

**PUBLIC WORKS COMMITTEE
PARKS, RECREATION AND RAILROAD AGENDA
August 23, 2022**

Committee Members: *CONOVER*, Hogan, Dickinson, Thomas, Bruno, Merlino and Strough

I. Committee Meeting Call to Order by Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business

1. Request: Amend County Budget-Donations - \$156.00
Rationale: To Amend Up Yonda budget from revenue received to purchase supplies
2. Request: Miscellaneous - Amend Fee Schedule (Schedule A) for Up Yonda Farm.
Rationale: To update the schedule A fees for programs and parking.
3. Request: New Contract – Thurman Connection Snowmobile Club
Rationale: For use of Railroad Right-of-Way for snowmobiles.
4. Request: Decrease Salary
Rationale: Salary amendment/correction for Director of Parks, Recreation and Railroad.

IV. Information for Discussion/Review

V. Referral/Pending Items

1. Town of Johnsbury interested in acquiring two parcels owned by the County - Superintendent of Public Works was awaiting a response from the land surveyor who had performed mapping of the sub-division of the two parcels. (07.19.22)

VI. Privilege of the floor and public comment (Please allow for 15 second delay on live stream meetings)

VII. Motion to Adjourn

Attachments:

1. Resolution Request Form No.7 – Amend County Budget
2. Resolution Request Form No. 20 – Misc. Resolution Request
3. Resolution Request Form No. 3- Request New Contract
4. Resolution Request Form No. 13 – Increase/Decrease Salary

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Department of Public Works-Parks, Recreation and Railroad

DATE: 8/23/2022

- (a) Purpose of Amendment:
To amend the county budget to increase DPW/ Parks, Recreation and Railroad Appropriations with revenue funds obtained by a donation from a visitor.

- (b) Appropriation Code, Object Code, Full Title and Amount:
A 7111.410 Supplies, Up Yonda Farm-\$156.00

- (c) Revenue Code (with title), and Amount:
A 7111.2706 Up Yonda Farm-\$156.00 Donation

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:

DATE:

(a) Purpose of Request:

(b) Details:

(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

Summary of Schedule A Amendments

- Provides attached definitions and explanation for each category.
- Changes Parking to be referred to as “Day Use”
- Specifies which program categories include the additional “Day Use”
- Splits Public and Group Programs into separate categories and defines.
- Specifies that chaperones are charged for a school program but school staff are not.
- Creates a category for Homeschool Programs.
- Increases price range for Special Programs (The higher range incorporates Wreath Making which has been \$30)
- Removes Birthday Bash (This category had Up Yonda providing a cake, favors, and decorations)
- Creates category for Snowshoe Rentals
- Removes Membership category of student.
- Includes cancellation policy

Schedule "A" Amendment August 2022

Day Use	\$5.00 per Car (September to June) \$6.00 per Car (July and August) \$4.00 per Motorcycle \$10.00 per Camper \$10.00 per Bus \$0.00 per Member
Public Programs	\$5.00 per person (plus Day Use fee) \$0.00 per Member
School Programs	\$5.00 per child \$5.00 per chaperone \$0.00 per School staff
Group Programs	\$5.00 per person
Homeschool Programs	\$5.00 per child (plus Day Use fee) \$0.00 per chaperone \$0.00 per Member
Special Programs	\$7.00- \$40.00 per person (plus Day Use fee) \$2.00-\$35.00 per Member
Outreach Programs	\$125.00 (per first hour, within Warren County) \$150.00 (per first hour, outside Warren County) \$75.00 (per second and subsequent hours)
Virtual Programs	\$50.00 per program \$250.00 (6 program series)
Birthday Party	\$7.00 per child (plus Day Use fee)
Building/ Pavilion Rental	\$100.00
Snowshoe Rental	
Adult	\$5.00 per adult (plus Day Use fee) \$3.00 Member \$3.00 with program
Child	\$5.00 per child (plus Day Use fee) \$3.00 Member \$3.00 with program
Memberships	
Individual	\$40.00 for 1 year \$70.00 for 2 years \$100.00 for 3 years
Family	\$80.00 for 1 year \$140.00 for 2 years \$200.00 for 3 years
Lifetime Membership	\$500.00

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SCHEDULE "A"**Fee Schedule for the Up Yonda Environmental Education Center**

	<u>Fee</u>
Public & Group Programs	\$5.00
School Programs	\$5.00
Special Programs	\$7.00 - \$14.00
Outreach Programs	\$125.00 per hour
Birthday Party	\$7.00 per child
Birthday Bash	\$14.00 per child
Building/Pavilion Rental	\$100.00
Parking	\$5.00 per car (Sept. to June) \$6.00 per car (July and August)
	\$4.00 per motorcycle
	\$10.00 per camper
	\$10.00 per bus (no fee if involved in program)
Virtual Programs	\$50.00
Virtual Programs (6 programs)	\$250.00
Outreach Programs outside Warren County	\$150.00 per hour
Inside and Outside	\$75.00 for each additional hour
<u>Memberships</u>	
Student	\$25.00 for one year \$40.00 for two years \$55.00 for three years
Individual	\$40.00 for one year \$70.00 for two years \$100.00 for three years
Family (up to 5 people)	\$80.00 for one year \$140.00 for two years \$200.00 for three years
Lifetime Membership	\$500.00

Schedule "A" Definitions and Explanations

Program- An educational session conducted by one or more Up Yonda Farm staff.

Person- An individual who attends a program, activity, or educational experience and/or visits Up Yonda grounds and facilities.

Child- Person aged 2-18

Adult- Person over the age of 18

Member- Person with an active membership card for Up Yonda Farm.

School Staff- Any personnel employed by or on behalf of a school. School staff may include but is not limited to, teachers, aides, or nurses.

Chaperone- A person who accompanies and looks after another person or group of people.

In some cases, a non-participating chaperone may not be charged a fee to attend a program, if they are supervising others in their care and are not participating in the program. For example, homeschool parents or guardians must be present for supervision and will not be charged a program fee. Parents or guardians attending school programs are considered participants because they do not need to be present for supervision as this is handled by the school staff.

Day Use (Parking)- Fee charged for use of the Up Yonda Farm facility and grounds on a single day.

Public Programs- Any program with registration open to the general public offered at Up Yonda Farm. Most programs require pre-registration. Certain program minimums may apply. Public programs are 30-90 minutes and have one general topic. Deposits and fees may be collected in advance of the program and may be non-refundable. A Day Use Fee is also charged.

School Programs- Any program conducted at Up Yonda Farm that will be attended by students, school staff, chaperones approved by the school, and other related parties. School programs are 30-90 minutes and have one general topic. Programs are conducted at Up Yonda Farm.

Group Programs- Any program that is requested by a group other than a school to be conducted at Up Yonda Farm. Groups may include (but are not limited to) Girl/Boy Scout Troops, youth groups, summer camps, senior centers, homeschool groups, etc. Certain program minimums may apply. Group programs are 30-90 minutes and have one general topic.

Homeschool Programs- Program series for homeschool children conducted at Up Yonda Farm. Most programs require pre-registration. Certain program minimums may apply. Homeschool programs are 30-90 minutes and have one general topic. A Day Use Fee is also charged.

Special Programs- A program conducted at Up Yonda Farm that does not fall into the parameters of a public, group, school or homeschool. Programs in this category may be longer than 90 minutes, may combine two or more topics, may have an add on of a Naturalist led hike, may include a craft or activity that includes materials, or may have another difference. The cost for Special Programs differs per situation to include staff time and materials. Some Special Programs may not have an added Day Use fee if the program is for those that would be considered a school or group program.

Outreach Programs- Any program not conducted at Up Yonda Farm. Program topics may vary, and fees are charged hourly instead of per person. Program minimums may apply. Fees are charged during contact time/programming time, not during setup, breakdown, or travel.

Virtual Programs- A program conducted by Up Yonda Farm staff virtually upon request to a group. Programs may be conducted via Zoom, Google Meet, or other mutually agreed upon platforms. Programs are 30-90 minutes long and have one general topic.

Birthday Party- A private group program booked for a birthday celebration, includes a designated space for refreshments. Possible space designations for refreshments include the pavilion, auditorium, reserved picnic tables, etc. Certain program minimums may apply. Party program will last 30-90 minutes and has one general topic. A Day Use Fee is charged. Booking group will receive one complimentary Day Use Fee.

Building/Pavilion Rental- Rental of the pavilion, auditorium, or other designated space at Up Yonda Farm. Rental is contingent on availability of the requested space.

Snowshoe Rental- Rental of snowshoes to be used on Up Yonda Farm grounds. Discount if being rented to be used during a Snowshoe Program.

Memberships- Up Yonda Farm Member Benefits include: Free day use of the facility, public programs and homeschool programs. Discounts on Special Programs, snowshoe rentals and hikes. 10% off all gift shop items. Discounts and reduced admission at select Nature Centers through ANCA (Association of Nature Center Administrators) nation wide. Membership expires one calendar year(s) from the date of purchase or renewal.

Cancellation Policy- Up Yonda Farm reserves the right to cancel any program with approval of the Environmental Education Administrator, Director of Parks, Recreation & Railroad, and/or the Superintendent of Public Works for any reason. Reasons to cancel a program may include but are not limited to: unexpected staff shortage, inability to obtain materials necessary to conduct a program, if program minimums are not met, severe or inclement weather, act of God, natural disaster, a declared state of emergency in the Town, County or State, war or civil unrest, or any condition which in the opinion of the Environmental Education Administrator, Director of Parks, Recreation & Railroad, and/or the Superintendent of Public Works could be hazardous to guests and staff of Up Yonda Farm. Up Yonda Farm will make every effort to reschedule a canceled program, especially for school programs, group programs, outreach programs, and birthday parties.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Department of Public Works-Parks, Recreation and Railroad

DATE: 8/23/2022

- (a) Is this a Result of a Bid or Request for Proposal?
N/A
- (b) Purpose of Contract:
Authorize an agreement for snowmobiles to use the Railroad Right of Way between MP 68.30 (Town of Stony Creek) and MP 95.00 (Town of North Creek)
- (c) Name of Contractor:
Thurman Connection Snowmobile Club
- (d) Address of Contractor: **133 Bear Pond Road, Athol, NY 12810**
- (e) Contractor's Contact Person and Telephone Number:
Suzan Brooks, President-(518)-321-6717
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:
Upon Execution
- (h) Termination Date of Contract:
4/15/2023
- (i) Payment Provisions: i) lump sum amount
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.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

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

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: DPW - Parks, Recreation and Railroad

DATE: 8/23/22

- (a) Employee Name, Title and Employee No.: Director of Park, Recreation and Railroad, 8493

- (b) Current Annual **Base** Salary (and Grade if Applicable): \$71,585

- (c) Former Annual **Base** Salary (and Grade if Applicable): \$80,591

- (d) Effective Date for Salary Change:* 7/15/22
*Please do not backdate request unless the purpose is to correct an error.

- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:

- (f) Justification of Request: Correction