

**Business of the Village Board  
Village of Saranac Lake**

SUBJECT: SL Chamber of Commerce MOU

Date: 12/9/2024

DEPT OF ORIGIN: Village Manager

Bill #184-2024

DATE SUBMITTED: 12/26/2024

EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Village Administration

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

SUMMARY STATEMENT:

Resolution to authorize the Village Manager to execute MOU with Saranac Lake Area Chamber of Commerce

MOVED BY: White      SECONDED BY: Ryan

VOTE ON ROLL CALL:

MAYOR WILLIAMS

yes

TRUSTEE RYAN

yes

TRUSTEE WHITE

yes

TRUSTEE SCOLLIN

yes

TRUSTEE BRUNETTE

yes



# Village of Saranac Lake

## MEMORANDUM OF UNDERSTANDING (MOU)

Between the Village of Saranac Lake (“Village”) and the Saranac Lake Area Chamber of Commerce (“Chamber”)

### **BACKGROUND**

In 2013, the Village of Saranac Lake initiated a hiking challenge to promote area recreational hikes called the Saranac Lake 6er Program. In 2022, the Village decided to limit the promotion of the program due to concerns related to overuse including parking and trail maintenance. While the program's promotion is significantly limited, the need for proper trail stewardship and education is still required. Continued interest from the public will require ongoing management of the program. The Village has identified the Chamber as the partner best equipped to provide administrative services for the Saranac Lake 6er Program. The purpose of this MOU is to outline the activities and responsibilities of each entity related to the Saranac Lake 6er Program.

### **Chamber Responsibilities**

- The Chamber will assist the Village in management of the Saranac Lake 6er Program.
- The Chamber will be the financial depository for all Saranac Lake 6er Program income.
- The Chamber will provide a <sup>quarterly</sup> monthly report detailing the number of registrations and income received.
- The Chamber will retain 30% of program income as an administrative fee for service.
- The remaining income of the program will be distributed to the Saranac Lake Local Development Corporation on a quarterly basis for trail stewardship, education, and maintenance.
- All program supplies (patches, stickers, certificates, etc.) will be the responsibility of the Chamber to order. Money to purchase supplies will come from income earned from the program separate from the administrative fee. Any purchase of supplies shall be reviewed and signed off by the Village before purchase.
- The Chamber will handle online and in-person registrations and will manage the mailing of patches/certificates. ROOST will continue to be responsible for updates & maintenance to saranaclake.com for online registrations and information.
- The Chamber will be responsible for providing educational materials to those interested in participating in the Saranac Lake 6er program provided that any material generated must be for general informational purposes only and not for the express purpose of promoting the program. The Village shall review any new educational material before publication.
- Receive all questions or comments related to program specifics such as where to park, trail conditions, etc.

### **Village Responsibilities**

- Review monthly reports and verify all program revenue is being used for the purposes detailed in this MOU.
- Receive all questions or comments related to the program overall including trailhead parking, trail maintenance, and overall impact of the program in the community.

**IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

This MOU is a nonbinding agreement that both parties have entered into in good faith. Either party may disassociate from the effort without penalty or liability by so notifying the other in writing. Written notice shall be sent sixty (60) days prior to the disassociation.

**TERM AND AMENDMENT**

This MOU shall be in effect for period of 12 months beginning on January 1, 2025. Both parties reserve the right to renegotiate this MOU upon the mutual consent of the other party. This MOU represents the entire understanding of both parties with respect to this partnership. Any modifications of this MOU must be in writing and signed by the parties.

**SIGNATURES**

The Village and Chamber indicate agreement with this MOU by their signatures.

\_\_\_\_\_  
Name:  
Title:  
Village of Saranac Lake

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:  
Saranac Lake Chamber of Commerce

\_\_\_\_\_  
Date