

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PARK OPERATIONS & MANAGEMENT (O&M)

DATE: JULY 31, 2015

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS MONROE  
MERLINO  
KENNY

COMMITTEE MEMBER ABSENT:

SUPERVISOR DICKINSON

OTHERS PRESENT:

ROBERT BLAIS, MAYOR OF THE VILLAGE OF LAKE GEORGE  
JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS  
LEISA GRANT, PRINCIPAL ACCOUNT CLERK, TOURISM  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
MARTIN AUFFREDOU, COUNTY ATTORNEY  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS CONOVER  
FRASIER  
SEEBER  
SIMPSON  
SOKOL  
TAYLOR  
WOOD  
WILLIAM LAMY, PROJECT MANAGEMENT EXECUTIVE COMMITTEE MEMBER  
MICHAEL CONSUELO, EXECUTIVE DIRECTOR, LAKE GEORGE REGIONAL CHAMBER  
OF COMMERCE AND CONVENTION & VISITORS BUREAU (CVB)  
FRED AUSTIN, FORT WILLIAM HENRY  
ROBERT SHULTZ, WARREN COUNTY RESIDENT  
DON LEHMAN, *THE POST STAR*  
SAMANTHA HOGAN, SECRETARY TO THE CLERK OF THE BOARD

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Mr. Monroe called the meeting of the Park Operations & Management (O&M) Committee to order at 10:00 a.m., noting that along with himself and Mr. Kenny, Chairman Geraghty would serve to constitute a quorum of the Committee.

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

Privilege of the floor was extended to William Lamy, *Project Management Executive Committee (PMEC) Member*, who provided an update on construction of the Festival Commons at the Charles R. Wood Park. He noted that the restroom building was open and fully functional and he advised Contract #3, which pertained to the west end of the project, was coming to a close with the exception of planting that needed to be completed at the appropriate time. Mr. Lamy continued that Contract #4, which included the Skate Park and Children's Adventure play area, was underway. He advised that as soon as the concrete work was completed within the Park they would begin work on the sidewalks at the east end of the restroom building and the entryway from Beach Road. He advised there were contracts that needed to be left open for construction of various signage around the Park, as well as to address the educational component of the project, some metal work and the construction of an LED sign.

Fred Austin, *of the Fort William Henry*, commented he had never seen a project run so smoothly. He advised he had recently authorized a permit for the Village of Lake George and Warren County allowing them to use up to 50 feet of the property owned by the Fort William Henry for construction purposes and landscaping; however, he noted, they would need provide the proper certificates of insurance in order to use the permit.

Privilege of the floor was extended to Jeffery Tennyson, *Superintendent of the Department of Public*

Works, who presented a request to authorize reimbursement to the Village of Lake George for various maintenance and event related expenses incurred for events held at the Festival Space. He pointed out that the agenda included copies of multiple invoices provided by the Village of Lake George for these services.

Chairman Geraghty questioned whether these invoices included the agreed upon rates and Mr. Tennyson responded he had believed the Committee had only established pre-set rates for the parking attendants.

Mr. Monroe noted the total for all of the invoices was \$4,522.08.

Mr. Tennyson commented this had been the busiest year yet for the Festival Space and he noted the majority of these expenses would not reoccur next year.

Motion was made by Chairman Geraghty, seconded by Mr. Kenny and carried unanimously to approve the request and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Merlino entered at 10:09 a.m.

Next, Mr. Tennyson presented a request to set Festival Space usage fees for the 2016 event year, as follows:

- 1 Day Festival Space Use - \$2,500
- 2 Days Festival Space Use - \$4,000
- 3 Days Festival Space Use - \$6,000
- Additional Consecutive Days - \$1,500 each
- Additional Set-Up Days - \$500 each
- Additional Recover/Tear-Down Days - \$500 each if not off site by 10 a.m. following day of event
- Security Deposit - \$500, returnable approximately 14 days after clean-up of event

Robert Blais, *Mayor, Village of Lake George*, advised event promoters were already inquiring about dates for next year. He stated that he did not want to give anyone a set use fee because he believed the rates should increase commensurate with the many improvements, such as the onsite restroom facility and the fencing around the space. Mayor Blais advised the estimated the revenue anticipated for 2015 would be around \$44,000.00 at the present fees charged and he noted that using the fees presented by Mr. Tennyson would raise anticipated revenues to \$56,000 to \$60,000.

Mr. Tennyson apprised the fees listed would include an onsite attendant for minor cleanup, changing the trash, once daily bathroom cleaning, electric use and up to 2,000 gallons of water per day; he added that the fees for any additional services would need to be negotiated.

Chairman Geraghty pointed out the resolution request form indicated 50% of the fees charged were due 30 days in advance of an event; he asked if this seemed excessive and he questioned what fees were included in this provision. Mr. Tennyson answered that the 50% advance pertained to the Festival Space use fees. Chairman Geraghty continued to read from the resolution which indicated that the remaining 50% of fees and the security deposit of \$500 were due 10 days in advance of an event; he then asked why the security deposit was not required 30 days in advance, as well. Mr. Tennyson responded that the security deposit was only meant to cover damages, while the 50% advance was required to hold the date for an event and to prevent organizers from backing out of scheduled dates, leaving the Festival Space unused during summer months when other events may have been turned away due to a lack of availability. He commented for they had begun requiring a 50% deposit for 2015 events and this procedure seemed to be working well. Chairman Geraghty asked if the 50% advance payment was non-refundable and Mr. Tennyson responded that if an event were to cancel for a reason other than because

of a circumstance created by the County and/or Village of Lake George, or some other significant occurrence, then yes, the 50% deposit would be retained. Chairman Geraghty then questioned what portion of the deposit would be non-refundable and Mr. Tennyson responded that detail had yet to be determined. Mr. Monroe noted that because this was likely to occur at some point, they should settle this detail. Mayor Blais indicated they had not had an incident like this as of yet, but he anticipated that unless they were able to book another event to fill the vacated spot, the 50% advance should be forfeited. Mr. Monroe questioned whether organizers would forfeit the full amount of their 100% payment if an event was cancelled less than 10 days prior to event when full payment would theoretically have been made and Mr. Tennyson replied affirmatively, indicating that unless another event could be booked in that very short timeframe, the entire payment would be forfeited. Mayor Blais noted the chances of booking another event in such a slim timeframe was highly unlikely and he advised it was common practice for deposits to be forfeited if organizers cancelled events as previously described. It was the consensus of the Committee that language should be added to indicate that any payment made in advance of an event would be forfeited if said event was cancelled without there being some extenuating circumstances.

Leisa Grant, *Principal Account Clerk, Tourism*, noted the Village of Lake George would be responsible for cleaning the restrooms and emptying garbage receptacles during events. She questioned what would happen if an event desired additional maintenance/trash removal assistance, specifically, would they be allowed to bring another company in to facilitate this work and would a certificate of insurance be needed. Mayor Blais answered that any additional needs, such as portable restroom and dumpster rental and removal, was the responsibility of the event organizer. He added the Village would only be responsible for making sure the trash receptacles did not overflow and for placing full garbage bags in the dumpster. Mr. Monroe commented a certificate of insurance would be required of any additional sub-contractors working events at the Festival Commons.

A brief discussion ensued, following which a motion was made by Mr. Kenny, seconded by Mayor Blais and carried unanimously to adopt the schedule of fees for use of the Festival Space for 2016 as presented by Mr. Tennyson, to include specific language indicating that up to 2,000 gallons of water per day will be allotted, all deposits will be non-refundable, and that any sub-contractors working on the Festival Commons will be required to provide certificates of insurance, and the necessary resolution was authorized for the August 21<sup>st</sup> Board Meeting. *A copy of the request form is on file with the meeting minutes.*

Continuing to the Referral/Pending Items section of the agenda, Mr. Tennyson stated he had no update to present on the Park maintenance schedule and estimated budget, nor the estimated cost of signage. However, he added, he felt that as the Park continued to develop they would have better clarity on these items.

Mr. Monroe advised that they had received a proposal regarding the south parcel of the wetlands maintenance portion of the project which was estimated at \$20,000. Mr. Tennyson interjected there was an old proposal from the Village of Lake George regarding their general day-to-day maintenance of the Park which he would like to eventually revisit, as well.

Mr. Tennyson advised of another item which was not included on the agenda, but which he would like to introduce, relating to rules for the Skate Park that had been produced in a draft form by Mayor Blais. He noted the progress of the Skate Park was moving forward quickly and they felt it important to have rules in place when it was completed. Mayor Blais stated he had been in touch with other towns in New York that had skate facilities and he combined the rules they provided to establish a set that would apply for this Skate Park. He distributed copies of the draft rules and suggested that they be forwarded on to the County Attorney for review and approval. *A copy of the draft rules is on file with the minutes.*

Mr. Monroe noted that at the bottom of the rules it stated: "Attendant may eject any users violating the above rules" and he noted that an attendant may only be on site during an event. Mayor Blais replied that the Village of Lake George had planned for an attendant to be present every day working on-site during the season; he added this attendant would not be assigned specifically to a center location within the Park but would be on-site mowing, cleaning restrooms, etc.

Motion was made by Mr. Kenny, seconded by Mayor Blais and carried unanimously to refer the Skate Park Rules in draft format to the County Attorney for review and approval.

Concluding the agenda review with the Information for Discussion/Review section, Mr. Tennyson advised he had presented a request at the recent Public Works Committee Meeting to appropriate funds for work on the County-owned West Brook Parking Lot. He explained this would allow for the project to be completed during the upcoming fall, with construction scheduled to begin September 15, 2015; he added that the bid for porous asphalt work would need to be awarded and a few other construction documents were awaiting grant approval. He noted there were events planned for the period of time when the parking lot would be under construction, so they would have to plan accordingly. He noted it was a large undertaking to expand the West Brook Parking Lot, but when complete, it would bring in more revenue to Warren County next year.

Mr. Monroe asked Mayor Blais if a figure was available to estimate the amount of revenue that would be received from the West Brook Parking Lot, once complete. Mayor Blais responded that he had originally estimated revenues in 2015, at the current parking lot size, would be about \$80,000 and the actual revenues were anticipated to be more than \$100,000; he added that this had become a very popular location.

Mayor Blais apprised that with approval from New York State, he had moved the location of the upcoming Circus to Battleground Park. He also noted that tickets for the upcoming American Music Festival, starring Sawyer Fredericks, were selling quickly due to Mr. Frederick's being an extremely popular local performer who had gained national recognition.

Mr. Tennyson noted that use of County-owned parking lots was handled through a separate permitting process from the Park areas which was facilitated by the DPW Office; he said he would be working with Ms. Grant in the instance that an event using the Festival Space desired to rent the adjacent parking lot as well. He stated when construction of the West Brook Parking Lot was complete, he would discuss the possibility of raising the associated rental rate with the Public Works Committee. He stated that currently, the rental rate for the Parking Lot was \$1,500 a day in conjunction with Festival Commons events.

Privilege of the floor was extended to Michael Consuelo, *Executive Director, Lake George Regional Chamber of Commerce and Convention & Visitors Bureau (CVB)*, who advised the Festival Commons website was active and receiving positive reviews. He noted through obligation they had delivered the website, but advised there was a need for management of the site. Mr. Consuelo requested that a meeting be held to establish a plan to advertise the website. Mr. Monroe recalled the website was designed so that Warren County would have the tools to update the site as needed; he suggested that they a meeting be set up with representatives from the Tourism Department as well as Mr. Kenny, *Chairman of Occupancy Tax Committee*, a representative from Normandin Marketing and Mike Colvin, *Warren County Information Technology Director*, to move forward with managing the website.

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 Mayor Blais, Mr. Monroe adjourned the meeting at 10:35 a.m.

Respectfully submitted,

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Samantha Hogan, Secretary to the Clerk of the Board