

1. Agenda

Documents:

[AGENDA 07-05-18.PDF](#)

2. Supporting Documents

Documents:

[MEETING DOCS 070518.PDF](#)

**REGULAR MEETING OF THE COMMON COUNCIL  
OF THE CITY OF PLATTSBURGH, NEW YORK**

July 5, 2018

**5:30 P.M.**

**AGENDA**

**Pledge of Allegiance**

(RC)

**Present:** Mayor Colin Read, Councilors Rachelle Armstrong (W1), Mike Kelly (W2), Dale Dowdle (W3), Peter Ensel (W4), Patrick McFarlin (W5), Joshua Kretser (W6)

**Absent:**

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**MAYOR'S COMMENTS:**

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**1. MINUTES OF THE PREVIOUS MEETING:**

**RESOLVED:** That the Minutes of the Regular Meeting of the Common Council held on June 28, 2018 are approved and placed on file among the public records of the City Clerk's Office.

By Councilor \_\_\_\_\_; Seconded by Councilor \_\_\_\_\_

(All in Favor/opposed)

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, Kretser

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**2. PAYROLLS OF VARIOUS DEPARTMENTS:**

**RESOLVED:** That the payrolls of the various Departments of the City of Plattsburgh for the week ending July 4, 2018 in the amount of \$ \_\_\_\_\_ are authorized and allowed and the Mayor and the City Clerk are hereby empowered and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor \_\_\_\_\_; Seconded by Councilor \_\_\_\_\_

(All in Favor/opposed)

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, Kretser

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**3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:**

- Report of Fire and Ambulance Responses for the week of June 26 – July 2, 2018
- Minutes from the Public Safety Committee held on June 28, 2018
- Statement from the City Clerk's Office of all monies received during the month May 2018 in the total amount of \$9,211.51.

• **COUNCILOR/DEPARTMENT CHAIR COMMITTEE REPORTS:**

**Governance, Strategy, and City Operations-** Chair Councilor Kretser

**City Infrastructure** – Chair Councilor Ensel

**Finance and Budget** – Chair Councilor Kelly

**Public Safety** – Chair Councilor Dowdle

**Plattsburgh Public Library** – Chair Councilor Armstrong

**MLD - MLD Board President** Councilor McFarlin

**RESOLVED:** That the reports as listed are hereby ordered received and any written reports are placed on file among the public records of the City Clerk’s Office.

By Councilor \_\_\_\_\_; Seconded by Councilor \_\_\_\_\_

(All in Favor/opposed)

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, Kretser

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**4. CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS: None**

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**5. AUDIT OF CLAIMS:**

**RESOLVED:** That the bills Audited by the Common Council for the week ending July 6, 2018 in the amount of \$\_\_\_\_\_ are authorized and allowed and the Mayor and City Clerk are hereby authorized and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor \_\_\_\_\_; Seconded by Councilor \_\_\_\_\_

(All in Favor/opposed)

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, Kretser

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**6. PERSONS ADDRESSING COUNCIL ON AGENDA ITEMS ONLY:**

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**7. OTHER ITEMS:**

**A. ADOPTION OF LOCAL LAW P-5 OF 2018**

**RESOLVED:** A local law amending, renaming and restating in its entirety Chapter 161, Article III, Sections 14-15 of the City Code of the City of Plattsburgh.

Introduced by Councilor Dowdle on June 21, 2018 at a Regular Meeting of the Common Council.  
Public Hearing held on Thursday, July 5, 2018 at 5:00 pm in the Common Council Chambers, 41 City Hall Place, Plattsburgh, NY 12901.

Be it enacted by the Common Council of the City of Plattsburgh as follows:

The title of Chapter 161, Article III of the City Code of the City of Plattsburgh shall be amended and restated as "Pigeons, Feral Cats, and Other Animals".

City Code Section 161-14 is amended and restated as follows:

Nuisance Declared

"The unnatural presence of pigeons, feral cats, and other wild animals, including but not limited to raccoons, deer, skunk, opossums, coyotes, birds, squirrels or fox, in the City of Plattsburgh, New York is hereby declared to be a public nuisance, the same being a menace to the health of the community."

City Code Section 161-15 is amended and restated as follows:

Harboring, Keeping or Feeding Pigeons, Feral Cats and Other Animals Unlawful

- A. No person, firm, corporation or association shall intentionally feed, harbor or keep any pigeons, feral cats, and other wild animals, including but not limited to raccoons, deer, skunk, opossums, coyotes, birds, squirrels or fox within the City of Plattsburgh, New York. This section does not apply to bird feeders.
- B. Notwithstanding the foregoing, a person, firm, corporation or association may provide food to feral cats under the following conditions:
  - 1. All food must be provided in a labeled container which states the name, address and phone number of the person, firm, corporation or association providing the food.
  - 2. A person providing the food must be present when the food is made available to the feral cats and any remaining food must be removed when a person is not present.

City Code Section 161-16 (Penalties For Offense) shall remain unchanged.

This Local Law shall take effect immediately upon approval by the Mayor and filing with the New York Secretary of State. The entire text of which has been distributed to and read by the members of the Common Council, is hereby enacted without the reading thereof and a copy of said local law is made part of the minutes of this meeting.

By Councilor \_\_\_\_\_; Seconded by Councilor \_\_\_\_\_

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, Kretser

**ACTION TAKEN:** Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_ Tabled \_\_\_\_\_

Follow up Action:

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**B. RESOLVED:** In accordance with the request therefore the Common Council approves the Champlain Valley Morgan Horse Association to hold annual Community Flea Market for Elmore SPCA

on October 13, 2018 from 9a.m.-3p.m. in the Farmers Market building. Electricity and use of bathrooms is requested. \$20 Utility use fee and Insurance will be required.

By Councilor \_\_\_\_\_; Seconded by Councilor \_\_\_\_\_

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, Kretser

**ACTION TAKEN:** Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_ Tabled \_\_\_\_\_

Follow up Action:

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**C. RESOLVED:** In accordance with the request therefore the Common Council approves the Economic Development Consultant contract for the Durkee Street project of the Downtown Revitalization Initiative (DRI) be awarded to White + Burke Real Estate Investment Advisors, Inc. Payment for the contract will be made using funds included in the DRI grant. This award is made subject to the provisions of the Request for Proposals issued for the Durkee Street project and to the terms of the DRI grant.

By Councilor \_\_\_\_\_; Seconded by Councilor \_\_\_\_\_

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, Kretser

**ACTION TAKEN:** Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_ Tabled \_\_\_\_\_

Follow up Action:

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**D. RESOLVED:** In accordance with the request therefore the Common Council approves the Design and Implementation contract for the Marketing, Branding, and Signage Strategy project of the Downtown Revitalization Initiative (DRI) be awarded to Boire Benner Group. Payment for the contract will be made using funds included in the DRI grant. This award is made subject to the provisions of the Request for Proposals issued for the Marketing, Branding, and Signage Strategy project and to the terms of the DRI grant.

By Councilor \_\_\_\_\_; Seconded by Councilor \_\_\_\_\_

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, Kretser

**ACTION TAKEN:** Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_ Tabled \_\_\_\_\_

Follow up Action:

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**8. TRAVEL REQUEST: None**

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**9. RESOLUTIONS FOR INITIAL CONSIDERATION: None**

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**10. NEW BUSINESS AND COUNCILOR REPORTS:**

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**11. CLOSING PUBLIC COMMENTS ON ANY TOPIC:**

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Motion to Adjourn by Councilor \_\_\_\_\_; Seconded by Councilor \_\_\_\_\_

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, Kretser

**MEETING ADJOURNED:** \_\_\_\_\_



# Plattsburgh, New York

Scott Lawliss  
Fire Chief

Plattsburgh Fire Department  
65 Cornelia Street  
Plattsburgh, NY 12901  
Tel: 518-536-7542  
Fax: 518-561-8236  
[lawliss@cityofplattsburgh-ny.gov](mailto:lawliss@cityofplattsburgh-ny.gov)

## MEMO

**TO:** Mayor Colin L. Read  
Members of the Common Council

**FROM:** Fire Chief, Scott Lawliss

**DATE:** July 3, 2018

**RE:** Fire and Ambulance Responses

For this week's period: Tuesday, June 26, 2018 to Monday, July 2, 2018  
our Department has responded to the following:

<b>Fire Calls</b>	<u>17</u>
	8 alarm activation with investigation
	2 EMS assist initiated patient care
	3 MVA with patient care and hazardous mitigation
	1 arcing
	1 water rescue
	1 smoke/odor removal
	1 extrication/rescue
<b>Ambulance Calls</b>	50
<b>Mutual Aid by CVPH</b>	9

CITY OF PLATTSBURGH, NEW YORK  
OFFICE OF THE CITY CLERK

Following is a complete statement of all monies received during the month of: "May18

REVENUE SOURCE	CITY REVENUE	DUE OTHERS	TOTAL
Bingo Licenses (City) 25-2540 BINGO	0.00		0.00
Bingo Licenses (State) 1-0632	0.00		0.00
Bingo License Fees 3% 25-2540 BINGO	184.11		184.11
Building Permits 25-2555 PRMTS	0.00		0.00
Circus License 25-2502	0.00		0.00
City Code 12-1255	0.00		0.00
Code Civil Compromise 26-2614	0.00		0.00
Contractor Fees 25-2557 CNTRR	0.00		0.00
Dog Licenses 25-2542 DOGAPP	475.00		475.00
State Neuter/Spay surcharge		74.00	74.00
Extract of Records 12-1255 CLERKF	1.25		1.25
Game of Chance Lic. (City) 25-2541 GAMCHN	0.00		0.00
Game of Chance Lic. (State) 1-0632	0.00		0.00
Gas Permits 15-1540 FIRFEE	70.00		70.00
Going Out of Business Lic 25-2509	0.00		0.00
Hauler's Licenses 25-2505	0.00		0.00
Housing Code 21-2110 ZONE	0.00		0.00
Impound Fees 15-1550 PUBPND	100.00		100.00
Interest Temp 1124-2401 INTERE	2.15		2.15
Jeweler's Licenses 25-2503 VNDLIC	0.00		0.00
Marriage Licenses 25-2545 MARRIA	420.00	540.00	960.00
Notary Fees 12-1255 CLERKF	0.00		0.00
Peddler/Vendor Licenses 25-2503 VNDLIC	40.00		40.00
Returned Check Charges 12-1255 CLERKF	0.00		0.00
Sign Permits 25-2590 SIGNPM	0.00		0.00
Specifications T-30 T9300		15.00	15.00
Special Use Permits 21-2110 ZONE	0.00		0.00
Subdivision Fee 21-2110 ZONE	0.00		0.00
Subdivision Ordinance 12-1255 CLERKF	0.00		0.00
Taxi Operator's Licenses 25-2507 TXIPRT	500.00		500.00
Taxi Vehicle Licenses 25-2504 TXIVEH	340.00		340.00
Tree/Stump Removal License 25-2508 TREREM	260.00		260.00
Vital Statistics 16-1603 VITSTA	6190.00		6190.00
Zoning Ordinances 21-2110 ZONE	0.00		0.00
Zoning Variances 21-2110 ZONE	0.00		0.00
<b>OTHER REVENUE</b>			
Riverwalk 1127-2753	0.00		0.00
Auditorium 1127-2752 G 2752	0.00		0.00
Centennial Plaques 1127-2705	0.00		0.00
Lake Champlain Memorial 1127-	0.00		0.00
<b>RECOVERED FUNDS</b>			
Telephone 1-1410000-4414	0.00		0.00
Postage 1-1410000-4470	0.00		0.00
Print & Copy 1-1410000-4431	0.00		0.00
<b>DISBURSEMENTS:</b>	<b>\$8,582.51</b>	<b>\$629.00</b>	<b>\$9,211.51</b>
N.Y.S. Dept of Health \$540.00	Check No 1486		
N.Y.S. Dept of Ag & Mkts \$74.00	Check No 1487		
	Total Paid Others:		\$614.00
<b>ADJUSTMENT:</b> None			\$0.00
Shortage/Overage			



Chamberlain (Spec. Deposits)	\$15.00	Check No 1488	
Chamberlain (Net Revenues)	\$8,582.51	Check No 1489	
		Amount Due City Chamberlain:	\$8,597.51
			-----
			\$9,211.51

Dated at Plattsburgh, New York

*Sylvia Parrotte*  
 Sylvia Parrotte,  
 City Clerk

08-Jun-18



Power and water  
(Bathrooms)

\$20 fee and  
Certificate of  
Insurance

### EVENTS APPLICATION

Please return completed application form and any additional paperwork to:  
Mayor's Office  
41 City Hall Place  
Plattsburgh, NY 12901  
Phone (518) 563-7701 or fax (518) 561-7367  
carlinb@cityofplattsburgh-ny.gov

Applications and additional paperwork can be submitted electronically or applicant can mail completed application and additional paperwork to the address above. If submitting additional paperwork electronically please click on the link below.

### Additional Paperwork

No file chosen

### EVENT INFORMATION

If this request is to hold a "small event" please read the information below. If your event qualifies as a "small event" complete Section A of this application, scroll to bottom of page, Section C, complete applicants signature area and hit submit. If you do not qualify as a "small event" complete application in its entirety.

### SMALL EVENTS

Small events is defined herein as an event which does not involve a request to close a street or parking space; a parade; or to use, consume or serve alcohol on City property. Similarly a "Small Event" shall not require substantial use of electricity, or other City resources, including Police and DPW personnel.

\*\*\*\*\*Street Solicitations require Common Council Approval and are not considered a "Small Event" \*\*\*\*\*

### SECTION A:

Name

Champlain Valley Morgan Horse Association

Email Address

cdelser@yahoo.com

Address

PO Box 90

City

Chazy

State

NY

Zip Code

12921

Phone Number

518-569-5343

Fax Number

**Type of Event:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Festival        | <input type="checkbox"/> Bicycle Race/Ride | <input type="checkbox"/> Family Picnic  |
| <input type="checkbox"/> Tournament      | <input type="checkbox"/> Music Event       | <input type="checkbox"/> Demonstation   |
| <input type="checkbox"/> Parade          | <input type="checkbox"/> Sidewalk Sale     | <input type="checkbox"/> Street Solicitation: No rain dates, map of permitted intersections and guidelines are available from the City Clerk's Office |
| <input type="checkbox"/> Run/Walk-a-thon | <input type="checkbox"/> Marina Booking    | <input type="checkbox"/> Other: Please specify in box below   |

**Other:**

\_\_\_\_\_

**Event Date(s): Event Time:**

mm/dd/yyyy      hh:mm am/pm

**Set-Up Date/Start Time:**

mm/dd/yyyy      hh:mm am/pm

**Tear Down Date/End Time:**

mm/dd/yyyy      hh:mm am/pm

**Estimated Attendance:**

\_\_\_\_\_

**Admission Fee:**

\_\_\_\_\_

**Event Details:**

\_\_\_\_\_

**Is your group a non-profit/charitable organization?**

- Yes  
 No

**If yes, charitable donation #:**

\_\_\_\_\_

**OTHER EVENT DETAILS**

**Power Required?**

- Yes  
 No

If requesting use of electricity a fee will apply.

**Water Required?**

- Yes  
 No

If requesting use of water a fee will apply.

**Trailer Stage Required?**

- Yes  
 No

Event organizer responsible for pick up/return of stage.

**Firework**

- Yes  
 No

**Sanitation Facilities?**

- Yes
- No

**Vendors?**

- Yes
- No

**Additional Details/Requirements Not Previously Mentioned:**

\_\_\_\_\_

**Alcohol?**

- Yes
- No

Applicant is responsible for obtaining applicable Liquor License.

**NYS Liquor Authority Rules and Regulations**

<http://www.sla.ny.gov>

**Signature:**

\_\_\_\_\_

By signing you acknowledge that you have read, understand and will comply with the City of Plattsburgh Municipal Alcohol Policy.

\*\*\*Typing in name/submitter is same as a signature.\*\*\*

**ROAD CLOSURES/PUBLIC WORKS**

**Does your event require road closures?**

- Yes
- No

**If so what roads/intersections?**

\_\_\_\_\_

**PARADE/WALK INFORMATION**

**Describe the Proposed Event Route of Parade:**

\_\_\_\_\_

**EMERGENCY MANAGEMENT**

All sections MUST be completed before an event will be approved or and event permit issued.

**Designated Emergency Liaison (Event Day):**

\_\_\_\_\_

First Name, Last Name

**Cell # of Liaison:**

\_\_\_\_\_

**Location of Event Site:**

- |  |  |
|--|--|
| <input type="checkbox"/> Plattsburgh City Beach        | <input type="checkbox"/> Plattsburgh Recreation Facility (Room Fees May Apply) |
| <input type="checkbox"/> Macdonough Monument Bandshell | <input type="checkbox"/> City Park (Please select from list below)             |
| <input type="checkbox"/> Trinity Park                  | <input type="checkbox"/> City Hall Building                                    |
| <input type="checkbox"/> Plattsburgh City Marina       | <input checked="" type="checkbox"/> Other: Please list in box below            |
| <input type="checkbox"/> Crete Civic Marina            |  |

**Other:**

Durkee Street Farmer's Market

**If the request is for the use of Auditorium/Rotunda, and you are an individual or a for-profit organization, please describe how the event is for a public benefit, and which non-profit civic group the event profits will be forwarded to, including contact information for that non-profit civic group:**

**List of City Parks**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Belmont Park    | <input type="checkbox"/> Jay Park & Terry Gordon Bike Path | <input type="checkbox"/> South Acres Park        |
| <input type="checkbox"/> Broadway Park   | <input type="checkbox"/> Lakeview Park & Soldier Point     | <input type="checkbox"/> South Platt Street Park |
| <input type="checkbox"/> Centennial Park | <input type="checkbox"/> MacDonough Park                   | <input type="checkbox"/> Tremblay Park           |
| <input type="checkbox"/> Champlain Park  | <input type="checkbox"/> Melissa Penfield Park             | <input type="checkbox"/> Trinity Park            |
| <input type="checkbox"/> Fort Brown Park | <input type="checkbox"/> Peter Blumette Park               | <input type="checkbox"/> U.S. Oval               |
| <input type="checkbox"/> Hamilton Park   | <input type="checkbox"/> Riverview Park                    | <input type="checkbox"/> Wilcox Dock             |

**Brief Description of Event and Date Requested:**

Community Flea Market to benefit the Elmore SPCA to be held on Saturday, October 13, 2018.

If requesting use of electricity or water a fee may apply.

**Will there be food or beverage served at this event?**

- Yes  
 No

**If yes please be aware proper permits will be required. If alcohol is served this no longer qualifies as a small event and Common Council approval will be required.**

**\*\*\*Reminder if this qualifies as "small event" please scroll to bottom of page and hit submit. For all other events complete remaining fields.**

**SECTION B:**

**Alternate Contact Person:**

**Cell # of Alternate Contact:**

First Name, Last Name

**SECURITY**

The City Police Department will not provide security for events. Will your event require security, if so please describe how you will secure the event venue. If no security required simply note such.

**First Aid/Training/Evacuation:**

Who is responsible for first aid at your event, please identify their location? What training will you provide to your volunteers/staff/participants regarding emergencies? How will you evacuate the area in the case of an emergency/disaster? Location of exits?

**TENTS**

If you plan on having tents at your event, please list all sizes.

**CHECKLIST**

- Detailed Route Map (parade or walk)
- Map of Road Closures
- NYS Liquor License/Special Occasions Permit
- Vendors (Food vendors need permit for Clinton County Health Department, Certificate of Liability listing City of Plattsburgh as additional insured and permit from the City Clerk's Office if approved)
- Insurance Certificate (City of Plattsburgh listed as additional insured)
- Application Signed

Please submit the documents mentioned above (if applicable) with your event application. Once all required forms are received your event will be presented to Common Council for approval/disapproval.

**SECTION C:**

**SIGNATURE OF APPLICANT:**



By signing, you do hereby hold and save harmless and agree to indemnify the City of Plattsburgh and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the facility/park.

\*\*\*Typing in name/submitting is same as a signature.\*\*\*

**Municipal Events Rules**

<http://www.cityofplattsburgh.com/DocumentCenter/Home/View/699>

Please click on the link for full text of Municipal Events Rules.

**Are you in need of insurance?**

<https://venueliability.com/TULIP/LesseePortal/Home.aspx?cid=WYGZS%2fhTxqezXI4qdSVSdg%3d%3d>  
Please click on the link for access to purchase insurance.

**Application Signature/Date:**

De Elser June 17, 2018

I have read and understand the Municipal Events Procedures and I will abide by all guidelines therein.

\*\*\*Typing in name/submitting is same as a signature.\*\*\*

**\*\*\*NOTE: Applications for small events should be submitted 10 days in advance of event. All other events require submission 45 days in advance of event.\*\*\***

I'm not a robot

reCAPTCHA  
Privacy - Terms

Receive email copy

**Email address**

cdelser@yahoo.com

This field is not part of the form submission.

## Durkee Street Economic Development Consultant - Combined Score Sheet

Application #	Firm	Scoring (0-50)			Total
		Review #1	Review #2	Review #3	
1	Institute for Social Entrepreneurship	39	26	47	37.33
2	<b>White + Burkee Services</b>	<b>41</b>	<b>47</b>	<b>27</b>	<b>38.33</b>
3	Ann Ruzow Holland	39	25	45	36.33



**Plattsburgh Downtown Marketing, Branding, and Signage Project - Combined Score Sheet**

Application #	Firm	1	2	3	4	Average
1	LandWorks / MajaDesign	90	84	86.5	90	87.625
2	<b>Boire Benner Group</b>	<b>92</b>	<b>97</b>	<b>91</b>	<b>91</b>	<b>92.75</b>
3	The Visual Brand	60.5	64	65.5	60.5	62.625
4	Takeform	51	57	40	43.5	47.875
5	AB Design	70.5	58	68	67.5	66
6	Rumbletree	75	83	84	81	80.75
7	Bergmann / Allieway Marketing	91	89	91	91	90.5
8	Sidekick Creative	84	74	78.5	80.5	79.25