

Economic Growth & Development Committee
Planning & Community Development Agenda
January 24, 2025

COMMITTEE MEMBERS: Supervisors **Etu**, Strough, Bean, Wild, Turner, Crocitto and Diamond - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with the Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: Extend Contract associated with Res 56 of 2024 “Cliff and Redfield Interactive” (CRI)
Rational: Continuation of collaboration with CRI to produce “Stories from Open Space” and further implement First Wilderness Heritage Corridor Initiative.
 2. Request: Enter into new contract with Wilderness Property Management
Rational: The Planning department selected (via RFQ) Wilderness Property Management to conduct a recreational assessment of the Mill Creek Recreational Area in Johnsbury. Funds originated from Occupancy Tax via Res 440 of 2024.
 3. Request: Amend budget to reflect Occupancy Tax allocation for Mill Creek Recreation Area Assessment
Rational: As per Res 440 of 2024, Planning was awarded \$20,000 to fund a recreational assessment of Mill Creek Recreation Area
 4. Request: Increase annual contribution to ANCA by \$2,000
Rational: ANCA has requested increase in annual contribution from \$3,000 to \$5,000. Funding source is contingency.
 5. Request: Request \$3028.88 for “Connect Warren County” initiative
Rational: Funding to conduct a project scoping survey to determine interest in a satellite based internet initiative. Funding source is contingency.
 6. Request: Enter into a new contract with LCLGRP
Rational: Planning Department will use \$111,000 in Lake Champlain Basin Program funding (secured by LCLGRP) to administer NYSDEC Septic Replacement Program and support an additional 5 septic system upgrades.
 7. Request: Establish Capital Account “Community Development Fund 80”
Rational: Warren County was awarded \$400,000 from the NY CDBG Program to support septic replacements for low- and moderate- income households.
- IV. Discussion Items:
 1. Project Updates
 2. Grants Updates

V. Referrals/Pending Items:

None

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

VII. Motion to adjourn

Attachments

1. Reso request #04- Extend contract with Cliff and Redfield Interactive
2. Reso request #03 Enter into new contract with Wilderness Property Management
3. Reso request #7 Amend county budget to allocate funds for Mill Creek Recreational Assessment
4. Reso request #10 Transfer funds for annual ANCA contribution
5. Reso request #10 Transfer funds for costs associated with "Connect Warren County"
6. Reso request #03 Enter into contract with LCLGRP
7. Reso request #08 Establish capital account for Community Development Fund 80

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Planning and Community Development

DATE: 1/10/24

- (a) Purpose of Contract Change:
Extend Contract with Cliff&Redfield Interactive through January 31, 2026.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
Resolutions 471 of 2021, 347 and 468 of 2022, 56 of 2024
- (c) Name of Contractor:
Cliff&Redfield Interactive
- (d) Address of Contractor: **Cliff&Redfield Interactive**
14 Westbury Dr
Saratoga Springs, NY 12866
- (e) Contractor's Contact Person and Telephone Number:
Dan Forbush, 518-487-0165
- (f) Commencement Date of Extension: **2/1/2025**
- (g) Termination Date of Extension: **1/31/26**
- (h) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$20,000**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
quarterly (not additional funds - just extension)
- (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:
8021.470

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. 3

Request for New Contract

DEPARTMENT NAME: Planning

DATE: 1/8/2025

- (a) Is this a Result of a Bid or Request for Proposal?
Yes, issued 12/6/2024
- (b) Purpose of Contract:
Development of a recreational assesment plan for the Mill Creek land in the Town of Johnsburg
- (c) Name of Contractor:
Wilderness Property Management
- (d) Address of Contractor: **3999 State Rt. 8 Wevertown NY 12886**
- (e) Contractor's Contact Person and Telephone Number:
Steve Ovitt 518-683-2005
- (f) Has or will the Contract be provided, if so, please attach:
See attached RFQ and response
- (g) Commencement Date of Contract:
Pending BOS approval
- (h) Termination Date of Contract:
September 2025
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **20000**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
Upon Completion
- (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:
Pending via R440 of 2024

**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

To: Purchasing Department, Economic Growth and Development Committee
From: Warren County Planning Department
Date: January 10, 2025
Re: Mill Creek Recreational Assessment – Consultant Proposals

Project Purpose:

Select a consultant that will assess the recreational potential of the Mill Creek parcels to advance mountain bike and multi-use trail development, as well as waterfront access to Mill Creek and the Hudson River, and support Warren County’s vital outdoor recreation and tourism economy.

Evaluations:

The Warren County Department of Planning and Community Development evaluated the three (3) submittals for the Mill Creek Recreational Assessment RFQ. It should be noted that all three firms, Wilderness Property Management, the LA Group, and SE Group, have collaborated with Warren County in the past to fruitful results. And all three submittals were determined to be qualified to complete this project and the Planning Department is confident that all would provide a high-quality deliverable that would advance the project through implementation and construction. The following are the composite scores of the firms that submitted proposals, based on the equally weighted categories of (1) timeliness, (2) local and regional knowledge, (3) past experience, and (4) qualifications:

- 191 points. Wilderness Property Management.**
- 170 points. The LA Group.**
- 159 points. SE Group.**

The submittal by Wilderness Property Management distinguished itself from the other proposals in the following ways: The firm’s unparalleled local and regional knowledge, extensive experience in the Johnsbury area, and demonstrated ability to implement trail plans in an efficient and sustainable manner. Wilderness Property Management’s proposal lends certainty to the success of this project, from concept through construction. Therefore, the Planning Department enthusiastically recommends their selection as consultant of record.

EVALUATION MATRIX ON FOLLOWING PAGE

Firm	Composite Evaluation Criteria Scores (max points = 50 for each category)			
	1. Timeliness (25%)	2. Local & Regional Knowledge (25%)	3. Past Experience (25%)	4. Qualifications (25%)
Wilderness Property Management	<u>45</u>	<u>50</u>	<u>50</u>	<u>46</u>
The LA Group	43	42	40	45
SE Group	35	40	40	44



**Wilderness Property Management RFQ Proposal
For: Recreational Assessment for Trail Development
On the Mill Creek Recreation Area (MCRA)
December 17, 2024**

1. Letter of Interest

Wilderness Property Management Inc. (WPM) is highly invested in human powered outdoor recreation development in Warren County. As an Adirondack based company located in northern Warren County we have been intimately involved in the development of outdoor recreation opportunities for Warren County residents and visitors. This type of development is the highest priority for WPM. With a home office located in Wevertown the proper development of the Mill Creek Recreation Area has a very high value both personally and professionally.

A handwritten signature in black ink that reads 'Steve Ovitt'.

Steve Ovitt
Chief Operations Officer
Wilderness Property Management Inc.

2. Approach and Methodology

- A. WPM will meet with Warren County Director Ethan Gaddy to review the MCRA RFQ and discuss the scope of the project.
- B. WPM will conduct multiple initial site visits to evaluate the terrain, forest ecology, cover types & understory, soils & geology, potential destinations, property limitations, environmental limitations, potential trail grades, etc..
- C. WPM will review initial findings with Warren Co. Planning Director Ethan Gaddy and MCRA local representative Dave Skibinski. A discussion will be conducted providing a conceptual outline of the type of recreational experience to be developed for mtn. biking, hiking and nature observation.
- D. WPM will then develop modern sustainable trail standards that will create a high quality experience for the specific types of recreation taking place on the MCRA.
- E. WPM will provide these standards to the Warren Co. Planning Dept.
- F. WPM will then revisit the site to develop appropriate recreational trail corridors on the MCRA that are suitable for the recreation and meet the established trail standards. These corridors will be marked with flagging.
- G. WPM then create a map of the trail corridors and provide gpx files of the locations to Warren County Planning Dept. Other site data collected in the assessment will be provided to the planning department in excel and other digital formats.
- H. WPM will create a draft narrative assessment report for MCRA recreational development. The report will contain information such as: landowners interests, property overview, unique and outstanding features, recommended recreational development, recreational trail standards, potential phases of development, estimates of cost for trail development, maintenance of recreational infrastructure, issues that may need to be addressed, summary, etc.
- I. WPM will review the draft report with Warren Co. Planning Director Ethan Gaddy and MCRA local representative Dave Skibinski. One time edits and additions to the report will be made prior to the final report.
- J. WPM will provide a final recreation assessment report, map and cost estimates on the MCRA.

Project Time Schedule- 2025

February	WPM will be able to initiate the recreational assessment process.
March & early April	WPM will conduct site visits in end of as the weather and snow cover allows.
End of April	Create trail standards, review with WCP dept., draft report and map.
Early May	Flag Corridors, review draft report with WCP dept.
Middle of May	Finalize report, map and cost estimates.

This project is planned to take approximately 21 days.

3. Experience and References

Wilderness Property Mgmt. / WPM Trails

Mountain Bike Trail Development Projects in the Adirondacks

December 2024

Warren County

North Creek:	Ski Bowl Mtn. Bike Park-	16 Kilometers of Single Track Concept, planning, design and const.
Queensbury:	Gurney Mtn. Bike Park-	30 Kilometers of Single Track Concept, planning, design and const.
Garnet Hill Resort & Lodge:	Mtn. Bike Park-	6 Kilometers of Single Track Concept, planning, design and const.
Brant Lake:	Brant Lake Bike Park-	9 Kilometers of Single Track Concept, planning, design and const.
Chestertown:	Dynamite Hill Rec Area MTB-	3 Kilometers of Single Track Concept, planning, design and const.

Saratoga County

Graphite Range Com Forest:	MTB Trail-	10 Kilometers of Single Track Concept, planning, design and const.
Tupelo Com. Forest:	MTB Park-	6 Kilometers of Single Track Concept, planning, design and const.

Hamilton

Long Lake:	Mt. Sabatis MTB Park-	6 Kilometers of Single Track Concept, planning, design and const. Includes Downhill Jump Line
Inlet:	Fern Park & Hidden Peak MTB-	5 Kilometers of Single Track Concept, planning, design and const.
Indian Lake:	Ski Slope Park Rec. Develop.-	3 Kilometers of Single Track Concept, Planning, Design and Const.

Private Land Projects

Adirondacks		21.5 Kilometers of Single Track Concept, Planning, Design and Const.
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Total Kilometers of purpose built MTB Single Track 115.5 Kilometers

Wilderness Property Mgmt. / WPM Trails

Multi-Use Trail Development Projects in the Adirondacks

December 2024

Warren County

Johnsburg:	Riverfront/Station Trail-	Surfaced strolling trail along Hudson. Concept, planning, design and const.
	Tannery Trail-	Surfaced community trail along N. Creek Concept, planning, design and const.
	Ski Bowl Loop-	3k Community connection to recreation Concept, planning, design and const.
Queensbury:	Hudson Pointe Preserve-	5 Kilometers of Single Track Concept, planning, design and const.
	Meadow Brook Preserve-	Strolling and single track trail. Concept, planning, design and const.
	Gurney Lane Nature Tr.-	Surfaced Nature Interpretation trail. Planning, design and const.
Brant Lake:	Bartonville Mtn. Trail-	Single Track trail to Brant Lk. overlook Concept, planning, design and const.
Chestertown:	Dynamite Hill Rec Area-	3 Kilometers of Single Track Concept, planning, design and const.
Bolton:	Pinnacle & Bradleys Lookout Tr.-	2 Kilometers of high use hiking trail. Concept, planning, design and const.
Lake George:	McPhillips Preserve-	Development of a Multi-Use Trail System Concept and trail system design
Lake Luzerne:	Harris Preserve-	3 Kilometers of Nature & Hiking Trail Concept, planning, design and const.

Saratoga County

Graphite Range Com Forest:	Multi-Use Trail-	10 Kilometers of Single Track & Rehabilitated Historical Roadway Concept, planning, design and const.
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4. Cost Proposal Detail

Site Visits \$9,000	Multiple site visits will take place over the duration of the project. A sound and truthful report is based on real information from the site. This makes site visit information gathering very important. Initial site information gathering visits, Confirmation of recreation standards application to the site visits, Trail corridor flagging visits, final map and report information gathering visit.
Meeting & Correspondence \$2,000	Four meetings with the Warren County Director and MCRA Local Representative are listed in the schedule. Multiple other contacts for information transfer with the county planning department are listed in the schedule. Includes meeting prep, meeting and follow up communications. Phone calls and emails are included in this price.
Draft Report \$4,000	Organizing information and data. Developing trail standards. Creating clear and understandable concepts for the recreation development of MCRA. Writing narrative and formatting document. Etc.
Map & Data \$2,000	Developing a map of MCRA with trail corridors and pertinent site information. Digital site data organized and transferred to the Warren County Planning Department.
Editing Draft Report \$1,000	
Final Report \$490	
Overrun \$1,000	

Total Price for MCRA Recreation Assessment as described in RFQ

\$19,490*

*no travel or mileage will be charged for this project.
Approximately 21 days of work.

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: Planning and Community Development

DATE: 1/10/2025

(a) Purpose of Amendment:

Amend revenue codes to reflect Occ. Tax funding for consulting services for recreational assessment in the Town of Johnsburg per resolution 440 of 2024

(b) Appropriation Code, Object Code, Full Title and Amount:

A.8021 470, Planning Contract, \$20,000

(c) Revenue Code (with title), and Amount:

A.8021 2002 - Planning Donation-Bed Tax, \$20,000

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Planning

SIGNED: 

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

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	A 1010 470	Contractural	\$2,000

Please state reason for transfer request:

Increase in annual membership request from Adirondack North Country Association (ANCA) from \$3,000 to \$5,000, a \$2,000 increase.

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Planning

SIGNED: 

DATE: 1/10/2025

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

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	A.8021.424 A. 8021. 410	Postage Supplies	\$2,775.30&\$253.58

Please state reason for transfer request:

Funds to mail survey to 1,595 underserved/unserved households in Warren County to determine interest in satellite based internet program
Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Planning

DATE: 1/10/2025

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
To partner with LCLGRP in the implementation of "Septic Smart: Regional Implementation and Expansion Plan."
- (c) Name of Contractor:
Lake Champlain Lake George Regional Planning Board
- (d) Address of Contractor: **PO Box 765 Lake George NY 12845**
- (e) Contractor's Contact Person and Telephone Number:
Beth Gilles
- (f) Has or will the Contract be provided, if so, please attach:
Pending
- (g) Commencement Date of Contract:
Pending BOS approval
- (h) Termination Date of Contract:
12/31/2027
- (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.)
\$111,000 as tasks are completed
- (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

DRAFT FOR REVIEW

MEMORANDUM OF AGREEMENT

Between Warren County and the Lake Champlain – Lake George Regional Planning Board

This memorandum of agreement is between the Lake Champlain – Lake George Regional Planning Board, hereafter called the LCLGRP, and Warren County, hereafter called the County, to fully execute the objectives, tasks, and deliverables under the Lake Champlain Basin Program grant awarded to LCLGRP, *Septic Smart: Regional Implementation and Expansion Program*.

The Warren County agrees to perform the following tasks for the associated costs:

	Workplan Task #	Task Description	Budget
1.	5	Warren County 2025 Projects: Replace at least 25 failing Septic systems in the Lake Champlain Basin	\$30,000 (staff time)
2.	10	Warren County 2026 Projects: Replace at least 25 failing Septic systems in the Lake Champlain Basin	\$30,000 (staff time)
3.	13.	Warren County Project Implementation: Warren County will conduct targeted outreach in its underserved communities to implement five (5) additional septic system replacements.	\$51,000 (\$50,000 for landowner reimbursements, \$1,000 for staff time)

The Warren County Planning Department will track staff hours dedicated to this project within the Lake Champlain Basin only and submit signed timesheets to LCLGRP upon completion. Task 13 will be carried out within the County’s communities identified as disadvantaged by the Lake Champlain Basin Program:

<https://lcbp.maps.arcgis.com/apps/instant/sidebar/index.html?appid=e953f364ae4b4aefbeab57a53f3e2155&locale=en>. Additionally, the Planning Department will support LCLGRP staff in identifying landowners for targeted outreach, developing metrics reports, and other reporting as needed.

Each task shall be billed upon 100% completion, it is understood that LCLBRP will reimburse the County for tasks undertaken within thirty (30) days of reimbursement from the Lake Champlain Basin Program/NEIWPC.

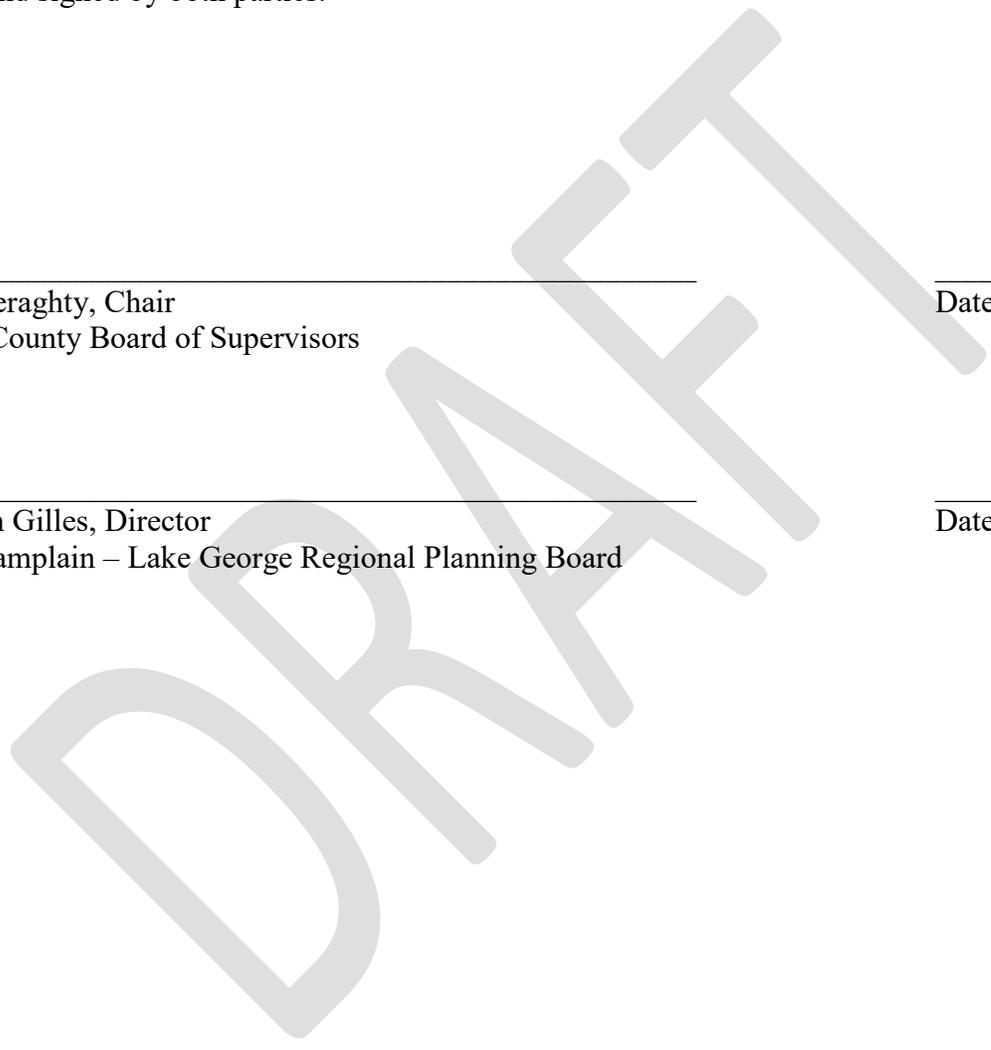
This agreement is in effect immediately upon acceptance of both signatures until the contract is closed out with the funding agency. This agreement may be amended or expanded upon at any time, only in writing and signed by both parties.

Kevin Geraghty, Chair
Warren County Board of Supervisors

Date

Elizabeth Gilles, Director
Lake Champlain – Lake George Regional Planning Board

Date



RESOLUTION REQUEST FORM NO. 8

Request to Establish 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: January 13, 2025

- (a) Exact Title* and Number of Project (must be obtained from Treasurer's Office):
CD 80, (Community Development Fund 80)

- (b) Is this a Capital Project?
Yes

- (c) Is this a Capital Reserve Project?

- (d) Amount of Project:
\$400,000

- (e) Source of Funding (including name & title of codes, etc.):
NYS Community Development Block Grant Program

- (f) Purpose of Establishment:
Warren County will support septic replacement projects for low- and -moderate income households via NYS CDBG project #1197HI316-24. Grant agreement is anticipated to be executed in early Feb.

***Title should reflect department if possible:**

i.e. Capital Project No. H274.9550 280 *Replace VASI with PAPI* would be clearer if name was listed as Airport Replace VASI with PAPI.



Homes and Community Renewal

Housing
Trust Fund
Corporation

KATHY HOCHUL
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

December 12, 2024

Kevin Geraghty
Chairperson
Warren County
1340 State Route 9
Lake George, New York 12845

Re: CDBG Program Award
Warren County Wells and Septic Replacement Program
NYS CDBG Project #1197HI316-24

Congratulations. On behalf of Governor Kathy Hochul and the Housing Trust Fund Corporation (HTFC), it is my pleasure to inform you that the application submitted for New York State Community Development Block Grant (CDBG) funding round has been selected for a \$400,000 award.

Office of Community Renewal staff will contact you shortly to outline the procedures necessary to advance the award and satisfy the conditions of a grant agreement. Please be advised that no work can be performed, nor costs incurred prior to the execution of a grant agreement with HTFC and environmental review approval.

Again, I offer my congratulations and I look forward to working with you on the implementation of this and other important community development projects in your community. Should you have any questions in the interim, please contact Scott LaMountain at Scott.LaMountain@hcr.ny.gov.

Sincerely,

RuthAnne Visnauskas
Commissioner/CEO