



WARREN COUNTY MUNICIPAL CENTER

LAKE GEORGE, NEW YORK 12846

PLANNING & COMMUNITY DEVELOPMENT
DEPARTMENT

Telephone: (518) 761-6410

Planning and Community Development
Committee Meeting Agenda
November 25, 2019

Committee Members: MCDEVITT, Beaty, Leggett, Braymer, Strough, Hogan, Magowan, Simpson, Wild

I. Committee meeting called to order by Chairman

II. Motion to approve minutes of prior Committee meeting

III. Committee Actions Requested:

- Resolution #20 to appoint Climate Smart Coordinator and Climate Smart Task Force
- Resolution #10 to transfer funds from 8029.470 to 9950.910 to cover contract amendment with Advokate
- Resolution #9 to move matching funds into Capital Project
- Resolution #4 to amend contract with Advokate
- Resolution #20 to set up Memorandum of Understanding with Warren County Historical Society
- Resolution #20 to set up account to receive funds from poster sales

IV. Information for Discussion/Review:

- Census 2020 presentation

V. Privilege of the floor to discuss any additional items to come before the Committee

VI. Motion to adjourn

Attachments:

1. *Resolution #20 Misc – Appoint Climate Smart Coordinator and Task Force*
2. *Resolution #10 Transfer – First Wilderness*
3. *Resolution #9 Increase Capital Project – First Wilderness*
4. *Resolution #4 Contract Amendment - Advokate*
5. *Resolution #20 Misc – MOU with Historical Society*
6. *Resolution #20 Misc – Setup of account to receive funds*

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Planning & Community Development

DATE: November 25, 2019

- (a) Purpose of Request: **1. Appoint Climate Smart Coordinator
2. Appointment of Members to the Climate Smart Task Force**
- (b) Details: **1. Appoint Chris Belden, AICP, Assistant County Planner, as Climate Smart Coordinator.
2. Appointment of Members to the Climate Smart Task Force (see attachment)**
- (c) Previous Resolution Number: **338 of 2019**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **N/A**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

WARREN COUNTY | Climate Smart Task Force

Climate Smart Task Force

The Warren County Climate Smart Task Force will be comprised of local officials and professionals with diverse backgrounds. This group will assist with the identification and review of actions that advance Warren County's effort to become a Certified Bronze Climate Smart Community, within 18-24 months. Certification offers communities the benefit of improved scores on funding requests and the completion of certification actions helps to build a more climate resilient community.

Climate Smart Coordinator

We recommend the appointment of Chris Belden, AICP (Assistant County Planner) as Climate Smart Coordinator.

Climate Smart Task Force Recommendations

- ‡ **Municipal/Professional Staff:** We recommend appointments for a term of one (1) year;
- † **Non-Municipal Member:** We recommend appointing at two (2) non-municipal member to a term of one (1) year; and
- * **County Supervisors:** We recommend appointing four (4) County Supervisors, for a term of two (1) years or the expiration of their elected tenure.

Proposed Task Force Members

Name	Title	Organization
Chris Belden, AICP ‡	Climate Smart Coordinator/ Assistant County Planner	Warren County Planning Department
Sara Frankenfeld ‡	GIS Administrator	Warren County Planning Department
Amanda Beck ‡	Junior Planner	Warren County Planning Department
Beth Gilles ‡	Director	Lake Champlain-Lake George Regional Planning Board
Allison Hargrave-Gaddy, AICP ‡	Senior Planner	Lake Champlain-Lake George Regional Planning Board
Jim Lieberum, CPESC ‡	District Manager/ Hazard Mitigation Coordinator	Warren County Soil & Water Conservation District
Amy Drexel, AEM ‡	Emergency Services Coordinator	Warren County Emergency Services
Staff member in the position of Environmental Analyst or Engineer 1 (To Be Determined) ‡	Environmental Analyst/Engineer 1	Warren County DPW
Dan Durkee ‡	Senior Health Educator	Warren County Public Health
Tammie DeLorenzo ‡	Assistant to the County Administrator	Warren County Administrator
Dan Barusch †	Director of Planning & Zoning	Town of Lake George
Scott Royael (Non-Municipal Member) †	Sustainability Coordinator	SUNY Adirondack
Claudia Braymer (Elected Official) *	County Supervisor, Glens Falls – Ward 3	Warren County Board of Supervisors
Peter McDevitt (Elected Official) *	County Supervisor, Glens Falls – Ward 2	Warren County Board of Supervisors
Andrea Hogan (Elected Official) *	Town Supervisor, Johnsbury	Warren County Board of Supervisors
Doug Beaty (Elected Official) *	At-Large Supervisor, Queensbury	Warren County Board of Supervisors ³

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: Amanda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: Planning and Community Development
Name of Department

SIGNED: DATE: November 2019

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A8029.470	Contract	A9950 910	Transfers	\$10,000.00

Sample: A.4018.0020 110 Preventive Program – Family Health – Salaries – Regular \$xxx.xx

Please state reason for transfers requested:

*Please note: All amounts must be in whole dollars – no cents.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request: To transfer to Capital funds as matching/supplemental funds to cover cost of contract amendment with Advokate

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 9

Request to Increase or Decrease or Amend Existing Capital Project or Capital Reserve Project*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Planning and Community Development

DATE: November 2019

- (a) Exact Title and Number of Project*:
H380.9550 280 Promoting the First Wilderness
- (b) Is this a Capital Project?
Yes
- (c) Is this a Capital Reserve Project?
- (d) Amount of Increase (if applicable):
\$10,000
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
H380 9950 5031 Transfers
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment:
Move matching funds into project to cover contract amend w/ Advocate

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Planning and Community Development

DATE: November 2019

- (a) Purpose of Contract Change: contract to increase by ~~\$5,277.80~~ to secure additional graphics consistent with previous 46340.00 sf
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 194/2019
- (c) Name of Contractor: Advocate LLC
- (d) Address of Contractor: 16c Exchange Street, Glens Falls, NY
- (e) Contractor's Contact Person and Telephone Number:
Kate Austin-Avon 518-353-2121
- (f) Commencement Date of Extension:
- (g) Termination Date of Extension:
- (h) Payment Provisions: i) lump sum amount ~~\$5,277.80~~ 46340.00
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: H380.9550 Promoting First Wilderness df

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS



PROPOSAL

Prepared on Oct. 31, 2019

Name: Sara Frankenfeld

Company: First Wilderness Heritage Corridor

Luzerne & Pottersville Panels

Design of 2 panels for Lake Luzerne and Pottersville to match Visitor's Center panels. Price includes up to 3 rounds of revisions and custom icons and spot illustrations.

Lake Luzerne & Pottersville Panels

\$1,320.00

Select

Orientation Panel Design

Design of 1 orientation panel with custom icons and spot illustrations and custom map for First Wilderness kiosks.

Orientation Panel Design

\$1,100.00

Select

Artwork Resize

Price includes the resize of (7) poster designs for First Wilderness kiosks.

Artwork Resize

\$385.00

Social Media Advertising

Social Media Advertising includes:

- Post creation and implementation on Facebook and Instagram
- Posting and implementation of Instagram

- Includes ad spend of \$550
- Report on sponsored posts

Social Media Advertising

\$1,000.00

Select



Poster Production Management

Production management of Benchmark printing by Sidekick. Price includes sourcing, quoting, reviewing prints and on-site press check.

Production Management Benchmark

\$440.00

Select



Postcard Design & Printing

Price includes the design of a double-sided postcard with up to 3 rounds of revisions.

Postcard Design

\$440.00

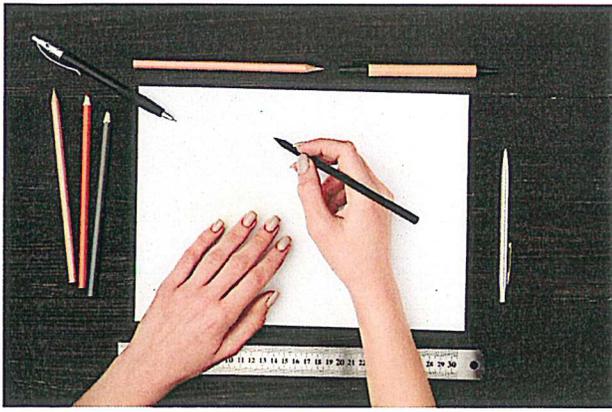
Select

Postcard printing

Printing of 200 5"x7" double-sided postcards on 100# uncoated paper stock

\$42.80

Select



Passport Cover & Template Design

Price includes cover design and two "template" pages with up to 3 rounds of revisions. Design guidelines including color and font suggestions included. Editable files not included.

Passport Cover & Template Design

\$550.00

Select

Add-Ons

Advokate wants to help you grow and thrive!

We can also provide:

- Amity meetings (in-person one-on-one marketing consultation)
- Videography packages
- Branded photoshoots
- SEO (Search Engine Optimization) packages
- Content writing (great for blog posts or sales sheets)
- Logos and branding
- Graphic design, including business cards, brochures, banners and more
- Social media setup, training, and/or management
- PR services

Contact us for a quote on these services to further empower your business to level up!

FINE PRINT

Deviation from the timeline on the client's behalf may have repercussion in our ability to complete the project on time – additional revisions and failure to provide content, materials or approval of drafts may cause delays.

Should the project stall for more than three months due to the client's delaying approval or provision of content, we reserve the right to bill for the work Advokate has completed up to that point, and there may be a re-start fee and/or new project estimate. Deposits are non-refundable.

If we can answer a follow up question in five minutes via email, there is no charge. Additional edits after the website launch, or revisions during the website build are additionally billable.

Please refer to the contract for further details.

Additional design and marketing work, revisions, meetings and tasks not outlined in this document may be added to this proposal at the rate of \$150 per hour.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Planning and Community Development

DATE: November 25, 2019

(a) Purpose of Request:

To enter into an agreement to create a Memorandum of Understanding with the Warren County Historical Society

(b) Details:

Create an MOU to allow the Warren County Historical Society to sell marketing materials (Town Posters) in its gift shop and collect funds, which will be submitted to the County.

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
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DEPARTMENT NAME: Planning and Community Development

DATE: November 2019

- (a) Purpose of Request: Establish account to receipt funds from poster sales.

- (b) Details: The county is anticipating receiving funds from the sale of posters of the display boards at the village of Lake George visitors center. The Department wishes to establish a fund where receipts are set aside to replenish inventory as may be needed.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

The specific account will be determined by the Treasurer's office. The Department has been in discussion with that office and a final determination of the type of account be established has yet to be determined.

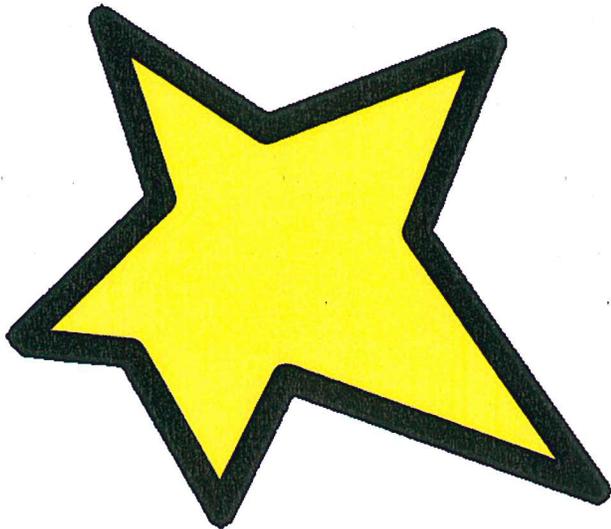


PROPOSAL

Prepared on Nov 25, 2019

Name: Sara Frankenfeld

Company: First Wilderness Heritage Corridor



Panels

INSTALL OF 12 PANELS & HEADER GRAPHICS —

\$1,062.20

Price includes the installation of (12) panels and (12) header graphics.

Panels

\$1,062.20

Select

FINE PRINT

By letter from the timeline on the client's behalf you have representation in our ability to complete the

Should the project stall for more than three months due to the client's delaying approval or provision of content, we reserve the right to bill for the work Advokate has completed up to that point, and there may be a re-start fee and/or new project estimate. Deposits are non-refundable.

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Total: \$1,062.20