

## ULSTER COUNTY LEGISLATURE

### Legislative Programs, Education & Community Services Committee Special Meeting Minutes

**DATE & TIME** : July 21, 2015, 5:00pm  
**LOCATION** : Karen L. Binder Library, 6<sup>th</sup> Floor, County Office Building  
**CHAIRMAN** : David B. Donaldson, Chairman – Present  
**LEG. STAFF** : Nettie Tomshaw  
**LEGISLATORS**  
**PRESENT** : Legislators Mary Wawro, Donald Gregorius, Craig Lopez  
**OTHERS**  
**PRESENT** : Kenneth Crannell, UC Deputy County Executive; Susan Plonski Commissioner DPW, Brian Cunningham Deputy Commissioner DPW, Jonathan Engel County Attorney Office, Marisa Hansen County Attorney Office, Chris White Deputy Director, Burt Gulnick Commissioner Finance, Patricia Doxsey Daily Freeman Reporter  
**QUORUM** : Yes

**CHAIRMAN DONALDSON CALLED THE MEETING TO ORDER AT 5:00 PM.**

---

---

#### RESOLUTION

**MOTION NO. 1**                    Resolve to Approve Resolution No. 280

**Text of Motion:**                Authorizing The Chairman Of The Ulster County Legislature To Enter Into A Lease Agreement With Ulster County Community College For The SUNY Ulster Extension Extension Center Located at 94 Mary's Avenue, In the City of Kingston – Department Of Public Works (Buildings And Grounds)

**Motion Made By:**                Legislator Craig Lopez for discussion

**Motion Seconded By:** Legislator Mary Wawro

**Discussion:**                      Legislator Donaldson expressed frustration regarding the time frame the college received notification of the lease agreement - Friday July 17, 2015. Jonathan Engel explained the lease was delayed as he wanted to make revisions to the finer points of the lease, and to draft a version that was a comprehensive policy. Chairman Donaldson noted the problem being the college wasn't made aware of the lease, not President Katt nor the Board were privy. Chris White noted most of the communications were with the Dean of Administration, Mark Komdat who left the college abruptly. Chairman Donaldson spoke with Don Katt, Ken Crannell and the President of the Board earlier today so everyone is now on the same page. Jonathan Engel noted the (3) three changes in the lease are minor, being: 1) Move in date, 2) Pro-ration of the rent for the first calendar quarter of the first year, 3) Bi-lateral termination clause. The Legislative body has a copy of the revised lease agreement and Chairman Donaldson will offer a friendly amendment to the full Legislature at Session. Chairman Donaldson went on to ask, if the Legislature approves this resolution could the college still negotiate the lease further. The concern being the two percent increase to cover anticipated county expenses. Chairman Donaldson noted the board still needs to approve the lease. The board recognizes the maintenance fee requirements. Chris White noted the rent is \$6.90/SF which is a lot less than they are paying – approximately 46% less per square foot.

Below is a copy of the SUNY Ulster Rental Analysis dated July 21, 2015.

---

---

SUNY Ulster Rental Analysis  
July 21, 2015

**Background:**

In August, 2015, SUNY Ulster will move the majority of its extension center offices and classrooms from its current location at the Business Resource Center (BRC) to the newly-renovated Kingston Center at the former Sophie Finn Elementary School in Kingston.

The proposed annual lease for the Kingston Center reduces SUNY Ulster's annual lease costs and provides the College with significantly more-- and improved--classroom and office space than it currently has at the BRC for a reduced cost per square foot (*see Figure 1 below*).

SUNY Ulster Lease Costs		Figure 1
	Business Resource Center (BRC)	Kingston Center (Sophie Finn)
	Existing	New
<b>Leased Space (Approx.)</b>	24,000 square feet	29,000 square feet
<b>Lease Cost (Annual)</b>	\$317,000	\$200,000
<b>Cost/ Square Foot</b>	\$12.85	\$6.90

**Lease Cost Analysis:**

The lease cost for approximately 24,000 square feet at the BRC was \$317,000 or \$12.85/square foot. SUNY Ulster will now lease approximately 29,000 feet at the new Kingston Center for \$200,000 or \$6.90/square foot (46% less cost/square foot).

SUNY Ulster's total annual lease costs, as approved by the Board of Trustees, will decrease from \$317,000 to \$280,000. This includes the costs for the Kingston Center and up to \$80,000 to lease additional space for expanded business and manufacturing programs. The Kingston Center has been fully renovated and tailored to SUNY Ulster's programs and is being leased at a rental cost reflective of the public benefits from locating the Kingston Center adjacent to the Kingston High School. SUNY Ulster is reimbursed by New York State for approximately 45% of its rental costs.

The Kingston Center lease includes Ulster County providing the following maintenance:

- *General maintenance*
- *HVAC and water systems*
- *Elevator inspection/ repair*
- *Fire protection systems*
- *Intrusion alarm system*
- *Pest management*
- *Snow removal (except patio area)*
- *Landscaping and Retention Pond*
- *Exterior windows- cleaning*
- *Back-up generator*

The lease cost for the new Kingston Center covers the County's bond payments for the renovation (approximately \$120,000 per year) and pays a share of the County's maintenance costs. The County expects to have at least one full-time staff assigned to the site and will also have contract costs for pest management, elevator inspection and maintenance, and servicing of heating and cooling systems.

SUNY Ulster Rental Analysis  
July 21, 2015

The lease includes a 2 percent annual increase to cover anticipated increases in the County's expenses over the 10-year term of the lease, including from contractual labor cost increases and cost escalations for specialized services (e.g., elevator maintenance).

**Summary:**

The proposed lease for the new Kingston Center provides the College with an expanded amount of space for less overall cost than the prior lease with the County for the BRC while allowing for the rental of additional space for business/ manufacturing programs. While the square foot cost for the Kingston Center is relatively low compared to similar commercial space in the Kingston area, the proposed lease cost covers the County's bond costs as well as a share of the County's maintenance costs.

**Motion Made By:** Chairman Donaldson as Amended

**Motion Seconded By:** Legislator Mary Wawro

**Voting In Favor:** Legislators Donaldson, Wawro, Gregorius, Lopez

**Voting Against:** None

**No. of Votes in Favor:** 4

**No. of Votes Against:** 0

**Disposition:** Carried

---

### **ADJOURNMENT**

There being no further business, a motion to adjourn was made by Legislator Lopez, and seconded by Legislator Wawro, all were in favor, and Chairman Donaldson declared the meeting duly adjourned at 5:10 PM.

Dated the 28<sup>th</sup> Day of July, 2015  
Nettie Tomshaw, Legislative Employee  
Minutes Approved on: August 11, 2015