

# **CITY OF OGDENSBURG, NEW YORK**

CITY HALL • 330 FORD STREET • OGDENSBURG, NY 13669 • (315) 393-6100



Office of the City Manager

## **MEMORANDUM**

MEMO TO: City Council  
FROM: Sarah Purdy, City Manager *SP*  
DATE: July 7, 2016  
SUBJECT: Update 16/25

### **PARKS AND RECREATION UPDATE** –

#### **Dobisky Center Concession Stand**

As you know, after extending the Request for Proposals deadline for the Dobisky Visitor's Center concession stand to May 6, the Recreation Department received one submission, from Richard P. Wright of Heuvelton. Recreation Director Matt Curatolo and I met with Mr. Wright on May 19 to review the Commercial License Agreement with him, and to explain the process of bringing a resolution to City Council, conducting a public hearing and starting the concession operations after the required three weeks of public notice. At that time Mr. Wright expressed the desire to start operations on July 1 and we told him that would be possible because the three-week public notice period would end on June 29, so the Commercial License Agreement was written to include a start date of June 30. At its May 26 meeting, Council adopted a resolution calling for the public hearing on the proposed Commercial License Agreement, and at its June 13 meeting Council conducted the public hearing and approved an ordinance authorizing the City Manager to sign a Commercial Lease Agreement with Mr. Wright for the operation of the concession stand. Matt spoke with Mr. Wright on June 28 and was not told of any issues at that time with starting up the operations. Matt and I discussed the situation on June 29 and agreed that we would wait until this week to take any action. A follow-up phone call to Mr. Wright has not been answered, business arrangements that he would need to make in order to run the operations have not taken place, and Mr. Wright has not signed the Commercial Lease Agreement. Although I have been authorized to sign it, based on the absence of timely follow-through I will not do so and instead will pull together information for Council's August meeting on what other options the City may have for the use of the space and equipment.

**Recreation Commission Meeting Minutes** – Please find attached the minutes from the June 30, 2016 Recreation Commission Meeting.

**FIRE DEPARTMENT UPDATES** – Please find attached the 2016, second quarter, Fire Department report.

**ASSESSMENT UPDATES** - Status of Revaluation - there were a total of 37 residential grievances presented to the Board of Assessment Review (BAR). They finalized determinations on 25 grievances with 12 remaining to be reviewed. Additionally, there were 11 commercial grievances that were received for a total of 48 grievances.

The Board met twice last week, twice this week and will meet again on July 19 and 21.

**PLANNING DEPARTMENT UPDATE** – Please find attached an update memo from Andrea Smith.

**OGDENSBURG RECREATION COMMISSION**  
**MEETING MINUTES – JUNE 30, 2016 – 6PM – DOBISKY CENTER**

**MEMBERS ATTENDING:** Tom Pinkerton, chairman; Larry Mitchell, Jim Adams; Matt Curatolo, Recreation Director

**MEMBERS ABSENT:** Lauren Morley, John Reed, Julie Stevenson

**ACTION/DISCUSSION:**

SKATEBOARD PARK – The recreation director gave the commission an update on the skateboard park. After having many issues involving behavior and vandalism earlier this spring, the department put a monitor at the park from 2-8 p.m. The monitor has worked and has cut down on improper behavior at the skateboard park. However, the cost is significant. It will cost \$4,536 to pay for a monitor from June to August from 2-8 p.m., 7 days a week. The department has adjusted some of its programming to pay for this cost.

Chairman Pinkerton said that he was an advocate for closing the skateboard park down and to either put tennis courts back in or have basketball courts. One option he suggested was to move the park into a little-used parking lot behind the Lockwood Arena. Any issues and it would be removed permanently. The commission agreed to wait until after the summer to make a recommendation on the skateboard park.

GREENBELT CAMERAS – The commission discussed issues of vandalism and improper behavior in the Greenbelt area and once again recommended putting security cameras there to cut down on this type of activity. Commission members stated that the cost to have a skateboard park monitor in place would be more than enough to pay for cameras in the entire area.

POOL HOURS – The department has begun to keep track of usage during every hour the city pool is open to be analyzed at the end of the summer to see if there would be any cost savings to close the pool earlier in the evening or to open later in the day. The department will provide an analysis at the next meeting at the end of the summer and a recommendation will be made to provide to council during the budgetary process.

DEPARTMENT UPDATE – Commission received the following update on department activities, programming and events:

Department staff, with help from DPW, planted 26 of 30 trees in April and early May along the downtown arterial as part of a DEC tree planting grant the city received last year. Still waiting on 4 more trees from the nursery to plant.

Department received 10 new picnic tables that were built by the Ogdensburg Fire Department. These picnic tables will help replenish our table numbers that saw significant numbers destroyed by vandalism in 2015.

Department staff finished up two dugouts at the new softball field at Montroy Park and participated in the Gary Skelly dedication ceremony on May 9. Staff did a tremendous job on the dugouts and will help Kiwanis install the new signage as well.

The department assisted the Cub Scouts in planting a tree at Grove Street Park on May 12, as part of a community service project; June 6 we helped an Ogdensburg Girl Scout troop plant a lilac tree at Grove Street Park as part of a community project; worked with Brownie troop 50376 to perform a park cleanup at Grove Street Park on June 6.

The pool opened to the public on June 18 at noon. Staff had hosted several field trips from area schools the week prior.

The department assisted Sen. Patricia Ritchie with installing four "Little Libraries" throughout the community that were built by BOCES Northwest Tech students. The "Little Libraries" allow area children to borrow books at their own leisure. The Ogdensburg Public Library stocks the books. The locations are Champlain Street field, Montroy Park, Lockwood Arena and Park Street field.

Staff, with help from DPW, installed a new sign at Library Park on June 28 that was given to the city by the William G. Pomeroy Foundation. The sign commemorates the park's designation on the National Register of Historic Places.

The department is offering open pickleball Tuesdays and Thursdays from 5-7 p.m. at the Richard G. Lockwood Civic Center. There will be two courts available and several paddles and balls to sign out. Pickleball is a game that can be played by all ages and is a cross between badminton, tennis and ping-pong.

Department will host a senior picnic on Friday, Aug. 12 in the Greenbelt. Staff will provide hotdogs and hamburgers and Jim Fitzgerald and the Starlighters will perform from 11 a.m. – 1 p.m.

The department's free Arts & Crafts Program will begin Tuesday, July 5. The program will be held Tuesdays at Grove Street Park, Wednesdays at Hamilton Street Park and Thursdays at the Dobisky Visitors Center from 9-11 a.m. and then again from 1-3 p.m. The program will run the month of July. We will be posting the projects for each day.

The free summer concert series is being finalized for July, August.

The Sandbar Classic Fishing Derby is set for July 24 and we are currently taking sign-ups. Sponsors now include Ampersand Power, The Dirty Gringo, CHMC, Larry's Taxidermy, Hosmer's Marina and the family of the late Al O'Marah.

Working with the Planning Department to submit a CFA to create a master trail plan for the city and to perform studies on what it would take to make a loop at the Black Bridge on the MCT as well as to make the pier at Diamond National open to the public.

Department is working with Lowe's and its Heroes Program to build wooden bleachers at the Lockwood Arena. Ogdensburg Minor Hockey has pledged support of this venture in the past. Lowe's would donate up to \$2,500 in supplies and provide manpower to help build the bleachers. Matt Denner Sr., Buildings and Grounds supervisor, will be spearheading this project. Timetable uncertain at this time, but would like to have them built in August.

At the end of summer, the department will host an arena meeting to discuss schedules, policies, opening and closing dates.

**NEXT MEETING:** The next Recreation Commission meeting is expected to be held at the end of August at a date to be determined.

# City of Ogdensburg Fire Department

## Quarterly Fire Report for April 1, 2016 - June 30, 2016

	Category	Fires	Ruptures No Fire	EMS	Hazardous Conditions	Service / Good Intent	False Alarms	Special Conditions	
# Calls	536	1-2 Family	4	0	130	4	28	3	1
		3+ Family	1	0	100	2	17	4	0
\$ of Fire Loss	\$79,000	Other Res.	0	0	8	0	1	0	0
		Commercial	1	0	26	3	133	12	0
Hrs. on Call	676.8	Vehicle	1	Fire only	Fire only	Fire only	Fire only	Fire only	Fire only
		Other / Outside	6	0	19	6	25	0	1
(included above)		Mutual Aid Given			3				
<b>Current Year</b>	<b>2016 (Q2) Totals</b>	<b>13</b>	<b>0</b>	<b>283</b>	<b>15</b>	<b>204</b>	<b>19</b>	<b>2</b>	
Prior Year	2015 (Q2) Totals	8	0	277	32	189	22	3	

Average Seconds from  
Dispatch to arrival on scene

191.28

# of Inspections:	122	Category	2016 (Q2)	2015 (Q2)
		Assembly-initial	49	50
Hrs. on Insp:	82.2	Business-initial	3	1
		Residential	0	0
		Assembly-reinsp.	28	38
		Business-reinsp.	42	23
		Other	0	0
		<b>Total</b>	<b>122</b>	<b>112</b>

# of Fire Prevention Calls: 4

Hrs. of Fire Prevention: 2.76

### Training Hours:

Shift	2016 (Q2)	2015 (Q2)
Shift 1	372	376
Shift 2	423	423
Shift 3	426	415
Shift 4	468.5	405

Training Time Owed

Current Year	Prior Year
710.25	595.25

Reimbursable

Training Time Owed

Current Year	Prior Year
462.25	425.5

**Personnel:**

Category	2016 (Q2)	2015 (Q2)
Sick Hours	362	1174.5
W/C-207a Hours	0	0
Training Time	558.25	475.5
Back Hours	696.5	437.5
Personal Hours	120.5	207.5
Overtime \$		

Comp. Time Owed	
Current Year	Prior Year
4175.75	4216.5

Utility Costs Total:

EMS Delivery Cost

Fuel @

Per Gallon

Category	Months Total	Prior Year	YTD Total	Budg. Amt.
Electricity				
Natural Gas				
Telephone				

Category	2016 (Q2)	2015 (Q2)
# Calls	536	531
Fuel Used	597	619.1
Miles Driven	7347.2	4523.4
\$ of Supplies		

**Vehicle Info:**

No.	Fuel Used	Miles Driven	Vehicle Repairs (Description)	Cost
CO1	78.1	3503.4	LOF	
C2	91.1	2301	Repaired tire pressure monitor	
R1	24	115		
E1	94.6	421	Exhaust repair	
E2	21	71.2	Annual Pump Maintenance	
E3	262.8	852.6	Annual Pump Maintenance, LOF, Warranty repairs, Repair starting problem	
Q1	25.4	83		

**Vehicle Accidents:**

**Special Activities:**

Check & Inject NY epinephrine training, Started public assembly inspections (April)

Hose testing, built picnic tables for City Rec., St. Lawrence Gas annual training, CPR training for police department members, (May)

Hydrant flushing, Duathlon (June)

Officer Signature: *Daniel Melarby*

Date: 7/5/16

# MEMORANDUM

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**TO:** Sarah Purdy, City Manager  
**FROM:** Andrea Smith, DPD Director  
**DATE:** July 7, 2016  
**SUBJECT:** **Planning Department Update**

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At the June 27, 2016 City Council Meeting I will provide a brief overview of the current grant opportunities the Planning Department is developing. Among the grant applications currently being considered are the following Consolidated Funding Applications (CFA's). The deadline for submission of completed CFA's is **July 29, 2016**. Therefore, resolutions for City Council support and authorization will be on the agenda of July 11, 2016. Placement on the July 11<sup>th</sup> agenda will enable staff to more thoroughly complete project descriptions and budgets to allow for more pointed discussions. However, the June 27<sup>th</sup> presentation will provide an opportunity for City Council to ask questions and provide feedback that can be incorporated into these applications.

1. **Paterson Street Bike Lane:** The City has officially been awarded \$10,000 from the St. Lawrence Health Initiative for the implementation of the Paterson Street Bike Lane. MOU Attached here.
2. **Climate Smart Communities:** CFA Application #1  
**Reduction of Flood Risk and Clean Transportation:** The City of Ogdensburg is developing a Seawall Replacement Project and Clean Transportation grant application for \$1.3 Million. This application will include design, engineering and construction costs associated replacement of the up to 1500' of seawall. In addition to the seawall this application will fund an *Engineering Traffic Analysis* of our downtown to identify opportunities for integrating complete street elements as a way to implement our Complete Streets Policy and reduce greenhouse gas emissions.
3. **Department of State, Empire State Development, Parks and Recreation:** CFA #2  
**Comprehensive Trail Improvement and Economic Development:** The purpose of developing the city's first Parks, Trails, and Open Space Plan (PTOS Plan) is to establish a baseline of community-identified values that will guide decision-making processes in the development and management of parks and trails, and in the preservation and conservation of open space within the City of Ogdensburg. This PTOS Plan is a policy guide intended to express community values as a basis for decision making processes in support of the implementation of programs, establishment of priorities, and investment of funds in facilities and resources for the Department of Parks and Recreation. This \$1,665,000 application for strategic development of catalytic recreational amenities includes:

- engineering, design and renovation of the abandoned Railroad Bridge to create a 4.5 mile loop on the Maple City trail; and
- preliminary engineering study of the Diamond National pier; and
- development of a reuse feasibility study for the Historic Oswegatchie Pump House;

4. **Department of State and Empire State Development: CFA #3**

**Oswegatchie Blueway Trail Brand Identity and Signage Master Plan:** The City of Ogdensburg, on behalf of Oswegatchie River Communities, will apply for \$100,000 in funding to continue the collaboration of the Oswegatchie Blueway Trail. Phase II will develop Brand Identity, Logo Design, and a Signage Master Plan for the Oswegatchie River Blueway. This CFA seeks funding that would enable Blueway communities to provide planning and design services to further develop Brand Identity, Logo Design, and a Signage Master Plan that considers welcome signage, informational signage (including identification of navigational hazards), wayfinding signage and historic and cultural interpretive signage, as identified in section 4.3 of the blueway trail plan.

The objectives of the Phase II as outlined above are:

- To create a unifying brand identity and sense of place that takes into account natural surroundings, history, culture, and communities and enhances the user experience.
  - To create a logo, and brand guidelines.
  - To create a consistent signage and wayfinding system across a range of signage mediums.
  - To create a signage and wayfinding system that directs visitors to landmarks, facilities, activity centers, and services.
  - To promote the region's identity as a premier, year-round recreational destination and "*Elevate global recognition as a special place*".
  - To establish a plan for ongoing maintenance of the system.
5. **ROUND IV: RESTORE NY:** The City will complete the required *Intent to Apply Form* due on July 13, 2016 to Empire State Development for RESTORE NY IV funding. We have confirmed that the City is eligible to apply for funding despite not having received reimbursement for our RESTORE NY II grant project. Therefore, the City is considering an application to demolish three (3) vacant, abandoned, and surplus commercial/mix use buildings within the downtown. These buildings were all acquired through the tax sale foreclosure process, have completed asbestos surveys, and have been sent to the State Historic Preservation Office (SHPO) for determination of historic significance. The three properties for consideration include:
- a. **420 Lafayette Street**
  - b. **212 Ford Street**
  - c. **17 Main Street**

Update  
July 7, 2016  
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The application deadline for RESTORE NY IV funding is October 3, 2016.

CC: FILE, Matt Curatolo, Parks and Recreation Director



## Creating Healthy Schools and Communities in St. Lawrence County

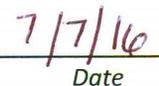
### Memorandum of Understanding

This Memorandum of Understanding is to define the requirements of the **City of Ogdensburg** in exchange for a grant in the amount of \$10,000 (ten thousand dollars) from the Health Initiative's Creating Healthy Schools and Communities Project.

**By signing this document, the City of Ogdensburg agrees to:**

1. Use the grant funding to support construction of the Paterson Street Bike Lane as described in the City of Ogdensburg's Complete Streets Implementation Project Support Application and Budget, submitted June 27, 2016. The approved Application and Budget are on file at the Health Initiative.
2. Give acknowledgement of the source of the grant funding, using the phrase,  
*"This [note items/activities here] was received from the Health Initiative's Creating Healthy Schools and Communities Project, which is funded by the New York State Department of Health."*  
on all printed materials, including signage (as appropriate), and in all municipality press releases and articles relating to the Paterson Street Bike Lane project.
3. Submit an invoice to the Health Initiative in the amount of \$10,000, dated no later than September 30, 2016, as reimbursement for the City's purchase of items listed on the approved Budget. Copies of invoices showing receipt of the items by the City must be included.
4. Submit a final report to the Health Initiative by September 30, 2016. A reporting form will be supplied by the Health Initiative's Creating Healthy Schools and Communities Project.
5. Provide photographs of the Paterson Street Bike Lane Project to the Health Initiative. Photographs must be permissible for use in Health Initiative promotional materials such as its newsletter, website, and press releases to local media. In addition, photographs will be shared with, and may also be used by, the NYS Department of Health.
6. Provide a copy of any future evaluations of the Paterson Street Bike Lane Project conducted by the City of Ogdensburg and/or the Active Living Task Force to the Health Initiative.
7. Contact Karen Bage, Community Coordinator at (315) 261-4760 x.224 or [karen@gethealthyslc.org](mailto:karen@gethealthyslc.org) to advise her of activities and dates related to the Paterson Street Bike Lane project.

  
\_\_\_\_\_  
Anne Marie Snell Executive, Director St. Lawrence Health Initiative, Inc.

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Ogdensburg Official Printed Name, Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date