

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, July 6, 2026**  
**7 p.m.**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, July 6, 2026, 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**

**PUBLIC HEARING**

7:15 p.m.                      A Local Law Amending §91-17: Riding on Sidewalks, Adding §91-25: Helmet Requirement for Bicycles with Electronic Assist and Electric Scooters, Adding §91-25.1: Other Requirements for Bicycles with Electric Assist and Electric Scooters, and Amending §91-26: Penalties for Offenses of the Code of the City of Watertown to Regulate the Operation of Bicycles, Bicycles with Electric Assist and Electric Scooters

**RESOLUTIONS**

- Resolution No. 1 -      Accepting Proposal for RFP #2026-07 - Community Forestry Tree Pruning Project – Round 1, Michael Grimm Services Inc.
- Resolution No. 2 -      Authorizing the Sale of Surplus Pollution Control Facility (PCF) Equipment
- Resolution No. 3 -      Accepting Change Order for Trickling Filter Pump Repair Project – 2025 – Blue Heron Construction Company LLC
- Resolution No. 4 -      Authorizing the City to Enroll in GroupGolfer

Resolution No. 5 - Approving the Official Name of the Watertown Municipal Arena as the Northern Credit Union Community Arena (Pursuant to RFP No. 2026-04)

Resolution No. 6 - Accepting Donations from Northern New York Community Foundation to Cover Pool Admissions and Amending City Fees and Charges Schedule

## **ORDINANCES**

Ordinance No. 1 - Changing the Approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial

## **LOCAL LAW**

## **OLD BUSINESS**

Tabled Local Law A Local Law Amending §91-17: Riding on Sidewalks, Adding §91-25: Helmet Requirement for Bicycles with Electronic Assist and Electric Scooters, Adding §91-25.1: Other Requirements for Bicycles with Electric Assist and Electric Scooters, and Amending §91-26: Penalties for Offenses of the Code of the City of Watertown to Regulate the Operation of Bicycles, Bicycles with Electric Assist and Electric Scooters

## **STAFF REPORTS**

1. Sale of Surplus Hydro-electricity – May 2026
2. Sales Tax Revenue – May 2026
3. Policy on Employee Notification of Disciplinary Records Request Under the Freedom of Information Law (FOIL)

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

The proposed sale or lease of real property when publicity would affect the value thereof.

To discuss proposed, pending, or current litigation.

## **ADJOURNMENT**

## **WORK SESSION**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,  
JULY 20, 2026.**

Res No. 1

July 6, 2026

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Accepting Proposal for RFP #2026-07 - Community Forestry Tree Pruning Project – Round 1, Michael Grimm Services Inc.

The City’s Purchasing Department advertised in the Watertown Daily Times for sealed proposals from qualified vendors for Community Forestry Tree Pruning Project – Round 1, per City specifications and publicly opened and read the sealed proposals on June 23, 2026, at 11:00 a.m. EST. Proposals were provided to six (6) plan houses and sixteen (16) potential vendors.


The Purchasing Department received one (1) sealed proposal, and the tabulation is shown below:

| Vendor Name and Address |   |     | Michael Grimm Services Inc. |
|-------------------------|---|-----|-----------------------------|
|                         |   |     | 4195 Lafayette Road         |
|                         |   |     | Jamesville, NY 13078        |
| Item No.                | Description                               | Qty | Bid Amount                  |
| 1                       | Base Tree Group - Washington Street       | 75  | \$27,245.00                 |
| 2                       | Tree Group Additional #1 - Public Square  | 78  | \$23,385.00                 |
| 3                       | Tree Group Additional #2 - Thompson Blvd. | 49  | \$23,215.00                 |
| 4                       | Tree Group Additional #3 - Bishop Street  | 15  | \$7,050.00                  |
| <b>Total Bid Price</b>  |   |     | <b>\$80,895.00</b>          |

The Purchasing Manager, City Forester, and Superintendent of Public Works reviewed the response to ensure compliance with the specifications and hereby recommend that City Council award the contract for Community Forestry Tree Pruning Project – Round 1 to Michael Grimm Services Inc. the lowest responsive responsible bidder at a total amount of **\$80,895.**

The Community Forestry Tree Pruning project will be eligible for funding reimbursement through the Community Forestry Grant from the NYS DEC (C02872G).

If there are any questions concerning this recommendation, please contact me at your convenience.

|   |  |                  |
|---|--|------------------|
|  | <b>MEMORANDUM</b>                        | Brian MacCue     |
|   | <b>Dept. Public Works</b>                | Superintendent   |
|   |  | Date: 6-24-2026  |
|   |  | Ref: RFP 2026-07 |
| To:   | Eric Wagenaar, City Manager              |                  |
| Subject:  | Community Forestry Tree Pruning- Round 1 |                  |

On Tuesday, June 23<sup>rd</sup>, 2026, one (1) sealed “Community Forestry Tree Pruning - Round 1” proposal was received and publicly opened at 11:00 A.M. by Tina Bartlett-Bearup, Purchasing Manager, Council Chambers, City Hall, 245 Washington Street, Watertown, New York.

This was a lump sum proposal requesting pruning 217 trees in 4 areas throughout in the City of Watertown requested by City of Watertown Public Works Department.

\*The entire cost of the project will be eligible for reimbursement through the Community Forestry Grant from the DEC (C02872G). The results of the RFP opening are as follows:

**Michael Grimm Services Inc.**

| Item No.               | Description                               | Qty | Bid Amount         |
|------------------------|---|-----|--------------------|
| 1                      | Base Tree Group - Washington Street       | 75  | \$27,245.00        |
| 2                      | Tree Group Additional #1 - Public Square  | 78  | \$23,385.00        |
| 3                      | Tree Group Additional #2 - Thompson Blvd. | 49  | \$23,215.00        |
| 4                      | Tree Group Additional #3 - Bishop Street  | 15  | \$7,050.00         |
| <b>Total Bid Price</b> |   |     | <b>\$80,895.00</b> |

After reviewing the proposal with City Forester, Daniel VanKouwenberg, it is our recommendation that the award for Community Forestry Tree Pruning – Round 1 go to the lowest priced, qualified proposal meeting all the City’s specification requirements:

**Michael Grimm Services Inc. of 4195 Lafayette Rd. Jamesville, NY 13078.**

Should you have any questions concerning this recommendation, please do not hesitate to contact Daniel VanKouwenberg or myself at your convenience.

*Brian MacCue*

cc: Eric Wagenaar – City Manager  
 Jim Mills, City Comptroller  
 Tina Bartlett-Bearup, City Purchasing Manager  
 Brian MacCue, Superintendent of Public Works  
 Daniel VanKouwenberg, City Forester  
 DPW file:



**CITY OF WATERTOWN, NEW YORK**

CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project:

Community Forestry Tree Pruning - Round 1

Bid / RFP Number:

RFP #2026-07

Opening Date:

Tuesday, June 23, 2026 @ 11:00 AM

***The following results are bids as presented at the bid opening and do not represent an award.***

**Vendor Name and Address**

**Michael Grimm Services Inc.**

4195 Lafayette Road

Jamesville, NY 13078

Daniel P. Deyle, Owner

[dan@mgscny.com](mailto:dan@mgscny.com)

| Item No.   | Description                               | Qty | Bid Amount         | Bid Amount | Bid Amount |
|--|---|-----|--------------------|------------|------------|
| 1  | Base Tree Group - Washington Street       | 75  | \$27,245.00        |            |            |
| 2  | Tree Group Additional #1 - Public Square  | 78  | \$23,385.00        |            |            |
| 3  | Tree Group Additional #2 - Thompson Blvd. | 49  | \$23,215.00        |            |            |
| 4  | Tree Group Additional #3 - Bishop Street  | 15  | \$7,050.00         |            |            |
| <b>Total Bid Price</b>                                 |   |     | <b>\$80,895.00</b> |            |            |
| Addendum Acknowledgement (if any)                      |   |     | N/A                |            |            |
| Bid Bond or Check (B / C)                              |   |     | C                  |            |            |
| Non-Collusive Bidding Certificate                      |   |     | Y                  |            |            |
| Certificate of Compliance with the Iran Divestment Act |   |     | Y                  |            |            |
| Sexual Harassment Form                                 |   |     | Y                  |            |            |
| Certificate of Contractor Registry                     |   |     | Y                  |            |            |
| SAM's & NYS Debarred                                   |   |     | N                  |            |            |

# RESOLUTION

Page 1 of 1

Accepting Proposal for RFP #2026-07  
Community Forestry Tree Pruning Project –  
Round 1, Michael Grimm Services Inc.

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

| YEA | NAY |
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**Introduced by** \_\_\_\_\_

WHEREAS the City desires to contract with a qualified tree care professional to conduct priority tree pruning throughout the City, and

WHEREAS the Purchasing Department advertised and received one (1) sealed proposal for the Community Forestry Tree Pruning Project – Round 1, and

WHEREAS on June 23, 2026, at 11:00 a.m. the proposal received was publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the proposal received with the City Forester, Daniel VanKouwenberg, and Superintendent of Public Works, Brian MacCue, and it is their recommendation that the City Council accept the proposal submitted by Michael Grimm Services Inc., and

WHEREAS the pruning project will be fully funded by the Community Forestry grant from the NYS DEC,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the proposal received from Michael Grimm Services Inc. in the amount of \$80,895.00, and

BE IT FURTHER RESOLVED that the City Manager, or their designee is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown.

**Seconded by** \_\_\_\_\_

Res No. 2

July 6, 2026

To: The Honorable Mayor and City Council  
From: Tina Bartlett-Bearup, Purchasing Manager  
Subject: Authorizing the Sale of Surplus Pollution Control Facility (PCF) Equipment

The City of Watertown – Pollution Control Facility has submitted a list of surplus equipment to the Purchasing Department that is either no longer useful or beyond repair and therefore no longer of value to the City.

Staff are recommending that the item listed below be sold through Auctions International’s online website:

| SURPLUS ITEMS |      |  |            |            |
|---------------|------|--|------------|------------|
| LOT #         | YEAR | DESCRIPTION                            | DEPARTMENT | DATE ADDED |
| 1             | 2016 | Wastecorp 4" Disc Sludge Pro Disc Pump | PCF        | 5/28/2026  |

A resolution is attached for City Council consideration.

June 16, 2026

To: The Honorable Mayor and City Council

From: Angel French, Chief Operator Pollution Control Facility

Subject: Authorizing sale of surplus equipment

The City Water Department respectfully submits this resolution for Council consideration to approve the sale of surplus equipment.

A 4-inch disc pump was installed at the Pollution Control Facility around 2016 for use in facility operations. Due to the pump not operating efficiently for the intended application, particularly when pumping thicker solutions and solids, the unit was replaced around 2020 with equipment better suited for the operational demands of the facility.

Following removal from service the Pollution Control Facility retained and stored the pump for several years in hopes that a future application could be identified where the equipment could be effectively utilized. After continued evaluation, staff have determined that the pump no longer serves an operational purpose for the facility and should be declared surplus equipment and auctioned.

A resolution has been prepared for Council's consideration and approval.

A handwritten signature in cursive script that reads "Angel M French".

Angel M. French  
Chief Operator PCF

# RESOLUTION

Page 1 of 1

Authorizing the Sale of Surplus Pollution Control Facility (PCF) Equipment

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total .....

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**Introduced by** \_\_\_\_\_

WHEREAS the City of Watertown’s Pollution Control Facility has surplus equipment, the description of which is attached and make part of this resolution, and

WHEREAS the surplus equipment may have some value best determined by an online auction,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby authorizes the sale, by online auction of the surplus equipment as described in the attached listing, and

BE IT FURTHER RESOLVED that final acceptance of such bids shall constitute acceptance of the same by the City Manager or their designee.

**Seconded by** \_\_\_\_\_



July 6, 2026

TO: The Honorable Mayor and City Council  
FROM: Aaron Harvill, Water Superintendent  
SUBJECT: Accepting Change Order for Trickling Filter Pump Repair Project – 2025 – Blue Heron Construction Company LLC

The City Water Department respectfully submits this resolution for City Council consideration to approve a change order in the amount of \$9,775.00 for additional work on the Trickling Filter Recirculation Pump No. 4. On February 2, 2026, Council approved the bid proposal from Blue Heron Construction Company to remove, repair, and reinstall two (2) Two-Process System Inc. Vertical Turbine Pumps (aka trickling filter pumps) for \$97,000.00.

The Pollution Control Facility operates eight Trickling Filter Pumps, consisting of four lift pumps and four recirculation pumps. These pumps are rebuilt in phases, with two pumps rebuilt annually over a four-year cycle approximately every ten years. Funding in the amount of \$105,000.00 was approved in the 2025-2026 Adopted Budget for G8130 Sewage Treatment and Disposal to rebuild the final two pumps in the cycle.

During the inspection of Trickling Filter Recirculation Pump No. 4, it was determined that the bowl assembly was heavily worn and beyond repair. The replacement of the bowl assembly was not included in the original bid specifications because the extent of the wear could not be identified until the pump was dismantled. Replacement of the bowl assembly is necessary to restore the pump to original equipment manufacturer (OEM) performance standards and ensure long-term reliability.

Approval of this change order will allow the repair work to be completed properly and help maintain the reliability and efficiency of the trickling filter system.

A resolution has been prepared for Council consideration and approval.

# RESOLUTION

Page 1 of 1

Accepting Change Order for  
Trickling Filter Pump Repair Project – 2025 –  
Blue Heron Construction Company LLC

Council Member GARRABRANT, Shane A.  
Council Member KIMBALL, Robert O.  
Council Member OSBORNE Jr, Douglas E  
Council Member SHOEN, Benjamin P.  
Mayor PIERCE, Sarah V.C.

Total .....

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**Introduced by** \_\_\_\_\_

WHEREAS, the City Council of the City of Watertown included in the 2025-26 Adopted Budget an operating expense for the Trickling Filter Pump Repair Project in order to repair two Trickling Filter Recirculation Pumps, and

WHEREAS, Blue Heron Construction Company, LLC was awarded a contract in the amount of \$97,000.00 for the 2025 Trickling Filter Pump Repair Project, and

WHEREAS, during the repair of Trickling Filter Recirculation Pump No. 4, it was determined that the bowl assembly was heavily worn and beyond repair,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes a change order with Blue Heron Construction Company, LLC in the amount of \$9,775.00 for the replacement of the bowl assembly on Trickling Filter Recirculation Pump No. 4, and

BE IT FURTHER RESOLVED that the City Manager, or their designee is hereby authorized and directed to execute the attached agreement on behalf of the City of Watertown.

**Seconded by** \_\_\_\_\_



K O E S T E R

To: CW Gregory IV  
cwg4@blueheroncon.com  
585-730-2967

June 11, 2026  
Quotation #: 5701

Subj: Watertown, Trickling Water, Process Systems, Pump, 1-H10, Waste Water

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The following quote is for the estimated cost of labor and materials to repair the above referenced pump. If upon inspection additional parts or labor are required, you will be notified prior to proceeding.

**Estimated new parts required:**

- (1) Suction Bearing
- (1) Bowl Bearing
- (1) Thrust Bearing
- (1) Upthrust Bearing
- (1) Stuffing Box Bearing
- (1) Stuffing Box
- (1) Deflector
- (1) Bowl Ring
- (1) Pump Shaft
- (3) Line Shaft Coupling
- (1) Mechanical Seal
- (1) Sets Of Gasket
- (1) Enclosing Tube Bearing
- (1) Set Of Hardware
- (1) Set Of Fittings
- (1) Lot Of Epoxy Coating

**Estimated Labor Required:**

- Pickup at job site and transport to repair facility
- Disassemble complete pump
- Sandblast components and prep for inspection
- Dimensionally measure all operating clearances and record on inspection report
- Machine impeller ring to establish concentricity
- Install impeller ring then mechanically lock in place
- Install new bowl ring then mechanically lock in place
- Machine bowl ring for proper operating clearances
- Assemble all rotating parts on shaft and place in balancing machine
- Verify T.I.R. then dynamically balance rotor to 4W/N
- Measure and record all final operating clearances
- Final assemble pump with new parts listed
- Check to ensure proper lift and free rotation
- Paint then preserve pump for delivery
- Transport completed job to your plant

**Additional new parts required:**

- (1) Bowl Assembly - 10FMFM, 1760 RPM, 2,800 GPM, 29.08 FT/HD, 37.35 HP
- (1) Head Shaft – No Additional Charge
- (1) Intermediate Shaft – No Additional Charge
- (2) Spyder Bearings - No Additional Charge
- (2) Spyder Sleeves - No Additional Charge

*\* This quote assumes an expected level of effort to perform the outlined scope. Any unforeseen work outside of this scope will require prior customer authorization and will be billed at time and material unless otherwise agreed. If additional work poses a risk of equipment damage, Koester will inform the customer beforehand and is not liable for resulting damage.*

- 
- Estimated Total Repair Cost: **\$ \$33,278 per pump**
  - Additional Repair Cost: **\$ 9,775.00**
  - Total Repair Cost: **\$ 43,053.00**
  - Estimated Delivery: 12 Weeks Per Pump (After Receipt of Order)
  - This Quotation is subject to and incorporates by reference the Master Terms and Conditions of Sale available at [www.koesterassociates.com/Master-TCs](http://www.koesterassociates.com/Master-TCs). Except for shipping charges, which may be subject to change at date of shipment, prices quoted shall remain firm for 60 days. Payment is due net 30 days after shipment. No holdbacks or credits will be allowed.
  - Please note that all credit card payments are subject to an additional 3% processing fee.

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Accepted on (Insert Date): \_\_\_\_\_  
Purchaser: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Accepted by KAI on date: \_\_\_\_\_  
Prepared by: Eric Koester  
Koester Associates, Inc.  
3101 Seneca Turnpike  
Canastota, NY 13032  
(315) 697-3800 phone  
(315) 697-3888 fax  
[www.koesterassociates.com](http://www.koesterassociates.com)

Res No. 4

July 6, 2026

To: The Honorable Mayor and City Council  
From: Scott Weller, Superintendent of Parks & Recreation  
Subject: Authorizing the City to Enroll in GroupGolfer

At the request of Councilman Garrabrant, staff explored some daily-deal style golf marketing programs designed to increase awareness and attract new golfers to the course.

Of the options reviewed, staff recommends GroupGolfer. GroupGolfer operates as a short-term promotional platform that generates exposure for golf courses while providing upfront revenue through the sale of prepaid rounds. Participating courses are featured as a showcase promotion for approximately 48 to 72 hours. During this period, golfers may purchase rounds at a discounted rate, with vouchers issued following the conclusion of the promotion. Outside of this promotional period, rates are set by the course.

Under the GroupGolfer model, the course receives 75% of the revenue generated from voucher sales. There are no sign-up costs, monthly fees, or platform fees associated.

To participate, the course would provide GroupGolfer with designated daily tee times. GroupGolfer would then market and promote those tee times through its platform and customer base.

# RESOLUTION

Page 1 of 1

Authorizing the City to Enroll in GroupGolfer

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total .....

| YEA | NAY |
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**Introduced by** \_\_\_\_\_

WHEREAS at the request of Councilman Garrabrant, City Staff explored various daily-deal golf programs aimed at promoting the Thompson Park Golf Course, and

WHEREAS GroupGolfer operates as a short-term promotional platform that generates exposure for golf courses while providing upfront revenue through the sale of prepaid rounds, and

WHEREAS Participating courses are featured as a showcase promotion for approximately 48 to 72 hours. During this period, golfers may purchase rounds at a discounted rate, and

WHEREAS the Thompson Park Golf Course will provide GroupGolfer with daily tee times dedicated solely for the purpose of this program, and

WHEREAS the Thompson Park Golf Course will receive 75% of the revenue generated from GroupGolfer,

NOW THEREFORE BE IT RESOLVED that the City Manager and City Staff are hereby authorized to enroll with GroupGolfer.

**Seconded by** \_\_\_\_\_

Res No. 5

July 6, 2026

To: The Honorable Mayor and City Council

From: Eric F Wagenaar, City Manager

Subject: Approving the Official Name of the Watertown Municipal Arena as the Northern Credit Union Community Arena (Pursuant to RFP No. 2026-04)

As part of Request for Proposals (RFP No. 2026-04) for the naming rights of the Watertown Municipal Arena, the City Council previously selected Northern Credit Union as the successful proposer for the naming rights partnership.

The RFP further provides that the proposed name of the arena is subject to approval by the City Council. Northern Credit Union has proposed the official name Northern Credit Union Community Arena.

Approval of the proposed name will establish the official name of the facility and authorize staff to proceed with implementation of the approved name in accordance with the naming rights partnership.

Accordingly, a resolution approving the official name of the Watertown Municipal Arena as Northern Credit Union Community Arena has been prepared for City Council consideration.

# RESOLUTION

Page 1 of 1

Approving the Official Name of the Watertown Municipal Arena as the Northern Credit Union Community Arena (Pursuant to RFP No. 2026-04)

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

| YEA | NAY |
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**Introduced by** \_\_\_\_\_

WHEREAS, the City of Watertown issued Request for Proposals (RFP No. 2026-04) seeking proposals for the naming rights of the Watertown Municipal Arena, and

WHEREAS, pursuant to the RFP, the City Council awarded the naming rights partnership to Northern Credit Union, and

WHEREAS, the RFP further provides that the proposed name of the arena shall be subject to approval by the City Council, and

WHEREAS, Northern Credit Union has proposed that the facility be named Northern Credit Union Community Arena, and

WHEREAS, the City Council has reviewed the proposed name of Northern Credit Union Community Arena and finds it to be appropriate,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Watertown hereby approves the official name of the City’s arena as Northern Credit Union Community Arena, and

BE IT FURTHER RESOLVED that the City Manager, or his designee, is hereby authorized to take all actions necessary to implement the approved name in accordance with the naming rights partnership, including execution of any documents necessary to effectuate this approval.

**Seconded by** \_\_\_\_\_

Res No. 6

July 6, 2026

To: The Honorable Mayor and City Council

From: James Mills, City Comptroller

Subject: Accepting Donations from Northern New York Community Foundation to Cover Pool Admissions and Amending City Fees and Charges Schedule

The Fiscal Year 2026-27 General Fund Budget included a revenue line of \$50,000 to be raised from pool admission fees. The Northern New York Community Foundation has been accepting donations from businesses and individuals to cover the pool admission fees and eliminate the adopted fees.

The attached resolution accepts the donations from the Northern New York Community Foundation and amends the fee schedule to eliminate the pool fees for the 2026 season.

# RESOLUTION

Page 1 of 1

Accepting Donations from Northern New York Community Foundation to Cover Pool Admissions and Amending City Fees and Charges Schedule

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

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**Introduced by** \_\_\_\_\_

WHEREAS on May 21, 2026 the City Council passed a resolution adopting the Budget for Fiscal Year 2026-27, of which \$61,715,140 was appropriated for the General Fund which was funded in part with estimated pool fee revenue of \$50,000, and

WHEREAS the Northern New York Community Foundation has been accepting donations to cover the pool admission fees,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it officially accepts the donations from the Northern New York Community Foundation for pool fees, and

BE IT FURTHER RESOLVED that the City Fees and Charges Schedule attached and made a part of this Resolution for FY 2026-27 is amended to eliminate all pool-related fees for the remainder of the 2026 season.

**Seconded by** \_\_\_\_\_

**City of Watertown**  
**City Fees and Charges Schedule**  
**FY 2026-27**

**Parks and Recreation Fees (con't)**

**Team Sports Programs**

|  |       |          |
|--|-------|----------|
| Men's and Coed Adult Softball (Officials included) | \$375 | per team |
| Sunday Softball                                    | \$345 | per team |
| Volleyball Team                                    | \$230 | per team |
| Kickball Team                                      | \$260 | per team |
| Soccer Tournament                                  | \$260 | per team |
| Basketball Tournament                              | \$145 | per team |
| Soccer Teams                                       | \$260 | per team |
| Sunday Football League                             | \$290 | per team |
| Pickleball Tournament                              | \$40  | per team |

**Baseball and Softball Adult**

|                      | <b>City Resident</b> | <b>Non City Resident</b> |
|----------------------|----------------------|--------------------------|
| Athletic Tournaments | \$230                | \$345 per team           |

**Parks and Recreation Programs**

|  | <b>City Resident</b> | <b>Non City Resident</b> |
|--|----------------------|--------------------------|
| Tennis Clinic                              | \$35                 | \$70 per person          |
| Golf Lessons                               | \$60                 | \$115 per person         |
| Youth Baseball & Softball Leagues          | \$20                 | \$40 per person          |
| Youth Swimming Lessons                     | \$25                 | \$45 per person          |
| Fishing Clinic                             | \$35                 | \$70 per person          |
| Family Yoga                                | \$10                 | \$25 per person          |
| Scuba Diving Lessons                       | \$35                 | \$70 per person          |
| Kid's Zumba                                | \$15                 | \$35 per person          |
| Youth Running Club                         | \$25                 | \$45 per person          |
| Horseback Riding Lessons                   | \$60                 | \$115 per person         |
| Archery Day Camp                           | \$15                 | \$35 per person          |
| Archery Week Camp                          | \$45                 | \$90 per person          |
| Boot Camp Exercise Program                 | \$30                 | \$60 per person          |
| Youth Camps                                | \$30                 | \$60 per person          |
| Parks and Recreation Classes               | \$30                 | \$60 per person          |
| Pickleball Open Play (Arena)               | \$4                  | \$5 per person           |
| Pickleball Open Play (Arena) - Season Pass | \$50                 | \$60 per person          |
| Pickleball Clinics (Advanced)              | \$10                 | \$20 per person          |

**Pool Rental Fee (1)**

|  |      |                       |
|--|------|-----------------------|
| Daily Rate                                   | \$3  | \$3 per person        |
| Group Rate (Schools, Camps, Rec Groups, etc) | \$2  | \$2 per person        |
| Season Pass - Individual                     | \$25 | \$35 per person       |
| Season Pass - Family (4)                     | \$80 | \$100 per family of 4 |
| Additional Family Member                     | \$10 | \$20 per person       |

(1) Pool Rental Fees eliminated for 2026 season.

Ord No. 1

July 6, 2026

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planning and Community Development Director

Subject: Changing the Approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial

Scott Phelps General Contracting, LLC has submitted the subject request to change the approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial.

The Planning Commission reviewed the request at its June 9, 2026 meeting and adopted a motion recommending that City Council change the approved zoning classification as requested. Attached is the complete zone change application, and Staff's report to the Planning Commission. A copy of the Planning Commission's meeting minutes will be sent to the City Council with the July 20, 2026 agenda package.

The City Council must hold a public hearing on the ordinance before it may vote. Staff recommends that City Council schedule a public hearing for 7:15 p.m. on Monday, July 20, 2026. A SEQRA resolution will be presented for City Council consideration at that meeting.

## Short Environmental Assessment Form

### Part 1 - Project Information

#### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

| Part 1 – Project and Sponsor Information   |  |  |   |
|--|--|--|---|
| Name of Action or Project:<br><b>Rezoning 647 flower street to Industrial</b>  |  |  |   |
| Project Location (describe and attach a location map):<br><b>647 Flower Street. End of road</b>  |  |  |   |
| Brief Description of Proposed Action:<br><b>2400 square foot addition to existing garage. Use will be storage of construction materials, tools, and equipment.</b>   |  |  |   |
| Name of Applicant or Sponsor:<br><b>Scott Phelps General Contracting</b>   |  | Telephone: <b>315 778 9087</b>         |   |
|  |  | E-Mail: <b>scottphelpsge@yahoo.com</b> |   |
| Address:<br><b>647 Flower Street</b>   |  |  |   |
| City/PO:<br><b>Watertown</b>   |  | State:<br><b>NY</b>                    | Zip Code:<br><b>13601</b>                 |
| 1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?<br>If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2. |  |  | NO<br><input checked="" type="checkbox"/> |
|  |  |  | YES<br><input type="checkbox"/>           |
| 2. Does the proposed action require a permit, approval or funding from any other government Agency?<br>If Yes, list agency(s) name and permit or approval:   |  |  | NO<br><input checked="" type="checkbox"/> |
|  |  |  | YES<br><input type="checkbox"/>           |
| 3. a. Total acreage of the site of the proposed action?  |  | <b>.275</b> acres                      |   |
| b. Total acreage to be physically disturbed?   |  | <b>.655</b> acres                      |   |
| c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?   |  | <b>.275</b> acres                      |   |
| 4. Check all land uses that occur on, are adjoining or near the proposed action:   |  |  |   |
| <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input checked="" type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)   |  |  |   |
| <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):   |  |  |   |
| <input type="checkbox"/> Parkland  |  |  |   |

|  | NO                                  | YES                                 | N/A                      |
|--|-------------------------------------|-------------------------------------|--------------------------|
| 5. Is the proposed action,   |                                     |                                     |                          |
| a. A permitted use under the zoning regulations?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Consistent with the adopted comprehensive plan?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?<br>If Yes, identify: _____  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 8. a. Will the proposed action result in a substantial increase in traffic above present levels?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| b. Are public transportation services available at or near the site of the proposed action?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 9. Does the proposed action meet or exceed the state energy code requirements?<br>If the proposed action will exceed requirements, describe design features and technologies:<br>_____<br>_____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Will the proposed action connect to an existing public/private water supply?<br>If No, describe method for providing potable water: _____<br>_____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11. Will the proposed action connect to existing wastewater utilities?<br>If No, describe method for providing wastewater treatment: <u>There is an existing</u><br><u>septic system for current bathroom</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____<br>_____<br>_____   |                                     |                                     |                          |

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:


Shoreline  Forest  Agricultural/grasslands  Early mid-successional

Wetland  Urban  Suburban

|  |                                     |                                     |
|--|-------------------------------------|-------------------------------------|
| 15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?<br>Northern Long-Eared Bat  | NO                                  | YES                                 |
|  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Is the project site located in the 100-year flood plan?  | NO                                  | YES                                 |
|  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17. Will the proposed action create storm water discharge, either from point or non-point sources?<br>If Yes,  | NO                                  | YES                                 |
|  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| a. Will storm water discharges flow to adjacent properties?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?<br>If Yes, briefly describe:   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| _____  |                                     |                                     |
| _____  |                                     |                                     |
| 18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?<br>If Yes, explain the purpose and size of the impoundment:  | NO                                  | YES                                 |
|  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| _____  |                                     |                                     |
| 19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?<br>If Yes, describe:  | NO                                  | YES                                 |
|  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| _____  |                                     |                                     |
| 20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?<br>If Yes, describe: The property has not been the subject of remediation of hazardous waste but the NYS DEC environmental site database includes parcels in the general vicinity that have been the subject of remediation for hazardous waste which is why this box is checked. | NO                                  | YES                                 |
|  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| _____  |                                     |                                     |

**I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE**

Applicant/sponsor/name: Scott Phelps Date: 4/15/26

Signature:  Title: owner of Scott Phelps Gen Cont

**PRINT FORM**



# MEMORANDUM

CITY OF WATERTOWN, NEW YORK  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
245 WASHINGTON STREET, ROOM 305, WATERTOWN, NY 13601  
PHONE: 315-785-7741 – FAX: 315-782-9014

TO: Planning Commission Members

FROM: Michael A. Lumbis, Planning and Community Development Director

PRIMARY REVIEWER: Joseph Albinus, Planner

SUBJECT: Zone Change – **647 Flower Street**, Parcel Number 4-19-101.000

DATE: June 4, 2026

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**Request:** To Change the Approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial.

**Applicant:** Scott Phelps General Contracting LLC

**Owner(s):** Scott Phelps General Contracting LLC

**SEQRA:** Unlisted

**County Review:** No

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**Comments:** The applicant seeks to rezone the property at 647 Flower Street from Residential to Industrial to facilitate the expansion of an existing Storage Yard and Office use on the site. A Storage Yard use is allowed in the Industrial District, but not in the Residential District. Since the Residential District does not allow a Storage Yard use, the existing use enjoys Legal Nonconforming (“grandfathered”) status. Adding onto the current building represents a physical expansion of the nonconforming use, which if the property remained zoned Residential, would require a Use Variance from the Zoning Board of Appeals.

**Existing Conditions:** The subject parcel currently contains a Storage Yard and Office for a construction business. To the west of the subject parcel is 750 Pearl Street, which contains a parking lot for New York Air Brake and is zoned Industrial.

To the east of the subject parcel, directly across the street, is M66 Hill Street. It is currently comprised of vacant land. The parcel is zoned Residential.

To the north of 647 Flower Street is 649 Flower Street. It is zoned as residential and currently has a single-family residential structure on it.

To the south of the parcel is VL-15 Water Street. It is currently zoned Residential and is vacant.

Please see the satellite map at the end of this Staff Report for an overview of the existing land uses on and in the vicinity of this Zone Change request.

**Zoning and the Comprehensive Plan:** The City's adopted Comprehensive Plan recommends the future land use for 647 Flower Street as Heavy Industry. The Comprehensive Plan's visions for both character areas are below.

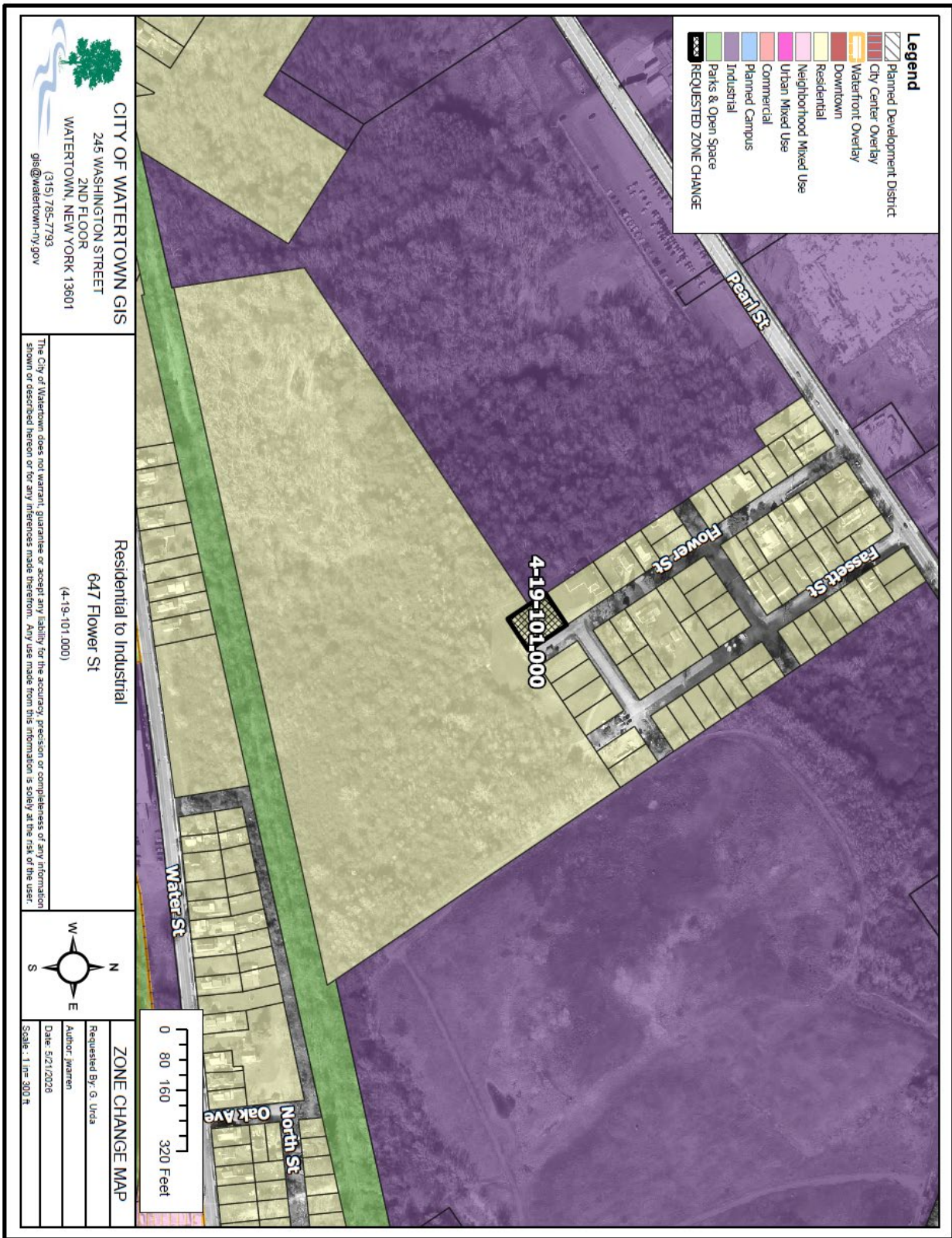
**Heavy Industry:** *"The Future Land Use Map recognizes an area of the City with the one of the largest employers – New York Air Brake Corp. - and adjacent lands. This area is intended to continue the allowance of heavy industrial uses and provide some expansion capabilities. Buildings vary in height and scale with on-site parking for automobiles and/or trucks.*

The modification that this Zone Change would facilitate (legalize and allow for the expansion of a Storage Yard use on the parcel) is consistent with the zoning on the adjacent parcel, 750 Pearl Street. It is also consistent with the future land use map. This zone change request is therefore in harmony with the Comprehensive Plan.

**SEQR:** The applicant has submitted a State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) as part of the application for the Zone Change. The City Council, as the Lead Agency, will complete Part 2 of the EAF and make a determination of significance.

**Planning Commission Action:** For zone changes, the Planning Commission is responsible for making a recommendation to the City Council. The City Council will then vote on the Zone Change after holding a public hearing.

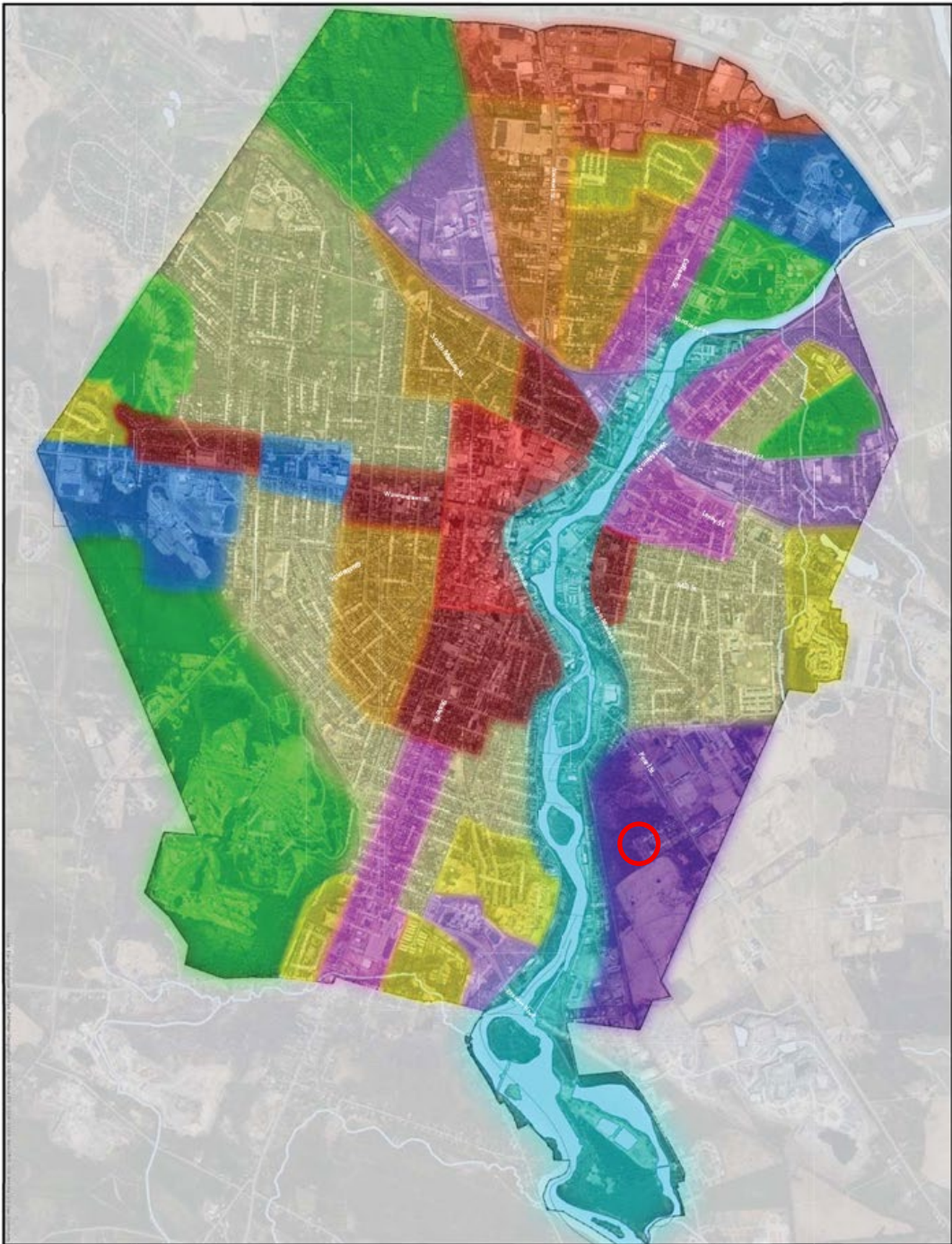
cc: City Council Members  
Thomas Compo, City Engineer  
Scott Phelps General Contracting LLC



Above: A map depicting the Zone Change request area and the surrounding zoning.



**Above:** A map depicting existing land uses on the subject parcels for the Zone Change request and the on the surrounding parcels.



**City of Watertown  
Future Land Use**

Project:  
Comprehensive Plan  
City of Watertown, New York  
Elan Project Number:  
18-010

**LEGEND**

- Black River Waterfront
- Downtown/Central Business District
- Urban Mixed Use
- Corridor Mixed Use
- Commercial Corridor
- Interstate Commercial
- Residential Apartments
- Residential Medium
- Residential Low Density
- Campus Health & Education
- Light Industry
- Heavy Industry
- Open Space



Date: 07/03/2019  
Data Source: City of Watertown  
NYS GIS Clearinghouse (gis.ny.gov)



Note: This map was prepared by a professional engineer and is not intended for engineering purposes or other professional uses.

Above: The Future Land Use Map in the City’s adopted Comprehensive Plan.

# ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial.

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total .....

| YEA | NAY |
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**Introduced by** \_\_\_\_\_

WHEREAS Scott Phelps General Contracting, LLC has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of 647 Flower Street, Parcel Number 4-19-101.000 from Residential to Industrial, and

WHEREAS the Planning Commission of the City of Watertown considered the zone change request at its June 9, 2026 meeting and adopted a motion recommending that City Council approve the zone change, and

WHEREAS a public hearing was held on the proposed zone change on July 20, 2026, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed zone change according to the requirements of SEQRA, and

WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of 647 Flower Street, Parcel Number 4-19-101.000 shall be changed from Residential to Industrial, and

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect the zone change, and

BE IT FURTHER ORDAINED this amendment to the Zoning Ordinance of the City of Watertown shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or otherwise printed as the City Manager directs.

**Seconded by** \_\_\_\_\_

July 6, 2026

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: A Local Law Amending §91-17: Riding on Sidewalks, Adding §91-25: Helmet Requirement for Bicycles with Electronic Assist and Electric Scooters, Adding §91-25.1: Other Requirements for Bicycles with Electric Assist and Electric Scooters, and Amending §91-26: Penalties for Offenses of the Code of the City of Watertown to Regulate the Operation of Bicycles, Bicycles with Electric Assist and Electric Scooters

The attached proposed local law has been prepared for City Council consideration to clarify and strengthen the City's regulations governing the operation of bicycles with electric assist and electric scooters within the City of Watertown. The proposed amendments are intended to promote public safety while aligning local regulations with the applicable provisions of New York State Vehicle and Traffic Law §1242.

The proposed local law would amend the City Code to expressly prohibit the operation of bicycles with electric assist and electric scooters on sidewalks. The law would also permit children twelve (12) years of age and younger to operate traditional bicycles on sidewalks, recognizing the safety needs of younger riders. In addition, the law would also require the use of protective headgear by operators of bicycles with electric assist and electric scooters as required, incorporate by reference the applicable operational requirements established under New York State law, and establish a clear penalty structure for violations. The proposed amendments are intended to provide law enforcement with clear and consistent local regulations that support ongoing public education and enforcement efforts related to the safe operation of these devices.

During the development of this local law, staff reviewed the applicable provisions of New York State Vehicle and Traffic Law and worked to ensure that the proposed amendments complement existing state requirements while addressing local public safety concerns. The inclusion of electric scooters and the sidewalk accommodation for younger riders are intended to balance public safety, accessibility, and consistency in enforcement. The proposed penalty structure is intended to encourage compliance and provide consistency in enforcement.

A public hearing was held at 7:15 p.m. on Monday, July 6, 2026, to receive public comment on the proposed amendments regulating the operation of bicycles with electric assist and electric scooters within the City of Watertown.

**LOCAL LAW**

Page 1 of 4

A Local Law Amending §91-17: Riding on Sidewalks, Adding §91-25: Helmet Requirement for Bicycles with Electronic Assist and Electric Scooters, Adding §91-25.1: Other Requirements for Bicycles with Electric Assist and Electric Scooters, and Amending §91-26: Penalties for Offenses of the Code of the City of Watertown to Regulate the Operation of Bicycles, Bicycles with Electric Assist and Electric Scooters

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C..  
 Total .....

| YEA | NAY |
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***Introduced by* Council Member Robert O. Kimball**

A Local Law amending §91-17: Riding on Sidewalks, adding §91-25: Helmet Requirement for Bicycles with Electronic Assist and Electric Scooters, adding §91-25.1: Other Requirements For Bicycles with Electric Assist and Electric Scooters, and amending §91-26: Penalties for Offenses of the Code of the City of Watertown to regulate the Operation of Bicycles, Bicycles with Electric Assist and Electric Scooters.

WHEREAS, the City of Watertown currently regulates the operation of bicycles on sidewalks pursuant to §91-17 of the Code of the City of Watertown and would like to clarify the regulations of bicycles with electric assist and electric scooters; and

WHEREAS, New York Vehicle and Traffic Law §1242 establishes operational requirements for bicycles with electric assist; and

WHEREAS, the City Council finds it necessary to amend §91-17 to ensure that bicycles with electric assist and electric scooters are clearly included within the existing prohibition on sidewalk riding and are enforceable under local law; and

WHEREAS, the City Council further finds it necessary to require the use of protective headgear while riding a bicycle with electric assist and electric scooters; and

WHEREAS, the City Council further finds it necessary to incorporate certain operating requirements for bicycles with electric assist and electric scooters as set forth in New York Vehicle and Traffic Law §1242 other relevant provisions of the New York State Vehicle and Traffic Law; and

WHEREAS, the City Council further finds that establishing a clear and consistent penalty structure will promote public safety and support enforcement efforts;

NOW THEREFORE BE IT ENACTED that the City Council of the City of Watertown,

# LOCAL LAW

Page 2 of 4

A Local Law Amending §91-17: Riding on Sidewalks, Adding §91-25: Helmet Requirement for Bicycles with Electronic Assist and Electric Scooters, Adding §91-25.1: Other Requirements for Bicycles with Electric Assist and Electric Scooters, and Amending §91-26: Penalties for Offenses of the Code of the City of Watertown to Regulate the Operation of Bicycles, Bicycles with Electric Assist and Electric Scooters

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C..  
 Total .....

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New York, as follows:

Section 1. That §91-17: Riding on Sidewalks of the Code of the City of Watertown is amended as follows:

### §91-17: Riding on Sidewalks

- No person shall ride a bicycle, a bicycle with electric assist, as described in New York State Vehicle and Traffic Law §1242, or an electric scooter, as described in New York State Vehicle and Traffic Law §114-E upon any sidewalk within the City of Watertown, except where otherwise permitted by law. Notwithstanding the foregoing, persons under the age of 12 shall be permitted to ride a bicycle upon any sidewalks within the City of Watertown.
- Penalties.  
 Any person who operates a bicycle with electric assist, as described in New York State Vehicle and Traffic Law §1242, in violation of §91-17 of this Code shall be subject to the following penalties:
  - First offense: \$150
  - Second or subsequent offense within 18 months: \$300
 Each violation shall constitute a separate offense.

Section 2. That §91-25: Helmet Requirement for Bicycles with Electric Assist and Electric Scooters of the Code of the City of Watertown is added as follows:

### §91-25: Helmet Requirement for Bicycles with Electric Assist and Electric Scooters

- No person shall ride a bicycle with electric assist, as described in New York State Vehicle and Traffic Law §1242 or an electric scooter, as described in New York State Vehicle and Traffic Law §114-E, unless such person is wearing a helmet. For the purpose of this section, wearing a helmet means having a properly fitted helmet fixed securely on the head of such wearer with helmet straps securely fastened.

# LOCAL LAW

Page 3 of 4

A Local Law Amending §91-17: Riding on Sidewalks, Adding §91-25: Helmet Requirement for Bicycles with Electronic Assist and Electric Scooters, Adding §91-25.1: Other Requirements for Bicycles with Electric Assist and Electric Scooters, and Amending §91-26: Penalties for Offenses of the Code of the City of Watertown to Regulate the Operation of Bicycles, Bicycles with Electric Assist and Electric Scooters

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C..  
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## 2. Penalties.

Any person who operates a bicycle with electric assist, as described in New York State Vehicle and Traffic Law §1242, or an electric scooter, as described in New York State Vehicle and Traffic Law §114-E in violation of §91-25 of this Code shall be subject to the following penalties:

- First offense: \$150
- Second or subsequent offense within 18 months: \$300

Each violation shall constitute a separate offense.

Section 3. That §91-25.1: Other Requirement for Bicycles with Electric Assist and Electric Scooters of the Code of the City of Watertown is added as follows:

### **§91-25.1: Other Requirements for Bicycles with Electric Assist and Electric Scooters**

Except as otherwise provided herein, bicycles with electric assist and electric scooters operated within the City of Watertown shall comply with the applicable provisions of New York Vehicle and Traffic Law §1242, and, any other relevant provisions of the New York State Vehicle and Traffic Law.

Section 4. That §91-26: Penalties for Offenses of the City of Watertown is amended as follows:

### **§91-26: Penalties for Offenses**

Unless otherwise provided herein, every person convicted of a violation of any provision of this chapter shall be punished as set forth in §1800 of the New York State Vehicle and Traffic Law.

BE IT FURTHER ENACTED that this Local Law shall take effect immediately upon filing with the New York Secretary of State.

# LOCAL LAW

Page 4 of 4

A Local Law Amending §91-17: Riding on Sidewalks, Adding §91-25: Helmet Requirement for Bicycles with Electronic Assist and Electric Scooters, Adding §91-25.1: Other Requirements for Bicycles with Electric Assist and Electric Scooters, and Amending §91-26: Penalties for Offenses of the Code of the City of Watertown to Regulate the Operation of Bicycles, Bicycles with Electric Assist and Electric Scooters

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C..  
 Total .....

| YEA | NAY |
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***Seconded by*** Council Member Benjamin P. Shoen

June 12, 2026

To: The Honorable Mayor and City Council  
 From: James E. Mills, City Comptroller  
 Subject: Sale of Surplus Hydro-electricity – May 2026

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last May, the sale of surplus hydro-electric power on an actual-to-actual basis was down \$18,552 or 1.81%. In comparison to the budget projection for the month, revenue was up \$340,360 or 51.31%. The year-to-date actual revenue is down \$1,148,794 or 20.20%, while the year-to-date revenue on a budget basis is down \$556,302 or 10.92%.

|           | <u>Actual</u><br><u>2022-23</u> | <u>Actual</u><br><u>2023-24</u> | <u>Actual</u><br><u>2024-25</u> | <u>Actual</u><br><u>2025-26</u> | <u>Variance</u>      | <u>%</u><br><u>Inc/(Dec)to</u><br><u>Prior Year</u> |
|-----------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------|---|
| July      | \$ 165,435                      | \$ 380,883                      | \$ 793,352                      | \$ 152,826                      | \$ (640,526)         | (80.74%)  |
| August    | \$ 157,460                      | \$ 26,670                       | \$ 688,115                      | \$ 3,512                        | \$ (684,603)         | (99.49%)  |
| September | \$ 442,559                      | \$ 181                          | \$ 145,453                      | \$ 1,909                        | \$ (143,543)         | (98.69%)  |
| October   | \$ 216,702                      | \$ 184,779                      | \$ 79,259                       | \$ 38,607                       | \$ (40,652)          | (51.29%)  |
| November  | \$ 373,674                      | \$ 682,240                      | \$ 209,619                      | \$ 728,745                      | \$ 519,126           | 247.65%   |
| December  | \$ 533,542                      | \$ 826,789                      | \$ 542,585                      | \$ 332,508                      | \$ (210,077)         | (38.72%)  |
| January   | \$ 522,759                      | \$ 533,340                      | \$ 359,155                      | \$ 445,132                      | \$ 85,976            | 23.94%  |
| February  | \$ 477,279                      | \$ 626,162                      | \$ 195,739                      | \$ 193,678                      | \$ (2,061)           | (1.05%)   |
| March     | \$ 612,321                      | \$ 923,928                      | \$ 747,418                      | \$ 714,395                      | \$ (33,024)          | (4.42%)   |
| April     | \$ 872,321                      | \$ 785,870                      | \$ 905,006                      | \$ 924,149                      | \$ 19,142            | 2.12%   |
| May       | \$ 471,237                      | \$ 446,726                      | \$1,022,190                     | \$1,003,638                     | \$ (18,552)          | (1.81%)   |
| June      | <u>\$ 234,979</u>               | <u>\$ 377,657</u>               | <u>\$ 451,656</u>               |                                 |                      |   |
| YTD       | <u>\$5,080,268</u>              | <u>\$5,795,225</u>              | <u>\$6,139,548</u>              | <u>\$4,539,098</u>              | <u>\$(1,148,794)</u> | <u>(20.20%)</u>                                     |

|           | <u>Original</u><br><u>Budget</u><br><u>2025-26</u> | <u>Actual</u><br><u>2025-26</u> | <u>Variance</u>     | <u>%</u>        | <u>Power</u><br><u>Purchased</u><br><u>from</u><br><u>National</u><br><u>Grid</u> |
|-----------|--|---------------------------------|---------------------|-----------------|---|
| July      | \$ 352,202   | \$ 152,826                      | \$ (199,376)        | (56.61%)        | \$ 21,157   |
| August    | \$ 159,603   | \$ 3,512                        | \$ (156,091)        | (97.80%)        | \$ 45,825   |
| September | \$ 151,765   | \$ 1,909                        | \$ (149,856)        | (98.74%)        | \$ 41,838   |
| October   | \$ 344,078   | \$ 38,607                       | \$ (305,471)        | (88.74%)        | \$ 40,642   |
| November  | \$ 641,102   | \$ 728,745                      | \$ 87,643           | 13.67%          | \$ -  |
| December  | \$ 548,789   | \$ 332,508                      | \$ (216,281)        | (39.41%)        | \$ -  |
| January   | \$ 409,739   | \$ 445,132                      | \$ 35,393           | 8.64%           | \$ -  |
| February  | \$ 324,176   | \$ 193,678                      | \$ (130,498)        | (40.26%)        | \$ -  |
| March     | \$ 607,067   | \$ 714,395                      | \$ 107,328          | 17.68%          | \$ -  |
| April     | \$ 893,601   | \$ 924,149                      | \$ 30,548           | 3.42%           | \$ -  |
| May       | \$ 663,278   | \$1,003,638                     | \$ 340,360          | 51.31%          | \$ -  |
| June      | <u>\$ 429,600</u>                                  |                                 |                     |                 |   |
| YTD       | <u>\$5,525,000</u>                                 | <u>\$4,539,098</u>              | <u>\$( 556,302)</u> | <u>(10.92%)</u> | <u>\$ 149,462</u>   |

June 11, 2026

To: The Honorable Mayor and City Council  
 From: James E. Mills, City Comptroller  
 Subject: Sales Tax Revenue – May 2026

Sales tax revenue was up \$85,952 or 4.32% compared to last May. In comparison to the budget projection for the month, sales tax was up \$224,906 or 12.17%. The year-to-date actual receipts are up \$1,475,650 or 6.50%, while the year-to-date receipts on a budget basis are up \$2,029,203 or 9.16%.

|           | <u>Actual 2022-23</u> | <u>Actual 2023-24</u> | <u>Actual 2024-25</u> | <u>Actual 2025-26</u> | <u>Variance</u>     | <u>Monthly %<br/>Inc/(Dec)to Prior<br/>Year</u> | <u>Quarterly %<br/>Inc/(Dec)to<br/>Prior Year</u> |
|-----------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|---|---|
| July      | \$ 2,035,333          | \$ 2,353,567          | \$ 2,143,817          | \$ 2,284,149          | \$ 140,332          | 6.55%   |   |
| August    | \$ 2,008,482          | \$ 2,186,214          | \$ 2,158,407          | \$ 2,332,892          | \$ 174,485          | 8.08%   |   |
| September | \$ 2,757,376          | \$ 2,490,458          | \$ 2,615,865          | \$ 2,729,060          | \$ 113,195          | 4.33%   | 6.19%   |
| October   | \$ 1,847,562          | \$ 1,907,106          | \$ 1,867,195          | \$ 1,961,987          | \$ 94,792           | 5.08%   |   |
| November  | \$ 1,818,188          | \$ 1,904,366          | \$ 1,893,395          | \$ 1,987,560          | \$ 94,165           | 4.97%   |   |
| December  | \$ 2,232,223          | \$ 2,223,964          | \$ 2,437,266          | \$ 2,764,330          | \$ 327,065          | 13.42%  | 8.33%   |
| January   | \$ 1,849,036          | \$ 1,851,962          | \$ 1,888,207          | \$ 2,055,079          | \$ 166,872          | 8.84%   |   |
| February  | \$ 1,643,774          | \$ 1,645,921          | \$ 1,638,527          | \$ 1,635,548          | \$ (2,979)          | (0.18%)   |   |
| March     | \$ 2,041,305          | \$ 1,899,459          | \$ 2,114,743          | \$ 2,240,353          | \$ 125,610          | 5.94%   | 5.13%   |
| April     | \$ 1,888,370          | \$ 1,908,041          | \$ 1,970,112          | \$ 2,126,273          | \$ 156,161          | 7.93%   |   |
| May       | \$ 1,835,982          | \$ 1,970,375          | \$ 1,987,411          | \$ 2,073,364          | \$ 85,952           | 4.32%   |   |
| June      | <u>\$ 2,566,086</u>   | <u>\$ 2,542,299</u>   | <u>\$ 2,423,378</u>   |                       |                     |   | N/A   |
| YTD       | <u>\$ 24,614,716</u>  | <u>\$ 24,883,732</u>  | <u>\$ 25,138,323</u>  | <u>\$ 24,190,595</u>  | <u>\$ 1,475,650</u> | <u>6.50%</u>                                    |   |

|           | <u>Original Budget<br/>2025-26</u> | <u>Actual 2025-26</u> | <u>Variance</u>     | <u>%</u>     | <u>%</u> |
|-----------|------------------------------------|-----------------------|---------------------|--------------|----------|
| July      | \$ 2,117,019                       | \$ 2,284,149          | \$ 167,130          | 7.89%        |          |
| August    | \$ 2,131,427                       | \$ 2,332,892          | \$ 201,465          | 9.45%        |          |
| September | \$ 2,583,166                       | \$ 2,729,060          | \$ 145,894          | 5.65%        | 7.53%    |
| October   | \$ 1,843,855                       | \$ 1,961,987          | \$ 118,132          | 6.41%        |          |
| November  | \$ 1,869,728                       | \$ 1,987,560          | \$ 117,832          | 6.30%        |          |
| December  | \$ 2,406,800                       | \$ 2,764,330          | \$ 357,530          | 14.86%       | 9.70%    |
| January   | \$ 1,864,605                       | \$ 2,055,079          | \$ 190,474          | 10.22%       |          |
| February  | \$ 1,618,045                       | \$ 1,635,548          | \$ 17,503           | 1.08%        |          |
| March     | \$ 2,088,308                       | \$ 2,240,353          | \$ 152,045          | 7.28%        | 6.46%    |
| April     | \$ 1,789,981                       | \$ 2,126,273          | \$ 336,292          | 18.79%       |          |
| May       | \$ 1,848,458                       | \$ 2,073,364          | \$ 224,906          | 12.17%       |          |
| June      | <u>\$ 2,393,608</u>                |                       |                     |              | N/A      |
| YTD       | <u>\$ 24,555,000</u>               | <u>\$ 24,190,595</u>  | <u>\$ 2,029,203</u> | <u>9.16%</u> |          |

New York State sales tax distribution methodology: Monthly sales tax payments are prorated to all the jurisdictions using a percentage based on the collections from the prior year. It is important to note that most of the sales tax collections are received as monthly payments. It is not until when sales tax returns are filed in the months of March, June, September, and December that the monthly payment for each business is un-prorated and distributed per the return to the proper jurisdiction. This un-proration and re-distribution is the quarterly reconciliation process that results in how sales tax truly performed for the quarter.

Staff Report

July 6, 2026

To: The Honorable Mayor and City Council

From: Erica Anderson, Assistant to the City Manager

Subject: Policy on Employee Notification of Disciplinary Records Request Under the Freedom of Information Law (FOIL)

In 2024, New York State amended Public Officers Law §87(6) to require public employers to provide notice to current and former employees before releasing disciplinary records in response to a Freedom of Information Law (FOIL) request.

The attached policy has been prepared to establish the City's procedures for complying with this statutory requirement. The policy outlines when notification is required, the method and timing of notification, the responsibilities of the Records Access Officer, and includes a standard notification template to ensure consistency in the City's FOIL process. The policy also clarifies that employee notification does not alter or delay the City's obligations to respond to FOIL requests in accordance with state law.

Council Members are requested to review the attached policy and provide any questions or comments. Assuming no substantive revisions are requested, a resolution adopting the policy will be presented for Council's consideration at the July 20, 2026 meeting.



## **Policy on Employee Notification of Disciplinary Records Request Under FOIL**

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### **Purpose**

Pursuant to Public Officers Law §87(6), as amended by Chapter 302 of the Laws of 2024, the City of Watertown adopts this policy to establish procedures for notifying public employees when their disciplinary records are subject to disclosure in response to a Freedom of Information Law (FOIL) request.

### **Applicability**

This policy applies to:

- All current and former employees of the City of Watertown
- All departments responding to FOIL requests involving employee disciplinary records

If provisions of a collective bargaining agreement conflict with this policy, the terms of the agreement shall govern to the extent required by law.

### **Definitions**

“Employee” shall mean any individual currently or formerly employed by the City of Watertown, including but not limited to full-time, part-time, seasonal, provisional, and probationary employees, as well as members of any collective bargaining unit. This definition shall not include elected officials.

“Employee Disciplinary Records” for the purpose of this policy shall mean any “record created in furtherance of a...disciplinary proceeding,” including but not limited to, any of the following:

- (a) The complaints, allegations, and charges against an employee;
- (b) The name of the employee complained of or charged;
- (c) The transcript of any disciplinary trial or hearing, including any exhibits introduced at such trial or hearing;
- (d) The disposition of any disciplinary proceeding; and
- (e) The final written opinion or memorandum supporting the disposition and discipline imposed including the agency’s complete factual findings and its analysis of the conduct and appropriate discipline of the covered employee.

“Freedom of Information Law” (“FOIL”) shall mean any request for information received pursuant to NY Public Officers Law §84, et seq.

“Response” shall mean the final submission and disclosure of records made to a requestor pursuant to FOIL.

## **Policy**

The City shall provide notification in accordance with this policy to affected employees when disciplinary records pertaining to that employee are going to be released in response to a FOIL request.

Notification shall be informational only... Notwithstanding the foregoing, nothing contained herein shall prevent Employee and/or Employee's representatives from filing a lawsuit contesting the release of any records pursuant to a FOIL request.

### **Timing of Notification**

Notification shall be provided a minimum of five (5) days prior to release of records.

### **Method of Notification**

Notification shall be made in writing and may be delivered by:

- City email address (for current employees), or
- Last known mailing address or email (for former employees)

The City shall make reasonable, good-faith efforts to notify former employees and document such efforts.

### **Content of Notification**

The notification shall include:

- Statement that a FOIL request was received, along with a copy of the request
- Statement that disciplinary records will be released
- General description of the records to be released

At the employee's request, copies of the records to be released may be provided in accordance with FOIL within a reasonable period of time.

A standard notification template is attached as Appendix A and shall be utilized for purposes of compliance with this policy.

### **Responsibility**

The Records Access Officer (RAO) shall be responsible for:

- Determining applicability of this policy
- Issuing notifications
- Maintaining documentation of notification efforts

### **Union Considerations**

The City acknowledges that implementation of this policy may impact employees represented by collective bargaining units, including but not limited to CSEA, IAFF, IBEW, and Police Benevolent Associations. The City will comply with applicable labor law requirements regarding bargaining obligations, if any.

**No Impact on FOIL Compliance**

Nothing in this policy shall:

- Delay response timelines under FOIL
- Limit disclosure required by law
- Expand exemptions beyond those provided in statute

**Effective Date**

This policy shall take effect immediately upon adoption by City Council.

**Appendix A**  
Employee Notification Template

[DATE]

[Employee Name]  
[Address or Email]

RE: Freedom of Information Law (FOIL) – Disciplinary Records Notification

Please take notice:

A Freedom of Information Law (“FOIL”) request was received by the City of Watertown on [DATE] seeking records relating to your disciplinary history. This notification is being provided pursuant to Public Officers Law §87(6).

Pursuant to Public Officers Law and City policy, the City has reviewed the request and will be releasing records determined to be subject to disclosure under FOIL.

This notification is being provided for informational purposes only. The City is required to respond to FOIL requests in accordance with applicable law.

If you wish to obtain a copy of the records that will be released, you may submit a written request to the City Manager.

If you have any questions regarding this notification, please contact the City’s Records Access Officer.

Sincerely,  
[Name]  
Records Access Officer  
City of Watertown

cc: Personnel File