

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PARK OPERATIONS & MANAGEMENT (O&M)

DATE: OCTOBER 29, 2014

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS MONROE
KENNY

ROBERT BLAIS, MAYOR OF THE VILLAGE OF LAKE GEORGE
DAVID HARRINGTON, SUPERINTENDENT OF PUBLIC WORKS, VILLAGE OF LAKE
GEORGE

COMMITTEE MEMBERS ABSENT:

SUPERVISORS MERLINO
DICKINSON

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BROCK
GIRARD
SEEBER
TAYLOR
WOOD

MICHAEL CONSUELO, EXECUTIVE DIRECTOR OF THE LAKE GEORGE CHAMBER
OF COMMERCE AND CVB

WILLIAM LAMY, OF CLARK PATTERSON LEE/PROJECT MANAGEMENT EXECUTIVE
COMMITTEE MEMBER

WILLIAM MASON, CHAIRMAN OF THE FLOYD BENNETT MEMORIAL AIRPORT
ADVISORY COMMITTEE

JIM MACKEY, WARREN COUNTY RESIDENT

DON LEHMAN, *THE POST STAR*

CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Monroe called the meeting of the Park Operations & Management (O&M) Committee to order at 9:35 a.m.

Motion was made by Mr. Kenny, seconded by Mayor Blais 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 the agenda is on file with the minutes.*

Commencing the agenda review, Mr. Monroe stated the first item was to receive a construction update for the Charles R. Wood Park. Jeffery Tennyson, Superintendent of the Department of Public Works (DPW), circulated photographs of the Festival Space to the Committee members; *copies of the photographs are on file with the minutes.* Mr. Tennyson explained the photographs had been taken after the large amount of rainfall the previous week. He said William Lamy, of Clark Patterson Lee and Project Management Executive Committee (PMEC) Member, was in attendance to provide an update on the Village of Lake George contract which was underway. Mr. Lamy stated that as of yesterday the main project was moving forward and the footings had been poured for the Restroom Building. The contractor, he continued, was currently installing the rebar on the side walls and would put the boards up once the rebar was in place. He noted the contractor intended to pour the concrete next week and if the weather was agreeable during November, the contractor's goal was to erect the building exterior in order to continue with winter construction. He noted special precautions were required for concrete pours during colder weather. Mr. Lamy stated the Cutting Edge contract pertained to the earth moving and landscaping and the contractor was currently

working on the south parcel creating a box out for all the pathways, excavating the earth material and replacing it with crushed stone. He advised the excavated material from the south parcel would be used on the embankment adjacent to Route 9 on the north parcel. He said they were attempting to get the embankment close to a finished grade and were securing all of the open space for the winter season. He mentioned the stormwater retention ponds were grassing in nicely and overall the construction was going well. Mr. Monroe asked if grass would be grown on the fill adjacent to Route 9 and Mr. Lamy replied it would be seeded next year. Mr. Lamy apprised sediment and stormwater control measures had been erected to protect the ponds which had been constructed and additional measures would be taken to protect the area for the winter season.

Pertaining to the Festival Space contract, Mr. Tennyson informed they would soon be making the final payment to VMJR Companies and there would be remaining funds in the contract. He explained the bids received had been under the engineer's estimate and the contract would come in under budget. He noted the remaining funds would be redirected into some of the followup contracts for the rest of the Park.

Mr. Monroe commented the next item on the agenda pertained to a discussion on the possibility of a Festival Space perimeter fence and event stage. Robert Blais, Mayor of the Village of Lake George, advised that following the summer, three priorities for the Festival Space had been discussed at the previous Meeting: a perimeter fence; an event stage; and signage on Route 9 and Beach Road. He explained the funds for the signage on Route 9 and Beach Road had been included in the grant application for which they were awaiting the final contract. He noted there would be sufficient funding to design two attractive signs to advertise the events held at the Festival Space.

Mayor Blais said he had contacted seven of the promoters who had booked events at the Festival Space for 2015 and asked them to attend a meeting with Elan Planning, Design and Landscape Architecture, PLLC in Saratoga Springs to discuss their needs pertaining to an event stage. Elan Planning, Design and Landscape Architecture, PLLC, he continued, had two architects attend the meeting to discuss what features the event planners desired for an event stage. He apprised the meeting had lasted about two hours during which all of the elements needed for a permanent event stage were discussed. Mayor Blais stated he had asked Elan Planning, Design and Landscape Architecture, PLLC to develop a conceptual design proposal for an event stage in order to obtain the necessary information to apply for a Consolidated Funding Application (CFA) grant during the next round in May of 2015. He opined the event stage would be a tremendous economic tool as it would be difficult for the Festival Space to compete with other venues without it.

Mayor Blais acknowledged the event stage would probably be costly but once they received the proposal from Elan Planning, Design and Landscape Architecture, PLLC, if a source of funding could be determined for a conceptual design and cost estimate, he felt they would be successful in obtaining grant funding. He commented there was a possibility of covering any required local matching funds through in-kind services. He pointed out some of the event promoters had offered to plan an event next summer to raise funds for the construction of a permanent event stage at the Festival Space. Mr. Monroe asked if the intent was to raise funds for the local matching funds requirement and Mayor Blais replied affirmatively. Mayor Blais mentioned there was a possibility of having a permanent event stage constructed by the summer of 2016. In the meantime, he continued, he had met with the contractor who had provided the temporary stages for two recent events and was constructing an additional temporary stage. He stated he had requested the contractor to submit a quote for stage rental with an included sound system. He explained the intent was to ensure that everyone who planned an event at the Festival Space would incur the same cost for stage rental. Mayor Blais commented the perimeter fence and signage for Route 9 and Beach Road were absolutely necessary for the summer of 2015. Mr. Kenny asked if the proposed permanent event stage would include a roof and Mayor Blais replied affirmatively. Mayor Blais

indicated the desired features listed by the event promoters had included: a dressing room area on one side of the stage; a storage area on the other side; a large area around the stage to park the bands' trucks or recreational vehicles right next to it; appropriate lighting; a certain height requirement; the ability to expand the stage; and the ability to divide the stage. Mayor Blais stated the event promoters had discussed all of these features with the architects from Elan Planning, Design and Landscape Architecture, PLLC who would provide quotes and a conceptual design for the permanent event stage. He stated he had expressed the need for the design of the stage to blend with the style of the Restroom Building.

Mayor Blais informed fourteen events had booked the Festival Space for 2015 and he distributed a Tentative 2015 Schedule to the Committee members; *a copy of the schedule is on file with the minutes*. With the exception of the Craft Show scheduled for July 24-25, 2015, he continued, all of the events were under contract. He advised the North Country Brewfest scheduled for September 4-6, 2015 was a new event to the Festival Space and had previously been held at the Queensbury Hotel. He commented the Hudson Valley Volunteer Firemen's Association were interested in using the Festival Space for their 2015 Convention. He informed a tour of the Festival Space had been conducted yesterday with Christian Dutcher, promoter for Americade, who had indicated he was interested in using the Festival Space for the 2015 Tour Expo. Mayor Blais indicated all of the promoters for the events had inquired about a perimeter fence. He mentioned the quotes received for the erection of temporary fencing were in the range of \$4,000 to \$5,000 per event. He stated he had asked Elan Planning, Design and Landscape Architecture, PLLC to prepare a cost estimate for a permanent perimeter fence for the Festival Space and he distributed the fencing cost estimates to the Committee members; *a copy of the fencing cost estimates is on file with the minutes*. He noted a PMEC Meeting had been held yesterday and the members had reviewed the fencing cost estimates, along with DPW Engineers. He indicated the handout contained various types of fencing and the cost estimate for each.

Mr. Monroe pointed out during the meeting with event promoters, they had indicated their preference for the Omega Brand Fence and Mayor Blais agreed noting a sample of this fencing had been brought to the PMEC Meeting. Mayor Blais informed that architectural designs could be installed on the Omega Brand Fencing, the cost of which was included in the quote. Of the fencing presented, he continued, the Omega Brand Fence was more likely to blend into the existing style of the Charles R. Wood Park. He indicated the PMEC had displayed a preference for the Omega Brand Fence and Mr. Monroe agreed. Mr. Monroe stated the PMEC had discussed the possibility of the fencing near the main entrance to the Festival Space being more decorative. He noted the quote for the Omega Brand Fence included three gates and it had been determined that amount was not necessary. Mayor Blais commented the most expensive gate would be the main gate which he opined was unnecessary because the Park should remain open to the public when no events were being held and he added when an event was being held, the main gate would be opened anyway.

Mayor Blais apprised a source of funding had not been determined and Mr. Monroe agreed noting there had been discussion about the possibility of a grant application but they had determined it was not likely to be funded. Mr. Monroe opined that since the funds were not currently available the best option would be to Bond the costs of the perimeter fence. Mayor Blais indicated there was approximately \$21,000 in the Festival Space maintenance fund and if all of the events booked for 2015 were held \$35,000 to \$45,000 in revenues would be generated. He noted if the cost of the perimeter fence was Bonded the first payment would not be due until 2016 which would mean additional revenue from more events. Mr. Tennyson stated they were anticipating a restructuring of the fees for rental of the Festival Space in 2016, as it would be completely constructed. He commented Mayor Blais had been successful in booking events for 2015 for a partially constructed Festival Space. He said a completely constructed Festival Space would warrant a higher rental fee and he suggested the peak season of July and August would have a higher rental fee than the

remainder of the year. Mayor Blais apprised the original cost estimate for the Omega Brand Fence without additional architectural designs was approximately \$140,000 and a loan calculator had been used to estimate the annual payments at approximately \$30,000. He noted the Village of Lake George's share of the annual payment would be around \$9,000 and the County's share would be about \$18,000. Mayor Blais estimated the annual revenue from the parking lot was projected to be approximately \$80,000. Mr. Monroe said he had been surprised to learn the parking lot had generated almost \$80,000 since the construction was not completed yet. Mayor Blais mentioned the \$80,000 had been estimated because the Village had turned in approximately \$59,000 in cash and the County handled the credit card transactions. Once the Festival Space was able to be a more competitive venue, he continued, the parking lot would generate a greater amount of revenue. He pointed out Mr. Dutcher had indicated his intention to rent the parking lot, as well as the Festival Space for the 2015 Americade event. Mr. Tennyson asked if the loan calculations had pertained to a five year bond and Mayor Blais replied affirmatively. A brief discussion ensued.

Mayor Blais opined the perimeter fence should be a top priority and he recalled it had been included in the original plans for the Festival Space construction and had been removed for budgetary reasons. He advised all of the contracts for Charles R. Wood Park had come in under budget and some funding for the perimeter fence might be available in the remaining contract funds. Mr. Monroe agreed the perimeter fence was a critical element to the Festival Space and he suggested the Committee authorize the purchase and installation of a perimeter fence to be forwarded to the Finance Committee with a request to approve Bonding for same.

Motion was made by Mr. Kenny and seconded by Mayor Blais to authorize the purchase and installation of a perimeter fence for the Festival Space and refer the matter to the Finance Committee with a request to approve Bonding for same.

Mr. Thomas asked if some of the funding should be allocated from the revenues from the parking lot and Mr. Monroe responded that had been his understanding; however, he continued, it had always been the position of the Public Works Committee that funding for a project of this nature should be allocated from the General Fund.

Mr. Monroe called the question and the motion was carried unanimously to authorize the purchase and installation of a perimeter fence for the Festival Space and refer the matter to the Finance Committee with a request to approve Bonding for same. *A copy of the resolution request form is on file with the minutes.*

Mr. Monroe advised the next item on the agenda pertained to a request for reimbursement submitted by the Village of Lake George for expenses incurred in connection with two events held at the Festival Space. Mayor Blais stated these were expenses incurred by assisting the two events and included erecting temporary fencing. David Harrington, Superintendent of Public Works for the Village of Lake George, explained the costs were incurred from renting port-a-johns; erecting fencing; generator operation for lights and outlets; garbage collection; and the hourly rate plus fringe benefits for employee man hours. He noted the two events had been the American Music Festival for the Lake and Rocktoberfest. Mr. Monroe commented once the Restroom Building was completed there would be no expenses for the rental of port-a-johns. Mr. Harrington agreed and noted there would be no expenses associated with temporary fencing once a permanent perimeter fence was erected. He added there would only be the normal operation and maintenance costs to be submitted for reimbursement. Mayor Blais stated the total amount of reimbursement for both events was \$3,549.50 and he pointed out the Village had turned in \$7,500 in revenues to the County Treasurer from these events.

Motion was made by Mr. Monroe, seconded by Mr. Kenny and carried unanimously to authorize reimbursement to the Village of Lake George for expenses incurred in connection with two events held at the Festival Space of the Charles R. Wood Park in the amount of \$3,549.50 and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Monroe said the next item on the agenda pertained to an update on the proposed joint application for facilities use permit. Mr. Tennyson reported a smaller working group had been trying to achieve an agreeable joint application. He noted the process had been initiated by the Village of Lake George and the County Attorney had made amendments to the proposed joint application. He advised the working group had met the previous week to discuss the process of receiving an application for facilities use permit and the various information they may or may not want included depending on the applicant and the nature of the event. He stated the joint application was still in process and the goal was to have a finalized joint application by winter so all of the events booked for 2015 would receive the updated application. Mr. Tennyson anticipated requesting the Committee to delegate authority to him to sign on behalf of the County and Mayor Blais would sign on behalf of the Village of Lake George. He said facilities use permits would be coordinated through the County Attorney's Office and updates would be provided to the Park Operations & Management Committee. He advised this would be a new and more complex process than the County had been engaged with in the past for facilities use; however, he added, this was a larger and more complex space than had been managed in the past. He said they were ensuring the application was complete before returning to the Committee with a recommendation to adopt it.

Mr. Harrison reported he had met with Kevin Hajos, Deputy Superintendent of Engineering for the DPW, and Jim Girard, of Jim Girard Landscape Maintenance, regarding over seeding and fertilizing of the Festival Space. He noted he had hoped to have a proposal for this Committee Meeting but had not been successful. He explained Mr. Girard would like to aerate the grounds, over seed, fertilize and apply a layer of sand to protect the grass for the winter. He said this was something that should be completed before the first snowfall of the year. He advised a proposal would be forthcoming and he was unsure if this would be considered an operations and management expense. Mr. Tennyson apprised if the proposal was available prior to the November 12, 2014 Finance Committee Meeting, it could be presented for approval. He noted there might be a need to transfer funds from the revenue codes into a contract code. He asked if the County currently had a contract with Mr. Girard and Mr. Harrington replied Mr. Hajos had indicated there was a contract in place for the Parks, Recreation & Railroad Department and he added the Village also had a current contract with Mr. Girard. Mr. Tennyson advised the contract was necessary because the Festival Space contained new turf and they wanted to ensure it went into the winter season as healthy as possible. Mr. Monroe asked if the funds from liquidated damages pertaining to the late installation of the sod could be utilized and Mr. Tennyson replied he was unsure if those funds could be accessed yet. A brief discussion ensued.

Motion was made by Mr. Kenny, seconded by Mr. Monroe and carried unanimously to approve a contract with Jim Girard Landscape Maintenance to aerate the Festival Space grounds, over seed, fertilize and apply a layer of sand to protect the grass for the winter contingent upon approval of the Finance Committee.

As there was no further business to come before the Park Operations & Management (O&M) Committee, on motion made by Mr. Kenny and seconded by Mr. Monroe, Mr. Monroe adjourned the meeting at 10:04 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist