

To: Mayor Rosenquist and Councilor Gibbs

For: Public Safety Committee scheduled for 1/19

From: Public Safety Panel

We would like to update you at the beginning of this New Year with our current status.

Our Panel has reviewed the Plattsburgh Police Department policies as they pertain to the Executive Order and already Chief Ritter made some amendments and a few details/consistencies will be made before our notice to the Community and subsequent revisions and recommendation to the Council.

We conducted a communitywide written survey and have analyzed the results. We held a focus group for the current staff at the Police Department and have those results. We held open focus groups for the community at large as well as a session for our BIPOC and LGBTQIA+ community. Answers to the written as well as in-person surveys are being aggregated into the five primary focus areas we will present our recommendations in. We will complete that this month.

Moving to weekly meetings, we are focused on presenting our recommendations by mid-February to the Community with a 10-day turn around in order for us to complete our recommendations to the Council no later than the first week of March.

Throughout this entire process, our Panel has allowed Public Comment at the end of our meetings whether in person or virtual as it has had to be since Thanksgiving with the rising COVID-19 numbers in our County.

Please address any thoughts/concerns to any member of our Panel.

**RESOLUTION: Revise Capital project H5110.70 “2019 Broad Street Parking Lot”**

At a regular meeting of the Common Council of the City of Plattsburgh, New York, held January 21<sup>st</sup>, 2021, the following resolution was adopted:

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

**WHEREAS**, the following resolution was adopted on January 21<sup>st</sup>, 2021, and

**WHEREAS**, the Capital Expenditure Plan adopted December 12<sup>th</sup>, 2019, includes a Downtown Improvements category, and

**WHEREAS**, the Infrastructure Division established a 2019 Broad Street Parking Lot project for items not included in the Downtown Improvements category of the Capital Expenditure Plan adopted December 12<sup>th</sup>, 2019, and

**WHEREAS**, the cost of the 2019 Broad Street Parking Lot project has been estimated by the Infrastructure Division for the costs to implement the unplanned improvements through revising the Downtown Improvements section of the Capital Expenditure Plan during 2019 and 2020, and is hereby further revised to include cost increases for 2021, as follows:

	<b>2019 Capital Plan</b>	<b>2019 Estimated Cost</b>	<b>2020 Revised Cost</b>	<b>2021 Revised Cost</b>
Broad Street lot improvements	\$ -	\$ 200,000	\$ 210,200	\$ 223,185
Engineering	<u>-</u>	<u>-</u>	<u>28,100</u>	<u>28,100</u>
Total	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ 238,300</u>	<u>\$ 251,285</u>

Project Funding:

General Fund Serial Bonds	\$ -	\$ 200,000	\$ 238,300	\$ 167,766
FRB Grant Funding	<u>-</u>	<u>-</u>	<u>-</u>	<u>83,519</u>
Total	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ 238,300</u>	<u>\$ 251,285</u>

Now therefore,

**BE IT RESOLVED**, by the Common Council of the City of Plattsburgh, New York, this 21<sup>st</sup> day of January 2021, as follows:

- 1) That, the amount of Two Hundred Fifty-one Thousand Two Hundred Eighty-five and 00/100 (\$251,285.00) Dollars is hereby appropriated for the capital project **2019 Broad Street Parking Lot (H5110.70)** for the cost of the project items listed above and is hereby authorized to be expended for such purpose.
- 2) That, the amount of One Hundred Sixty-seven Thousand Seven Hundred Sixty-six and 00/100 (\$167,766.00) Dollars of such appropriation be provided by an advance from the General Fund to pay for the improvements listed

above, but that such advance has been repaid to the General Fund during 2020 and that funding for this project has been sourced through Serial Bonds issued on October 15<sup>th</sup>, 2020.

- 3) That, the amount of Eighty-three Thousand Five Hundred Nineteen and 00/100 (\$83,519.00) Dollars of such appropriation will be provided through a grant from the NYS Financial Restructuring Board.
- 4) That, this resolution takes effect immediately.

**RESOLUTION: Revise Capital project H5110.73 “2019 Broad Street Parking Lot”**

At a regular meeting of the Common Council of the City of Plattsburgh, New York, held January 21<sup>st</sup>, 2021, the following resolution was adopted:

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

**WHEREAS**, the following resolution was adopted on January 21<sup>st</sup>, 2021, and

**WHEREAS**, the Capital Expenditure Plan adopted January 10<sup>th</sup>, 2019, includes a Downtown Improvements category, and

**WHEREAS**, the Infrastructure Division is establishing a 2019 Farmers’ Market Improvements project for items not included in the Downtown Improvements category of the Capital Expenditure Plan adopted January 10<sup>th</sup>, 2019, and

**WHEREAS**, the cost of the 2019 Farmers’ Market Improvements project has been estimated by the Infrastructure Division for the costs to implement the unplanned improvements through revising the Downtown Improvements section of the Capital Expenditure Plan during 2019 and again in 2021, as follows:

	<b>2019 Capital Plan</b>	<b>2019 Estimated Cost</b>	<b>2021 Revised Cost</b>
Farmers’ Market Improvements	\$ -	\$ 250,000	\$ 276,600
Architectural, Engineering & Environmental	<u>-</u>	<u>-</u>	<u>53,127</u>
Total	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 329,727</u>

**Project Funding:**

Downtown Grant Program (DRI)	\$ -	\$ 250,000	\$ 302,067
General Fund	<u>-</u>	<u>-</u>	<u>27,660</u>
Total	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 329,727</u>

Now therefore,

**BE IT RESOLVED**, by the Common Council of the City of Plattsburgh, New York, this 21<sup>st</sup> day of January 2021, as follows:

- 5) That, the amount of Three Hundred Twenty-nine Thousand Seven Hundred Twenty-seven and 00/100 (\$329,727.00) Dollars is hereby appropriated for the capital project **2019 Farmers’ Market Improvements (H5110.73)** for the revised cost of the project items listed above and is hereby authorized to be expended for such purpose.

- 6) That, the amount of Three Hundred Two Thousand Sixty-seven and 00/100 (\$302,067.00) Dollars of such appropriation will be provided by an advance from the General Fund, but that such advance is to be repaid to the General Fund from funding under the Downtown Grant Program (DGP) segment of the Downtown Revitalization Initiative (DRI) grant sponsored by the New York State Department of State.
- 7) That, the amount of Twenty-seven Thousand Six Hundred Sixty and 00/100 (\$27,660.00) Dollars of such appropriation will be provided from the General Fund.
- 8) That, this resolution takes effect immediately.

**RESOLUTION: Revise Capital project H5110.65 "2018 Arnie Pavone Memorial Parking Plaza"**

At a regular meeting of the Common Council of the City of Plattsburgh, New York, held January 21<sup>st</sup>, 2021, the following resolution was adopted:

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

**WHEREAS**, the following resolution was adopted on January 21<sup>st</sup>, 2021, and

**WHEREAS**, the Capital Expenditure Plan for 2018 adopted October 5<sup>th</sup>, 2017, includes a Downtown Improvements category, and

**WHEREAS**, the Infrastructure and Planning Department established a 2018 Glens Falls National Bank Parking Lot project that was not included in the 2018 Capital Expenditure Plan adopted October 5<sup>th</sup>, 2017, and

**WHEREAS**, the cost of the 2018 Glens Falls National Bank Parking Lot project had been estimated to provide for the costs for the project during 2018, and has been revised for cost additions during 2019 and 2020, and was also renamed in 2019 as the 2018 Arnie Pavone Memorial Parking Plaza, and is being further revised for cost additions and funding changes during 2021, as follows:

	<b>2018 Capital Plan</b>	<b>2018 Estimated Cost</b>	<b>2019 Revised Cost</b>	<b>2020 Revised Cost</b>	<b>2021 Revised Cost</b>
Glens Falls National Bank property	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Demolition management & cost-		-	234,650	273,256	273,256
Parking lot construction	-	-	150,000	389,000	392,720
Eng. design, remediation & bid work	-	-	43,988	43,988	43,988
<b>Total</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 928,638</b>	<b>\$ 1,206,244</b>	<b>\$ 1,209,964</b>

**Project Funding:**

Parking (SAD) Fund Advance	\$ -	\$ 500,000	\$ 928,638	\$ 1,051,138	\$ 1,034,473
FRB Grant Funding	-	-	-	155,106	175,491
<b>Total</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 928,638</b>	<b>\$ 1,206,244</b>	<b>\$ 1,209,964</b>

Now therefore,

**BE IT RESOLVED**, by the Common Council of the City of Plattsburgh, New York, this 21<sup>st</sup> day of January 2021, as follows:

- 1) That, the amount of One Million Two Hundred Nine Thousand Nine Hundred Forty-four and 00/100 (\$1,209,964.00) Dollars is hereby appropriated to the Capital Project **2018 Arnie Pavone Memorial Parking Plaza (H5110.65)** for the revised cost of the project described above and is hereby authorized to be expended for such purpose.
- 2) That, One Million Thirty-four Thousand Four Hundred Seventy-three and 00/100 (\$1,034,473.00) Dollars of such appropriation was provided by an

advance from the Parking Fund (SAD) Fund to pay for the improvements listed above, and that advance was repaid to the Parking Fund during 2020 and that funding for this project has been sourced through Serial Bonds issued on October 15<sup>th</sup>, 2020.

- 3) That, the amount of One Hundred Seventy-five Thousand Four Hundred Ninety-one and 00/100 (\$175,491.00) Dollars of such appropriation will be provided through a grant from the NYS Financial Restructuring Board.
- 4) That, this resolution takes effect immediately.

**RESOLUTION: Approving 2020 year end Budget adjustments**

BY: Richard Marks

**WHEREAS**, the following resolution was adopted on January 21<sup>st</sup>, 2021; and

**WHEREAS**, the 2020 City budget made appropriations for all government fund expenditures; and

**WHEREAS**, the City Chamberlain is requesting to close the over-budget account appropriations through transfer of surplus budget account appropriations for the fiscal year 2020 for all government funds;

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council Authorizes the City Chamberlain to adjust the 2020 City budget for all government funds, as follows:

The attached Excel spreadsheet provides for all the over-budget accounts being adjusted to be in balance through budget transfers from accounts that are in a surplus position by government fund.

**RESOLUTION: Approving budget adjustment from Mayor's office payroll to Municipal Association dues and Authorizing payment of membership dues with NYCOM**

BY: Richard Marks

**WHEREAS**, the following resolution was adopted on January 21<sup>st</sup>, 2021; and

**WHEREAS**, the 2021 General Fund budget does not make appropriations for Municipal Association Dues; and

**WHEREAS**, the Mayor has decided to participate in the New York State Conference of Mayors association for the City of Plattsburgh for the fiscal year 2021;

**NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the City Chamberlain to adjust the General Fund budget, as follows:**

Increase: General Fund – Municipal Association Dues	11920000-4430	\$5,904.00
Decrease: General Fund – Mayor's Office Regular Payroll	11210000-1100	\$5,904.00

To provide for unbudgeted appropriations for the annual dues for participating in NYCOM, the New York State Conference of Mayors, in the General Fund. The budget adjustment does not increase the General Fund budget for appropriations in 2021.

**RESOLUTION:** Approving budget adjustment from Finance Department Data Processing contract svcs to Data Processing Capital outlay

BY: Richard Marks

**WHEREAS**, the following resolution was adopted on January 21<sup>st</sup>, 2021; and

**WHEREAS**, the 2021 General Fund budget does not make appropriations for Data Processing Capital Outlay; and

**WHEREAS**, the City Chamberlain is requesting to acquire a new mailing system machine for the City of Plattsburgh for the fiscal year 2021;

**NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the City Chamberlain to adjust the General Fund budget, as follows:**

Increase: General Fund – Data Processing Capital Outlay    11680000-3000    \$ 7,800.00

Decrease: General Fund – Data Processing Contract Services    11680000-4430    \$ 7,800.00

To provide for unbudgeted appropriations for the Data Processing Department in the General Fund to provide for the purchase of a mailing system machine. The purchase is necessary to replace the five year-old machine currently failing periodically requiring maintenance and causing down time for mailing utility invoices. The new machine will have upgraded capabilities for more efficient processing of utility invoices and other mass mailings. The previous two mail system machines were acquired through leasing, however, the cost to lease over a 60 month period would total roughly \$3,900 per year for five years, making the purchase option a better choice financially than leasing. The budget adjustment does not increase the General Fund budget for appropriations in 2021.

**RESOLUTION: Approving budget adjustment from Mayor's office non payroll compensation to Contracted services**

BY: Richard Marks

**WHEREAS**, the following resolution was adopted on January 21<sup>st</sup>, 2021; and

**WHEREAS**, the 2021 General Fund budget makes appropriations for Non Payroll Compensation in the Mayor department; and

**WHEREAS**, the Mayor is requesting to transfer the Non Payroll Compensation appropriation for the fiscal year 2021;

**NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the City Chamberlain to adjust the General Fund budget, as follows:**

Increase: General Fund – Mayor's Contract Services            11210000-4430    \$ 2,500.0

Decrease: General Fund – Mayor's Non Payroll Compensation    11210000-1100    \$ 2,500.00

To provide for the transfer of appropriations from the Mayor's Office Non-employee Compensation account that isn't needed in 2021 to the Mayor's Office Contract Services account. The budget adjustment provides for appropriating purchases for necessary office operating expenses throughout the year and will not increase the General Fund budget for appropriations in 2021.

**RESOLUTION:** Approving construction contract for the “Arts Park” plumbing work

**APPROVING CONSTRUCTION CONTRACT AWARD (PLUMBING) FOR  
WESTELCOM PARK IMPROVEMENTS PORTION  
OF DOWNTOWN AREA IMPROVEMENT PROJECTS**

INTRODUCED BY:

SECONDED BY:

**WHEREAS**, the City of Plattsburgh revitalization efforts will involve several downtown area improvement projects known as the Downtown Area Improvement Projects (DAIP); and

**WHEREAS**, the City of Plattsburgh Common Council determined to conduct comprehensive review of the DAIP through preparation of a Generic Environmental Impact Statement (GEIS) pursuant to the State Environmental Quality Review Act (SEQRA) and Section 617.10 of Title 6 of the New York Compilation of Codes, Rules and Regulations; and

**WHEREAS**, the Common Council, as duly designated Lead Agency pursuant to SEQRA, conducted a thorough SEQRA review of the DAIP, including conducting scoping, preparing Draft and Final Generic Environmental Impact Statements (EIS), conducting a Public Hearing and adopting a SEQRA Findings Statement; and

**WHEREAS**, the Findings Statement determined, among other things, that given the demonstrated public need and benefit of the DAIP, its lack of significant adverse environmental impacts and its avoidance of such impacts by project design, location and mitigation, the decision to proceed with the Project as proposed gave due consideration to and represented a reasonable and proper balancing of environmental considerations with social, economic and other relevant considerations; and

**WHEREAS**, the Findings Statement further determined and certified that, consistent with social, economic and other essential considerations from among the reasonable alternatives available, the DAIP avoids or minimizes adverse environmental impacts to the maximum extent practicable and incorporates as conditions to the Board’s decision those mitigation measures that were identified as practicable; and

**WHEREAS**, approval from the Common Council is now needed for award of the construction contract for the Plumbing scope of work for the Arts Park, which is required to enable the Westelcom Park Improvements to proceed;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. In accordance with the request therefore, the Common Council approves the construction contract for the “Arts Park” plumbing work to be completed as part of the DRI’s improvements to the Betty Little Arts Park, also known as Westelcom Park, be awarded to the lowest responsible bidder, Luck Brothers, Inc., in the

amount of \$179,582. Funding is to be provided by the DRI's Streetscape Improvements and Riverfront Access grant.

2. The Common Council has reviewed the proposed construction contract award and finds that it constitutes an integral component of the Westelcom Park Improvements portion of the DAIP which was thoroughly reviewed under SEQRA.
3. The potential environmental impacts of the construction contract award was adequately addressed as an essential component of the Westelcom Park Improvements portion of the DAIP in the GEIS and the Findings Statement and the proposed construction contract award is not likely to result in any new or different environmental impacts than those previously considered during SEQRA review of the DAIP. Therefore, no further SEQRA review is necessary.
4. The Common Council authorizes and directs the Mayor, City Clerk, Director of Community Development, City Attorney and/or Special Legal Counsel to take such further actions as may be necessary to effectuate the intent of this Resolution.

Contractor:	Luck Brothers, Inc.
Service:	Plumbing work for Arts Park Phase 2
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$179,582
City Cost:	\$0 (DRI funding)
Period:	Construction schedule April – September 2021
New/Renewal:	New
Previous Year's Cost:	n/a
Previous Year's City Cost:	n/a

**RESOLUTION:** Approving construction contract for the “Arts Park” general construction work

**APPROVING CONSTRUCTION CONTRACT AWARD (GENERAL  
CONSTRUCTION) FOR WESTELCOM PARK IMPROVEMENTS  
PORTION OF DOWNTOWN AREA IMPROVEMENT PROJECTS**

INTRODUCED BY:

SECONDED BY:

**WHEREAS**, the City of Plattsburgh revitalization efforts will involve several downtown area improvement projects known as the Downtown Area Improvement Projects (DAIP); and

**WHEREAS**, the City of Plattsburgh Common Council determined to conduct comprehensive review of the DAIP through preparation of a Generic Environmental Impact Statement (GEIS) pursuant to the State Environmental Quality Review Act (SEQRA) and Section 617.10 of Title 6 of the New York Compilation of Codes, Rules and Regulations; and

**WHEREAS**, the Common Council, as duly designated Lead Agency pursuant to SEQRA, conducted a thorough SEQRA review of the DAIP, including conducting scoping, preparing Draft and Final Generic Environmental Impact Statements (EIS), conducting a Public Hearing and adopting a SEQRA Findings Statement; and

**WHEREAS**, the Findings Statement determined, among other things, that given the demonstrated public need and benefit of the DAIP, its lack of significant adverse environmental impacts and its avoidance of such impacts by project design, location and mitigation, the decision to proceed with the Project as proposed gave due consideration to and represented a reasonable and proper balancing of environmental considerations with social, economic and other relevant considerations; and

**WHEREAS**, the Findings Statement further determined and certified that, consistent with social, economic and other essential considerations from among the reasonable alternatives available, the DAIP avoids or minimizes adverse environmental impacts to the maximum extent practicable and incorporates as conditions to the Board’s decision those mitigation measures that were identified as practicable; and

**WHEREAS**, approval from the Common Council is now needed for award of the construction contract for the General Construction scope of work for the Arts Park, which is required to enable the Westelcom Park Improvements to proceed;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. In accordance with the request therefore, the Common Council approves the construction contract for the “Arts Park” general construction work to be completed as part of the DRI’s improvements to the Betty Little Arts Park, also known as Westelcom Park, be awarded to the lowest responsible bidder, Luck Brothers, Inc.,

in the amount of \$688,516. Funding is to be provided by the DRI's Streetscape Improvements and Riverfront Access grant.

2. The Common Council has reviewed the proposed construction contract award and finds that it constitutes an integral component of the Westelcom Park Improvements portion of the DAIP which was thoroughly reviewed under SEQRA.
3. The potential environmental impacts of the construction contract award were adequately addressed as an essential component of the Westelcom Park Improvements portion of the DAIP in the GEIS and the Findings Statement and the proposed construction contract award is not likely to result in any new or different environmental impacts than those previously considered during SEQRA review of the DAIP. Therefore, no further SEQRA review is necessary.
4. The Common Council authorizes and directs the Mayor, City Clerk, Director of Community Development, City Attorney and/or Special Legal Counsel to take such further actions as may be necessary to effectuate the intent of this Resolution.

Contractor:	Luck Brothers, Inc.
Service:	General Construction work for Arts Park Phase 2
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$688,516
City Cost:	\$0 (DRI funding)
Period:	Construction schedule April – September 2021
New/Renewal:	New
Previous Year's Cost:	n/a
Previous Year's City Cost:	n/a

**RESOLUTION:** Approval of change order #1 and #2 to the Plattsburgh Farmers' and Crafters' Market relocation project.

BY: Matthew Miller, Director of Community Development

**NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the Mayor of Plattsburgh to sign Change Order #1 to the Plattsburgh Farmers' and Crafters' Market relocation project construction contract with Murnane Building Contractors, Inc. in the amount of \$907.00. Funding to be provided by the DRI's Downtown Grant Program and the General Fund.**

Contractor:	Murnane Building Contractors, Inc.
Service:	Equipment upgrade as part of construction contract
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$276,600 (original) / \$277,507 (new)
City Cost:	\$90.70 (General Fund)
Period:	Substantial completion of construction by May 1, 2021
New/Renewal:	Renewal
Previous Year's Cost:	\$36,812.50
Previous Year's City Cost:	\$3,681.25

**NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the Mayor of Plattsburgh to sign Change Order #2 to the Plattsburgh Farmers' and Crafters' Market relocation project construction contract with Murnane Building Contractors, Inc. in the amount of \$1,621.03. Funding to be provided by the DRI's Downtown Grant Program and the General Fund.**

Contractor:	Murnane Building Contractors, Inc.
Service:	Equipment changes as part of construction contract
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$277,507 (original) / \$279,128.03 (new)
City Cost:	\$1,377.17 (General Fund)
Period:	Substantial completion of construction by May 1, 2021
New/Renewal:	Renewal
Previous Year's Cost:	\$36,812.50
Previous Year's City Cost:	\$3,681.25

**RESOLUTION:** Approving DRI Marketing, Signage, and Branding project contract extension.

BY: Matthew Miller, Director of Community Development

**NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the Mayor of Plattsburgh sign a first amendment to the City's DRI Marketing, Signage, and Branding project contract with Boire Benner Group to extend the term of the contract until August 22, 2022 to allow for completion of all improvements planned under the contract. There will be no change to the overall contract amount.**

Contractor:	Boire Benner Group
Service:	Contract extension
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$237,500 (original – no change)
City Cost:	n/a
Period:	September 11, 2018 through August 22, 2022
New/Renewal:	Renewal
Previous Year's Cost:	\$100,000 (est.)
Previous Year's City Cost:	n/a

**RESOLUTION: Approval of DRI's Arts Park change order #1 for Sewer Reconstruction contract**

BY: Matthew Miller, Director of Community Development

**NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the Mayor of Plattsburgh to sign Change Order #1 to the DRI's Arts Park Sewer Replacement contract with Luck Brothers, Inc. in the amount of \$28,990.57. Funding to be provided by the DRI's Streetscape Improvements and Riverfront Access grant.**

Contractor:	Luck Brothers, Inc.
Service:	Replacement of sanitary sewer line
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$160,838 (original) / \$189,828.57 (new)
City Cost:	\$0
Period:	Project completed December 2020
New/Renewal:	Renewal
Previous Year's Cost:	\$189,828.57
Previous Year's City Cost:	\$0

**RESOLUTION:** Approving Contract agreement with Ann Ruzow Holland for consulting services related to the revival of the City's revolving loan program.

BY: Matthew Miller, Director of Community Development

**NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the Mayor of Plattsburgh to sign an agreement with Ann Ruzow Holland for consulting services related to the revival of the City's revolving loan program in an amount not to exceed \$10,000. Funding to be provided from the Community Development Special Revenue account.**

Contractor:	Ann Ruzow Holland, Ph.D., AICP
Service:	Assessment of revolving loan fund program history and plan for revival of program.
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$10,000
City Cost:	\$10,000 (CD Special Revenue account)
Period:	February 15, 2021 – July 31, 2021
New/Renewal:	New
Previous Year's Cost:	n/a
Previous Year's City Cost:	n/a

**RESOLUTION:** Authorizing AEDA, P.C. proposal for supplemental architectural and engineering design services for the Plattsburgh Farmers' and Crafters' Market relocation project

BY: Matthew Miller, Director of Community Development

**NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the Mayor of Plattsburgh to sign a proposal for supplemental architectural and engineering design services from AEDA, P.C. related to the Plattsburgh Farmers' and Crafters' Market relocation project in the amount of \$9,568.54. Funding to be provided by the DRI's Downtown Grant Program.**

Contractor:	AEDA, P.C.
Service:	Supplemental architectural, engineering, and design services for PFCM project
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$26,400 (original) / \$35,968.54 (new)
City Cost:	n/a
Period:	January 2020 through May of 2021
New/Renewal:	Renewal
Previous Year's Cost:	\$30,000 (est.)
Previous Year's City Cost:	n/a

**RESOLUTION:** Authorizing reimbursement of overpayment of fees not to exceed \$7,000

**RESOLUTION:** Authorizing agreement and authorizes payment Coughlin & Gerhart LLP

BY: Mayor Rosenquest

**BE IT RESOLVED**, upon the recommendation of the Finance and Community Development Committee, through a poll conducted on January 12, 2021, the City of Plattsburgh Common Council hereby authorizes the Mayor to sign a retainer agreement and authorizes payment - Coughlin & Gerhart LLP – Special Counsel Labor Matters.

**RESOLUTION: RE-ESTABLISH THE CITY OF PLATTSBURGH LANDLORD/TENANT  
ADVISORY COMMITTEE**

**BY:**

**WHEREAS**, citizen advisory committees are a valuable means of enhancing the exchange of ideas between City residents and the City of Plattsburgh Common Council; and

**WHEREAS**, advisory committees are able to focus on a single issue, and are able to provide, through research, recommendations to the Common Council in a timely fashion; and

**WHEREAS**, a majority of City residents, including college students, either rent or lease their living space; and

**WHEREAS**, the Livable Community Advisory Committee has recommended a careful study of landlord and tenant relations, as well as a review of the City's enforcement of building code compliance within commercial rental properties; and

**WHEREAS**, in late January of 2020, a Landlord/Tenant Advisory Committee was formed by the Common Council and was tasked with studying issues and problems with rental housing within the City and to identify potential solutions to those issues and problems within a three month period; and

**WHEREAS**, due to the COVID pandemic the Landlord/Tenant Advisory Committee was unable to meet regularly or complete their work within this three month period; and

**WHEREAS**, in September of 2020, the Common Council approved Local Law P-3 of 2020 which amended the "Rental Permits" section of the City Code and as part of that Local Law, the Common Council is required to establish rental registry certification fees, rental inspection fees, re-inspection fees, and penalty fees.

**NOW THEREFORE**, Be It Resolved that the Common Council re-establishes the Landlord/Tenant Committee ("Committee"). The purpose of the Committee is more targeted than the initial purpose of the Committee. Specifically, the re-established purpose is to compile a list of potential solutions that could enhance the safety, aesthetics, economics, and livability in the ownership, regulation and residence within commercial rental properties within the City based upon the prior work of the Committee; and to research and recommend a fee structure for the Common Council's consideration with respect to rental registry certification fees, rental inspection fees, re-inspection fees, and penalty fees as described in Local Law P-3 of 2020; and it is further

**RESOLVED**, that members of the Committee, per the nominations and selections below,

will be approved by the Common Council. Each Committee member will be appointed for a one-month term and will serve without compensation. The Committee shall include the following representatives:

- A. Two City Councilors nominated by the Common Council and the Mayor, as ex officio.
- B. Two property owners or managers who provide commercial rental spaces within the City of Plattsburgh.
- C. Two tenants who rent residential spaces within the City of Plattsburgh.
- D. One member-at-large who will provide valuable insight with respect to quality of life, business operations, or livability concerns who reside within the City of Plattsburgh.
- E. One employee of the Building Inspector's Office.

**RESOLVED**, that the Committee shall vote to elect their Chair and Vice Chair and shall establish their agenda and schedule for meetings at their first meeting; and it is further

**RESOLVED**, that the Committee shall comply with the New York Open Meetings Law and the New York Freedom of Information Act; and it is further

**RESOLVED**, that the Committee shall operate from the effective date of this resolution and be automatically disbanded 1-month after this date; and it is further

**RESOLVED**, that at the conclusion of the one-month period, or sooner if appropriate, the Committee will present their proposed solutions and proposed fee structure to the Common Council at which point the Committee will be disbanded.

THE NINE MEMBERS LISTED BELOW HAVE BEEN CHOSEN TO SERVE A 1 MONTH TERM ON THE LANDLORD/TENANT ADVISORY COMMITTEE TO BEGIN ON JANUARY 21, 2021 AND EXPIRE ONE MONTH FROM THIS DATE:

Mike Kelly, Council member (Ward 2)  
Jeff Moore, Council member (Ward 6)  
Christopher Rosenquest, Ex-officio (Mayor)  
James Welch, City Employee (Building Inspector/Code Enforcement)  
Kye Ford, Landlord  
Andrew Castine, Landlord  
Shelise Marbut, Tenant  
Emily Stacey, Tenant  
Art de Grandpré, member at large