

**CITY OF WATERTOWN, NEW YORK  
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, April 18, 2011, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADOPTION OF MINUTES**

**COMMUNICATIONS**

**PRIVILEGE OF THE FLOOR**

**RESOLUTIONS**

- Resolution No. 1 - Approving “The Benefits of Sustainable Community Planning and Design” on April 20, 2011 as Valid Training for Meeting the New York State Municipal Planning and Zoning Officials’ Training Requirement
  
- Resolution No. 2 - Approving Contract for Use of Buildings and Grounds, Watertown City School District
  
- Resolution No. 3 - Approving Amendment No. 2 to the Agreement for Professional Services With Lu Engineers for the Environmental Investigations on Sewall’s Island
  
- Resolution No. 4 - Approving the Special Use Permit Request Submitted by James Kroeger to allow a Tattoo Shop located at 1317 State Street, Parcel number 5-01-201.000

**ORDINANCES**

**LOCAL LAW**

**PUBLIC HEARING**

**OLD BUSINESS**

- 1. Funding Request – Watertown Urban Mission

**STAFF REPORTS**

1. Sales Tax Revenue – Third Quarter Fiscal Year 2010-11
2. Bed Tax Revenues – Third Quarter Fiscal Year 2010-11

**NEW BUSINESS**

**EXECUTIVE SESSION**

**WORK SESSION**

**FISCAL YEAR 2011-2012 PROPOSED BUDGET PRESENTATION**

**ADJOURNMENT**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,  
MAY 2, 2011.**

Res No. 1

April 12, 2011

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning and Communit Development Coordinator

Subject: Approving “The Benefits of Sustainable Community Planning and Design” Workshop on April 20, 2011 as Valid Training for Meeting the New York State Municipal Planning and Zoning Officials’ Training Requirement

The City Council, Planning Board and Zoning Board of Appeals are subject to the four hour training requirement that the New York State Legislature adopted as Chapter 662 of the Laws of 2006, which took effect January 1, 2007. The law requires that the City Council approve courses before they can be used to meet the training requirement.

Attached is a flyer for a workshop on “The Benefits of Sustainable Community Planning and Design” to be held on Wednesday, April 20, 2011 from 6:30 p.m. to 8:30 p.m. at Jefferson Community College. Upon review of the agenda, staff believes that this workshop meets the intent of the State legislation for training and will therefore qualify as two hours toward meeting the training requirement upon approve by the City Council. A resolution approving the training has been prepared for Council’s consideration.

# RESOLUTION

Page 1 of 1

Approving “The Benefits of Sustainable Community Planning and Design” on April 20, 2011 as Valid Training for Meeting the New York State Municipal Planning and Zoning Officials’ Training Requirement

Council Member BURNS, Roxanne M.  
 Council Member BUTLER, Joseph M. Jr.  
 Council Member MACALUSO, Teresa R.  
 Council Member SMITH, Jeffrey M.  
 Mayor GRAHAM, Jeffrey E.

Total .....

YEA	NAY

### *Introduced by*

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WHEREAS Chapter 662 of the New York State Laws of 2006, which took effect on January 1, 2007, requires all municipal planning and zoning officials to have four hours of training per year, and

WHEREAS the training must be approved by the City Council before it can be used to meet the training requirement, and

WHEREAS the Fort Drum Regional Liaison Organization, Jefferson County Department of Planning, NYS Tug Hill Commission and the Center for Community Studies at Jefferson Community College are co-sponsoring a workshop entitled “The Benefits of Sustainable Community Planning and Design” for local planning officials on April 20, 2011 at Jefferson Community College,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that “The Benefits of Sustainable Community Planning and Design” workshop is approved to provide two hours of training toward meeting the New York State municipal planning and zoning officials’ training requirement.

### **Seconded by**

OFFICE OF CITY MANAGER  
APR 12 2011  
WATER

# Land Use Planning Workshop Notice

## The Benefits of Sustainable Community Planning & Design A PANEL DISCUSSION

Wednesday  
April 20, 2011  
6:30 pm - 8:30 pm  
Jules Center Amphitheater  
Room 6-002  
Jefferson Community College  
1220 Coffeen St.  
Watertown, NY



1220 Coffeen Street  
Watertown, NY 13601

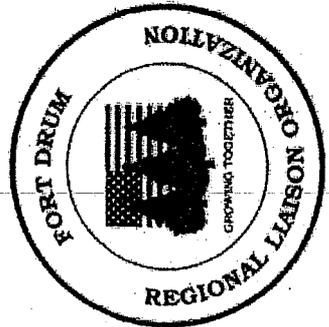
Return Service Requested

Ken Mix  
245 Washington St.  
Watertown, NY 13601

Non-Profit Org.  
U.S. Postage  
**PAID**  
Permit No. 7  
Watertown, N.Y.

13601\$3362 0010

Co-Sponsored By:



# The Benefits of Sustainable Community Planning & Design

The Fort Drum Regional Liaison Organization, Jefferson County Department of Planning, NYS Tug Hill Commission, and The Center for Community Studies at JCC are co-sponsoring a training session-panel discussion.

## AGENDA

6:30-6:35 pm Welcome and Opening Remarks

6:35-8:00 pm Panel Discussion:

- Jo Anne C. Gagliano  
RLA President of **edr Companies**
- John Hecklau, Executive  
Vice President of **edr Companies**
- Jane E. Rice, JD, AICP

Municipal leaders should consider incorporating sustainable practices at all levels of planning and design to protect community assets. This can be accomplished by integrating sustainable practices into traditional community planning and design activities. Transitioning from conventional practices to "green" options for their communities requires development of diverse and uniquely functioning systems that focus on protection, restoration and enhancement of cultural, aesthetic, and natural resources. This presentation will answer the following questions and more: What is sustainable community planning and design? Why is it important to my community? What tools do we need to protect our community assets? How do we get started?

8:00-8:30 pm Ample time will be reserved for questions and answers

## Jo Anne C. Gagliano

Mrs. Gagliano is President of **edr Companies** and a licensed landscape architect with more than 20 years of experience. Her project experience includes urban streetscape improvement, parks and recreation facilities, historic restoration, university-area site improvements, and commercial and residential development. Jo Anne's training and expertise includes horticulture, landscape management, and aesthetic impact assessment of prospective projects is among her specialties.

## John Hecklau

Mr. Hecklau is Executive Vice President of **edr Companies** and has 25 years environmental planning and consulting experience, the majority of which has been associated with energy projects. His expertise covers all facets of utility permitting, including siting, environmental review and analysis, visual impact analysis, recreational planning, ecological surveys, wetland permitting, liaison with regulatory agencies, as well as environmental compliance during construction.

## Jane E. Rice, JD, AICP

Jane Rice is a certified planner and attorney with 20 years professional experience. Her areas of expertise include waterfront community planning, intermunicipal planning, growth management analysis, zoning and land use regulations, and community visioning and outreach. As a project manager, Ms. Rice has facilitated her communities through community visioning, consensus building and community outreach, and engaged in complex smart growth management analysis with a focus on developing effective zoning codes, land use commercial and

residential development. She is currently Chairperson for the Planning Board in Fayetteville, New York.

RSVPs are **strongly** encouraged by **April 18th**. Please call The Center for Community Studies at (315) 786-2333 or email [hbarben@sunyjefferson.edu](mailto:hbarben@sunyjefferson.edu).

A satellite location for this training session will be held at:

**Lewis County Cooperative Extension  
Conference Room,  
5274 Outer Stowe Street,  
Lowville, NY 13367.**

Call to RSVP 315-376-5422 or email [syoung@lewiscountyny.org](mailto:syoung@lewiscountyny.org) - **this RSVP information is for this location only**

Note to Planning Board and ZBA Chairpersons and Clerks-Please share this notice with other Board members and officials in your community.

If approved by your municipality, this workshop can provide two hours of training to meet the NYS Municipality Training requirement.

Res No. 2

April 13, 2011

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Contract for Use of Buildings and Grounds, Watertown City School District

Attached for City Council consideration is a resolution that authorizes the City to enter into a contractual agreement with the Watertown City School District for use of buildings and grounds. This contract grants the City permission to use, at no cost to the City, the School District's facilities for running the City's recreation program.

The contract identifies the time frames and the properties and grounds that the City will utilize. The City of Watertown will submit a Letter of Understanding to the School District holding the District harmless for incidents that might occur at any of the City's programs held on District property.

# RESOLUTION

Page 1 of 1

Approving Contract for Use of Buildings and Grounds,  
Watertown City School District

Council Member BURNS, Roxanne M.  
 Council Member BUTLER, Joseph M. Jr.  
 Council Member MACALUSO, Teresa R.  
 Council Member SMITH, Jeffrey M.  
 Mayor GRAHAM, Jeffrey E.

Total .....

YEA	NAY

### *Introduced by*

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WHEREAS the City of Watertown desires to run a Summer Recreation Program within the City of Watertown, and

WHEREAS the Watertown City School District is willing to authorize the City to use its facilities for said purpose, and

WHEREAS there is no cost associated with the Agreement between the City of Watertown and the Watertown City School District, and

WHEREAS the City deems the providing of a Summer Recreation Program to be a benefit to the citizens of the City,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Agreement between the City and the Watertown City School District, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, is hereby authorized and directed to execute the contract on behalf of the City of Watertown.

### **Seconded by**

BOARD OF EDUCATION  
WATERTOWN CITY SCHOOL DISTRICT  
CONTRACT FOR USE OF BUILDINGS AND GROUNDS

It is agreed, understood, and covenanted as follows:

1. The undersigned will pay the Watertown City School District \$ 00.00 to defray expenses for the proposed use of District property, including the opening of the building, lights, heat, janitorial personnel at the rate of pay under the Federal Wage and Hour Law, and other incidental expenses. All personnel employed for the use of District property will be considered special employees of the undersigned organization while performing their duties in conjunction with the planned activities.
2. There will be no sale of tickets or admission beyond the seating capacity of \_\_\_\_\_
3. The undersigned will reimburse the Board of Education for loss or damage to school property resulting from such use.
4. ~~The undersigned will carry general liability insurance coverage with a minimum limit of \$1,000,000. The policy of insurance will include the Watertown City School as an additional named insured under the policy. The undersigned will provide the Watertown City School District with a Certificate of Insurance showing compliance with these requirements at least ten (10) days prior to the event.~~ *delete  
3/8/11*
5. The above insurance requirements notwithstanding, the undersigned agrees to defend, indemnify and hold harmless the Watertown City School District, to the extent allowed by law, from any judgments against it including costs, disbursements, attorney fees, etc. for any liability arising from the planned activities of the undersigned on the School District property..
6. The undersigned has familiarized himself with the regulations of the Board of Education pertaining to the use of such property (see attached) and all said regulations are agreed to and will be observed.
7. The undersigned will provide for Worker's Compensation Insurance and any other insurance pertaining to the activities of the undersigned as may be required by law.
8. That the permission now applied for, if granted, is revocable at any time by the Board of Education.

9. If this application is made in the name of an organization, the person signing below is authorized to do so and will be responsible for full compliance with the terms hereof and all payments hereunder.

**City of Watertown, Recreation Department**  
(Organization)

BY \_\_\_\_\_ **Jeffrey E. Graham**  
(Authorized Agent) **City Mayor**

\* \* \* \* \*

FOR OFFICE USE ONLY

Cleared with principal - Date \_\_\_\_\_

Cleared with Michael Lennox - Date \_\_\_\_\_

Approved by Superintendent - Date June 3-2-11

**North Elementary Playground - Last week of June through mid-August 2011**

**Permission to have periodic visits to the playground supervised by two(2) City's Recreation Department Supervisors during the hours of Monday through Friday 9:00a.m. – Noon and 1:00p.m. –4:30p.m. as part of the City's Summer Recreation Program.**

**North Elementary Building will be closed**

Watertown City School District  
Administrative Offices  
1351 Washington Street  
Watertown, New York 13601  
215-785-3722

Please sign the attached contract and return to me by 4/29/11

Certificate of Insurance for #1 million liability

\_\_\_\_\_ is needed before contract is valid

X  
\_\_\_\_\_ has been received and is on file

A copy for your records is enclosed

Bettie Caswell  
Watertown City School District  
Administrative Offices  
1351 Washington Street  
Watertown, New York 13601



	<b>MEMORANDUM</b>	E.P. Hayes Superintendent
	<b>Dept. Public Works</b>	Date: 04-11-11 Ref: PW 018-11
<b>To:</b>	Mary Corriveau, City Manager	
<b>Subject:</b>	Contract for Use of Building and Ground Facilities North Elementary School Playground Watertown City School District	

Attached for your review is the Watertown City School District Board of Education's Contract for Use of Buildings and Grounds granting the City permission to visit their playground facility at North Elementary School during the 2011 summer recreation season.

As you will note, Superintendent Fralick has deleted Item Number 4 of the contract which called for a minimum limit of \$ 1,000,000 general liability insurance coverage based upon the understanding that the City is self insured and has submitted a Letter of Understanding which holds the Watertown City School District harmless from any legal proceedings arising out of injuries sustained at any of the City's planned/run programs conducted on their property.

While this is the School District's standard contract and one that we have used over the years, it has been Attorney Slye's recommendation that the City Council give formal approval for the authorization prior to final submission. As such I would ask that you present this contract to the City Council at their next regularly scheduled meeting.

Should you have any questions concerning this agreement, please do not hesitate to contact me at your convenience.

*Gene*

cc: Jayme St. Croix, Superintendent of Parks and Recreation  
DPW files:  
Watertown City School District  
2011 Recreation & Playground Agreements



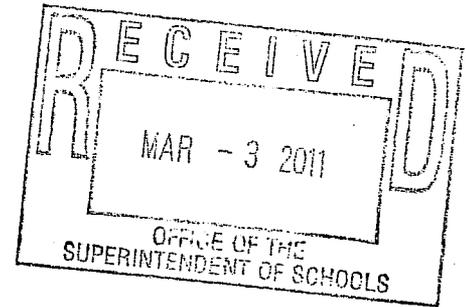
CITY OF WATERTOWN, NEW YORK  
DEPARTMENT OF PUBLIC WORKS

ROOM 206, CITY HALL  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601-3475  
(315) 785-7770  
FAX (315) 785-7752  
EMAIL: ehayes@watertown-ny.gov

1869  
February 28, 2011

EUGENE P. HAYES  
SUPERINTENDENT

Mr. Terry Fralick  
Superintendent of Schools  
Watertown City School District  
Administrative Offices  
1351 Washington Street  
Watertown, New York



Re: Use of the District's North Elementary School Playground

Dear Mr. Fralick:

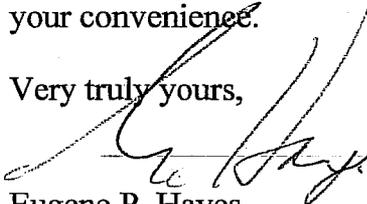
The City's Parks and Recreation Department would again like to request permission to use the Watertown City School District's North Elementary School playground during the 2011 summer season.

The City will operate our Flynn Pool Summer Recreation Program beginning in the last week of June and running through mid-August. Located at the Flynn Pool Recreation Center, our hours of operation will be 09:00 - 12:00 noon, and 01:00 - 04:30 p.m. on Monday through Friday. As a component of our program we would like to take periodic visits to the North Elementary School Playground. All visits will be supervised by two (2) City's Recreation Department Supervisors.

A favorable response by the Watertown City School District will be greatly appreciated. In an attempt to expedite the necessary paperwork I would ask that you delete Item 4 of the standard Watertown City School District's Contract for Use of Building and Grounds noting that the City is self-insured and that the District has on file a Letter of Understanding holding the District harmless. As in previous years I would also ask that the Organization be identified as the City of Watertown, Recreation Department and the Authorized Agent be the City Mayor, Jeffrey E. Graham.

Should you have any questions concerning this request please do not hesitate to contact me at your convenience.

Very truly yours,

  
Eugene P. Hayes

Superintendent of Public Works

cc: Jayme St. Croix, Superintendent of Parks and Recreation  
Recreational Programs, 2011  
Watertown City School District Correspondence

Res No. 3

April 12, 2011

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning and Community Development Coordinator

Subject: Approving Amendment No. 2 to the Agreement for Professional Services With Lu Engineers for the Environmental Investigations on Sewall's Island

On December 20, 2010, the City Council approved an Amendment to the State Assistance Contract (SAC) for the Environmental Restoration Program (ERP) Grant for the environmental investigations on Sewall's Island. The Amendment provides an additional \$49,000.00 from the State, which is 90% of the estimated cost of \$54,444.00 to clean up the remaining petroleum. The State has signed and returned the SAC.

On February 20, 2007, the City Council approved a contract with Lu Engineers to do the investigations and take necessary Interim Remedial Measures (IRM). The primary purpose of the ERP grant is to pay for investigations. The expected progression of the project was to do the investigations and then request a second grant for the cleanup. However, under certain circumstances, IRMs can be taken that are considered final remedies. Fortunately, all of the contamination found on Sewall's Island can be cleaned up under IRMs.

To complete the cleanup, the fee in Lu Engineers' contract needs to be increased by \$54,444.00. The resolution prepared for City Council consideration increases the fixed fee for services to \$794,595.00.

# RESOLUTION

Page 1 of 1

Approving Amendment No. 2 to the Agreement for Professional Services With Lu Engineers for the Environmental Investigations on Sewall's Island

Council Member BURNS, Roxanne M.  
 Council Member BUTLER, Joseph M. Jr.  
 Council Member MACALUSO, Teresa R.  
 Council Member SMITH, Jeffrey M.  
 Mayor GRAHAM, Jeffrey E.

Total .....

YEA	NAY

### *Introduced by*

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WHEREAS the City Council approved an Agreement for Professional Services for the Environmental Investigation on Sewall's Island with Lu Engineers on February 20, 2007, as amended on June 21, 2010, and

WHEREAS the City of Watertown has been awarded additional funding through its State Assistance Contract for an Environmental Restoration Program Grant to complete Interim Remedial Measures,

NOW THEREFORE BE IT RESOLVED that the City Council approves the second amendment to the Agreement for Professional Services with Lu Engineers to increase the fixed fee for services to \$794,595.00, and

BE IT FURTHER RESOLVED that the City Manager, Mary M. Corriveau, is hereby authorized and directed to execute said Amendment on behalf of the City Council.

### **Seconded by**



# Lu Engineers

ENVIRONMENTAL • TRANSPORTATION • CIVIL

February 22, 2011

City of Watertown  
Department of Planning  
Municipal Building, Suite 205  
245 Washington Street  
Watertown, New York 13601

**ATTN: Mr. Ken Mix**

**RE: Request for Contract Adjustment  
Sewall's Island ERP Site  
State Assistance Contract #C303560**

Dear Mr. Mix:

Lu Engineers is seeking an amendment to our contract with the City of Watertown for the referenced project. Our current contract ceiling limit is \$740,151.00. In order to complete the required task under the referenced and recently amended State Assistance Contract (SAC) on behalf of the city of Watertown, Lu Engineers requests that an additional \$54,444.00 be added to our contract with the City.

Under the SAC, 90% of the additional funding for this effort has been granted by the New York State Department of Environmental Conservation and will allow disbursement of payments for invoices submitted under this contract. This additional funding will allow completion of an Interim Remedial Measure planned for PAOC2 involving mitigation of an oil seep as part of the current SAC.

If you have any questions or would like to go over the information give me a call.

Sincerely,

Gregory L. Andrus, CHMM

Investigation/Remediation Group Leader

Cc. 34202 file

Res No. 4

April 12, 2011

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning and Community Development Coordinator

Subject: Request for Special Use Permit to allow a Tattoo Shop at 1317 State St.  
Parcel No. 5-01-201

The Planning Board reviewed the request for a Special Use Permit submitted by James Kroeger at its April 5, 2011 meeting. The Board adopted a motion recommending that the City Council grant the approval contingent upon the following:

1. The proposed tattoo shop shall be closed Sunday and Monday, and after 8:00 pm on Tuesday through Saturday.

Attached is a copy of the report prepared for the Planning Board, and an excerpt from its minutes.

A public hearing is required before the City Council may vote on this resolution. It is recommended that a public hearing be scheduled for 7:30 pm on Monday, May 2, 2011.

# RESOLUTION

Page 1 of 1

Approving the Special Use Permit Request Submitted by James Kroeger to allow a Tattoo Shop located at 1317 State Street, Parcel number 5-01-201.000

Council Member BURNS, Roxanne M.  
 Council Member BUTLER, Joseph M. Jr.  
 Council Member MACALUSO, Teresa R.  
 Council Member SMITH, Jeffrey M.  
 Mayor GRAHAM, Jeffrey E.

Total .....

YEA	NAY

### *Introduced by*

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WHEREAS James Kroeger has made an application for a Special Use Permit to allow a Tattoo Shop at 1317 State Street, Parcel Number 5-01-201.000, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on April 5, 2011, and recommended that the City Council of the City of Watertown approve the request with the following condition:

1. The proposed tattoo shop shall be closed Sunday and Monday, and after 8:00 pm on Tuesday through Saturday.

And,

WHEREAS a public hearing was held on the proposed Special Use Permit on May 2, 2011, after due public notice, and

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part II and has determined that the project, as submitted, is Unlisted and will not have a significant effect on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed Special Use Permit to allow a tattoo shop is an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that a Special Use Permit is hereby granted to James Kroeger to allow a Tattoo Shop at 1317 State Street, Parcel Number 5-01-201.000 with the condition listed above in the Planning Board's recommendation.

### **Seconded by**





**CITY OF WATERTOWN, NEW YORK**  
Special Use Permit Application



**I. Applicant Information**

Name: James Kroeger 315-323-8554  
Mailing Address:  
500 Dunn Street, Hammond, NY 13646

**II. Property Information**

Address: 1317 State Street  
Tax Parcel #: 221800-005-000-001-201  
Property Owner (if not applicant): Lisa Bonner

If applicant is not owner, does applicant have a signed purchase agreement  Yes  No

Zoning District: Neighborhood Business

Attachments Required:  
8 1/2" x 11" parcel map with tax parcel involved in request outlined with a thick black line  
A sketch of the site drawn to an engineering scale (e.g. 1"=20', 1"= 30').  
Completed Part I of an Environmental Assessment Form (SEQR)

**III. Request Information**

Proposed Use: Tattoo shop

Explain Proposal:

- I would like to open a world class tattoo shop with award winning artists. I want to offer the best work around for a fair, competitive price and not take advantage of everyone in the area as other shops do. I believe customer service and customer appreciation are greatly overlooked these days. I want to help end the stereotype that tattooers are criminals, drug dealers, or all around shady characters by holding myself and my employees to high moral standards and by becoming a contributing business to the betterment of the community.

Use additional 8 1/2" x 11" sheets as needed.

I certify that the information provided above is true to the best of my knowledge.

Signature: James Kroeger

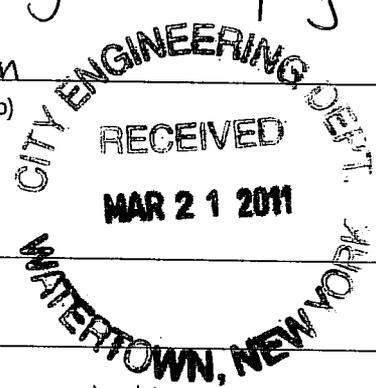
Date: 21 Mar 11

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR <i>James Kroeger</i>	2. PROJECT NAME <i>Pride &amp; Glory Tattoo Company</i>
3. PROJECT LOCATION: Municipality _____ County <i>Jefferson</i>	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) <i>1317 State Street, Watertown, NY 13601</i>	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input checked="" type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: <i>Would like to use existing building to open a tattoo shop. The building was previously an audio installation place for cars and a decoy shop for hunting.</i>	
7. AMOUNT OF LAND AFFECTED: Initially <u>  0  </u> acres                      Ultimately <u>  0  </u> acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    If no, describe briefly <p style="text-align: center;"><i>with special use permit</i></p>	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: <i>The block the property is on is all commercial businesses. The block next to it is residential housing.</i>	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, list agency(s) and permit/approvals	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    If yes, list agency(s) and permit/approvals	
12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor name: <u><i>James Kroeger</i></u>	Date: <u><i>21 Mar 11</i></u>
Signature: <u><i>[Handwritten Signature]</i></u>	



If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.12?

If yes, coordinate the review process and use the FULL EAF.

Yes  No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If NO, a negative declaration may be superseded by another involved agency.

Yes  No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

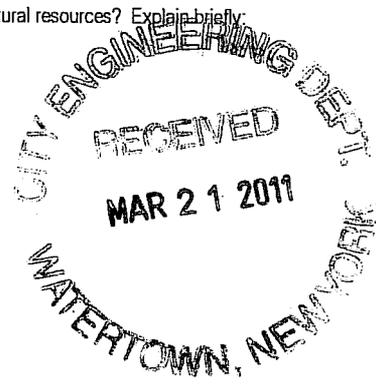
C3. Vegetation or fauna, fish shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly.

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly.

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly.



D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CEA?

Yes  No

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?

Yes  No If yes, explain briefly

**PART III – DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts AND provide on attachments as necessary, the reasons supporting this determination:

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (If different from responsible officer)

\_\_\_\_\_  
Date



Shaughnessy  
501207  
114  
Michigan Avenue

Humphrey  
501221  
115  
Colorado Avenue

Garkon  
501203  
1309-1311  
State Street

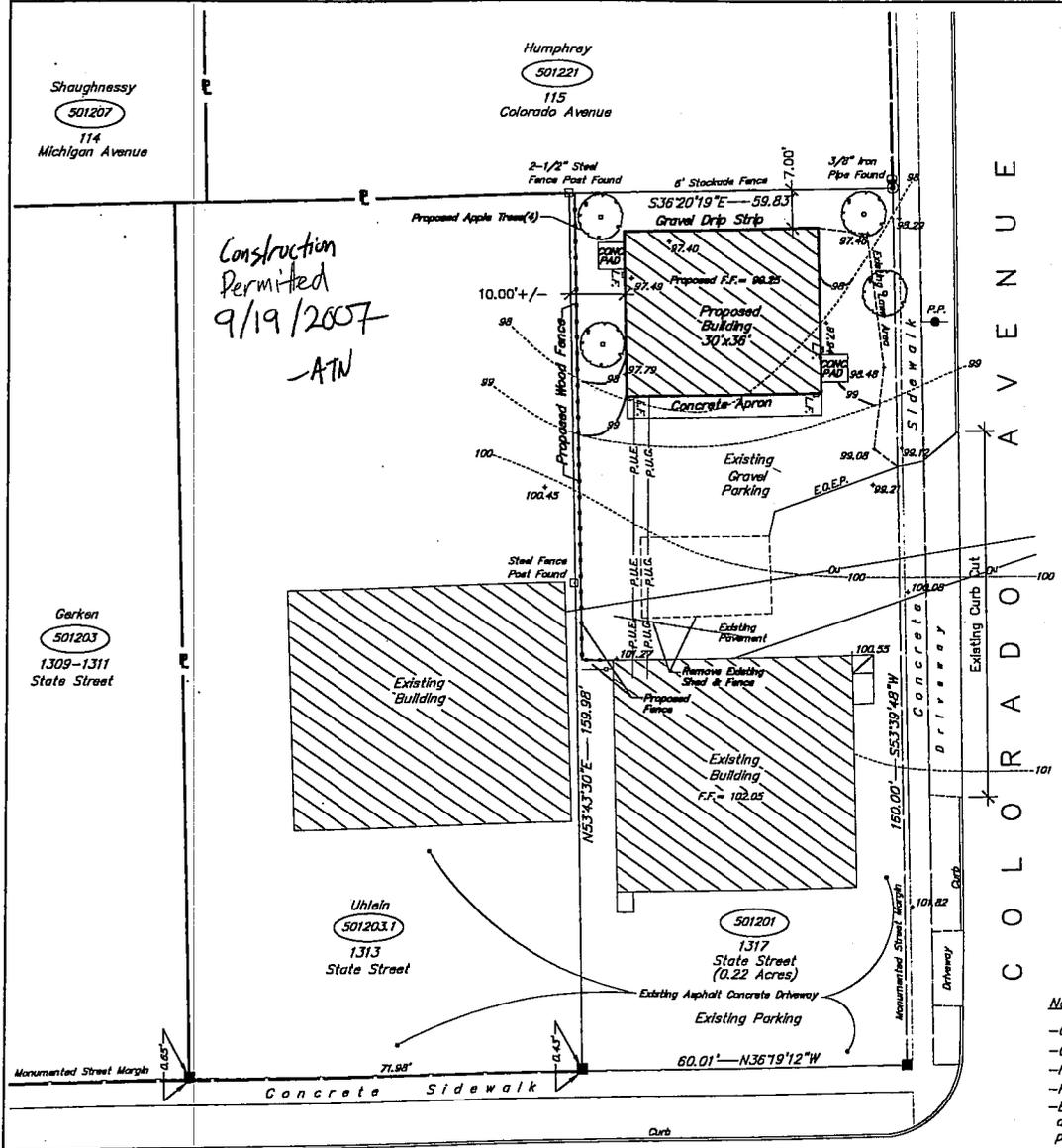
Uhlain  
501203.1  
1313  
State Street

501201  
1317  
State Street  
(0.22 Acres)

Construction Permitted  
9/19/2007  
-ATN

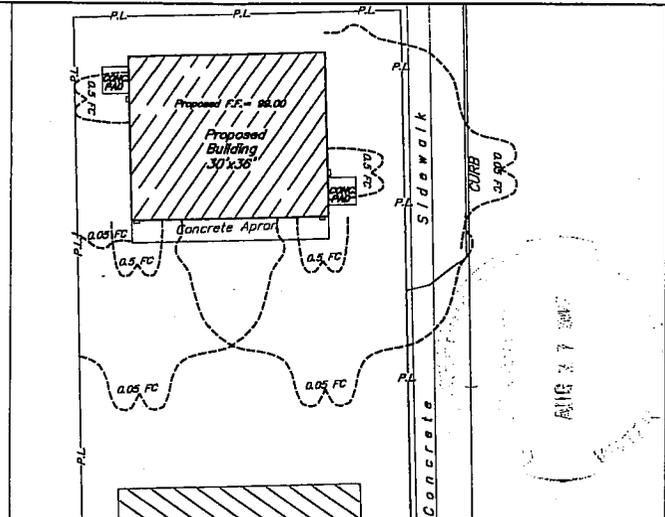
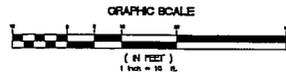
COLORADO AVENUE

STATE STREET

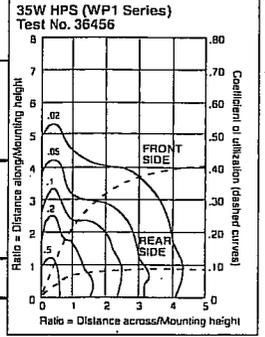


City Council  
Approved 9-4-07  
S. Heda  
NAD 1983

- New Building**
- One story wood frame. 30'x36', 1080 SF.
  - Gas & Electric supply from existing building.
  - No plumbing work.
  - Four (4) 1" Cal. Apple Trees
  - Elevations shown are measured from an assumed elevation of 100.00. (BM in existing power pole at 99.88)



**Photometrics**  
EXTERIOR WALL FIXTURES



- Wall Mounted Exterior Light Fixture 8'-0" A.F.G.
- Existing Contour Elevations
- Proposed Contour Elevations
- E.O.E.P. Edge of Existing Asphalt Pavement
- L.F. Exterior Wall Mounted Light Fixtures(4)
- P.P. Power Pole with spike at elev. 99.88
- P.U.E. Proposed Underground Electric
- P.U.G. Proposed Underground Gas

**REFERENCE**  
Map titled "Map of the State Street Addition of the Watertown Land Development Co. prepared by Hinds & Bond and filed in the Jefferson County Clerks Office November 20, 1891.  
Updated Survey by Gerald A. Kostyk, L.S. #50011, 4.12.07. 2007-210

ARCHITECTURE,  
ENGINEERING &  
LAND SURVEYING  
P.C.U.  
232 STERLING STREET  
WATERTOWN, NEW YORK, 13154  
151-1511 (MOBILE)  
151-1512 (FAX)  
151-1513 (HOME)

**GYMO**

OFFICIAL RECORD  
GYMO  
ARCHITECTURE, ENGINEERING  
& LAND SURVEYING, P.C.U.

REVISED SITE PLAN  
AUDIO EXTREME  
1317 STATE ST.  
WATERTOWN, N.Y. 13601

Project No. 1007-1274  
Scale: 1" = 10'  
Date: 8/21/07  
Drawn By: JMS  
Checked By: JMS  
Approved By: EDO  
Drawn No.

C-101

EXCERPT FROM THE MINUTES  
CITY OF WATERTOWN PLANNING BOARD  
APRIL 5, 2011 MEETING

**SPECIAL USE PERMIT – TATTOO SHOP,  
1317 STATE STREE, PARCEL NUMBER 5-01-201**

The Planning Board then considered a Special Use Permit submitted by James Kroeger for the operation of a tattoo shop located at 1317 State St., Parcel Number 5-01-201. In attendance to represent the proposed project were James Kroeger and Donnie Morley.

Mr. Kroeger and Mr. Morley approached the board and explained their request.

Mr. Wayte asked what their hours of operation would be. Mr. Morley responded that they planned to operate between 12:00 noon and 6:00 or 8:00 pm, Tuesday through Saturday.

Mrs. Freda asked if they currently did business elsewhere. Mr. Morley responded that they operate a tattoo shop in Ogdensburg, which has been open for 13 years.

Mrs. Freda then asked if the existing shop is located near a bar, and expressed concern with the possibility of intoxicated customers from the bars next to the State Street location coming this business to get a tattoo. Mr. Kroeger responded that they have a policy against tattooing intoxicated customers. Mr. Morley mentioned that intoxication negatively affects the quality of the tattoo.

Mrs. Freda asked if the entrance would be in the front of the building. Mr. Kroeger answered affirmatively.

Mr. Wayte expressed concern regarding the number of tattoo shops on State Street, and that the proposed shop would be closer to residential areas than other shops on the street. Mr. Morley stated that it would be quiet business. Mr. Harris mentioned that he did not object to the tattoo shop, considering the building's previous use as a car audio shop, and its current vacancy.

Mr. Warren Allen of 1404 State St. then addressed the Planning Board. He stated that there are two reasons to reject the permit: first, because of its proximity to a bar; and second, because of its effect on surrounding residential property, especially noise and property values.

Mr. Allen mentioned that the bar patrons are already causing disturbance and damage in the neighborhood, and that his nephew heard claims from a tattoo artist that two thirds of his patrons are inebriated. He then explained that in conversations with real estate agents, he has heard that tattoo shops have a negative effect on nearby residential property values and sale prices.

Mr. Wayte responded that the hours of operation and health standards would mitigate most of these complaints.

Mrs. Freda asked if the city could legally restrict the hours of operation. Mr. Mix responded that they could, but enforcement may be difficult. Mrs. Freda proposed that the condition be added anyway. Mr. Kroeger stated that he was amenable to this condition.

Addressing Mr. Allen, Mrs. Freda noted that the root of the problems in the neighborhood appear to stem from the bars. She said that the tattoo parlor is an expression of art and the proposed business would fit as a commercial use. Mr. Allen said he has no problem with commercial use but added that the cumulative effect of the combined uses is a concern.

Mrs. Freda again noted that she would like to propose that a condition be added to the approval that the business must be closed by 8 p.m. and only be open from Tuesday through Saturday.

Mr. Harris then made a motion to recommend that the City Council approve the Special Use Permit submitted by James Kroeger for the operation of a tattoo shop located at 1317 State St., Parcel Number 5-01-201 contingent upon the following:

1. The proposed tattoo shop shall be closed Sunday and Monday, and after 8:00 pm on Tuesday through Saturday.

The motion was seconded by Mr. Fipps. All voted in favor.

April 13, 2011

To: Members of City Council  
From: Jeffrey E. Graham, Mayor  
Subject: Funding Request – Watertown Urban Mission

As requested by the City Council, I spoke with Erika Flint of the Watertown Urban Mission about a formal proposal. As it will not be available until Friday, she will email it, and we will forward it to the City Council via email as soon as it is received. Ms. Flynn is available to attend the Monday night meeting if Council desires.



April 15, 2011

Watertown City Council  
Municipal Building  
245 Washington Street  
Watertown, NY 13601

Dear City Council Members:

The Watertown Urban Mission has enclosed a request for funding in the amount of \$17,415 in support of the Food Pantry.

In 2010, the Food Pantry served 18,910 individuals, including 7,217 children and 528 people 65 and over. Each person is provided with a 5-day supply of food in a 30-day cycle. Approximately 86% of those served are a resident of the city of Watertown.

90% of funding for the Food Pantry goes directly to procure food, while only 10% is used for administrative costs. The total expenses for the Food Pantry in 2010 were \$270,500, with an average monthly expense of \$22,500. Given that 86% of the individuals the Food Pantry serves are residents of the City of Watertown, the request is for 86% (\$17,415) of the direct cost of food for one month (\$20,250).

We appreciate your consideration of this request. Please feel free to contact me directly at (315) 782-8440 with any questions.

Sincerely,

Erika F. Flint  
Executive Director



## **Background**

During the mid-sixties, men and women of conscience dreamed of ways to implement changes in the lives of people who were neglected by society and who were unable to enjoy many of the benefits we take for granted.

In Watertown, New York, in June of 1967, three Presbyterian ministers, began forming a new vision for an urban ministry here in the North Country. Colleagues from other churches urged them to make it an ecumenical venture with churches of many denominations working together to meet the needs of individuals and families not served by the government and social agencies, but in need of help. Further, they saw a need to enable these people to raise themselves from their hopeless positions and to be able to rejoin the mainstream.

Today, the Watertown Urban Mission continues to be a Christian-based organization that brings together people of all faiths and backgrounds in order to advocate and fulfill the urgent and long-term basic necessities of those in need. Through our efforts, we provide services to empower and enable our neighbors to improve their circumstance and their lives, thereby strengthening the community for all.

## **Program Overview**

The Watertown Urban Mission Food Pantry is the largest Food Pantry in the North Country and the only Jefferson County Food Pantry open five (5) days per week, Monday through Friday from 9:00am until 5:00pm. We provide four (4) hours each day for client shopping, and pre-packed boxes are available during non-shopping hours. The Food Pantry provides an opportunity for our clients to "shop," thereby ensuring items are not wasted and our clients have a dignified experience. We provide a five (5) day supply of fifteen (15) meals per person.

The Food Pantry purchases the vast majority of food from the Food Bank of Central New York. The Food Bank of Central New York has provided invaluable service to our Pantry through nutrition education, technical support, assistance with referrals, and emergency deliveries. We find that the Food Bank of Central New York provides us with the more economical source of food for our Pantry with a cost savings of up to 80% on every dollar.

Our client eligibility criteria is an emergency food need, once every thirty (30) days, with an income not to exceed 185% of poverty. In addition, we serve many homeless who are in need of emergency food. Many of the individuals we serve are referred by the Department of Social Services, local public and non-profit agencies, hospitals, health care professionals, law enforcement, churches, schools, and Fort Drum. In 2010, 86% of the 18,910 people we served were residents of the City of Watertown, not including the homeless we served. 38% of those served were children.



In conjunction with our mission to feed the hungry through the Food Pantry, we also fund a Dollar Dinner Program with assistance from community support. From November 2010 through March 2011 twenty-nine (29) dinners were held at 14 various churches and community sites, serving 10,000 meals.

### **Evidence of Need**

Unique to Jefferson County is the continuing expansion of the United States Army Installation at Fort Drum. Concurrent with population growth due to this expansion, there is a lack of affordable housing. Jefferson County also has a large elderly and/or disabled population who are receiving fixed benefits. Many individuals are employed at minimum wage and we are experiencing some of the highest recorded numbers of unemployed. Together, these populations are unable to meet the costs of basic necessities, much less the increases in rent, utilities and transportation. All contribute to the growth we have seen in the Food Pantry. In addition, we experienced a funding decrease of \$7,800 from a private foundation grant. Therefore, the combination of growth at the Food Pantry and the decrease in funding, the Watertown Urban Mission is seeking funding support from the City of Watertown.

### **Request**

The total expenses for the Food Pantry in 2010 were \$270,500, with an average monthly expense of \$22,500. 90% (\$20,250) of the monthly expense is used for the purchase of food, while only 10% (\$2,250) is used for general expenses which include salaries and administrative costs. Given that 86% of the individuals the Food Pantry serves are residents of the City of Watertown, the request is for 86% (\$17,415) of the direct cost of food for one month (\$20,250).

Without \$17,415 from the City of Watertown, the Food Pantry could face the potential of being unable to provide the current level of emergency food assistance to those in need.

April 13, 2011

To: The Honorable Mayor and City Council  
From: Mary M. Corriveau, City Manager  
Subject: Sales Tax Revenue – Third Quarter Fiscal Year 2010-11

The City has received the monthly sales tax revenue numbers from Jefferson County. In comparison to March 2010, the March 2011 sales tax numbers are down \$126,196 or -8.03%, actual to actual. In comparison to our budget projection for the month of March, the sales tax numbers are down \$134,138 or -8.49%.

Third quarter collections are up \$46,531 or 1.29% in comparison to actual collections during Fiscal Year 2009-10 for the same period. Actual collections during the first two quarters of the fiscal year were up 8.8% and 7.7% when compared to 2009-10 actual collections.

When you compare the third quarter actual numbers to the City's budgeted numbers collections are up \$28,358 or 0.78%. This compares with 8.26% and 7.16% for the first two quarters of this fiscal year.

The year to date actual to actual receipts are up \$684,582 or 6.05%, year to date budget to actual receipts are up \$627,432 or 5.52%. Year to date revenues for Fiscal Years 2007-2008, 2008-2009, and 2009-2010 are \$11,389,412; \$11,072,539; and \$11,312,708 respectively. Year to date revenues for the current Fiscal Year are \$11,997,290.

The attached spreadsheet shows the detail collections for this year and last year, along with the budgeted numbers. Collections for Fiscal Year's 2007-2008 and 2008-2009 have been added for historical prospective.

	<u>Actual 2007-08</u>	<u>Actual 2008-09</u>	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,202,556	\$ 1,276,583	\$ 1,054,235	\$ 1,294,030	\$ 239,795	22.75%		
August	\$ 1,150,965	\$ 1,268,437	\$ 1,111,868	\$ 1,250,127	\$ 138,260	12.43%		
September	\$ 1,777,545	\$ 1,529,231	\$ 1,805,736	\$ 1,777,374	\$ (28,362)	-1.57%	349,692	8.80%
October	\$ 1,041,228	\$ 1,103,267	\$ 1,081,394	\$ 1,147,531	\$ 66,137	6.12%		
November	\$ 1,089,851	\$ 1,106,240	\$ 1,056,203	\$ 1,203,035	\$ 146,832	13.90%		
December	\$ 1,554,307	\$ 1,413,485	\$ 1,606,018	\$ 1,681,408	\$ 75,390	4.69%	288,359	7.70%
January	\$ 1,055,815	\$ 1,073,261	\$ 1,103,884	\$ 1,213,794	\$ 109,910	9.96%		
February	\$ 925,894	\$ 843,971	\$ 921,272	\$ 984,089	\$ 62,817	6.82%		
March	\$ 1,591,250	\$ 1,458,063	\$ 1,572,098	\$ 1,445,902	\$ (126,196)	-8.03%	46,531	1.29%
April	\$ 1,044,484	\$ 954,271	\$ 1,121,188	\$ -	\$ -	0.00%		
May	\$ 1,070,945	\$ 960,159	\$ 1,079,512	\$ -	\$ -	0.00%		
June	\$ 1,689,660	\$ 1,479,763	\$ 1,709,687	\$ -	\$ -	0.00%	-	0.00%
YTD	<u>\$ 15,194,501</u>	<u>\$ 14,466,732</u>	<u>\$ 15,223,095</u>	<u>\$ 11,997,290</u>	<u>\$ 684,582</u>	<u>6.05%</u>		

	<u>Original Budget</u>		<u>Variance</u>	<u>%</u>		
	<u>2010-11</u>	<u>Actual 2010-11</u>				
July	\$ 1,059,561	\$ 1,294,030	\$ 234,469	22.13%		
August	\$ 1,117,485	\$ 1,250,127	\$ 132,643	11.87%		
September	\$ 1,814,859	\$ 1,777,374	\$ (37,485)	-2.07%	329,627	8.26%
October	\$ 1,086,857	\$ 1,147,531	\$ 60,674	5.58%		
November	\$ 1,061,538	\$ 1,203,035	\$ 141,496	13.33%		
December	\$ 1,614,131	\$ 1,681,408	\$ 67,277	4.17%	269,447	7.16%
January	\$ 1,109,461	\$ 1,213,794	\$ 104,333	9.40%		
February	\$ 925,926	\$ 984,089	\$ 58,163	6.28%		
March	\$ 1,580,040	\$ 1,445,902	\$ (134,138)	-8.49%	28,358	0.78%
April	\$ 1,126,852	\$ -	\$ -	0.00%		
May	\$ 1,084,966	\$ -	\$ -	0.00%		
June	\$ 1,718,325	\$ -	\$ -	0.00%	-	0.00%
YTD	<u>\$ 15,300,000</u>	<u>\$ 11,997,290</u>	<u>\$ 627,432</u>	<u>5.52%</u>		

April 13, 2011

To: The Honorable Mayor and City Council  
From: Mary M. Corriveau, City Manager  
Subject: Bed Tax Revenues – Third Quarter Fiscal Year 2010-11

Detailed below is an update of Bed Tax receipts for the current fiscal year. As you can see, the first quarter receipts exceeded projected revenues, with the subsequent quarters coming in at or about the budgeted amount.

<u>Quarter Ended</u>	<u>Budget 2010-11</u>	<u>Actual 2010-11</u>	<u>Actual 2009-10</u>
8/31	\$ 60,000	\$ 68,039	\$ 57,708
11/30	\$ 58,000	\$ 57,883	\$ 60,331
2/28	\$ 35,000	\$ 34,025	\$ 38,290
5/31	\$ 52,000	\$ -	\$ 43,920
	\$ 205,000	\$ 159,947	\$ 200,250

April 15, 2011

To: The Honorable Mayor and City Council  
From: Mary M. Corriveau, City Manager  
Subject: Parks and Recreation Audit, Proposed Scope of Service

At the request of the City Council, James E. Mills, City Comptroller and I have drafted a proposed Scope of Service for an audit of the City's Parks and Recreation Department. Our current auditors Poulsen and Podvin. PC have in principal agreed to undertake this engagement, but first need to understand the final scope of service to be performed. Staff's proposed scope is detailed below:

Internal Controls Audit:

- Obtain Arena and field use schedules for current fiscal year and previous two fiscal years.
- Trace audit sample (to be determined by auditor) of Arena and field uses to invoices.
- Confirm that billing was completed accurately and in a timely manner.
- Confirm that payments received were promptly forwarded to Comptroller's Office for depositing.
- Confirm payment of invoices or the existence of an accounts receivable.
- Send confirmation letters to audit sample from the outstanding accounts receivable listing.
- Review rosters for last summer's season of T-Ball, golf and/or tennis. Trace audit sample (to be determined by auditor) to invoices and collection.
- Determine if department has an adequate computer software system to operate its department.
- Review the accounts receivable collection procedures of the department.
- Make recommendations for changes in procedures that should be implemented.

I've attached copies of Mayor Graham's and Council Member Burns' recommendations.

Staff is prepared to discuss this matter with the City Council at the April 18, 2011 Council Meeting so that we can reach consensus on the final scope for presentation to the auditors.

TO: Mary Corriveau

FROM: Mayor Graham

DATE: 4-14-11

RE: Concerns and questions for the auditor

As my input to the process, let me offer this list of issues I would like the auditor to address. In no particular order, here are some of the questions that have come to mind so far.

1. Qualifications and training of Recreation Department staff in dealing with money and accounting. Also the level of mentoring and supervision given by the Comptroller's office to a remote subset of city government.
2. What is the means of producing an invoice or receipt for any transaction that occurs and is that incorporated into the city system? Why don't we have credit card capability as most transactions would likely be done this way in today's world?
3. What type of method is there to balance what's taken in against what is entered in our system. Is there a daily balance sheet or a review of receipts?
4. What is the frequency of deposits and the method for storing money at the Arena?
5. How is cash accounted for in operations like admissions, skate rentals, parking and the concession stand? Is there a possibility of automating this so there is a record of sales, clerks, and inventory? Should registers at Fairgrounds be online with the central computer to provide access to data at all times, and the same with credit card validators?
6. What does the Code say about method of payment for field rentals and the like? How did we get in the habit of extending credit? Does the Code need greater clarity?
7. How did such large delinquencies accrue without any sanction against the debtor and who OK'd continued use of facilities despite years of past due bills.
8. Is there a method for assessing late fees and then collecting past due accounts?
9. When use of facilities is by contract, is there enforcement of the terms and who does that?
10. Is the office at Rec messy and disheveled? How much time is spent by staff on other issues like Union work and is that done in the same office.?
11. As the City conducts enterprise operations like concessions should there be someone on staff or contracted for to oversee inventory, staffing and operations as this is a specialized area of expertise?.
12. Are we tracking revenue streams from different activities like golf, hockey, T-ball, food, skates, parking, etc?
13. I would be interested in the auditors list of recommendations for improvement.

I would suggest Council offer input to the scoping statement being prepared for the auditor.

Thanx,

JG

Cc: Council

TO: Mary Corriveau

FROM: CouncilMember Burns

DATE: April 15, 2011

RE: Questions for Parks & Rec. Audit

Below are areas that I would like explored during the audit in addition to the Mayor's concerns.

- 1) How long was the Clerk position vacant?
- 2) Who has keys to the office?
- 3) How many hours per week on average are used for Union Business?
- 4) Is there a method to track this?
- 5) What oversight is exercised by the Comptroller over this department & concessions?
- 6) Are invoices for purchases used by the rec dept done by them and if so are they paid before any late fees are imposed?
- 7) When outdated checks from the previous season were found who made the decision to return them with a letter requesting a new check?
- 8) Is the internet on computers located at this sight?

Cc: Mayor & Council