to your grants gateway, I could write the grant and do all the work. All you'd have to do is review it, wordsmith it to reflect the GFC/IDA, and submit.

I'm traveling and won't be back in town until the 16th, but I am finalizing other grant apps and will be doing work on the road. Let me know.

Steve Peters

> On Jun 22, 2021, at 3:24 PM, Zurlo, Mike <Mike.Zurlo@clintoncountygov.com> wrote:

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> I'm sorry to say.....me. Still hiring for that position

>

> Sent from my iPhone

>

> On Jun 22, 2021, at 12:17 PM, Steve Peters <stevepeters518@gmail.com> wrote:

>

>

> Good Afternoon Mike-

> Thank you for the quick response. I should have specified the GFC in my email. I've looked at the info tab and would like to explore moving forward. The \$500 fee is understandable. Who would I reach out to?

> Sincerely,

>

> Steve Peters, Owner

> Elevate518, LLC

>

>

> On Mon, Jun 21, 2021 at 3:18 PM Zurlo, Mike

> <Mike.Zurlo@clintoncountygov.com<mailto:Mike.Zurlo@clintoncountygov.com>> wrote:

> Steve-

>

> The County would not, but the Grant Facilities Corporation considers these request. The GFC is an offshoot of the IDA designed to take on these tasks. Take a peak at the IDA website (information tab). Pretty sure the app. Fee is \$500.

>

> MZ

>

> Michael E. Zurlo
> Clinton County Administrator
> Clinton County Government Center
> 137 Margaret Street, Suite 208
> Plattsburgh, New York 12901
> 518-565-4600 (phone)
> 518-565-4616 (fax)

>

> From: Steve Peters <stevepeters518@gmail.com<mailto:stevepeters518@gmail.com>>

> Sent: Monday, June 21, 2021 10:51 AM

> To: Zurlo, Mike
<Mike.Zurlo@clintoncountygov.com<mailto:Mike.Zurlo@clintoncountygov.com>>

> Subject: Potential Grant Application

>

> Good Morning Mike-

> I hope you are well. First, as of today, I have an up to three year contract with the City to run the Crete Center from Nov-Apr each year. This is good news for the region and all the participants. Second, I am eyeballing an ESD Strategic Planning and Feasibility Study grant through the Regional Economic Development Council for the indoor sports/convention facility I am working on. It needs a government or LDC/EDC applicant. Would the County be willing to make the application on my behalf?

>

> The goal for this study would be to hire a consultant to the entire market study (once and for all) to find out if our area can support a private for-profit, or non-profit facility. Once I have this type of study, I can move forward with financing, investors, etc. Let me know your thoughts and if this seems possible.

>

> Sincerely,

>

> Steve Peters, Owner
> Elevate518, LLC

M. Zurlo offered a motion to amend this resolution to make it explicitly clear that the 50 percent match associated with this grant is the obligation of the applicant.

Motion was made by M. Zurlo, and seconded by K. Defayette, to have Resolution #07-21-01 amended to clearly reflect that the 50 percent match funding is the obligation of the applicant. Motion carried.

Reading and Consideration of the Draft Minutes of the meeting of the Clinton Grant Facilitation Corporation (CGFC) of April 19, 2021

D. Hoover asked if there were any questions regarding the draft minutes of the April 19, 2021 meeting of the Clinton Grant Facilitation Corporation (CGFC) and there were none.

On a motion by M. Leta, and seconded by M. Zurlo, it was unanimously carried to approve the minutes of the April 19, 2021 meeting of the CGFC.

Public Comment

There was no public comment.

Old Business

There was no old business to discuss.

There being no further business to discuss, K. Defayette motioned to adjourn the meeting at 12:22 p.m., seconded by J. VanNatten.

David Hoover, Vice Chairperson