

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PARK OPERATIONS & MANAGEMENT (O&M)

DATE: SEPTEMBER 24, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MONROE
MERLINO
KENNY
DICKINSON

OTHERS PRESENT:

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
ROBERT BLAIS, MAYOR OF THE VILLAGE OF LAKE GEORGE
LEISA GRANT, PRINCIPAL ACCOUNT CLERK, TOURISM
JOANN MCKINSTRY, ASSISTANT COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BROCK
FRASIER
THOMAS
WOOD
DON LEHMAN, *THE POST STAR*
SAMANTHA HOGAN, SECRETARY TO THE CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

Mr. Monroe called the meeting of the Park Operations & Management (O&M) Committee to order at 11:02 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Dickinson and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk of the Board

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

Commencing the agenda review Mr. Tennyson presented a request to authorize the appropriation of \$998.82 from parking revenues as well as to authorize reimbursements to the Village of Lake George in the same amount for various expenses related to the Festival Commons.

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

Next, Mr. Tennyson requested authorization to reimburse Diane Skiba the \$1,500 deposit she had submitted for a craft show intended to be held at the Festival Commons which was cancelled.

Robert Blais, Mayor of the Village of Lake George, stated the reason for the cancellation was due to financial difficulties; he noted a policy had not yet been adopted regarding reimbursements and cancellations for the Festival Commons.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request as outlined and refer same to the Finance Committee. *A copy of the request form is on file with the minutes.*

Next, Mr. Tennyson reviewed the 2016 Park Operations and Management Budget Request and the following changes were suggested for referral to the Budget Officer:

1. Increase Budget Code .470 by \$30,000 to include costs estimated by the Village of Lake George to provide Park Maintenance (from \$10,000 to \$40,000).
2. Addition of a new revenue code reflecting \$59,000 in Occupancy Tax Funds provided by the Village and Town of Lake George.
3. Reduce Budget Code .2566 (parking revenue) to \$14,000.

Mr. Tennyson advised he had not included the construction cost of adding two shed-sized ticket booths to the Festival Commons entrances, the anticipated cost of which was about \$6,000. Mr. Monroe asked if there was any type of grant available for this type of construction. Mr. Tennyson answered that he was unaware of any and added that applying for a grant could potentially delay construction of the booths.

Discussion ensued with regard to the ticket booth construction, following which a motion was made Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to transfer \$6,000 from parking revenues to cover the cost of the ticket booth construction and refer same to the Finance committee. *A copy of the request is on file with the minutes.*

Moving on to Referral/Pending Items, Mr. Tennyson noted items 1 and 2 had been addressed and 3 was in regards to the refund discussed and approved; he stated that there was a need to come up with a policy to address cancellations and refunds for Festival Commons events.

Mayor Blais announced there were five returning events for the 2016 season and advised of two new events for October 2016, The Barbershop Quartet Festival and the Fall Festival which would be held throughout Warren County and the Central location would be located at the Festival Commons.

As there was no further business to come before the Park Operations & Management (O&M) Committee, on motion made by Mr. Merlino and seconded by Mr. Kenny, Mr. Monroe adjourned the meeting at 11:32 a.m.

Respectfully submitted,
Samantha Hogan, Secretary to the Clerk of the Board