

WARREN COUNTY / VILLAGE OF LAKE GEORGE

JOINT PARK O & M COMMITTEE MEETING

Wednesday, August 27, 2014

9:30 am

AGENDA

- CALL TO ORDER..... Chairman Monroe**
- APPROVAL OF MINUTES..... Chairman Monroe**
- NEW BUSINESS..... Chairman Monroe**

Item #

- 1 Park Construction Update..... Jeff Tennyson**
- 2 Festival Space Event - Rocktoberfest..... Jeff Tennyson**

OLD BUSINESS..... Chairman Monroe

REFERRALS Chairman Monroe

1) Jeffery Tennyson and Dave Harrington to develop a park maintenance schedule and estimated budget, as well as a cost estimate for park signage. (02.26.13) Update: Mr. Tennyson advised a park maintenance schedule and estimated budget were in progress and would be forthcoming. (08.23.13)

PRIVILEGE OF THE FLOOR..... Chairman Monroe

ADJOURNMENT..... Chairman Monroe

NO 2183

Statement
VILLAGE OF LAKE GEORGE
P.O. Box 791
Lake George, New York 12845
518-668-5771

TO: WARREN COUNTY BOARD OF SUPERVISORS

AUG. 19, 2014

DATE

1340 STATE ROUTE 9

LAKE GEORGE NY 12845

INVOICE NO. 2

FOR: MANPOWER TO MOW SOUTH PARCEL OF CHARLES R. WOOD PARK \$1,062.72

SUPPLIES TO MOW SOUTH PARCEL 75.00

Total Amount Due \$1,137.72

Very truly yours,
DAVID HARRINGTON, SUPT. OF PUBLIC WORKS



2

2014 Village of Lake George costs for Mowing South parcel			
Invoice No. 2			
Employee/ equipment	Hours	per hr&fringe	costs
Ron Goodspeed	10	\$ 26.40	\$ 264.00
	8/4&5		
Roger Johnson	16	\$ 26.67	\$ 426.72
Howard	16	\$ 23.25	\$ 372.00
	8/11&12		
Manpower total			\$ 1,062.72
Supplies:			
Diesel for tractor			\$50.00
gas			\$ 25.00
Supplies total			\$75.00
		TOTAL DUE	\$1,137.72

3

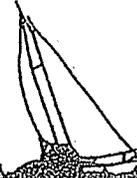


VILLAGE OF LAKE GEORGE, NEW YORK

P.O. BOX 791
12845

ROBERT M. BLAIS
Mayor

DARLENE V. GUNTHER
Clerk-Treasurer



TRUSTEES
John Earl
Ray Perry
John Root
Joseph Mastrodomenico, Jr.

ENFORCEMENT OFFICER
Douglas Frost

518-668-5771
Fax: 518-668-3735
E-mail: lgville@nycap.rr.com

August 4, 2014

Paul Dusek, Administrator
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845

RE: Rocktoberfest Festival Space Use

Dear Paul:

The Village Board has approved and I have booked another festival for the Festival Space.

Rocktoberfest is scheduled for Saturday, October 11 from 12noon to 9pm. The promoter is Sean Quirk and he will furnish us with the necessary insurance.

The fee would be \$1,500 for the one day. He has not asked for any Occupancy Tax, etc.

I do believe we should provide him with Porta-Johns and will arrange for same company as Circus and American Music Festival.

Please place this on the next O&M agenda.

He will pay in advance to Warren County.

We need a procedure on this as well.

Sincerely,

Robert M. Blais
Mayor

cc: Michael Consuelo, LGRCVB

4

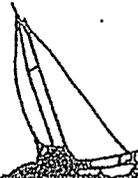


VILLAGE OF LAKE GEORGE, NEW YORK

P.O. BOX 791
12845

ROBERT M. BLAIS
Mayor

DARLENE V. GUNTHER
Clerk-Treasurer



TRUSTEES
John Earl
Ray Perry
John Root
Joseph Mastrodomenico, Jr.

ENFORCEMENT OFFICER
Douglas Frost

518-668-5771
Fax: 518-668-3735
E-mail: lgville@nycap.rr.com

August 19, 2014

Paul Dusek, Administrator
Warren County Municipal Center
1340 State Route 9
Lake George, NY 12845

RE: Festival Space

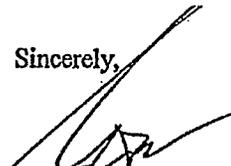
Dear Paul:

Enclosed is our application to use the Festival Space. We will obtain the insurance requirements and follow through to assist this new event.

We will obtain a check for \$1,500 for one day's use on October 12 he will be cleaning up. The concert is only one day.

We could finalize at our next O&M meeting.

Sincerely,


Robert M. Blais
Mayor

Enc.

RMB/das

RECEIVED

AUG 20 2014

Office of Warren
County Administrator

Wards Fest. Space

COPY 5

Village of Lake George
Application for Use of Community Facilities/Special Events

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:
Mayor Robert M. Blais - Village of Lake George - PO Box 791 - Lake George, NY 12845

Today's Date: 7/11/14 PLEASE COMPLETE BOTH SIDES
Name of Event: Oktoberfest
Date(s) Requested: 10/11, 12 Facility Requested: Festival Space

INFORMATION ABOUT YOUR GROUP NOT FOR PROFIT (SEE BACK) OTHER
Name of Organization or Individual: King Neptune's
Time of Event: 2 (AM) (PM) To 11 (AM) (PM) Supervisor in charge: SEAN QUirk
Total Time of Facility Usage: 9 hrs
Mailing Address: PO Box 141

Telephone: (Day) _____ (Night) _____ (CELL AT EVENT) 260 0066
Web site (for public use): KingNeptunespub.com Email (for office use only): apremierbuilder@yahoo.

INFORMATION ABOUT YOUR INTENDED USE OF MUNICIPAL FACILITIES
None (Private Property Location):
Purpose of Use: Oktoberfest - Live music, beer, food
Total Participants Expected: Adults 1000 Children 21 yrs & older
Is material, equipment or labor required from the municipality? (see next page for details) YES _____ NO X
Are Vendors included? Yes _____ No X If yes, how many? _____ please include vendors' list sheet with application.

A PENALTY MAY BE IMPOSED FOR VENDORS PRESENT BUT NOT LISTED (\$135-14)
IMPORTANT - PLEASE INCLUDE: Insurance Certificate, Check for Fee, and Details of Event on Organization Letterhead.

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/She agrees to be responsible to the Village of Lake George for the use and care of the facilities. He/She, on behalf of King Neptune's (Organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village of Lake George from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Village of Lake George's property, facilities, and/or services by King Neptune's (Organization).

1. Facilities Use Limited - Shepard Park Outside Village Organizations - Limited to 1-Day per/Month (Maximum 3-hour Duration - Between 12 Noon - 9:30 PM)
2. Noise Levels - 75 dB (A) measured out-of-doors from a distance of 50 feet from the source.
3. Vehicles Prohibited - Only those vehicles necessary to transport heavy equipment will be permitted in Park; No other private vehicles; No more than two (2).
4. Alcoholic Beverages Prohibited - No alcoholic beverages will be permitted in the Park or vehicles therein.
5. No Tents, Structures, Heavy Equipment, Lights, Amplification or Other Accessories Are Permitted Without Prior Authorization.
6. Shepard Park Users Please Note: No stakes are to be used to secure tents or canopies. No vehicles may park on any grass areas except to load or unload. Any damage caused by the above uses will be charged to the permittee.

I have read and agree to the above:

Signature of Organization's Representative

Address: 89 Flat Rock Rd
Telephone: 760 0066

DO NOT WRITE BELOW THIS LINE

Approved: Date 8/18/2014
by Village Board

Robert M. Blais, Mayor [Signature] Fee Paid? _____

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The Village of Lake George requires Comprehensive General Liability insurance coverage in the amount of \$1,000,000 per occurrence.
2. The Licensee may furnish a Comprehensive CGL in the amount of \$1,000,000 (One Million) per occurrence with the Village of Lake George as additional insured and \$2,000,000 aggregate.
3. You must also sign a hold harmless agreement.
4. The only acceptable insurance shall be from a New York State permitted insurance company with a rating of A- or better.
5. Not For Profit – Applicant must provide proof that they are a Not for Profit Organization in New York State.

USER FEES (PAYABLE IN ADVANCE)

(All user fees are per day unless otherwise noted. Additional fees may be charged)

Please check items requested:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> 1. Shepard Park or Beach Only | OR | \$50.00 | NO STAKES ALLOWED IN PARK OR BEACH! |
| <input type="checkbox"/> Shepard Park & Bandstand | OR | \$100.00 | |
| <input type="checkbox"/> Park, bandstand w/ electricity and/or PA | | \$125.00 | <input type="checkbox"/> 13. Village Department of Public Works equipment, incl. trucks, backhoe, compressor, etc. w/ operator (Warren County use schedule per hour) |
| *\$100.00 refundable deposit required for microphone | | | List Items _____ |
| <input type="checkbox"/> 2. Portable Stage and Canopy | | \$100.00 | |
| <input type="checkbox"/> w/electricity | | \$125.00 | |
| <input type="checkbox"/> 3. 10 x 10 ft. canopy (2) | | \$50.00 each | |
| ----- | | | |
| <input type="checkbox"/> 4. Blais Park | | \$25.00 | Plus any of the following: |
| <input type="checkbox"/> Parapet, grounds | | \$50.00 | <input type="checkbox"/> w/electricity \$75.00 |
| <input type="checkbox"/> 5. Beach Road Parking Lot | | | |
| <input type="checkbox"/> Labor Day to Memorial Day | \$1,200.00 full day | \$700.00 half day | |
| <input type="checkbox"/> Memorial Day to Labor Day | \$1,750.00 per day | \$1,000.00 half day | |
| <input type="checkbox"/> Trash pick-up/dumpster | \$400 per event | | <input type="checkbox"/> 14. Parade Permit \$250.00 per hour min. (fill-out attached form) |
| <input type="checkbox"/> 6. Lakefront Walkway | | | <input type="checkbox"/> 15. Street Closure \$150.00 |
| <input type="checkbox"/> Sound System | | \$50.00 | |
| <input type="checkbox"/> Public Docks Sides (2 sides per dock) | | \$75.00 per dock | side per day |
| <input type="checkbox"/> Plus electricity at docks | | \$25.00 | |
| <input type="checkbox"/> 7. Beach Road Lakeside (cones, signs, etc.) | | \$100.00 per day | |
| <input type="checkbox"/> 8. James Street Parking Lot | | \$40.00 per hour (12 PM – 11 PM, Memorial Day to Labor Day) | |
| <input type="checkbox"/> 9. Recreation Center | | | |
| <input type="checkbox"/> 9:00AM-3:30PM | \$100.00 | <input type="checkbox"/> 3:30PM-9:00AM | \$200.00 per day |
| <input type="checkbox"/> 10. Visitor Center (inside) | \$200.00 per day | Porch | \$100.00 per day |
| <input type="checkbox"/> 11. Fire Dept. Equipment w/Personnel (Fill out Permit) | | | <input type="checkbox"/> 16. Bagging of meters: \$1.00/hr per meter OR \$2.00/hr for parking lots. Meters must be bagged early morning; payment required for the time bagged up to 2 hours after the event. |
| <input type="checkbox"/> Apparatus Use | \$250.00 per day (3-hour max) | | |
| <input type="checkbox"/> Meeting Rooms | \$25.00 per day (\$100. Deposit required) | | |
| <input type="checkbox"/> w/Kitchen | \$50.00 per day | | |
| <input type="checkbox"/> 12. Village Hall meeting room (M-F 8:30AM-4:00PM only) | | \$25.00 per day | |

Festival Space \$1,500 per day -

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Park Operations & Management

DATE: August 27, 2014

- (a) Purpose of Request:
Authorize reimbursement to the Village of Lake George for expenses incurred in connection with the Charles R. Wood Park for mowing of the South Parcel in the amount of \$1,137.72

- (b) Details:
To reimburse the Village of Lake George for mowing of the South Parcel on August 4-5, 2014 and August 11-12, 2014 in an amount totaling \$1,137.72. Invoices from the Village of Lake George are attached.

- (c) Previous Resolution Number:
394 of 2014

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Budget Code A.1625 413 Gaslight Village Property, Repair & Maint. - Bldg./Property. \$1,137.72

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Park Operations & Management

DATE: August 27, 2014

- (a) Purpose of Request:
Authorizing use of the Festival Space by King Neptune's for a Rocktoberfest event to be held on October 11, 2014 for a fee of \$1,500 and authorizing a formal contract for same; and authorizing formal contracts with all of the events scheduled to utilize the Festival Space this fall. Mr. Tennyson to provide a list of events.
- (b) Details:
King Neptune's has requested use of the Festival Space on October 11-12, 2014 for a Rocktoberfest event to be held on October 11, 2014 from 2:00 p.m. until 11:00 p.m. They will also use the Festival Space on October 12, 2014 in order to clean up following the event. A copy of the Village of Lake George's Application for Use of Community Facilities is attached, as well as a letter from Mayor Blais
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
NA

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS



