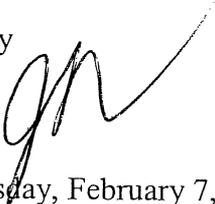


February 3, 2012

To: City Council Members  
Robert J. Slye, City Attorney

From: Jeffrey E. Graham, Mayor 

Subject: Adjourned Meeting for Tuesday, February 7, 2012

Per our discussions, I have arranged for Mr. John Krol to attend Tuesday's adjourned meeting to discuss recruitment scenarios for the job of City Manager. Notice of this meeting will be made public.

Mr. Krol has provided the attached discussion outline and will provide further materials from ICMA on recruitment issues.

The City Clerk has also researched the minutes from the two prior searches in 1995 and 2003 at the request of Mr. Krol. Those minutes are attached.

Again, if you have specific issues you wish Mr. Krol be prepared to discuss, please feel free to contact him; his contact information has been sent to your email.

Thank you.

cc: Mr. John Krol

# Discussion Outline: City Manager Recruitment

- I. The Interim Manager
  - a. Internal or external
  - b. Expected length of term
  - c. Full-time or specified number of days per week
  - d. Expected daily rate of compensation
  
- II. Options for Conducting the Recruitment
  - a. By the City Council itself
    - i. Mayor or Committee driven
  - b. Engage an executive search firm to conduct the process
    - i. Regional or national
    - ii. Request for proposals
    - iii. Expected contract terms
  - c. Bring in a facilitator to assist the City Council in the process
    - i. City Council does the recruitment, but retains an outside party to assist
    - ii. Define the facilitator's role
  
- III. Establish the Council's Parameters for the Recruitment
  - a. What are the desired attributes of the new City Manager
    - i. What are the Councilors' expectations in terms of experience, education, management style, primary skills, and past performance
    - ii. Discuss as a Council, but also identify each Councilor's personal expectations
  - b. Geographic preference for recruitment
    - i. Locally, NYS, the Northeast, or nationally
  - c. Timing of the Recruitment Process
    - i. Establish a timeline for recruitment, but acknowledge that the timeline may stretch
  - d. Compensation
    - i. If possible, establish and advertise a salary range for the position
  
- IV. Next steps

Attorney Slye explained that he had been delivered correspondence by the City Manager which is specifically to be held in escrow until after the Council's deliberation in Executive Session.

to Move Into Executive Session: Discussion of Employment History of particular individuals relating to managers

MOTION WAS MADE BY COUNCILMAN COOKE TO MOVE INTO EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT HISTORY OF PARTICULAR INDIVIDUALS AS THEY RELATE TO THE CITY MANAGER'S OFFICE.

Secoed

MOTION WAS SECONDED BY COUNCILMAN GOODWIN AND CARRIED WITH ALL VOTING IN FAVOR THEREOF.

ive Session 4:32 PM

Council moved into Executive Session at 4:32 p.m.

ened 5:40 PM

Council reconvened at 5:40 p.m.

The following resolution was presented:

INTRODUCED BY COUNCILMAN KEVIN A. KIEFF

ng a Contract for the tion of Services of . Amylon as City Manager

WHEREAS Karl R. Amylon, the City Manager of the City of Watertown, has agreed to submit his letter of resignation as City Manager upon certain terms and conditions; and

WHEREAS if Mr. Amylon does not submit his letter of resignation as City Manager and the City Council wishes to otherwise terminate his services, Mr. Amylon would be entitled to the enforcement of his Employment Agreement with the City of Watertown dated March 22, 1994; and

WHEREAS in addition to the obligations of Mr. Amylon under his Employment Agreement, he has agreed to assist the City in any transition efforts that the City may require; and

WHEREAS it is in the best interests of the City of Watertown to lay the groundwork for a smooth transition in the office of the City Manager; it is hereby

RESOLVED that the City Council of the City of Watertown approves the attached agreement for severance between Karl R. Amylon and the City of Watertown dated August 30, 1994; and it is hereby further

RESOLVED that the Mayor of the City of Watertown shall sign the agreement on behalf of the City; and it is hereby further

RESOLVED that upon the Mayor's signature to the agreement the City Council of the City of Watertown reluctantly accepts Mr. Amylon's resignation as City Manager effective at the close of business on Friday, September 2, 1994.

SECONDED BY COUNCILMAN LAURENCE H. COOKE AND CARRIED WITH ALL VOTING YEA

(Rules waived by motion of Councilman Cooke, seconded by Councilwoman McCarthy and carried with all voting in favor thereof)

Mayor Graham then signed the agreement.

Mayor Graham asked the City Clerk to read the correspondence from Karl R. Amylon. Such correspondence advised Council that Mr. Amylon was submitting his resignation from the City of Watertown effective the close of business Friday, September 2, 1994.

Attorney Slye explained that he could find nothing in the City Charter or the original optional city government law or in the old laws which created the Plan C - Strong City Manager Form of Government which states that the Mayor has to be named the City Manager when there is no one in that position. He stated that it is his opinion that it is incumbent upon Council to appoint a City Manager on an interim basis, at least, because many of the powers of the City rest with the position of City Manager. Attorney Slye remarked that the appointment should take place at the end of the business day on Friday, September 2, 1994 at 5:00 p.m.

Councilman Kieff for o appoint Laurence H. Position of City Man- Interim Basis Effective pt. 2, 1994 at 5:00 PM

MOTION WAS MADE BY COUNCILMAN KIEFF FOR COUNCIL TO APPOINTMENT CITY COUNCILMAN LAURENCE H. COOKE TO THE POSITION OF CITY MANAGER ON AN INTERIM BASIS EFFECTIVE ON FRIDAY, SEPTEMBER 2, 1994 AT 5:00 P.M.

MOTION WAS SECONDED BY COUNCILWOMAN MCCARTHY AND CARRIED WITH ALL VOTING IN FAVOR THEREOF EXCEPT COUNCILMAN COOKE VOTING 'PRESENT NOT VOTING'

Mayor Graham explained that he had asked Council to not consider him because of advise from his legal counsel, Mr. Charles Livingston, related to his license with the State Liquor Authority.

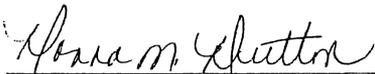
Special Meeting Scheduled for  
ay August 31, 1994 be Withdrawn  
ting Cancelled

MOTION WAS MADE BY COUNCILMAN GOODWIN THAT THE NOTICE OF THE  
SPECIAL MEETING SCHEDULED FOR WEDNESDAY, AUGUST 31, 1994 BE  
WITHDRAWN AND THAT THE MEETING BE CANCELLED.

MOTION WAS SECONDED BY COUNCILWOMAN MCCARTHY AND CARRIED WITH ALL  
VOTING IN FAVOR THEREOF.

Meeting Adjourned 5:45 PM

AT THE CALL OF THE CHAIR MEETING WAS DULY ADJOURNED AT 5:45 P.M. BY  
MOTION OF COUNCILMAN COOKE, SECONDED BY COUNCILMAN GOODWIN AND  
CARRIED WITH ALL VOTING IN FAVOR THEREOF.



Donna M. Dutton, City Clerk

ADJOURNED COUNCIL MEETING  
CITY OF WATERTOWN  
SEPTEMBER 8, 1994  
3:00 P.M

ROLLCALL

MAYOR JEFFREY E. GRAHAM PRESIDING

PRESENT: COUNCILMAN LAURENCE H. COOKE  
COUNCILMAN ROY C. GOODWIN  
COUNCILMAN KEVIN A. KIEFF  
COUNCILWOMAN RITA A. MCCARTHY  
MAYOR GRAHAM

ALSO PRESENT: Assistant City Manager Mary M. Corriveau  
City Attorney Robert J. Slye

Meeting Opened

Mayor Graham opened the meeting.

Councilman Cooke explained that while a search for a permanent City Manager is being conducted City Council has looked for an individual to bring a knowledge of City government combined with an ability to coordinate City operations over the next several months. Councilman Cooke stated that T. Urling Walker has accepted this position in the true spirit of public service. He also explained that this arrangement brings in a seasoned executive to provide the top level leadership while at the same time utilizing Mrs. Corriveau's talents to provide the continuity needed in the day to day operation of the City, thus providing a more effective team in the City Manager's office than any single individual could accomplish. Councilman Cooke explained that Mr. Walker will assume the duties of City Manager after the Council meeting of September 19th.

T. Urling Walker Accepted  
Position of City Manager Until  
a Permanent Replacement is found

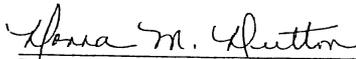
Motion for Councilwoman McCarthy  
& Councilman Kevin Kieff to a  
Committee to negotiate a contract  
for Mr. Walker

Motion was made by Councilman Cooke to appoint Councilwoman McCarthy and Councilman Goodwin to a committee to negotiate a proper contract with Mr. Walker to be placed before the Council at the September 19th meeting.

Motion was seconded by Councilman Goodwin and carried with all voting in favor thereof.

Meeting Adjourned

At the call of the chair meeting was duly adjourned until Monday, September 12, 1994 at 7:00 p.m. by motion of Councilman Cooke, seconded by Councilman Kieff and carried with all voting in favor thereof.

  
\_\_\_\_\_  
Donna M. Dutton, City Clerk

9/12/1994

ADJOURNED COUNCIL MEETING  
CITY OF WATERTOWN  
SEPTEMBER 12, 1994  
7:00 P.M.

ROLL CALL

MAYOR JEFFREY E. GRAHAM PRESIDING

PRESENT: COUNCILMAN LAURENCE H. COOKE  
COUNCILMAN ROY C. GOODWIN  
COUNCILMAN KEVIN A. KIEFF  
COUNCILWOMAN RITA A. MCCARTHY  
MAYOR GRAHAM

ALSO PRESENT: ASSISTANT CITY MANAGER MARY M. CORRIVEAU  
CITY ATTORNEY ROBERT J. SLYE

MEETING CALLED TO ORDER  
Meeting called to discuss procedures  
and strategies for selecting a permanent City Manager

Mayor Graham opened the meeting by explaining that this meeting was called to discuss procedures and strategies for selecting a permanent City Manager. He asked Attorney Slye about the referrals to State Law in the City Charter.

Mr. Slye explained that the City Manager form of government is Plan C of the Optional City Government Laws of 1914. He explained that these plans were ruled obsolete in 1925 unless they had been adopted prior to 1925 as in the case of Watertown. He also explained that this does not exist in current state law.

Councilwoman McCarthy remarked that obviously ICMA is an outlet that would reach many more people than just local advertising.

Mayor Graham explained that some have suggested a national search while others have suggested a close tightly defined search.

Councilman Kieff commented that he wonders what point would be served by limiting the scope of people that Council would entertain to take the position. He stated that he had not considered any geographic boundary as serving any interest.

Mayor Graham remarked that it would be easier for a professional search business to do screening than it would be for Council to do checks on outside people.

Councilman Kieff commented that he would hate to see the pool be limited as this position could be a career move for someone in government as well as someone in the business world.

Councilman Goodwin expressed his opinion that limiting the search to New York State would be better because the candidates would be familiar with state laws and state grants and it would take them shorter time to learn the job.

Councilman Kieff remarked that this sounds like we would be confining ourselves before we begin the search.

Mayor Graham commented that while everyone agreed not to discuss the past, Mr. Amylon's letter alluded to the fact that there was disagreement over the roles of the City Council and the City Manager, thus his reason for resigning. Mayor Graham asked if there was some place where these roles are defined.

Mr. Slye explained that while he did not wish to comment on Mr. Amylon's letter, he explained that Mr. Amylon apparently felt that his powers were being stepped on by City Council. Mr. Slye explained that from a legal prospective this was not the case.

Councilman Cooke explained that we need to employ a firm from outside to guide the City in this search. He stated he would hope that they would do background checks and interviews and then get back to Council with a short list for Council to make the decision from. He also commented that he is not sure that making this procedure inexpensive is the best way to go. He explained that we need to know what is out there. He also commented that we do not know what salary levels will be expected. Councilman Cooke explained that this Council has an opportunity that may only come once in a generation to set a new course for the City.

Mayor Graham asked if the Council was overbilling this to be something more than it is.

Councilman Cooke stated that he would hope that the appointment would be for longer than a two year period however, we don't want someone there forever as change is always needed.

Councilman Kieff remarked that they have sort of eliminated the fact that Council would make the decision. Now, Council should decide if we are going to an outside resource. He remarked that he feels the City should have professionals initiate the search and the screening should be done with the Council behind closed doors.

Mr. Slye explained that this sort of interview could be done in executive session. He also commented that these firms may know of a procedure for this to be done.

Councilman Cooke explained that when we get to the point of interviews and screening the Council should go slow and should send a delegation to the community where the person had served. He stated that the strength of a resume and being a finalist on a list and the interview is not enough for appointment.

Councilman Goodwin asked if any of the localities around us had gone through this process.

Councilman Cooke explained that DANC had interviewed three firms to conduct their recent search.

Mrs. Corriveau explained that she had received a fax from Mr. Juravich listing the consultant that had been used in the DANC search.

Mayor Graham questioned if the City would be paying someone to do the work that Council should be doing. He asked if the Council would get assistance in getting a job description, screening and searches. He stated that it sounds tempting to pay \$30,000 to guarantee a good product in the end but is it the right way to go.

Councilwoman McCarthy asked what the alternative would be.

Mayor Graham explained that the City could advertise in the trade publications as well as in significant newspapers.

Councilwoman McCarthy asked if this system was used, who would be the recipient of the applications.

Councilman Kieff compared the hiring of a search firm to the hiring of a contractor to pave Washington Street. He stated that it has to be done and he views it in the same way. He also commented that Councilman Cooke is correct in saying that this appointment comes along rarely. He also commented that he is not an expert in doing this search.

Councilwoman McCarthy stated that the Council members have to come up with the qualities that they are looking for in a candidate.

Councilman Kieff stated that he would assume the search firm will provide the Council with what they need to do this.

Councilwoman McCarthy remarked that the salaries might be a surprise for the Council. She commented that she wouldn't want a firm telling the Council what the City should be paying.

Councilman Cooke explained that the applicants will tell Council what they expect for a salary.

Councilman Kieff suggested that a phone call be made to the firm that was used by DANC.

Councilman Cooke stated that we certainly have firms in the north country that are capable of doing the search but because of the political nature of this, the firm should be one that is completely removed from the area.

Mayor Graham asked what Council's vision was for the search and questioned if this was going to last for two months or eight months. He also asked if Council wants someone who is going to come in and change things significantly or will the person let the Council set the visions.

Councilman Kieff explained that those are the kinds of questions that are dealt with in interviews.

Councilman Cooke stated that he would hope Council wouldn't close their eyes to the fact that they want the best for the job regardless of where that person is from.

Councilwoman McCarthy asked if Council didn't like the top ten selected, if they could throw out the list and pick ten more.

Discussion was held relative to how the County selected the County Administrator.

Councilman Goodwin suggested that two members be appointed to talk to the County and to DANC and come up with names of agencies that they used.

Attorney Slye commented that these firms would have to be registered and regulated by the State, thus there would be a list of New York State firms on file with the State.

Discussion was held relative to each member doing research as well as staff doing research to come up with names of firms as well as with how the search was conducted when Mr. Lowe was hired in 1982.

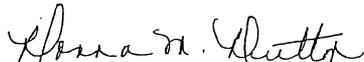
Watertown Indian Claim

Watertown Indians Claim

Mayor Graham asked that the Board of Audit be supplied with a report from Mr. St. Croix and Mr. Hayes relative to the claim that was recently submitted from the Watertown Indians.

Meeting Adjourned

AT THE CALL OF THE CHAIR MEETING WAS DULY ADJOURNED AT 9:08 P.M. BY MOTION OF COUNCILMAN COOKE, SECONDED BY COUNCILMAN GOODWIN AND CARRIED WITH ALL VOTING IN FAVOR THEREOF.

  
\_\_\_\_\_  
Donna M. Dutton, City Clerk

R E S O L U T I O N S



RESOLUTIONS

INTRODUCED BY MAYOR JEFFREY E. GRAHAM

Res...  
Approving Contract for the Services of T. Urling Walker as City Manager on a interim basis

WHEREAS Karl R. Amylon resigned as City Manager of the City of Watertown effective September 2, 1994; and

WHEREAS Section 10 of the City Charter of the City of Watertown requires the appointment of a person to fill a vacancy created in the office City Manager as soon as practicable; and

WHEREAS the City Council of the City of Watertown deems it to be in the best interests of the City of Watertown to appoint a City Manager, on an interim basis only, to permit a search for a permanent City Manager; and

WHEREAS T. Urling Walker, former Mayor of the City of Watertown has agreed to assist the City in making the transition to a new permanent City Manager; it is hereby

RESOLVED that the City Council of the City of Watertown approves the attached Agreement for services between T. Urling Walker and the City of Watertown dated September 19, 1994; and it is hereby further

RESOLVED that the Mayor of the City of Watertown shall sign the Agreement on behalf of the City.

SECONDED BY COUNCILMAN LAURENCE H. COOKE AND CARRIED WITH ALL VOTING YEA

(Rules waived by motion of Councilman Cooke, seconded by Councilwoman McCarthy and carried with all voting in favor thereof.)

INTRODUCED BY COUNCILMAN ROY C. GOODWIN

Res...  
Commissioner of Deeds

RESOLVED by the City Council that the following individuals are hereby appointed to the Office of Commissioner of Deeds for the term ending December 31, 1994:

CITY EMPLOYEES

- Heather Rae Rehley
- John V. Oliveau
- Richard J. Purvis, Jr.
- Joseph C. Reff

SECONDED BY COUNCILMAN LAURENCE H. COOKE AND CARRIED WITH ALL VOTING YEA EXCEPT MAYOR GRAHAM VOTING NAY

Commenting on the foregoing resolution, Mayor Graham remarked that while the City Manager is the hiring authority for these people, approval of this resolution seems to suggest Council approval of all of these appointments and therefore he would vote no on the resolution.

INTRODUCED BY COUNCILMAN ROY C. GOODWIN

Res...  
Extension of Sick Leave, James E. Tryon

RESOLVED by the City Council that it hereby approves an extension of sick leave for Police Sergeant James E. Tryon, for a period of sixty (60) days as needed under the City's Leave Rules, Section 7(e), effective September 14, 1994.

SECONDED BY MAYOR JEFFREY E. GRAHAM AND CARRIED WITH ALL VOTING YEA

INTRODUCED BY COUNCILMAN KEVIN A. KIEFF

Res...  
Approval of Parking at 519 Main St. Parcel No. 101307

WHEREAS John L. Rice is seeking approval for the addition of twenty (20) parking spaces at 519 Main Street West, immediately adjacent to a tavern leased to him at that same address; and



CITY MANAGER SEARCH

Discussion was held relative to the procedure to be used for searching for a City Manager.

Councilman Cooke explained that while DANC did employ a professional search firm, the County did not but did limit their search to New York State.

City Manager Walker explained that Council should have some input in to it as the appointment will be Council's person and the position is very political.

Councilwoman McCarthy stated that she had contacted the City Clerk from Troy, New York. Troy had 100 applications for the position of City Manager and they did a nationwide search. They advertised in IMCA, the Wall Street Journal and the New York News.

Councilman Cooke remarked that we could advertise on our own and if that did not work well, the City could always hire a firm.

Councilwoman McCarthy remarked that whatever route Council decides on, it will not be cheap as even advertising is very expensive.

Councilman Goodwin remarked that he was impressed with Mr. Plummer's report that he submitted. He also explained that he had contacted one of the firms on the list previously handed out and was waiting for a package from the firm of Richard Clark.

Mayor Graham explained that Mr. Brox had also offered his services.

Councilman Cooke questioned if the Council has the time or ability to sort through the applications. He also remarked that any firm the City hires will only know what Council wants because of what Council tells them.

Mr. Slye answered questions posed by the Council relative to the presentations by Mr. Plummer, Mr. Brox and others being done in Executive Session. Mr. Slye remarked that this could be an Executive Session topic.

It was agreed that City Manager Walker would contact Mr. Plummer, Mr. Brox and one other firm to set up presentations.

Mayor Graham asked about information from NYCOM.

Mrs. Corriveau explained that NYCOM has two publications one being the Bulletin and the other being the Newsletter. She explained what the cut off dates for advertising in the publications were.

EXECUTIVE SESSION

EXECUTIVE SESSION

MOTION WAS MADE BY COUNCILMAN COOKE TO MOVE INTO EXECUTIVE SESSION TO DISCUSS THE FOLLOWING TOPICS:

- 1. THE SALE OF REAL PROPERTY, WHEREBY PUBLIC DISCLOSURE COULD AFFECT THE VALUE THEREOF.
- 2. POTENTIAL LITIGATION AS IT RELATES TO THE CIVIL SERVICE EMPLOYEES ASSOCIATION.
- 3. EMPLOYMENT HISTORY OF A PARTICULAR INDIVIDUAL AS IT RELATES TO THE CITY MANAGER'S OFFICE.

AND THAT THE FOLLOWING INDIVIDUALS BE AUTHORIZED TO ATTEND THIS EXECUTIVE SESSION:

- MARLENE NORFOLK, CITY ASSESSOR
- MARY CORRIVEAU, ASSISTANT CITY MANAGER

MOTION WAS SECONDED BY COUNCILMAN GOODWIN AND CARRIED WITH ALL VOTING IN FAVOR THEREOF.

Executive Session

Council moved into Executive Session at 9:55 p.m.

Council Reconvened

Council reconvened at 10:55 p.m.

Meeting Adjourned

AT THE CALL OF THE CHAIR MEETING WAS DULY ADJOURNED BY MOTION OF COUNCILMAN COOKE, SECONDED BY COUNCILMAN GOODWIN AND CARRIED WITH ALL VOTING IN FAVOR THEREOF.

*Donna M. Dutton*  
Donna M. Dutton, City Clerk

9/29/1994

SPECIAL COUNCIL MEETING  
CITY OF WATERTOWN  
SEPTEMBER 29, 1994  
7:00 P.M.

MAYOR JEFFREY E. GRAHAM PRESIDING

PRESENT: COUNCILMAN LAURENCE H. COOKE  
COUNCILMAN ROY C. GOODWIN  
COUNCILMAN KEVIN A. KIEFF  
COUNCILWOMAN RITA A. MCCARTHY  
MAYOR GRAHAM

ALSO PRESENT: CITY MANAGER T. URLING WALKER

Mayor Graham opened the meeting. He stated that it was his understanding that there were three local individuals that had experience in the area of management consulting who had requested an opportunity to make a presentation. Mayor Graham remarked that the first issue that should be discussed is the format which Council wishes to use for the presentations.

Mr. Walker explained that each of the three will give a presentation. They have been asked to tell Council how the process should work and then get the Council's questions as to what Council would like the consultant to do.

Councilman Cooke remarked that he is not convinced that this should be in open session and thinks that Council should move into Executive Session.

Mayor Graham responded that discussion on the process would be a healthy thing for an open forum. He also remarked that the more open and straightforward the process is the better it is for the community as a whole. He stated that he realizes that during the course of the presentations there may be some things that someone feels uncomfortable discussing in public, then the option is still there to move into Executive Session.

Mr. Walker explained that the consultants had been advised that these presentations might be in open session, depending on what Council decided.

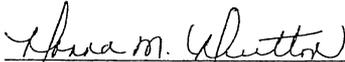
Councilman Kieff remarked that he doesn't feel it is fair to the consultants to have their presentations done in open session in front of one another. He also commented that once an individual has been selected, if this route is taken, he has no problem with coming out and explaining to the public why a certain consultant was chosen.

MOTION WAS MADE BY COUNCILMAN COOKE TO MOVE INTO EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT HISTORY OF PARTICULAR INDIVIDUALS AS IT RELATES TO THE POTENTIAL HIRING OF SAID INDIVIDUALS TO ASSIST THE CITY COUNCIL IN DEVELOPING A PROCESS BY WHICH THEY WILL HIRE A CITY MANAGER.

MOTION WAS SECONDED BY COUNCILMAN KIEFF AND CARRIED WITH ALL VOTING YEAS EXCEPT MAYOR GRAHAM VOTING NAY.

Council moved into Executive Session at 7:07 p.m.

The Clerk was excused from the balance of the meeting.

  
Donna M. Dutton

ADJOURNED COUNCIL MEETING  
OCTOBER 7, 1994  
3:00 P.M.

MAYOR JEFFREY E. GRAHAM PRESIDING

PRESENT: COUNCILMAN LAURENCE H. COOKE  
COUNCILMAN ROY C. GOODWIN  
COUNCILMAN KEVIN A. KIEFF  
COUNCILWOMAN RITA A. MCCARTHY  
MAYOR GRAHAM

ALSO PRESENT: CITY MANAGER T. URLING WALKER  
CITY ATTORNEY ROBERT J. SLYE

The following resolution was presented to the Council:

INTRODUCED BY COUNCILWOMAN RITA A. MCCARTHY

WHEREAS the City Council of the City of Watertown is currently undergoing a search for a new City Manager in accordance with Section 10 and Section 20(6) of the Charter of the City of Watertown; and

WHEREAS the City Council desires to retain the services of a professional to assist in determining the selection criteria in publishing appropriate advertisements soliciting applications toward a potential offer of employment; and

WHEREAS Ross Associates has presented a proposal to provide those professional services and the City Council of the City of the Watertown deems it to be in the best interests of the City of Watertown to enter into an agreement with Ross Associates to provide those services; it is hereby

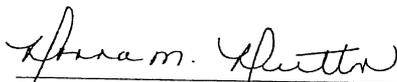
RESOLVED that the City Council of the City of Watertown, approves the attached agreement for services between the City of Watertown and Ross Associates dated October 7, 1994; and it is hereby further

RESOLVED that the Mayor of the City of Watertown shall sign the agreement on behalf of the City.

SECONDED BY COUNCILMAN KEVIN A. KIEFF AND CARRIED WITH VOTING YEA

(Rules waived by motion of Councilman Cooke, seconded by Councilwoman McCarthy with all voting in favor thereof.)

AT THE CALL OF THE CHAIR MEETING WAS DULY ADJOURNED AT 3:06 P.M. UNTIL TUESDAY, OCTOBER 11, 1994 AT 3:00 P.M. BY MOTION OF COUNCILMAN COOKE, SECONDED BY COUNCILMAN GOODWIN AND CARRIED WITH ALL VOTING IN FAVOR THEREOF FOR THE PURPOSE OF GOING INTO EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT HISTORY OF A PARTICULAR CORPORATION AS IT RELATES TO THE PERC HYDRO RELICENSING PROJECT.

  
\_\_\_\_\_  
Donna M. Dutton, City Clerk

AGREEMENT BETWEEN  
CITY OF WATERTOWN, NEW YORK  
AND ROSS ASSOCIATES

This is an agreement made the 7th day of October 1994, between the City of Watertown, County of Jefferson, State of New York ("City"), and Ross Associates ("Ross"):

WHEREAS, the City is currently undergoing a search for a new City Manager to act as Chief Executive Officer of the City; and

WHEREAS, in the search process, it has become apparent that the City requires the services of a consultant to assist with the process of selection; and

WHEREAS, Ross has presented a proposal to the City for professional services which will assist in the City's effort to find a new City Manager, the parties agree as follows:

1. Ross shall provide professional services to the City Council to assist in its effort to find and hire a new City Manager.

2. Ross will participate in obtaining data on the City's requirements for the position of City Manager by doing the following: a) conducting interviews of the Mayor and Council members, Department heads, the current City Manager (on an interim basis), City Attorney, Union leaders and/or selected long-term employees; b) conducting interviews of former City Managers Mr. Amylon and Mr. Forbes (if available and by telephone), former Mayors of the City, and other local public administrators; and c) conducting interviews of members of the community (including those attending regular meetings of civic

groups within the City), heads of other government agencies in the County, and business and industry leaders.

3. The interviews and the data obtained therein will be used by Ross to assist the City Council in determining what abilities and traits must be possessed by persons seeking the position of City Manager.

4. After the City Council determines its requirements for the position, Ross shall place advertisements which are approved by the City Council for placement in selected trade journals and major newspapers.

5. Ross will provide a box number for the receipt of responses to the advertisements, and will keep all applicant names confidential, not disclosing any information with regard to any applicant except to the City Council in executive session.

6. Within three (3) months of the signing of this contract, Ross will provide a list of twenty (20) candidates, with names deleted, to the City Council, in executive session, for its review.

7. After the City Council's review, Ross will be provided by the City Council with a "short list" of ten (10) candidates, and will then conduct extensive background checking on those candidates using independent investigative sources, if necessary.

8. Within thirty (30) days of Ross's receipt of the Council's "short list," Ross shall re-present that list to the Council, with his proposed rankings according to the selection

criteria established by the City Council, and will then assist the City Council in final selection of persons offered the position.

9. Ross shall be required to notify all unsuccessful candidates, in a timely manner, of the City's consideration of their application and declination to offer employment.

10. The City shall pay Ross a fixed fee of \$8,000.00 if a total of 75-125 applications are received in response to the advertisements. If the number of applications received is less than 75 or more than 125, the fixed fee shall be subject to equitable review and adjustment. In addition to Ross's fee, Ross shall be entitled to reimbursement by the City for all actual out-of-pocket expenses, including, but not limited to, costs associated with telephone calls, mailings, publication, and investigations.

11. The City agrees to pay the fixed \$8,000.00 fee in the following manner:

- a. 10% (or \$800.00) upon signing of this agreement;
- b. 30% (or \$2,400.00) upon Ross's submission of the list of twenty (20) candidates;
- c. 60% (or \$4,800.00) at the time the City's offer of employment to a potential candidate is accepted by that candidate.

12. Ross shall be reimbursed its expenses upon the submission of a signed City invoice and receipts. The invoice

and receipts must be submitted by the 15th of each month, and the City will reimburse expenses within thirty (30) days.

Dated:

CITY OF WATERTOWN, NEW YORK

By: \_\_\_\_\_  
Hon. Jeffrey E. Graham, Mayor

ROSS ASSOCIATES

By: \_\_\_\_\_  
James Ross, Partner

STATE OF NEW YORK     )  
                              )  
COUNTY OF JEFFERSON )     ss.:

On October \_\_\_\_, 1994, before me personally came Jeffrey E. Graham, to me known, who, being by me duly sworn, did depose and say that he resides in Watertown, New York, that he is the Mayor of the City of Watertown, the municipal corporation described in and which executed the above instrument; and that he signed his name thereto by order of the City Council of said corporation.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK     )  
                              )  
COUNTY OF JEFFERSON )     ss.:

On October \_\_\_\_, 1994, before me personally came James Ross, to me known, who, being by me duly sworn, did depose and say that he resides in \_\_\_\_\_, New York, that he is a partner of Ross Associates, the partnership described in and which executed the above instrument; and that he signed his name thereto.

\_\_\_\_\_  
Notary Public

6/19/95

WHEREAS a Grant of License for the construction of the additional billboards will be necessary, a copy of which is attached and made a part of this resolution,

NOW THEREFORE BE IT RESOLVED by the City Council that it hereby approves the Grant of License between the City of Watertown and Jefferson County Community Baseball, Inc. and directs the City Manager, T. Urling Walker, to execute the Agreement on behalf of the City.

SECONDED BY COUNCILWOMAN RITA A. MCCARTHY AND CARRIED WITH ALL VOTING YEA

Commenting on the foregoing resolution, Mr. Walker explained that it was determined that there was not a signed contract concerning these signs. The original contract was to have been signed in 1990 and had been forwarded to the baseball management but had never been returned to the City.

Councilman Cooke remarked that in 1990 the City did not interpret the signs in left field to be subject to the city sign ordinance.

Mayor Graham commented that there are always a number and variety of signs at the fairgrounds for a number of different events.

Attorney Slye explained that this has to do with the construction of a structure on City property and this construction requires a permit. He also explained that this falls within the realm of the City Engineer's authority and he should be the one to make the decision.

Councilwoman McCarthy addressed the issue of \$75.00 for each of the 17 signs. Mr. Upson explained that the baseball representatives asked for permits for 17 signs. Councilwoman McCarthy asked if this could have been considered one structure. Mr. Upson remarked that it could have been, however, it is 17 different signs and that is what baseball applied for.

Councilman Cooke remarked that this could be 17 sections of one structure such as a building with 17 rooms.

Mr. Upson remarked that they are erecting signs and they have to be stable. He also commented that the fee issue is a matter of interpretation and the fact that they may have asked for it the wrong way.

Discussion was held relative to the fee. Attorney Slye commented that Mr. Upson is the interpreter of the code for this matter.

Mayor Graham commented on the Indians' handling of this situation and how he felt that their tantrum was totally unnecessary especially in light of every thing that the City has done for them.

X

INTRODUCED BY COUNCILMAN LAURENCE H. COOKE

abled  
ss.  
Approving Recognition of Completion of  
Services Rendered Under Consulting  
Agreement Between the City of Watn. &  
Ross Associates

WHEREAS the City of Watertown entered into a Consulting Agreement with Ross Associates regarding services to assist the City in the process of selecting a City Manager, and

WHEREAS the Agreement required Ross Associates to submit a list of twenty (20) candidates for the position of City Manager, and

WHEREAS the Agreement also stated that the final payment to Ross Associates would be made at the time the City's offer of employment to a potential candidate was accepted by the candidate, and

WHEREAS the City Council of the City of Watertown has determined that Ross Associates has provided the City with the services agreed to at the time the contract was signed, and

WHEREAS due to no fault on the part of Ross Associates, the City of Watertown has not had a potential candidate accept the City's offer of employment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown authorizes final payment to Ross Associates and recognizes the required services completed.

SECONDED BY COUNCILMAN KEVIN A. KIRFF

commenting on the foregoing. Jim Ross has done a good job and has been very helpful in supplying Council with a list of qualified individuals. He also commented that he would like Mr. Ross to stay on the job.

Councilman Kieff remarked that he thought this resolution was merely a way to pay Mr. Ross.

Mr. Walker explained that Mr. Ross is willing to stay on however, he would like to conclude this at some point and Mr. Walker suggested paying Mr. Ross on a weekly or monthly basis once this present contract was paid.

Mayor Graham remarked that he feels the list of 76 should be exhausted before the contract is finished. He remarked that when you bid on a contract, you must realize there is no set time limit.

Councilwoman McCarthy remarked that this is a way to pay Mr. Ross and would allow the Council a chance to decide the direction that they want to go in.

MOTION WAS MADE BY COUNCILMAN KIEFF TO TABLE THE FOREGOING RESOLUTION.

MOTION WAS SECONDED BY COUNCILWOMAN MCCARTHY AND CARRIED WITH ALL VOTING IN FAVOR THEREOF.

INTRODUCED BY MAYOR JEFFREY E. GRAHAM

Tabled  
Res..

Finding that the Approval of the Zone Change Application of Steven C. Dailey, et. al, to Change the Approved Zoning Classification of the 400 block of Arsenal St. & 108 N. Meadow St. from Neighborhood Business & Residence "C" to Commercial Will Not Have a Significant Effect on the Environment

WHEREAS the City Council of the City of Watertown, New York has before it an ordinance for the zone application of Steven C. Dailey and others, owners of premises located on the north side of the 400 block of Arsenal Street and 108 N. Meadow Street, from Neighborhood Business District and Residence "C" District to Commercial District, and

WHEREAS the City Council must evaluate all proposed actions submitted for its consideration in light of the State Environmental Quality Review Act (SEQRA) and the regulations promulgated pursuant thereto, and

WHEREAS the adoption of the proposed ordinance would constitute such an "action", and

WHEREAS the City Council has determined that the proposed ordinance is an "unlisted action" as that term is defined in 6NYCRR Section 617.2(k), and

WHEREAS there are not other involved agencies for SEQRA review as that term is defined in 6NYCRR Section 617,2(t), and

WHEREAS to aid the City Council in its determination as to whether the proposed zone change will have a significant effect on the environment, Part I of a Short Environmental Assessment Form has been prepared by Steven C. Dailey, a copy of which is attached and made part of this resolution,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York that:

1. Based upon its examination of the Short Environmental Assessment Form and comparison of the proposed action with the criteria set forth in 6NYCRR Section 617.11 and Section 617.6(g), no significant impact on the environment is known and the adoption of the zone change will not have a significant effect on the environment.

2. The Mayor of the City of Watertown is authorized to execute Part II of the Environment Assessment Form, to the effect that the City Council is issuing a Negative Declaration under SEQRA.

3. This resolution shall take effect immediately.

SECONDED BY COUNCILWOMAN RITA A. MCCARTHY

MOTION WAS MADE BY COUNCILMAN COOKE TO TABLE THE FOREGOING RESOLUTION.

MOTION WAS SECONDED BY COUNCILWOMAN MCCARTHY AND CARRIED WITH ALL VOTING IN FAVOR THEREOF.

L CALL

MAYOR JEFFREY E. GRAHAM PRESIDING

PRESENT: COUNCILMAN LAURENCE H. COOKE  
COUNCILMAN ROY C. GOODWIN  
COUNCILMAN KEVIN A. KIEFF  
COUNCILWOMAN RITA A. MCCARTHY  
MAYOR GRAHAM

ALSO PRESENT: ASSISTANT CITY MANAGER MARY M. CORRIVEAU  
CITY ATTORNEY ROBERT J. SLYE

OLUTION

The following resolution was introduced:

INTRODUCED BY MAYOR JEFFREY E. GRAHAM

...  
Improving Employment Agreement Be-  
tween the City of Watertown and  
Jerry C. Hiller

WHEREAS the City Council of the City of Watertown, in its governmental function, has determined that it is in the best interest of the City to hire a City Manager,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves the Employment Agreement between the City of Watertown and Jerry C. Hiller, a copy of which is attached and made a part of this resolution, and

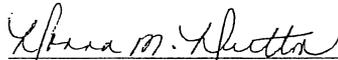
BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, is hereby authorized and directed to execute the Employment Agreement on behalf of the City.

SECONDED BY COUNCILMAN ROY C. GOODWIN AND CARRIED WITH ALL VOTING YEA

(Rules waived by motion of Councilman Cooke, seconded by Councilman Goodwin and carried with all voting in favor thereof.)

Adjournment at 9:05 AM

AT THE CALL OF THE CHAIR MEETING WAS DULY ADJOURNED AT 9:05 A.M. BY MOTION OF COUNCILMAN COOKE, SECONDED BY COUNCILMAN GOODWIN AND CARRIED WITH ALL VOTING IN FAVOR THEREOF.

  
\_\_\_\_\_  
Donna M. Dutton, City Clerk

Mr. Hart remarked that from comments made, he believed that Council wanted Kinney's to purchase the parcel, even though it might not have been said exactly in those words.

Emerson Laughland

Emerson Laughland, 531 Hycliff Drive, addressed the chair requesting that a traffic signal be placed at the intersection of Hycliff and Coffeen due to the increased traffic that Kinney's will generate.

Virginia Burdick

Virginia Burdick, 247 Bellew Avenue, addressed the chair in opposition to the zone change. She remarked that the City has a land use plan in place and this is not what the plan has listed for zoning for this parcel. She also remarked that it disturbs her that the ingress and egress will be on Bellew Avenue.

Samuel Felice

Samuel Felice, 289 Bellew Avenue, addressed the chair reading from a prepared statement and explained that 125 feet of Bellew Avenue is already zoned neighborhood business and this would just be squaring off the lot.

Joseph Puccia

Joseph Puccia, 213 Bellew Avenue, addressed the chair in opposition to the change and asked that the vote be delayed. He praised Councilman Kieff for addressing some of the problems surrounding this. He stated that he hasn't had time to study this as he has only known about it for two weeks.

Laurita Felice

Laurita Felice, 289 Bellew Avenue, addressed the chair reading from a prepared statement. She explained that 3/4 of the land around their home is already zoned neighborhood business. She also explained that there are nine businesses on Bellew Avenue already.

Anne Busler

Anne Busler, 257 Bellew Avenue, addressed the chair in opposition of the zone change.

Hearing Closed

MAYOR GRAHAM DECLARED THE PUBLIC HEARING CLOSED AT 7:43 P.M.

RESOLUTIONS

R E S O L U T I O N S

\* RES...  
APPROVING EMPLOYMENT AGREEMENT  
BETWEEN THE CITY OF WATERTOWN &  
JERRY C. HILLER

INTRODUCED BY COUNCILWOMAN RITA A. MCCARTHY

WHEREAS the City Council of the City of Watertown, in its governmental function, has determined that it is in the best interest of the City to hire a City Manager,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves the Employment Agreement between the City of Watertown and Jerry C. Hiller, 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 Employment Agreement on behalf of the City.

SECONDED BY COUNCILMAN LAURENCE H. COOKE AND COUNCILMAN KEVIN A. KIEFF AND CARRIED WITH ALL VOTING YEA

RES...  
APPROVING AGREEMENT OF LEASE BE-  
TWEEN THE CITY OF WATERTOWN &  
THE THOMPSON PARK CONSERVANCY  
INC.

INTRODUCED BY COUNCILMAN LAURENCE H. COOKE

WHEREAS the City of Watertown owns the property known as Thompson Park, located in the City of Watertown, and

WHEREAS the Thompson Park Conservancy, Inc. desires to lease certain premises located at Thompson Park for the operation of the Thompson Park Zoo, and the City is willing to lease the same to the Conservancy under the terms and conditions set forth in the attached Lease Agreement,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Agreement of Lease between the City of Watertown and the Thompson Park Conservancy, Inc., in connection with the operation of the Thompson Park Zoo, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager, Jerry C. Hiller, is

Mrs. Corriveau explained that it was at the state level.

Mr. Francis also mentioned the Downtown Development Coordinator's position and asked that the City and County consider pressing charges as it involved taxpayer money.

Mayor Butler commented that the Council would rely on the City Attorney for legal guidance in this matter. He explained that the credit card was from JCJDC and not the City's care. JCJDC will be pursuing the matter. He stated that as a member of that board he would follow up on it.

**RESOLUTIONS**

**INTRODUCED BY COUNCILMAN PETER L. CLOUGH**

RESOLVED that the following individuals are named Commissioner of Deeds for the term ending December 31, 2002:

**Non-City Employees**

Barbara A. Brown  
Kathleen L. Gee

**SECONDED BY COUNCILWOMAN ROXANNE M. BURNS AND CARRIED WITH ALL VOTING YEAS**

**INTRODUCED BY COUNCILMAN PAUL A. SIMMONS**

WHEREAS on September 3, 2002, the City Council of the City of Watertown adopted Local Law No. 8 of 2002, and

WHEREAS Local Law No. 8 authorizes the City to participate in the early retirement incentive provided by the NYS and Local Employees' Retirement System, and

WHEREAS Jerry C. Hiller, Watertown City Manager, has been identified by the Retirement System as an employee who qualifies for this targeted program, and

WHEREAS savings in the overall program are found to exist in granting the early retirement incentive to Mr. Hiller, and

WHEREAS it is in the best interests of the City to achieve savings by designating Mr. Hiller as an eligible employee under the retirement incentive,

NOW THEREFORE BE IT RESOLVED that Jerry C. Hiller is hereby designated as an eligible employee under the NYS and Local Employees' Retirement System early retirement incentive, and

BE IT FURTHER RESOLVED that Mr. Hiller shall provide appropriate notice to the City Council of his intention to avail himself of the early retirement incentive, and

BE IT FURTHER RESOLVED that the Mayor is authorized to take all steps necessary to effect the City Council's intent to designate Mr. Hiller as an eligible employee.

**SECONDED BY COUNCILWOMAN ROXANNE M. BURNS AND CARRIED WITH ALL VOTING YEA**

Prior to the vote on the foregoing resolution, Councilman Clough asked what the time frame would be.

Mayor Butler explained that the City Manager could wait until the last day of the 90-day time frame to opt into the program. Then Council would have to decide whom the interim City Manager would be and how long Council would ask Mr. Hiller to stay on. Mayor Butler also explained that Mr. Hiller had approached him about being considered for retirement. He stated that Council has received information on potential savings estimated to be around \$76,000. He also commented that the interim position would not mean extra salary to someone in the position. However, when the costs are also considered, it would be a wash. He also commented that it would not be fair to not renew his contract even if it was cheaper.

Councilman Smith asked what Council needs to consider in deciding on this.

Attorney Slye explained that the wording in the resolution meets all of the state requirements.

Councilwoman Burns commented that in offering this plan to City employees in general, the City would see an overall savings. She also commented that Mr. Hiller has been a very effective City Manager.

Mayor Butler commented that it is important to treat City employees fairly.

Councilman Simmons asked Mayor Butler what he meant by not paying someone in the interim position.

Mayor Butler stated that they would be paid. Attorney Slye explained that if someone already employed by the City filled the position, the savings would be in the amount of money that was saved from the salary of the previous position.

Councilman Smith asked if Mr. Hiller could take a position in another municipality after opting into this program.

Mrs. Corriveau indicated that if the City Manager opts into the early retirement, he couldn't be employed by a New York State municipality.

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**INTRODUCED BY COUNCILMAN PETER L. CLOUGH**

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale certain lots of land known as VL 265 and VL 266 Hillcrest Avenue, each lot approximately 30' x 70' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcels No. 1-13-240.000 and 1-13-241.000, and

WHEREAS title to said lands have since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$630.00 submitted by Charles R. Taylor, for the purchase of Parcels No. 1-13-240.000 and 1-13-241.000 is a fair and reasonable offer therefore and the same is hereby accepted, and

BE IT FURTHER RESOLVED that the Mayor be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Charles R. Taylor upon receipt of the above mentioned sum of money in cash only by the City Comptroller.

**SECONDED BY COUNCILMAN PAUL A. SIMMONS AND CARRIED WITH ALL VOTING YEA**

After the vote on the forgoing resolution, Councilman Simmons asked about the status of 227 Keyes Avenue.

Mr. Hiller explained that prior to the work sessions being canceled during the summer months, Council had received a memo re-evaluating the policy of City owned property. Council will have to get back to this in a work session this fall.

Councilman Simmons stated that Council needs to move ahead with this and asked that this be given priority for the next work session. Council members concurred.

**SECONDED BY COUNCILMAN PETER L. CLOUGH AND CARRIED WITH ALL VOTING YEA**

**INTRODUCED BY COUNCILMAN PETER L. CLOUGH**

WHEREAS City Manager Jerry C. Hiller has notified the City Council of the City of Watertown of his intention to retire under the New York State and Local Retirement Systems Early Retirement Program effective December 29, 2002, and

WHEREAS Section 10 of the City Charter of the City of Watertown requires the appointment of a person to fill a vacancy created in the office of City Manager as soon as practicable, and

WHEREAS the City Council of the City of Watertown deems it to be in the best interests of the City of Watertown to appoint a City Manager, on an interim basis only, to permit a search for a permanent City Manager, and

WHEREAS Mary M. Corriveau, has agreed to assist the City of Watertown in making the transition to a permanent City Manager, by assuming all the duties of City Manager as set forth in the City Charter,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby appoints Mary M. Corriveau, City Manager, effective December 29, 2002.

**SECONDED BY COUNCILWOMAN ROXANNE M. BURNS AND CARRIED WITH ALL VOTING YEA**

(Rules waived by motion of Councilman Simmons, seconded by Councilman Clough and carried with all voting in favor thereof)

Prior to the vote on the foregoing resolution, Councilman Simmons commented that the City would be in very capable hands with Mrs. Corriveau. He remarked that she knows the City, understands the financial needs and works well with all of the unions.

Mayor Butler responded that he is very pleased with this selection as Mrs. Corriveau is very qualified and has done a wonderful job for the City.

**INTRODUCED BY COUNCILMAN PETER L. CLOUGH**

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Amendment No. 36 to the Management and Management Confidential Pay Plan effective December 29, 2002 as follows:

City Manager – Salary for this position shall be \$3,000 more than the highest paid Management and Management Confidential Employee.

**SECONDED BY COUNCILMAN PAUL A. SIMMONS AND CARRIED WITH ALL VOTING IN FAVOR THEREOF.**

Prior to the vote on the foregoing resolution, Mayor Butler explained that the salary would be \$76,000. He stated that it is important for the City to recognize good employees and to give them a fair salary.

Councilman Clough commented that Mrs. Corriveau would be playing a dual role while moving into the budget season. He also commented that Mrs. Corriveau has always had the most expertise from day one.

**\*\* \*\* \***

**COUNCIL DISCUSSED THE FOLLOWING TOPICS**

**Christmas Parade**

**MOTION WAS MADE BY COUNCILMAN CLOUGH TO APPROVE THE \$500 REQUEST FROM THE GREATER WATERTOWN CHRISTMAS PARADE COMMITTEE.**

**MOTION WAS SECONDED BY COUNCILMAN SIMMONS AND CARRIED WITH ALL VOTING IN FAVOR THEREOF.**

**MMA Fire Study**

Chief Gaumont addressed the Council explaining that he thinks the MMA study was a good thing for the community as it validates some of the things the Fire Department had been saying. Chief Gaumont outlined his recommendations as follows:

- Maintain in commission all three current fire stations.
- Purchase a new 100' quint platform and midi-rescue pumper as part of the FY 03-04 Capital Budget
- Upon arrival of the quint and midi-rescue a deployment scheme as outlined in the Chief's memo would be adopted
- The scheme would allow the City to meet all of the NFPA 1710 and OSHA requirements listed by MMA.
- Reorganization of the fire department structure. This is a change that should be discussed with the union as the Municipal Training Officer title would change to Staff Battalion Chief and this position would then acquire management responsibility for the fire prevention bureau.

- 15 - Authorizing Sale of Real Property at 532 Stone Street to Tony L. Frezzo, 519 E. Main Street, Watertown, NY 13601
- 16 - Approving the Site Plan for the Construction of a Ten Space Parking Lot at 516 Bradley Street, Parcel No.1-02-119
- 17 - Approving the Site Plan for the Construction of a 20,000 Sq. Ft. Manufacturing and Warehouse Building at the Intersection of Bellew Avenue South and Rail Drive, Parcel No. 9-43-101
- 18 - Commissioner of Deeds
- 19 - An Ordinance Authorizing the Issuance of \$11,000 Serial Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase of Lift Devices for Refuse Trucks, In and For Said City
- 20 - An Ordinance Authorizing the Issuance of \$40,000 Serial Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Installation of a Public Sanitary Sewer Line Related to the Construction of the Assisted Living Facility on Kieff Drive, In and For Said City of Watertown
- 21 - Rate Adjustment Request, Watertown Hockey Association

**COMPLETE REPORTS ON FILE IN THE OFFICE OF THE CITY CLERK**

X

Prior to the start of the regular Council meeting, a work session was held with Frank Culross of Bennett Associates concerning the recruitment effort for the City Manager position. Mr. Culross explained his firm's procedures and answered questions posed by Council members. Additional discussion was held during the Council meeting following the regular course of business.

Meeting opened with a moment of silence.

Pledge of Allegiance was given.

The reading of the minutes of the regular meeting of November 18, 2002 was dispensed with and accepted as written by motion of Councilwoman Burns, seconded by Councilman Clough and carried with all voting in favor thereof.

**COMMUNICATIONS**

From the City Planning Board:

1. Recommending approval of the site plan submitted by Lundy Development and Property Management for the construction of a 20,000 sq. ft. manufacturing and warehouse building located in the City Center Industrial Park, Parcel No. 9-43-101 contingent upon meeting certain requirements as outlined in the resolution.
2. Recommending approval of the site plan submitted by Aubertine & Currier Architects for the construction of a 10 space parking lot at 516 Bradley Street, Parcel No. 1-02-119 contingent upon meeting certain requirements as outlined in the resolution.

**ABOVE PLACED ON FILE**

said City is not authorized to expend money, or

2) The provisions of law which should be complied with at the date of publication of this ordinance are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 11. This ordinance, which takes effect immediately, shall be published in full in the Watertown Daily Times, the official newspaper, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

**SECONDED BY COUNCILMAN PAUL A. SIMMONS AND CARRIED WITH ALL VOTING YEA**

(Unanimous consent moved by motion of Councilman Clough, seconded by Councilman Simmons and carried with all voting in favor thereof.)

\*\* \*\* \* \*\* \*

**COUNCIL DISCUSSED THE FOLLOWING TOPICS:**

X

**Recruitment for City Manager Position**

Mr. Culross was asked to finish the presentation from Bennett Associates in regards to the recruitment effort. He explained that they would recruit nationally through advertising in professional publications and use of their own database. He explained that the data base entries do not pay a fee to be in it and include individuals who have submitted resumes. He explained that the City of Watertown would be the client and the fee would not exceed \$20,000. The base fee is \$14,500 with the additional \$5,500 being earmarked for actual expenses incurred. He also explained that this process could be initiated in January. He advised Council members that this decision could be the most important one that they will make in their term of office, as it will have an impact on future City government.

**Watertown Hockey Association**

Donald Horton, Vice President of the Watertown Hockey Association, addressed the chair requesting that the City of Watertown consider charging a reduced ice rental fee when the Hockey Association sponsors tournaments at the Watertown Municipal Arena. He explained that the Association proposed a reduced ice rental fee for tournament ice time of \$20 per hour. He commented that the tournaments benefit the entire community by bringing people to the City to stay in hotels, eat in restaurants and shop in stores. He also showed Council the new logo for the team. This logo ties into the Black River kayaking theme with the team being known as the Watertown Rapids. He estimated that about 800 people would be coming to each tournament.

135' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 5-13-116.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$1,134.00 submitted by Edward J. Krutter, for the purchase of Parcel No. 5-13-116.000 is a fair and reasonable offer therefore and the same is hereby accepted, and

BE IT FURTHER RESOLVED that the Mayor be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Edward J. Krutter upon receipt of the above mentioned sum of money in cash only by the City Comptroller.

**SECONDED BY COUNCILMAN PAUL A. SIMMONS AND CARRIED WITH ALL VOTING YEA**

**INTRODUCED BY COUNCILMAN PAUL A. SIMMONS**

WHEREAS City Manager Jerry C. Hiller retired under the New York State and Local Retirement Systems Early Retirement Program effective December 29, 2002, and

WHEREAS Section 10 of the City Charter of the City of Watertown requires the appointment of a person to fill a vacancy created in the office of City Manager as soon as practicable, and

WHEREAS the City Council of the City of Watertown has conducted a search for and selected Mary M. Corriveau to serve as City Manager for the City of Watertown,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby appoints Mary M. Corriveau, City Manager for the City of Watertown, as provided for in the Charter of the City of Watertown and in the Optional City Government Law as contained at Chapter 444 of the Laws of 1914, effective May 5, 2003.

SECONDED BY COUNCILMAN PETER L. CLOUGH AND CARRIED WITH ALL VOTING YEA EXCEPT COUNCILMAN SMITH AND MAYOR BUTLER VOTING NAY

Commenting on the foregoing resolution, Councilman Clough remarked that this was a long drawn out process. However, the right candidate was picked.

Councilman Simmons remarked that he also believes that the right candidate was selected. He defended the consultant process as being the best way of determining that the right candidate was selected.

Mayor Butler responded that he was offended by comments from his colleagues concerning his vote. He stated that he congratulates Mrs. Corriveau and will look ahead.

Councilman Smith remarked that he was also offended since no official vote for City Manager has been taken yet. He stated that this is where the vote counts. He commented that he believes that Mrs. Corriveau is a qualified candidate and will do a good job. However, he preferred another candidate. He remarked that he was taken back by Councilman Simmons comments in the paper. He stated that Norman Liu was not the issue. He stated that while he respects his fellow Council members, he questioned Councilman Simmons voting record and suggested that it is for personal political gain.

**\*Councilman Simmons requested that the statements referred to above be put in verbatim as follows:**

**Councilman Smith said “ I have never seen anyone change votes to the wind as much as Councilman Simmons. He’s like a fish out of water, flip-flopping all over the place. Councilman Simmons is clearly out for personal political gain”.**

INTRODUCED BY COUNCILWOMAN ROXANNE M. BURNS

WHEREAS the City Council of the City of Watertown, in its governmental function, has determined that it is in the best interest of the City to hire a City Manager,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves the Employment Agreement between the City of Watertown and Mary M. Corriveau, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that the Mayor, Joseph M. Butler, is hereby authorized and directed to execute the Employment Agreement on behalf of the City.

SECONDED BY COUNCILMAN PAUL A. SIMMONS AND CARRIED WITH ALL VOTING YEA EXCEPT MAYOR BUTLER VOTING NAY

Prior to the vote on the foregoing resolution, Councilman Clough asked about the changes made to the contract.

It was explained that these modifications included provisions for the sale of a house in the City being the same as with Mr. Hiller's contract and Mrs. Corriveau conceded to give 30-day notice instead of a 14-day notice.

Mrs. Corriveau explained that the amended contract was forwarded to Council last week.

Councilman Smith asked about health insurance and how long the coverage would last.

Attorney Slye explained that because Mrs. Corriveau has worked for the City for 18 years, the coverage goes on forever. He explained that Mr. Hiller was the first to agree to termination of coverage when Medicare started since the Council wanted to implement that procedure in the future with other new hires.

**INTRODUCED BY COUNCILMAN PETER L. CLOUGH**

WHEREAS Blackstone Conf. LTD, d/b/a Popcorn – N- More is a retail business enterprise that has been in operation on Washington Street in the City of Watertown, and

WHEREAS Blackstone Conf. LTD, d/b/a Popcorn – N- More employs two (2) persons at this location within the City of Watertown, and

WHEREAS the ownership of Blackstone Conf. LTD, d/b/a Popcorn – N- More owns and operates two (2) additional businesses in the Empire Zone and the Downtown area, and

WHEREAS the business is opting to relocate from outside the Empire Zone boundary to inside the Empire Zone Boundary at 13 Public Square, and

WHEREAS that same company has met with the State of New York Empire Zones Program officials and has applied for Joint Certification of an Empire Zone Business Enterprise based on a proposed \$20,000 investment in renovation costs at the new location.

NOW THEREFORE be it hereby resolved that the City of Watertown consents to the relocation of Blackstone Conf. LTD, d/b/a Popcorn – N- More from outside the Empire Zone boundary in the City of Watertown to inside the Empire Zone Boundary in the City of Watertown.

**SECONDED BY COUNCILMAN JEFFREY M. SMITH**