

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PARK OPERATIONS & MANAGEMENT (O&M)

DATE: MAY 28, 2013

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS MONROE
MERLINO
KENNY

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
KATE JOHNSON, DIRECTOR OF TOURISM
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR

COMMITTEE MEMBER ABSENT:

SUPERVISOR DICKINSON

MARTIN AUFFREDOU, COUNTY ATTORNEY

JOAN SADY, CLERK OF THE BOARD

FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS MASON

MONTESI

STRAINER

TAYLOR

ROBERT BLAIS, MAYOR OF THE VILLAGE OF LAKE GEORGE

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

WILLIAM LAMY, PROJECT MANAGEMENT EXECUTIVE COMMITTEE MEMBER

AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

Mr. Monroe called the meeting of the Park Operations & Management (O&M) Committee to order at 10:30 a.m.

Motion was made by Mr. Merlino, seconded by Mr. Kenny 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 noted the first item on the agenda pertained to the Caldwell Sewer District; however, he added, he was unsure of the issue. Robert Blais, Mayor of the Village of Lake George, agreed that the issue was unknown and he suggested the item be tabled. Jeffery Tennyson, Superintendent of the Department of Public Works (DPW), suggested the item be removed from the agenda and he added if there had been an issue, it must have been rectified.

Continuing, Mr. Monroe stated the next item on the agenda pertained to a draft version of the Park Rules. Mayor Blais reminded the Committee members that a draft version had been introduced at the previous meeting and he asked if any changes, deletions or additions were required. Regarding the no smoking policy, Mayor Blais suggested this be enforced in the areas of the children's playground and the skate park. Mr. Tennyson reminded the Committee members they had also discussed banning smoking within 50 feet of the buildings (restrooms), as well as the children's playground and skate park. Mayor Blais said there was a similar no smoking policy for Shepard Park. Mr. Tennyson pointed out there were some draft Park Rules which had not been distributed to the Committee members and he added Mayor Blais had indicated he would make changes to the draft based on comments from previous meetings. He suggested the latest version of the draft Park Rules be distributed to the Committee members so they could be adopted at the next meeting.

Mr. Monroe asked if a local law would need to be adopted for the Park Rules. Martin Auffredou, County Attorney, replied that if a prohibition or violation clause was included then a local law would

need to be adopted by either the Village or the County. He added it did not matter if the local law was adopted by the Village or the County as long as it was enforceable. Mayor Blais explained the draft Park Rules would be incorporated into the existing Village of Lake George Park Rules and Regulations portion of their local laws. He noted that Mr. Dickinson had indicated his willingness to do likewise with the Town of Lake George local laws. Mr. Monroe pointed out the Park Rules should be approved by the Park O&M Committee prior to adoption by the Village and the Town. Mr. Auffredou stated the approval of this Committee should work well for the Village in the process of adopting the local law; however, he added, since the County was 62% owner, a resolution from the Board of Supervisors should be adopted, as well.

Mr. Monroe said the next item on the agenda pertained to an American Legion event request and Mayor Blais explained this was for a carnival to be held the third week of August. Mayor Blais noted this carnival had taken place last year; however, he mentioned he had informed the American Legion that he was unsure if it would be possible to hold the carnival on the property this year due to the construction schedule. Mr. Tennyson pointed out that he had spoken with Denise DiResta, Director of Veterans' Services, and had informed her that the carnival could be accommodated if it were held prior to the Big Apple Circus event.

Pertaining to the Marketing Brochure for the Festival Space, Mayor Blais informed that Requests for Proposals (RFP's) had been released. He advised that he had met with Kate Johnson, Tourism Director, and Michael Consuelo, Executive Director of the Lake George Chamber of Commerce and CVB (Convention and Visitors Bureau), to review the proposals. Ms. Johnson reported they had reviewed proposals from four agencies and had selected Declare Creative Services from Glens Falls, New York. She noted they had elected to wait before reviewing the proposals for the development of a website. She stated Declare Creative Services would produce 1,000 full color brochures which would be 11" by 17" folded in half at a cost of \$2,550. She noted this would be a pre-sales brochure to assist in booking events. Mr. Monroe asked if the cost would be paid out of the parking revenues and Mayor Blais replied that had been the recommendation of the Committee in the past. Mr. Tennyson asked about the time frame for the project and Ms. Johnson replied they were hoping for delivery of the brochures by mid July.

Motion was made by Mr. Kenny and seconded by Mr. Merlino to authorize the Lake George Chamber of Commerce and CVB to proceed with a contract with Declare Creative Services to design, print and deliver 1,000 Festival Space Sales Brochures at a cost of \$2,550 to be paid out of parking revenues for the Charles R. Wood Park and without the need for further Committee approval.

Although no further Committee approval would be required, Mr. Tennyson requested that he and Mr. Monroe be allowed to view a draft brochure prior to printing. He advised his only concern was to ensure that all of the information was correct, such as which features would be available. Ms. Johnson pointed out that rates and fees had not been determined yet. Mr. Tennyson noted Mayor Blais had drafted a fee schedule and the information could possibly be available to be included in the brochure. Mr. Consuelo recommended the rates and fees be inserted into the brochures as a separate sheet of paper. Mayor Blais commented that he did have a draft rate and fee schedule; however, he suggested that a small working group consisting of himself, Mr. Tennyson, Ms. Johnson and Mr. Consuelo work on the rate and fee schedule to be presented to this Committee at a future meeting.

Mr. Monroe called the question and the motion was carried unanimously to authorize the Lake George Chamber of Commerce and CVB to proceed with a contract with Declare Creative Services to design, print and deliver 1,000 Festival Space Sales Brochures at a cost of \$2,550 to be paid out

of parking revenues for the Charles R. Wood Park and without the need for further Committee approval. *The necessary resolution was authorized for the June 21, 2013 Board meeting.*

Mr. Monroe said the next item on the agenda pertained to the necessary site improvements for the 2013 Big Apple Circus event. Mr. Tennyson explained that staff from the Village and County DPW would be on-site to complete some additional demolition and grading work prior to the arrival of the Circus. He said he did not anticipate any material costs, as the work involved the removal of concrete and trees and re-grading. He added the hope was that existing materials could be utilized. Mr. Monroe inquired about the additional needs this year versus last year and Mr. Tennyson replied the Circus had requested a pedestrian access path to Beach Road which the Circus would use as a main entrance.

Mayor Blais pointed out many were not aware of the parking lot on West Brook Road and he suggested that signage be added to the road. He said the parking lot had been full and had garnered approximately \$1,000 in parking revenue the previous weekend. He mentioned that only two of the four pay stations on West Brook Road were operable. He advised that last year an LED sign had been loaned to advertise the presence of the Circus and he suggested a similar sign be used on Beach Road this year to advise of the entrance to the Circus. Mr. Tennyson stated he did not feel the same company would be able to loan an LED sign this year; however, he added, a County-owned sign should be available.

Mr. Monroe inquired about the issue of inoperable pay stations and Mr. Tennyson explained there had been an issue with two of the pay stations which had initially been attributed to the batteries not maintaining a charge. He said they had contacted the manufacturer and since the parts were under warranty, they would be replaced.

Mr. Auffredou stated he believed there would be no issues with the closing for the land swap and he did not foresee any issues with requesting the temporary access agreement which would be required for the entrance to the Big Apple Circus event. He added if the closing occurred prior to the Big Apple Circus event, the temporary access agreement would be moot. Mayor Blais volunteered to contact Bill Dow, owner of the Lake George Steamboat Company, to inform him that the request would be forthcoming. He said he would also call the representative of the Fort William Henry Resort pertaining to same.

In reference to the additional demolition and grading work prior to the arrival of the Circus, Mr. Consuelo informed the Big Apple Circus would send a press release to the media and the Board of Supervisors regarding a preview performance to be held on June 20, 2013. He asked if this performance would conflict with the schedule for the work. Mr. Tennyson responded that he did not foresee a conflict and he added the crew would try to complete as much of the work as possible prior to June 20, 2013. He stated that no work would be in progress during the preview performance.

Mr. Monroe mentioned the next item on the agenda pertained to the delegation of authority. Mr. Auffredou explained now that he had a draft of the Park Rules, he was in a better position to commence working on a delegation resolution. He noted the concept was to streamline the approval process for use of the Festival Space. He pointed out a local law would not be necessary, but the delegation of authority would need to be approved by the Board of Supervisors to authorize the Park O&M Committee to make decisions regarding the Festival Space. Mr. Auffredou stated he would try to have a draft resolution prepared before the next Committee meeting. Mr. Monroe advised the purpose of the resolution was to authorize this Committee to approve the use of the Festival Space. Mr. Auffredou said his understanding was that the delegation resolution would authorize the Park

O&M Committee to make all decisions pertaining to the Festival Space. He reminded the Committee that Mayor Blais had presented a proposal pertaining to a boat race at a previous Committee meeting and he questioned the need for the Board of Supervisors to approve these types of activities. Mr. Monroe suggested that once a rate and fee schedule was determined, only exceptions to the rate and fee schedule should require full Board approval.

Mr. Tennyson stated that as the park became more developed, there would be an increase in the number of events requesting to use the property. He suggested guidelines should be established to determine how events would be selected for use of the property, such as first come, first served. He further suggested the inclusion of criteria, such as the benefit to the public and the cost or burden placed on the property owners. He said this use permit process should be included in the delegation resolution. Mr. Auffredou pointed out that the leads for events were mostly garnered through Mayor Blais or the Lake George Chamber of Commerce. He added the current approval process could take up to five weeks to complete. He said he appreciated Mr. Tennyson's comments; however, he continued, he felt it would be best to get the Park Rules and delegation resolution in place and see how things developed from there.

Mayor Blais mentioned that a Park Use Permit application had been developed but the rate and fee schedule would be necessary to proceed. He suggested all use requests should go through the Lake George Chamber of Commerce and once events were selected they should be given a point person to assist the group through their event. Mr. Consuelo commented that event promoters required quick decisions and if they were made to wait they would often select an alternate venue. He agreed with Mayor Blais on the need for a point person to assist the events with their needs. Mr. Monroe pointed out that without a delegation resolution there could be a situation which would require a Special Board Meeting in order to approve usage and Mr. Auffredou interjected that approval could be given retroactively at the next Board meeting. He advised he could prepare the delegation resolution for the June 21, 2013 Board meeting. Mr. Monroe said that the draft resolution should authorize the approval for use by himself, Mr. Tennyson, Mayor Blais and the County Administrator for the remainder of this year while the Festival Space was still under construction. Mr. Auffredou said he would prepare the delegation resolution and distribute it to the Committee members prior to the June 21, 2013 Board meeting. Mr. Monroe opined the delegation resolution could be amended as needed based upon the history of usage. Mr. Tennyson stated the only major event this year would be the Big Apple Circus. Mayor Blais pointed out that Americade would use the property for parking of vendor vehicles and motorcycles.

Mr. Monroe commented that once construction was completed, a maintenance schedule would be required for the property. Mayor Blais stated he would include a proposed maintenance schedule in the same packet when he forwarded the Park Rules to the Committee members.

Mr. Monroe asked if any action was necessary from the Committee and Mr. Auffredou replied that he did not believe a resolution was necessary to authorize him to draft a resolution. He said he would draft the resolution and distribute it prior to the Board meeting. Joan Sady, Clerk of the Board, stated that if the resolution was to be presented at the Board meeting, then this Committee should approve the drafting of the resolution.

Motion was made by Mr. Merlino, seconded by Mr. Kenny and carried unanimously to authorize the County Attorney to draft a delegation resolution for the Charles R Wood Park and Festival Space to be presented at the June 21, 2013 Board meeting. *The necessary resolution was authorized for the June 21, 2013 Board meeting.*

Pertaining to the Pending Items, Mr. Tennyson noted that all the items had been discussed and the first two items could be deleted from the list. Concerning Pending Item No. 3, pertaining to the development of a park maintenance schedule and operating budget, he said that all of the details had not been worked out but the maintenance schedule and estimated budget were in progress. Mr. Monroe asked if this included the maintenance for the wetlands and Mayor Blais replied affirmatively.

Mayor Blais encouraged the County and the DPW to look at the two lane street on West Brook Road. He said he had gone to the area the previous day and the lane which ran from Canada Street toward the Lake was almost entirely blocked with vehicles. He pointed out the entire paved area contained parked cars some of which had driven over the sand bags. He stated it was necessary to determine a way to prohibit illegal parking on West Brook Road. He suggested some type of barrier, as well as additional signage. Mr. Monroe asked if there were currently no parking signs in place and Mr. Tennyson replied affirmatively. Mr. Tennyson stated the enforcement of the no parking fell to the Town of Lake George and the Warren County Sheriff's Office. He advised the DPW could improve the shoulder but there would be some expense. He noted the construction plans included the building of a sidewalk on that side of the road. A discussion ensued pertaining to the Conservation Easement.

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. Merlino, Mr. Monroe adjourned the meeting at 11:12 a.m.

Respectfully submitted,
Charlene DiResta, Senior Legislative Office Specialist