

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PARK OPERATIONS & MANAGEMENT (O & M)**

DATE: **MAY 14, 2012**

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS MONROE
MERLINO
KENNY
DICKINSON

JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
ROBERT BLAIS, MAYOR OF THE VILLAGE OF LAKE GEORGE
JOHN EARL, DEPUTY MAYOR OF THE VILLAGE OF LAKE GEORGE
DAVID HARRINGTON, SUPERINTENDENT OF PUBLIC WORKS, VILLAGE OF LAKE
GEORGE
DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS MASON
STRAINER
TAYLOR
THOMAS
WOOD
WALT LENDER, EXECUTIVE DIRECTOR OF THE LAKE GEORGE ASSOCIATION
TANYA BRAND, GROUP TOUR PROMOTER
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 9:36 a.m.

Mr. Monroe stated this was the first meeting of the Park Operations & Management (O & M) Committee and there were no previous minutes to approve.

Privilege of the floor was extended to Jeffery Tennyson, Superintendent of Public Works (DPW), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. Tennyson stated the first item on the agenda pertained to reimbursement to the Village of Lake George for parking attendant services and he pointed out that a letter from Robert Blais, Mayor of the Village of Lake George, pertaining to same was included in the agenda packet. Mayor Blais commented that last year the hourly rate for parking attendants had been capped at \$11 but thus far the Village had been unable to find candidates to fill the positions. He said it had been necessary to utilize full-time Village employees, who were paid at time and a half overtime rates of approximately \$21 per hour. He informed that he had interviewed one candidate who was willing to work on an on-call basis for \$9 to \$10 per hour, but full-time Village employees would continue to be utilized as back up.

Mayor Blais advised that the parking lot on the former Gaslight Village property was not anticipated to be as successful this summer. He noted The Big Apple Circus would be utilizing space that would result in no access to the parking lot from Route 9 and would decrease revenues during that time period. He stated that anyone wishing to park in the lot would first pass through the County-owned parking lot which charged \$2 per hour and he opined the Village operated lot would merely service the overflow of vehicles. He suggested that it might not be cost effective to keep both parking lots open this summer. He continued that while the Village was willing to maintain operation of the

parking lot for the summer season, they requested reimbursement for parking attendants be increased to up to \$21 per hour to cover the actual costs incurred by the Village. David Harrington, Superintendent of Public Works for the Village of Lake George, pointed out that a \$5 per vehicle fee could reduce the number of vehicles parking in the County-owned lot, which charged a \$2 per hour fee. He noted it would be more cost effective for tourists to utilize the Village operated lot if they planned on visiting for more than two hours. Mr. Harrington suggested increasing the fee to \$10 per vehicle in order to generate sufficient revenues to cover the cost of parking attendants.

Mr. Merlino entered the meeting at 9:42 a.m.

Mr. Monroe asked the average length of time a vehicle parked in the lot for the weekly fireworks and Mayor Blais responded approximately three to four hours. Mr. Kenny asked if it would be easier to fill the parking attendant positions if the hourly rate was increased to \$15 and Mayor Blais responded that the layout of the lot and the work involved in setting up and breaking down the lot would make it difficult to utilize two part-time employees. Mayor Blais added that he felt more comfortable having one full-time Village employee to oversee the part-time employees.

Mr. Tennyson stated that the County-owned parking lot would only consist of 30 to 35 spaces this summer which would not significantly impact the revenues generated by the Village operated parking lot. Mr. Monroe asked if the parking fee pay stations had been received and Mr. Tennyson replied in the negative adding that the pay stations had been ordered and were anticipated to be received by the end of the month. Mr. Tennyson asked when the Village operated parking lot would commence operations for the summer and Mayor Blais responded July 4th weekend and noted that fireworks were held every Thursday evening. Mayor Blais pointed out there were two events scheduled for September of 2012 and the only other expenses for the parking lot were the portable toilets and lighting. A brief discussion ensued.

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to increase the parking fee for the Village operated parking lot on the former Gaslight Village property from \$5 per car to \$10 per car; to authorize reimbursement to the Village of Lake George for parking attendants at a rate of up to \$21 per hour; and to authorize reimbursement to the Village of Lake George for use of portable toilets and lighting as needed. *The necessary resolution was authorized for the May 18, 2012 Board meeting.*

Mr. Tennyson announced that The Big Apple Circus had requested some minor site improvements to the Festival Space. He noted the requested site improvements included some grading and the establishment of drainage. He said the area in question would be utilized by Circus employees and for equipment storage. He said he had met with Mr. Harrington and they believed the drainage portion of the site improvements could be completed utilizing existing drainage materials; however, he added, it would be necessary to purchase some road and bridge materials to complete the remainder of the work. He noted the site improvements would include the establishment of a service loop through the parking lot to allow access to the entire site. Mr. Tennyson said the engineers had estimated the cost of road and bridge materials to be \$5,000 and he wanted to utilize parking revenues to cover the expense. He informed the remaining parking revenues from last year totaled \$6,903.25 which would be sufficient to cover the cost of materials for the site improvements.

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to authorize the purchase of road and bridge materials for site improvements to the Festival Space in an amount not to exceed \$5,000 using parking revenues. *The necessary resolution was authorized for the May 18, 2012 Board meeting.*

Mr. Tennyson apprised it was necessary to establish an operating budget for the former Gaslight Village property. He noted that revenues from the property were allocated to Code No. A.1625.2566, Gaslight Village Property, Parking Fees. He recommended that the account name for the A.1625 Code be changed from Gaslight Village Property to Charles R. Wood Park and Mr. Monroe agreed. Mayor Blais asked if the County had adopted a resolution to officially change the name of the property to The Charles R. Wood Park and Joan Sady, Clerk of the Board, replied affirmatively (Resolution No. 48 of 2012 adopted at the January 20, 2012 Board meeting); Mr. Monroe suggested the Village of Lake George adopt a similar resolution. Paul Dusek, County Administrator, pointed out that the agreement with The Charles R. Wood Foundation had not been executed yet. Mr. Monroe informed of an upcoming meeting to discuss the use of the \$750,000 received from The Charles R. Wood Foundation.

Mr. Tennyson distributed Budget Performance Reports for 2011 and 2012 for Code A.1625, Gaslight Village Property, to the Committee members; *copies of same are on file with the minutes*. He noted there were currently no funds budgeted for the property for 2012 and a remaining balance of \$6,903.25 from 2011 revenues. He explained that in 2011 a resolution was adopted each time the property generated revenue or required an expense.

Following discussion by the Committee, Mr. Tennyson requested to amend the 2012 County Budget to increase revenues and appropriations in order to establish an operating budget for The Charles R. Wood Park, as follows:

- Appropriations Codes and Amount:
 - A.1625.422 Repair/Maintenance Equipment - \$1,500;
 - A.1625.465 Road/Bridge Materials - \$5,000;
 - A.1625.470 Contract - \$15,000; and
- Revenue Code and Amount:
 - A.1625.2566 Parking Fees - \$26,403.25.

Mr. Monroe noted that revenue from The Big Apple Circus was not a parking fee as it was contractual. Mr. Tennyson replied he would clarify the revenue codes with the County Treasurer's Office. Mr. Monroe suggested requesting the revenue code be renamed to "Fees - Parking and Other". Mr. Tennyson informed the Committee members of the possibility that the revenue could be divided amongst two or more codes depending on the advise of the County Treasurer. (*Note: Subsequent to the meeting, the revenue code was corrected as follows: A.1625.2566 Parking Fees - \$9,000; and A.1625.2410 Rental of Property - \$10,500.*)

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to approve the request to amend the 2012 County Budget as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Tennyson said the next item on the agenda was to discuss the possible delegation of authority pertaining to expenditures for The Charles R. Wood Park. He noted the budget for the Park was a County Budget under his authority as the Superintendent of Public Works and he asked for direction on the protocol for expending funds for repairs and maintenance, as well as the protocol for communicating information on the same with the Village of Lake George. Mr. Monroe suggested that decisions be made between Mr. Tennyson and Mr. Harrington and that any disagreement on same require a convening of the Park Operations & Management (O & M) Committee.

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to delegate authority for expenditures pertaining to repair and maintenance of The Charles R. Wood Park to the Superintendents of Public Works for Warren County and Village of Lake George, with the

understanding that any disagreement on the course of action would be decided upon by convening the Park Operation & Management (O&M) Committee. *The necessary resolution was authorized for the May 18, 2012 Board meeting.*

Mayor Blais suggested the possibility of a local law to allow the Village of Lake George the authority to enforce parking violations in the County-owned parking lot and Mr. Dusek responded that a local law was in the process of being drafted. Mayor Blais informed that the Village's parking tickets contained a blank space where "County Lot" could be written and no additional supplies would be necessary. Mayor Blais stated that fines collected from the County-owned parking lot would be an additional source of revenue for the County. Mr. Tennyson said he had established a West Brook Parking Lot Budget Code (A.1626) and a Beach Road Parking Lot Budget Code would also be established. Mayor Blais asked if there was an agreement in principal for the Village to enforce the County-owned parking lot until the local law was adopted and Mr. Monroe advised a resolution had been adopted approving the Village's enforcement of the lot. A brief discussion ensued.

Mr. Monroe announced that the survey of the reconfigured Festival Space had commenced and would be completed shortly. Mayor Blais introduced John Earl, Deputy Mayor of the Village of Lake George, and stated that Mr. Earl would be the Village's other representative on the Park Operations & Management (O & M) Committee. He added that Mr. Harrington would serve as an alternate in the event that he or Mr. Earl were unable to attend.

Mr. Dickinson stated he had met with Mayor Blais to discuss the possibility of the Town of Lake George obtaining a portion of ownership of The Charles R. Wood Park. He said that further information was needed from the County in order to determine the necessary investment from the Town to purchase shares of the property. Mr. Monroe advised that this matter was under the jurisdiction of the Gaslight Village Ad Hoc Committee but could be discussed at the May 18, 2012 Board meeting. He apprised there were varying opinions on the percentage of ownership the County would be willing to sell to the Town. Mayor Blais commented that the Village was in support of the County's position to sell a portion of ownership to the Town; however, he added, the Village did not want to sell any of their shares in the property. Mr. Dusek informed that the original purchase price of the property was \$4.1 million which broke down as follows: \$1.3 million was paid by the County; \$350,000 was paid by the Town of Lake George; \$350,000 was paid by the Village of Lake George; and \$2.1 million was paid by the three environmental groups. He noted there had been additional expenditures pertaining to site improvements since the original purchase. Following further discussion on the matter, it was the consensus of the Committee that discussion of the possibility of the County selling a portion of the property to the Town of Lake George would take place at the May 18, 2012 Board meeting.

As there was no further business to come before the Park Operations & Management (O & M) Committee, on motion made by Mr. Dickinson and seconded by Mr. Merlino, Mr. Monroe adjourned the meeting at 10:19 a.m.

Respectfully submitted,
Charlene DiResta, Senior Legislative Office Specialist