

**VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN**
(Official Minutes)

MONTHLY MEETING of the CDA BOARD OF DIRECTORS
Wednesday, February 4, 2009

Village Clerk Dennis Martin called the monthly meeting of the CDA to order at 6:00 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

CDA Commissioners present: Trustee Pete Petersen, Gail Hibbard, Jeff Fisk, Skip Bliss, Cindy Wilson, Bob Chanson

CDA Commissioners absent: Chairman Bill Turner

Also present: Library Director Nancy Krei, Village Clerk Dennis Martin, Joseph McHugh, Village Engineer Terry Tavera

Elect Chairperson Pro-Tem

Chanson/Wilson 2nd made a MOTION to elect Skip Bliss the chairperson Pro-Tem, and the MOTION carried without negative vote.

Visitors Heard

None

Announcements

1. Ad Hoc Joint Services Committee Meeting at the Fontana Village Hall – **Thursday, February 5, 2009, 6:00 pm**
2. Toddler Time at the Fontana Public Library – **Thursday, February 5, 12 and 19, 2009, 10:30 am**
3. Public Test of Electronic Voting Equipment for Spring Primary Election – **Wednesday, February 11, 2009, 2:30 pm**
4. VOF Assessor Village Hall Office Hours – **Friday, February 13, 2009, 10:00 am to 2:00 pm**
5. Spring Primary Election – **Tuesday, February 17, 2009, Polls Open 7:00 am to 8:00 pm**
6. Park Commission Monthly Meeting – **Wednesday, February 18, 2009, 6:00 pm**
7. Congressman Ryan Staff Member Listening Session at Fontana Village Hall – **Thursday, February 19, 2009, 2:00 to 3:00 pm**
8. Plan Commission Monthly Meeting – **Monday, February 23, 2009, 5:30 pm**
9. Library Board Monthly Meeting – **Wednesday, February 25, 2009, 10:00 am**
10. Lakefront and Harbor Committee Meeting – **Wednesday, February 25, 2009, 4:30 pm**
11. Finance Committee Meeting – **Thursday, February 26, 2009, 5:00 pm**

Approval of Current Payables

During discussion on the payables presented for approval, Commissioners Bliss, Wilson and Chanson all stated that they had concerns with a \$578 bill for the Printing Partners and a \$2,200 reimbursement to the Village of Fontana General Fund for newsletter expenses. Chanson asked what the other Village departments were being charged for their portions of the quarterly newsletter. Wilson stated that the CDA articles in the newsletter do not comprise 25 percent of the newsletter. Bliss stated that the proposal to have the CDA pay for a portion of the newsletter was never considered or approved by the CDA Board. Trustee Petersen stated that he remembered the issue being discussed and he thought it had been approved, but it may have been at a staff meeting. Martin was directed to contact Chairman Turner and have the newsletter expenses placed on the agenda for next month's meeting.

Petersen/Chanson 2nd made a MOTION to approve the Payables as presented, with the exception of the \$578 bill for the Printing Partners and the \$2,200 reimbursement to the Village of Fontana General Fund for newsletter expenses. The MOTION carried without negative vote.

Finance Report – Treasurer Hayden-Staggs

Update/Review – Full Accounting Statement & TIF Revenue Increment Projections

The updated full accounting statement was distributed; however, a 2009 budget and Project Plan have not been adopted, so those numbers are not in the statement.

Presentations

None

TID #1 Infrastructure Projects – Public Works Director Workman

General Construction Updates

No update presented

TIF Project Maintenance Activity Report

No concerns stated

Kinzie Avenue Contract Pay Request No. 4

Petersen stated that the Village Board approved payment of the \$16,920 Pay Request No. 4, contingent on CDA Board approval. Approval was recommended by the Village engineer. Tavera stated that the Kinzie Avenue project and Third Avenue project pay requests are both for work that was completed in the fall.

Chanson/Fisk 2nd made a MOTION to approve the \$16,920 Pay Request No. 4 submitted by Odling Construction for the Kinzie Avenue Project as recommended, and the MOTION carried without negative vote.

Third Avenue Contract Pay Request No. 5

Chanson/Fisk 2nd made a MOTION to approve the \$23,940 Pay Request No. 5 submitted by Mann Brothers, Inc. for the Third Avenue Project as recommended, and the MOTION carried without negative vote.

TID #1 Development Projects

Mill Street Plaza (FairWyn, Ltd.) – Porter Court Plaza Benches Update

The Park Commission has not yet made a recommendation on the location or exact number of benches to be erected in Porter Court Plaza, but the design will match the benches for the Third Avenue Project.

General Business

Resignation of Executive Director Joseph McHugh

The board members expressed regret that McHugh submitted his resignation and appreciation for his service. McHugh has taken a new job as executive director of the Geneva Lake Conservancy.

Fisk/Hibbard 2nd made a MOTION to accept the resignation of Joseph McHugh as the executive director of the CDA, with thanks and sincere appreciation for the service provided during his tenure, and the MOTION carried without negative vote.

Foth Updated Engineering Proposal for Fontana-Walworth Pedestrian Path

Petersen stated that the Village Board approved the engineering proposal submitted by Foth for the Fontana-Walworth Pedestrian Path Project for an amount not to exceed \$23,500, contingent on CDA Board approval. Petersen stated that the proposal includes language that the contract will be on a time and materials basis, so the Village Board approved a not-to-exceed contract amount. Petersen stated that if the engineering expenses are projected to exceed the \$23,500 level, it will require further Village Board and CDA approval.

Petersen/Hibbard 2nd made a MOTION to approve the engineering proposal submitted by Foth for the Fontana-Walworth Pedestrian Path Project for an amount not to exceed \$23,500, and the MOTION carried without negative vote.

Village Board Report – Chairman Turner

Not presented

Lakefront & Harbor Report – Commissioner Chanson

Not presented

Park Commission Report – Commissioner Hibbard

Not presented

**Blue Ribbon Committee for the Lakefront Building – Commissioners Wilson (Alt: Fisk)
RFPs Submitted for Marina Building Structural Engineering Contract**

Petersen stated a motion to approve the \$2,500 bid submitted by PDI/Graef failed to earn approval from the Village Board, and the RFPs were referred by the Village Board to the CDA and back to the Blue Ribbon Committee for reconsideration. Petersen stated that the list of the 10 firms that submitted RFPs and the cost of the total bids were the only information the Village Board received, so the Village Board requested a better explanation for the recommendation of one of the most expensive bids submitted. Petersen stated that the bid should be awarded to one of the firms that submitted the low bids that are in the \$1,000 range. Petersen stated that the project is only to determine the structural condition of the current marina building. Bliss stated that the Blue Ribbon Committee recommendation should have been considered by the CDA Board prior to the matter being presented to the Village Board. Bliss stated that the RFPs should be referred back to the Blue Ribbon Committee for another recommendation, and then that recommendation should be presented to the CDA, and the CDA recommendation then presented to the Village Board. Bliss stated that the Village administration needs to keep in mind the appropriate sequence of meetings for the approval process. Bliss stated that if the item is not a pay request for services already provided, the CDA Board should consider the matter before it is presented at a Village Board meeting. Wilson stated that she and the other members of the Blue Ribbon Committee invested more than five hours of their personal time at a series of meetings before making the recommendation to approve the RFP submitted by PDI/Graef. Wilson stated that the Village Board representative on the Blue Ribbon Committee, Trustee Diane Lewis, was not present at the meeting at which the recommendation was approved and Trustee Lewis did not do a good job presenting the recommendation at the Village Board meeting. Wilson stated that the committee members made a responsible and thought-out recommendation and she is offended that the some of the Village Board members suggested differently. Chanson stated that the structural engineering project is an important step that has to be completed prior to taking the ultimate proposal to referendum. Chanson stated that the recommendation should be reconsidered by the Blue Ribbon Committee and then brought to the CDA for consideration prior to presenting it to the Village Board. Petersen stated that throwing \$2,500 at the marina building does not make sense considering the poor condition of the building. Chanson stated that 50 percent of the people who responded to the survey conducted by the Blue Ribbon Committee stated that they want the current marina building rehabilitated or a new building constructed, so the CDA needs a structural engineering report. Chanson stated that a structural engineering report would have greatly benefited the beach house project. Petersen stated that the Village Board members are just seeking more information before approving a contract for \$1,500 more than is required. Bliss stated that Blue Ribbon Committee should hold a meeting and then present their recommendation to the CDA Board prior to the Village Board acting on the recommendation.

Executive Director Report

Not presented

Confirm Quorum for upcoming Meetings

Next Regular Monthly Meeting – March 4, 2009 @ 6:00 pm

Agenda Item Requests

Nothing new requested

Pending/Future Items

1. 286 Valley View Drive – Façade Improvement Discussion (Canopy Renovation)

Adjournment

Chanson/Fisk 2nd made a MOTION to adjourn the CDA meeting at 6:29 pm, and the MOTION carried without negative vote.

Minutes prepared by: Dennis L. Martin, village clerk

Note: These minutes are subject to further editing. Once approved by the CDA, the official minutes will be kept on file at the Village Hall.

APPROVED: 03/04/09