

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PARK OPERATIONS & MANAGEMENT (O&M)

DATE: MARCH 20, 2018

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS MERLINO
DICKINSON
HOGAN

VOTING MEMBERS:
ROBERT BLAIS, MAYOR, VILLAGE OF LAKE GEORGE
DAVID HARRINGTON, VILLAGE OF LAKE GEORGE SUPERINTENDENT OF
PUBLIC WORKS
KEVIN HAJOS, DEPUTY SUPERINTENDENT OF PUBLIC WORKS
LEISA GRANT, PRINCIPAL ACCOUNT CLERK, TOURISM
PETER GIRARD, CREATIVE DIRECTOR, TOURISM
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
KEVIN B. GERAGHTY, ACTING COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BRAYMER
FRASIER
HYDE
LEGGETT
LOEB
MAGOWAN
SIMPSON
SOKOL
MICHAEL SWAN, COUNTY TREASURER
DON LEHMAN, *THE POST STAR*
THOM RANDALL, ADIRONDACK JOURNAL
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR STROUGH

Please note, the following contains a summarization of the March 20, 2018 meeting of the Park Operations & Management Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:

<http://www.warrencountyny.gov/gov/comm/Archive/2018/om/>

Mr. Merlino called the meeting of the Park Operations & Management (O&M) Committee to order at 10:35 a.m.

Motion was made by Mayor Blais, seconded by Mrs. Hogan and carried unanimously to approve the minutes of the previous 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, privilege of the floor was extended to Kevin Hajos, *Deputy Superintendent of Public Works*, who presented a request to authorize reimbursement in the total amount of \$12,630.12 to the Village of Lake George for various expenses related to the Charles R. Wood Park, as well as to appropriate funds from Budget Code A691.07, Deferred Revenue Gaslight Village Parking Fees, in the amounts of \$12,589.26 to Budget Code A.1625 413, *Charles R. Wood Park, Repair & Maint.-Bldg/Property*, and \$40.86 to Budget Code A.1625 410, *Gaslight Village*

Property, Supplies, to fund same.

Motion was made by Mr. Merlino, seconded by Mrs. Hogan and carried unanimously to approve the request and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Geraghty requested going forward that bills be submitted for reimbursement during the same year. David Harrington, *Village of Lake George Superintendent of Public Works*, apologized, explaining this particular bill was received late from the vendor and had been overlooked at the Village.

Chairman Conover entered the meeting at 10:39 a.m.

Next, Mr. Hajos reviewed the Referral/Pending Items portion of his agenda with the following:

- 1) Regarding the Application/Permit Special Instructions, Mayor Blais apprised that a clause had been added for weather cancellations and the deposit amount had been increased from a \$500 refundable deposit to a \$1,000 deposit at a previous meeting. Given this information, Mayor Blais advised this item could be removed from the Referral/Pending Items list.

Mr. Dickinson entered the meeting at 10:41 a.m.

- 2) Privilege of the floor was extended to Peter Girard, *Tourism Creative Director*, to address the next pending item pertaining to quotes for ongoing maintenance of the Festival Commons website. Mr. Girard indicated an RFP (*Request for Proposals*) had been released in response to which two submissions were received; of the two, Mr. Girard recommended entering into contract with the lowest bidder, Black Dog Designs, who had bid a lesser amount than the previous contract and he proceeded to review the proposed contract terms as provided in the agenda packet. Leisa Grant, *Principal Account Clerk, Tourism*, speaking to the amount of the contract, which proposed certain set-up and annual fees as well as a work rate of \$100 per hour, suggested that the contract be approved in a total amount not to exceed \$12,000; she explained that although she did not think they would expend the whole \$12,000, but this would allow a safeguard to ensure their social media presence was not impeded. A discussion ensued during which Ms. Grant advised this matter would need to be referred to the Occupancy Tax Coordination Committee for a source of funding, where monies were available. It was the consensus of the Committee to refer the matter to the Occupancy Tax and Coordination Committee for review at their next meeting.

Mr. Merlino displayed a brochure that the Tourism Department and the Lake George Regional Chamber of Commerce & CVB had worked on together and he advised of his to produce a similar brochure to advertise the Festival Commons.

- 3) With respect to the referral for the County Attorney to research whether the stage would be fully insured by the Village and whether there would be any liability to the County, Mary Elizabeth Kissane, *County Attorney*, apprised she had no information to report and would bring an update to Committee next month. Mayor Blais noted the Village of Lake George had obtained insurance and listed the County as an insured party.

Mr. Merlino inquired what the status of the portable stage was and Mayor Blais replied the stage was expected to arrive on or around April 13th and three Village of Lake George staff would be trained on the operation of it. He distributed a copy of a brochure he had sent to towns and not-for-profit groups in Warren County which offered use of the stage at a discounted price, *a copy of which is on*

file with the minutes. Mayor Blais informed the rental price was \$1,500 and included hauling, set up, one stage crew member during the performance and take down. He informed rental would be available from April forward. He apprised the stage was an asset to both the Village of Lake George and Warren County.

Continuing, Mayor Blais provided an update on events booked for 2018 stating they had booked fourteen events, equating to twenty-one use days, at an estimated revenue of \$31,500, as compared to the thirteen events booked last year. He noted he was in the process of booking the American Music Festival, to return June 30 - July 1; the Lake George Winter Carnival Summerfest, on August 18 -19; the "Christkindlmarkt" event on December 7 - 9; and the Adirondack Pond Ice Hockey Tournament which would be held January 19 - 20, 2019. He apprised he had also recently booked The Charlie Daniels Band to play on September 23rd. Mayor Blais commented he was unsure if Wi-Fi was available at the Festival Commons, but promoters had requested it and if it was not available the Committee should consider obtaining it. He noted he had contacted Mike Colvin, *Director of Information Technology*, about this but Mr. Colvin was currently on vacation and he was awaiting a reply.

Mayor Blais informed the new Committee members that the stage purchase had been in process for some time; he added that the Village of Lake George had offered to purchase the stage, maintain and own it, which the County agreed to. He advised the stage would be available first for Festival Common use and then to the towns and not-for-profit organizations at a reduced rate, as stated earlier.

Mr. Merlino noted the portable stage had been a work in progress for a couple of years and it was meant to travel around the County for purposes other than events at the Festival Commons Space. Mayor Blais apprised the Committee that the Village of Lake George had contracted with an experienced individual to transport the stage, noting the individual had the necessary truck. He added it would take three people three to four hours to set up the stage.

Given the information provided by Mayor Blais, Ms. Kissane requested Referral Item 3, pertaining to insurance for the stage, be removed as it was currently insured by the Village of Lake George and the County was named as an insured; Mayor Blais assured that he would provide a certificate of insurance. It was consensus of the Committee to remove the item from the Referral List, as requested.

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 Mrs. Hogan, Mr. Merlino adjourned the meeting at 10:55 a.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board