

Agenda
Joint Park O & M Committee
Department of Public Works
June 25, 2019 11:25 pm

Committee Members: *MERLINO, Dickinson, Strough, Frasier, Blais, Harrington*
Alternate County Member- *Hogan*

- I. **Committee Meeting Call to Order**..... Chairman Merlino
- II. **Motion to Approve Minutes of Prior Committee Meeting**..... Chairman Merlino
- III. **Action Agenda/New Business**
Page

IV. Referral/Pending Items

1) Mayor Blais to return to Committee with a formal proposal for the fire tower on West Brook Road. (06.04.19)

2) It was the consensus of the Committee for Messrs. Hajos and Harrington to visit the south parcel of the Charles R. Wood Park that bordered the Tiki Resort that had a retaining wall, which was in disrepair and which could potentially cause injuries to anyone in the area if it were to fall and determine what action needed to be taken and update the Committee at their next meeting.(06.04.19)

V. Information for Discussion/Review

VI. Privilege of the Floor to discuss any additional items to come before the Committee

VII. Motion to Adjourn

Attachments – Elan proposal



Planning / Landscape Architecture / Engineering D.P.C.

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June 5, 2019

Mayor Robert Blais
Village of Lake George
26 Old Post Road
P.O. Box 791
Lake George, NY 12845

VIA EMAIL

RE: PROPOSAL TO ASSIST THE VILLAGE OF LAKE GEORGE PREPARE AN APPLICATION IN THE 2019 CONSOLIDATED FUNDING APPLICATION for CONCEPTUAL DESIGN OF THE OBSERVATION TOWER IN THE CHARLES R. WOOD ENVIRONMENTAL PARK

Dear Mayor Blais:

Based on your request, we are pleased to present the following proposal to prepare a grant request to the NYS Department of State in the upcoming Consolidated Funding Application (CFA) round which was just announced. Funding from this program is made available from the Environmental Protection Fund (EPF) for projects near and adjacent to NYS waterways including Lake George. The purpose of the funding request will be to seek funding to prepare a conceptual design of the observation tower that was conceived in the original master plan for the park.

The following tasks outline the steps necessary to complete the conceptual plan and prepare the grant application.

Task 1 – Prepare Consolidated Funding Application

Elan will complete an application package based on the requirements in 2019 Consolidated Funding Application round which was recently announced and are due on July 26, 2019. The criteria of the grant announcement will be reviewed for consistency to the identified project and all elements will be addressed to submit a competitive application.

A conceptual diagram and initial cost estimate will also be prepared at this stage for inclusion in the CFA.

Task 2 – Generate Necessary Attachments

Working with the Village and the Warren County Park Committee, Elan will include photographs, location map, and other information into the grant application to strengthen the request. This will include previous design drawings. Other attachments that would be helpful will be a municipal resolution and letters of support. Elan will prepare base documentation and work with the Village to collect letters of support.

Task 3 –Submit Application

Once the application is complete, the grant will be submitted on-line in accordance with the grant requirements. One hard copy will be printed for the Village's records.

FEE STRUCTURE

The fee for this work will be a lump-sum, not-to-exceed fee of \$4,900 (four thousand nine hundred dollars). In addition, there may be standard reimbursed expenses, relating to traveling and printing. Expenses will be billed at cost.

If you agree to the above stated scope of services please counter-sign this letter and return a copy to our office. Upon receipt of the letter we will begin work.

As always, it is a pleasure working with you and the Village Board and thank you for considering Elan Planning, Landscape Architecture, and Engineering. If you have any questions or comments, please feel free to call me at your convenience.

Sincerely,



Lisa C. Nagle, AICP
Principal
Elan Planning, Design & Landscape Architecture

Mr. Robert Blais
Mayor
Village of Lake George

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 O&M

DATE: 6/25/19

- (a) Purpose of Request: For the Village of Lake George to enter into an Agreement with Elan Planning for submittal of a CFA Grant application.

- (b) Details: Elan Planning on behalf of The Village of Lake George and Warren County will submit a CFA grant application for the funding of a Fire Tower to be located at the Charles R. Wood park. The cost for Elan Planning to complete the grant application and submittal will be \$4900, which will be split between the Warren County and the Village of Lake George. Warren County will pay for 62% share (\$3,038) and the Village will pay 38% share (\$1,862). The County will reimburse the Village for the cost of the County share.

- (c) Previous Resolution Number: NA

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Deferred Revenue - Gaslight Village Parking Fees, A691.07 \$3,038

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 O&M

DATE: 6/25/19

- (a) Purpose of Request: To reimburse the Village of Lake George for Charles R. Wood Park 62% cost of an Agreement between the Village of Lake George and Elan Planning for submittal of a CFA Grant application.

- (b) Details: Elan Planning on behalf of The Village of Lake George and Warren County will submit a CFA grant application for the funding of a Fire Tower to be located at the Charles R. Wood park. The cost for Elan Planning to complete the grant application and submittal will be \$4900, which will be split between the Warren County and the Village of Lake George. Warren County will pay for 62% share (\$3,038) A.1625 470 Charles R. Wood Park, Contracts; the Village will pay 38% share (\$1,862). The County will reimburse the Village for the cost of the County share.

- (c) Previous Resolution Number: NA

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Deferred Revenue - Gaslight Village Parking Fees, A691.07 \$3,038

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