

**GOVERNANCE, STRATEGY & CITY OPERATIONS COMMITTEE
THURSDAY, JULY 5, 2018
CITY OF PLATTSBURGH COMMON COUNCIL CHAMBERS
MINUTES
4:30PM**

Roll Call: Councilor Armstrong, Councilor Dowdle, Councilor Ensel, Mayor Read

Absent: Chair Councilor Kretser

Others Present: City Clerk Sylvia Parrotte, Director of Community Development Matthew Miller,
Promotions and Special Events Coordinator Tara Powers

1. PUBLIC COMMENTS: None

2. REPORTS FROM DEPARTMENT REPRESENTATIVES AND DISCUSSION WITH COUNCILORS.

1. **City Clerk Sylvia Parrotte** indicated no updates other than updating website and adding Local Laws
2. **Director of Community Development Matthew Miller** asked Amy Bonn to give update on CFA's and overview of DOS grant.

3. AGENDA ITEMS BROUGHT FORWARD FROM DEPARTMENTS TO BE APPROVED BY COMMITTEE AND RECOMMENDED TO COUNCIL:

1. Statement from the City Clerk's Office of all monies received during the month May 2018 in the total amount of \$9,211.51.
2. Request from 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.
3. Request from Director of Community Development Matthew Miller that 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

Councilor Armstrong asked Director of Community Development Matthew Miller to explain Rubric.

4. Request from Director of Community Development Matthew Miller that 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 Mayor Read; Seconded by Councilor Armstrong
(RC) Roll call: All voted in the affirmative

4. OLD BUSINESS:

Councilor Armstrong asked about the hiring process going for Planner.

Director of Community Development Matthew Miller indicated there is no position of Planner under Community Development Office. Sent form to create to Civil Service and if they approve under Community Development we hope to send application to have certified next week.

Councilor Armstrong asked for update on parking study

Director of Community Development Matthew Miller gave update.

[further discussion ensued]

5. NEW BUSINESS:

Councilor Armstrong indicated July 4th big event went great and thank you to Special Events Coordinator Tara Powers for all of her efforts.

Director of Community Development Matthew Miller said Tara Powers did an incredible job pulling together in a short time.

Special Events Coordinator Tara Powers thanked all of the Departments that were involved.

Motion to Adjourn by Mayor Read; Seconded by Councilor Armstrong
(RC) Roll call: All voted in the affirmative

MEETING ADJOURNED: 4:49 pm