



**Tourism Committee
Warren County Tourism Department
AGENDA
July 18, 2022**

Committee Members: MERLINO, Dickinson, Braymer, Wild, Runyon, Strough, and Leggett

Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

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- I. Committee meeting called to order by Chairman Merlino
 - II. Motion to approve minutes of the March 23, 2022 Tourism Committee Meeting.
 - III. Action Agenda/New Business Items:
 - a. **Resolution Request:** Authorizing a contract with Catamount Color to print 30,000 copies of a 2022 Warren County Winter Travel Guide at a cost of \$8,290.00
Rationale: Contract awarded to the sole bidder who responded by bid opening.
 - b. **Resolution Request:** Authorizing application to Empire State Development for Matching Funds for promotion of Tourism and designating the Warren County Tourism Department as the TPA (Tourism Promotion Agency) for 2023; naming Paul Tackett Project Director.
Rationale: Empire State Development has requested a new resolution naming the Warren County Tourism Department as the TPA in order to approve our application for 2023 funds.
 - IV. Discussion Items:
 - a. Paul Tackett update on general office management
 - b. Peter Girard update on Fall ad campaign, winter travel guide, website, social media
 - c. Kristen Hanifin update on events, occ tax applications
 - d. Tanya Brand update on Group Tour
 - V. Referrals: None
 - VI. Privilege of the floor and public comment

VII. Motion to adjourn

Attachment #1: Resolution Request Form No. 3 - Authorizing a new contract with Catamount Color to print 30,000 copies of a 2022 Warren County Winter Travel Guide at a cost of \$8,290.00

Attachment #2: Resolution Request Form No. 20 – Authorizing application to Empire State Development for Matching Funds for promotion of Tourism and designating the Warren County Tourism Department as the TPA (Tourism Promotion Agency) for 2023; Paul Tackett named Project Director

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 7/18/22

- (a) Is this a Result of a Bid or Request for Proposal? **Yes**
- (b) Purpose of Contract: **to print 30,000 copies of 2022 Warren County Winter Travel Guide**
- (c) Name of Contractor: **Catamount Color**
- (d) Address of Contractor: **89 Sand Hill Road PO Box 8329 Essex VT 05451-8329**
- (e) Contractor's Contact Person and Telephone Number:
Carin Hart 802-878-4440
- (f) Has or will the Contract be provided, if so, please attach: **no**
- (g) Commencement Date of Contract: **8/1/22**
- (h) Termination Date of Contract: **10/31/22**
- (i) Payment Provisions:
 - i) lump sum amount **\$8,290.00**
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$8,290.00**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **upon completion of project**)
- (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: **A.6417.0001 470, Contract \$8,290.00****

**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. 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: Tourism Committee

DATE: 7/18/22

- (a) Purpose of Request: Authorizing application to Empire State Development for Matching Funds for promotion of Tourism and designating the Warren County Department of Tourism as the TPA (Tourism Promotion Agency) for 2023; Paul Tackett is named as Project Director.

- (b) Details: Empire State Development has requested a new resolution showing our organization as the TPA in order to approve our application for 2023 funds.

- (c) Previous Resolution Number: Res#398 of 2014

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6417.0001 470 - Tourism - Contract

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 398 OF 2014

Resolution introduced by Supervisors Merlino, Kenny, Dickinson, Conover, Wood, Vanselow and Frasier

AUTHORIZING APPLICATION TO EMPIRE STATE DEVELOPMENT FOR MATCHING FUNDS FOR PROMOTION OF TOURISM

WHEREAS, Empire State Development is empowered to approve applications from local governments for matching funds to be used for promoting tourism therein, and

WHEREAS, the Warren County Tourism Director and Tourism Committee, have recommended that an application for such funds be submitted to Empire State Development for matching funds up to the amount appropriated therefore within the New York State budget, now, therefore, be it

RESOLVED, that the Warren County Tourism Director be, and hereby is, authorized and directed to submit an application to Empire State Development, Tourism Matching Funds Program, N.Y.S. Division of Tourism, 625 Broadway, Albany, New York 12245, Attn: Matching Funds Program Director, for matching funds up to the amount appropriated therefore within the New York State budget, to be used for the promotion of tourism in Warren County, and be it further

RESOLVED, that Catherine Johnson, Tourism Director, is hereby named Project Director in relation thereto, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby certifies to Empire State Development that both the County of Warren and the Tourism Department hereof have been in existence for more than three (3) years, and be it further

RESOLVED, that Catherine Johnson, Tourism Director, be, and hereby is, authorized to submit the application to Empire State Development for Matching Funds for promotion of tourism, on an annual basis without further need of a resolution, and be it further

RESOLVED, that upon notification by Empire State Development of the award of such grant, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute and deliver such grant agreement and any other forms as may be required for the acceptance of said funds, in the form approved by the County Attorney.