

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PARK OPERATIONS & MANAGEMENT (O&M)

DATE: OCTOBER 21, 2013

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS MONROE
MERLINO
KENNY
DICKINSON

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
KATE JOHNSON, DIRECTOR OF TOURISM
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS MASON
MONTESI
STRAINER
ROBERT BLAIS, MAYOR OF THE VILLAGE OF LAKE GEORGE
DAVID HARRINGTON, SUPERINTENDENT OF PUBLIC WORKS, VILLAGE OF LAKE
GEORGE
MICHAEL CONSUELO, EXECUTIVE DIRECTOR OF THE LAKE GEORGE CHAMBER
OF COMMERCE AND CVB
CHRISTINA CURLEY, SPECIAL EVENTS COORDINATOR, LAKE GEORGE REGIONAL
CONVENTION & VISITORS BUREAU
WALT LENDER, EXECUTIVE DIRECTOR, LAKE GEORGE ASSOCIATION
FRED AUSTIN, TOWN OF LAKE GEORGE RESIDENT
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Monroe called the meeting of the Park Operations & Management (O&M) Committee to order at 11:03 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the agenda were distributed to the Committee members; *a copy of same is on file with the minutes.*

Commencing the agenda review, Mr. Monroe stated the first item was a review of the draft brochure for the Festival Space at Charles R. Wood Park. Copies of the draft brochure were distributed to the Committee members; *a copy of same is on file with the minutes.* Jeffery Tennyson, Superintendent of the Department of Public Works (DPW), said he had received the draft brochure the previous evening and had forwarded it to the Committee members for review. He explained the brochure was being administered through the Lake George Regional Chamber of Commerce.

Michael Consuelo, Executive Director of the Lake George Chamber of Commerce and Convention & Visitors Bureau (CVB), stated he had met with the brochure vendor the previous week and had viewed several different designs for the brochure. He advised that representatives from the Lake George Regional Chamber of Commerce and Warren County Tourism Department had selected the brochure design which had been distributed to the Committee members. He said there were a few minor changes which would need to be made; however, he continued, the brochure would be a great pre-opening sales tool for event planners. Mr. Consuelo reviewed the features of the brochure in detail for the Committee members. He pointed out that a final brochure would be developed once the Festival Space construction was completed.

Mr. Dickinson asked if the brochure would be handed out to event planners and Mr. Consuelo replied affirmatively and added the brochure would be used by Christina Curley, Special Events Coordinator for the Lake George Regional CVB, when she attended trade shows. Mr. Dickinson inquired as to the deadline to print the brochure and Mr. Consuelo said he was seeking Committee approval and would make the necessary corrections before requesting the printing of approximately 1,000 copies of the brochure. Mr. Monroe asked Kate Johnson, Director of Tourism, if she had concerns with the timeliness of printing the brochure and Ms. Johnson replied that Ms. Curley would attend two additional trade shows before the end of October and it would be beneficial for her to have the brochure available. Ms. Johnson said it would also be beneficial for Ms. Curley to have applications with her in order to garner interest in the location. She added the brochure was a great sales tool for pre-planning of events.

Mr. Montesi questioned the ability to sell the Festival Space as an event location when it was not completed and he inquired about the available parking for the Festival Space. Ms. Curley countered the Festival Space was a great location for the right event and Mr. Montesi asked what the right event would be and if vehicles could be parked in the Festival Space. Mr. Dickinson pointed out the Festival Space would be comprised of grass pavers so that vehicles could be parked there. Mr. Consuelo interjected that there was plenty of parking in and around the Festival Space which had been designed for special events such as craft shows, concerts, car shows, etc. Robert Blais, Mayor of the Village of Lake George, said there were 650 parking spaces within a five minute walk of the Festival Space. He added these parking spaces were in the State-owned parking lot, the Beach Road parking lot and the County-owned West Brook Road parking lot.

Mr. Kenny stated that he loved the photo on the cover of the Festival Space brochure. He asked if the roads within the Festival Space were usable by tractor trailers and Mr. Tennyson replied in the negative. Mr. Tennyson said the design work had not anticipated tractor trailers would drive through the Park; however, he added, the Festival Space entrance was designed to accommodate the wide turn of a tractor trailer. He noted that parking spaces would need to be blocked off in order to accommodate the entrance and exit of tractor trailers.

Mr. Dickinson suggested the rendering of the restroom building be relocated on the brochure in order to cover the Battlefield Park portion of the map. He also suggested the rendering of the restroom building be tagged with the number 8 to correspond with the map legend. Mr. Consuelo replied that it had not been the intention to highlight the restrooms and the rendering had been added to show that there would be a building on the site. Mayor Blais stated that he had renderings of the water feature and children's playground which could be added to the brochure.

Discussion ensued.

Mr. Monroe advised that funding was not available for the construction of the elevated crossing and it should be removed from the brochure. He added that on the second page under "Interesting Facts" the Festival Space was referred to as "Festival Grounds" and he felt it was important to be consistent. He commented the brochure stated the Festival Space was projected to open in May of 2014 and he believed the opening would be closer to July 2014. Mr. Tennyson suggested the brochure should list the projected opening as "Summer of 2014". Mr. Monroe referred to an email he received from Emily DeBolt, of the Lake George Association (LGA) which pointed out that the "Event Services" portion of the second page was confusing as most of the items listed were requirements and not services. Walt Lender, Executive Director of the LGA, agreed and added that facility use fees, deposits, insurance and facility use permits were requirements. Ms. Johnson agreed that this section of the brochure needed revisions. Mr. Monroe referred to another comment which noted the brochure map showed the entire Charles R. Wood Park and should specifically highlight

the Festival Space. Mr. Monroe suggested a statement about how clean and clear the water of Lake George was be added under "Interesting Facts" and Mr. Tennyson suggested this be added as a follow up to the Thomas Jefferson quote. A brief discussion ensued.

Motion was made Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to approve the draft Festival Space brochure with the aforementioned changes for a limited printing to be used as a sales tool.

Continuing with the agenda review, Mr. Tennyson informed that he was prepared to recommend awarding the contract for Festival Space construction to VMJR Companies. He said VMJR Companies' proposal of \$516,110 had been below the engineering estimates of approximately \$900,000. He stated the proposals had ranged from \$516,110 to \$659,000. He mentioned the DPW staff would contact VMJR Companies that day to develop a construction schedule. Mayor Blais inquired as to the procedure for awarding the bid and Mr. Monroe replied the County had previously adopted a resolution authorizing a contract with the lowest responsible bidder. Mr. Monroe asked the amount budgeted for the project and Mr. Tennyson replied the engineering estimate had been approximately \$900,000 and he had anticipated the project to cost approximately \$700,000 which meant they were significantly under budget. Mr. Tennyson pointed out that the grant funding would be utilized 100% as any savings incurred during this portion of the construction would be utilized in upcoming contracts.

Mayor Blais asked if the construction would be on schedule for the remainder of the Park and he noted the target date for releasing the RFP (Request for Proposal) had been set for November 1, 2013. Mr. Tennyson replied that they were behind schedule as the goal had been to release the RFP the first week in November and now it was estimated that it would be released in mid November. He advised of a meeting that was scheduled for October 22, 2013 with Elan Planning and their engineer to discuss changes. A brief discussion ensued.

Mr. Lender reported an assessment site visit of the wetland area had been completed a few weeks prior and they had discovered some overgrowth of weeds and invasive species. He said the wetland area had been re-assessed and the invasive species had been hand harvested. He pointed out they had worked in conjunction with Village of Lake George DPW staff, who had weeded and mowed the area. He advised the Warren County Soil & Water Conservation District had adjusted some of the levels of the ponds. He reported the system was currently on line and was receiving storm water from Route 9. He stated it would be important to discuss long term maintenance and regular inspection of the site.

Mr. Monroe asked Mayor Blais if he was requesting reimbursement from the Park Maintenance Fund which was derived from parking revenues and Mayor Blais replied affirmatively. Mayor Blais said the work had been extensive this time but with regular maintenance it would not be an issue in the future. David Harrington, Superintendent of Public Works for the Village of Lake George, explained that four days had been expended on weeding the area and two days had been expended on mowing. He added three to four Village employees had been utilized and their hours had been tracked. Mr. Harrington produced an invoice from the Village of Lake George in the amount of \$1,536.18 in connection with mowing of the South Parcel of Charles R. Wood Park; *a copy of the invoice is on file with the minutes.* Mayor Blais stated the Village of Lake George had submitted a proposal to complete the maintenance on a regular basis.

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to approve and authorize reimbursement to the Village of Lake George in the amount of \$1,536.18 for mowing of the South Parcel of the Charles R. Wood Park; and to amend the 2013 County budget to appropriate

funds from the parking revenues for this expense and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 15, 2013 Board Meeting.*

Pertaining to the referrals, Mr. Tennyson said he currently did not have any update on the park maintenance schedule and estimated budget. Concerning the referral about Park Rules, Mayor Blais stated the Village of Lake George had received the Park Rules back from the County Attorney. He apprised the Village would review the revised Park Rules before forwarding them to the Town of Lake George. He added the Village and Town of Lake George would adopt the Park Rules in February through local laws. Mr. Monroe asked if it would be the same local law for both the Village and the Town of Lake George and Mayor Blais replied affirmatively.

Mayor Blais reported the total amount of parking fees collected for June through September 2013 was \$22,355 which had been submitted to the County Treasurer's Office. He advised the total reflected a decrease of \$740 compared to the amount of parking fees collected for June through September 2012 which he attributed to one fireworks show being cancelled due to weather in July. Mayor Blais submitted an invoice from the Village of Lake George for parking services for June through September 2013 in the amount of \$2,665.42. He pointed out that once the Festival Space was completed, they would not be able to park as many vehicles for the summer events.

Motion was made by Mr. Kenny, seconded by Mr. Dickinson and carried unanimously to approve and authorize reimbursement to the Village of Lake George in the amount of \$2,665.42 for parking services for June through September 2013; and to amend the 2013 County budget to appropriate funds from the parking revenues for this expense and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the November 15, 2013 Board Meeting.*

Mayor Blais apprised he had been informed that the Lake George Arts Project would receive considerably less funding this year from the Council on the Arts due to cutbacks. He said he was working with John Strough, Deputy Supervisor for the Town of Queensbury, on a large Western Music Festival to be held at the Festival Space in July of 2014. He said they wanted to make this a three to four day Festival which would raise money for the Lake George Arts Project and increase awareness of the Festival Space. He announced that an application for Occupancy Tax Special Event Funding would be submitted for the Western Music Festival. A brief discussion ensued.

As there was no further business to come before the Park Operations & Management (O&M) Committee, on motion made by Mr. Merlino and seconded by Mr. Kenny, Mr. Monroe adjourned the meeting at 11:43 a.m.

Respectfully submitted,
Charlene DiResta, Senior Legislative Office Specialist