

1. Agenda

Documents:

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

2. Supporting Documents

Documents:

[MEETING DOCS 070518.PDF](#)

3. Claims Analysis - Not Available For This Meeting Due To Chamberlains Absence

**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:

MAYOR'S COMMENTS:

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

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

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

4. CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS: None

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

6. PERSONS ADDRESSING COUNCIL ON AGENDA ITEMS ONLY:

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:

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:

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:

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:

8. TRAVEL REQUEST: None

9. RESOLUTIONS FOR INITIAL CONSIDERATION: None

10. NEW BUSINESS AND COUNCILOR REPORTS:

11. CLOSING PUBLIC COMMENTS ON ANY TOPIC:

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

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:

Fire Calls	<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
Ambulance Calls	50
Mutual Aid by CVPH	9

CITY OF PLATTSBURGH, NEW YORK
OFFICE OF THE CITY CLERK

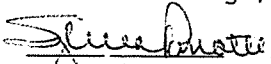
Following is a complete statement of all monies received during the month of: "May18

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
OTHER REVENUE					
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
RECOVERED FUNDS					
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
DISBURSEMENTS:			\$8,582.51	\$629.00	\$9,211.51
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
ADJUSTMENT: 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,
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/submitting 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:

- Plattsburgh City Beach
- Macdonough Monument Bandshell
- Trinity Park
- Plattsburgh City Marina
- Crete Civic Marina
- Plattsburgh Recreation Facility (Room Fees May Apply)
- City Park (Please select from list below)
- City Hall Building
- Other: Please list in box below

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/submitted 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	White + Burkee Services	41	47	27	38.33
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	Boire Benner Group	92	97	91	91	92.75
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