

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

MONTHLY MEETING of the PARK COMMISSION

Wednesday, November 15, 2006

Chairman Rick Treptow called the meeting of the Park Commission to order at 6:09 pm at the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

Park Commissioners present: Treptow, Laurie Larson, Dawn Sammons, Jill Wegner, Trustee Joe Bidwill

Park Commissioner absent: Brent Horvath, Sharon O'Brien, Sarah Lobdell

Also present: William Henry, Library Director Nancy Krei, Assistant Zoning Administrator Bridget McCarthy, Administrator Kelly Hayden-Staggs, CDA Executive Director Joseph McHugh, Building Inspector Ron Nyman, Trustee Micki O'Connell, Ilya and Natalie Tulman, Public Works Director Craig Workman

Approval of Minutes

Sammons/Larson 2nd made a MOTION to approve the minutes for the meeting held October 17, 2006 as submitted, and the MOTION carried without negative vote.

Visitors Heard

Walworth Township property owner Bill Henry presented documentation regarding a U.S. Department of Agriculture Natural Resources Conservation Program wildlife habitat oak savanna restoration project agreement that he is pursuing. Larson stated that she wanted information regarding the exact number of species of trees, the percentage of oak trees versus invasive species of the trees to be removed, and that the trees be marked. Henry responded that he did have an assessment completed on the property and he is attempting to preserve the oaks, but the oaks have not been able to grow because of the box elders that are crowding them out. Treptow stated that he will schedule a time to meet at the Henry site so that all the Park Commissioners can view the property.

General Business

Park House Use

Treptow reported that the Park House was used 13 times in October 2006.

Treasurer's Report

The Financial Report as of October 31, 2006 was presented by Treptow.

Tree Board

Sandra and Richard Chlebos Appeal Findings of Fact

The Park Commission reviewed the findings of fact prepared by McCarthy on November 9, 2006 for the Chlebos tree removal issue.

Larson/Wegner 2nd made a MOTION to approve the Findings of Fact as presented and to mail them the document with the official meeting minutes, and the MOTION carried without negative vote.

Mike O'Byrne Request Not to Replace Trees/Waive Fee

Treptow read a letter from O'Byrne dated October 17, 2006, requesting that the Tree Mitigation requirements of the Tree Ordinance be waived for the removal of a dead tree. The Park Commission discussed whether to waive the tree mitigation requirements of the Tree Ordinance because the lot is heavily wooded and there is no room to plant a replacement tree.

Sammons/Larson 2nd made a MOTION to accept a payment into the Tree Reforestation Fund in lieu of planting a replacement tree, and the MOTION carried without negative vote.

Natalie Tulman Tree Removal

Natalie Tulman stated that two dead trees were leaning on her home and when she attempted to obtain

insurance for the property, the insurance company required that the trees be cut down. Tulman stated that her father-in-law cut down the trees, and the stumps are still there if a determination of health is required. Tulman stated that as soon as they received a stop work notice from the Village, all the work was stopped and they subsequently applied for a tree removal permit. Treptow stated that the situation is similar to that of Sandra and Richard Chlebos; however, the Tulmans do not have a landscaping company involved with the project. Treptow stated that the landscaping company provided documentation that the trees that were cut down on the Chlebos property were dead, and in the Tulman case the Park Commission only has their word that the trees were dead before they were cut down. Larson stated that it can't be determined from a stump if a tree was dead or alive when it was cut down. Nyman stated that when he visited the site he was unable to determine from the stumps if the trees were leaning toward the house. Treptow stated that a decision should be not be made until after the Park Commission members visit the site.

Old Business

Parks Projects/Completion Dates

Workman stated that roof for the restroom/pavilion building in Reid Park is scheduled to be installed that week. Workman stated that the installation was delayed because the contractor was waiting for the delivery of special stainless steel flashing. Workman stated that construction of the lower roof was started during the delay. Workman stated that restoration of the site will begin soon. Treptow stated that the Reid Park sidewalks depicted on the pavilion plans should be disregarded since they are not being installed. Workman responded that the sidewalks are part of the master plan for the future of the park and they could be installed at a later date, so they should be kept in mind when completing the landscape planning. Treptow stated that the majority of the landscaping plan will not be planted until spring, but it might be possible to have the trees planted at this time. Workman suggested that the Village could use trees donated by Gerdes Nursery to plant after the site is graded. Treptow stated that it is a good idea to plant the trees at this time. Treptow stated that the new pavilion wing at the Duck Pond has been stained and the new trash receptacles have been installed. Workman stated that fixtures for the new lights along Highway 67 were recalled, which has caused a delay. Workman stated that most of the poles have been installed and work will continue on landscaping, road striping and replacing the light fixtures. The project should be completed in about two weeks.

Wayfinding Sign Issues – Update

McHugh presented the final plan depicting the location of the new wayfinding signs and stated he was seeking a recommendation of the size and color for the new signs. Treptow stated that he measured the letters on the Village of Fontana sample sign and the letters on signage in Lake Geneva and they are the same size, although the signs approved for the Village are not two-sided, they are standard monument signs. The Park Commission did not direct McHugh to alter the size and color for the new signs.

Mill House Pavilion Grant Project - Update

Treptow stated that new architectural plans for the proposed structure have been completed. The design calls for an open, two-level building to have a ramped entrance, a salt-box wooden roof, a cupola and skylights. The Village has received a few negative responses with regard to the grant solicitations, but a response has not been received from the Kikkoman Foundation. Grant solicitations will be sent to area businesses, civic organizations and individuals. Sammons stated that a letter should be sent to Fontana Elementary School soliciting student support in raising funds with such activities as a coin drive. Treptow stated that the pavilion may feature bench seating so that classes could be conducted in the open air setting. Larson asked if the salvaged timbers will be used for the new structure. Treptow stated if they can't be used for the new structure, they will be displayed at the site because of their historical value.

2007 Budget– Update

Treptow reported that the Finance Committee recommended approval of the Park Commission budget, but it will not be approved until after the public hearing on November 20, 2006. Treptow stated that there is \$2,000 in the Public Works Department budget for tree trimming. The Park Commission discussed whether the recommended budget for tree trimming and tree care was adequate and suggestions were made that a percentage of the money derived from Tree Ordinance fines be directed to the Tree Reforestation Fund.

Fen Walk-Through – Update

Treptow stated that the Village has been receiving appreciative comments regarding the Fontana Fen. The new sign has been erected and work will continue on removing buckthorn from the site.

Stream Walk/Wildlife Habitat Incentive Program (WHIP)

Wegner stated that there is more money available than initially anticipated for the project, and if approved, up to 50 percent of the project cost could be funded by WHIP. Wegner stated that WHIP prefers that the projects that they fund have financial partners, such as schools, Trout Unlimited chapters, etc. The DNR application has a description of what needs to be removed and replaced. Wegner stated that volunteer labor is needed and they would like to get Fontana Elementary School to assist with the portion of the creek that is adjacent to school district property. Wegner stated that there are a lot of trout in the stream that will benefit from the stream restoration project.

Holiday Decorations

Treptow stated the Village is using the decorations that it has used in past years. A committee will be formed in May 2007 to determine what to do for the entire Village with the \$10,000 budgeted for holiday decorations. Treptow stated that Public Works Department assistance will be needed, so a representative from the Public Works Committee should be included in the planning meeting.

Porter Court Design Details

McHugh stated that the landscaping plan for Porter Court has been approved; however, he was seeking direction for the final selection of materials. McHugh stated that nothing has changed in the design since the initial approval last month. The issue of landscape lighting was not resolved last month. McHugh presented photographs of the materials proposed for the areas around the fountain and the landscape beds and for the path edge bollards. Treptow stated that the new lights for the Highway 67 project also will illuminate the area, and if it is determined that the landscape bed lighting is not needed after the Highway 67 lights are installed, the issue can be reconsidered. McHugh asked the Park Commission to consider a motion to approve the fixtures to be used for the landscape lighting.

Sammons/Treptow 2nd made a MOTION to approve the the fixtures to be used for the landscape lighting as presented, and the MOTION carried without negative vote.

Reid Park Building Landscape - Update

Treptow stated that more trees will be added to the landscaping plan for the new building.

New Business

Duck Pond Proposed Plans

McHugh presented the preliminary Duck Pond Master Plan that has been approved by the CDA. A storage area used by the DPW will be cleared; however, the cold rock patch cannot be moved until a site is created at the DPW headquarters. The old cars and busses in the area that are used by the Fire Department have to be relocated at the direction of Fire Chief Jon Kemmett. McHugh stated the primary theme of the project is "Native Plant and Woodland Restoration." McHugh stated that the CDA needs the Park Commission to make a recommendation if the plan should be advanced to the design development stage. Bidwill asked how much the project development will cost and stated that the Village should not spend funds on planning costs until after the projects earn approval. McHugh stated that the project has a total initial estimate of about \$2 million if all the components are carried out during a 5- to 10-year-period. The commission was concerned with the eventual maintenance cost of the project and that there has not been an annual plan proposed for maintaining the plantings, picking seeds, burning programs, tree trimming, and the necessity of an arborist, etc. Larson stated that she wants to know if the water run-off from the Tracy development will flow into the Duck Pond Area. McHugh stated that state law prohibits a property owner from dumping storm water run-off onto adjacent properties, so an agreement would have to be approved between the Village and Tracy. Larson stated she also is concerned about the cost of the proposed expansion of the compost area and the development of a commercial processing site and asked if more advanced plans have been discussed during the preliminary master plan stage. Workman stated that if a third-party offers to operate a Village compost manufacturing facility, a deal can be negotiated. McHugh stated that the Village has been budgeting for composting services, so the expansion would not add a new service to the annual budget; however, the CDA will explore if there is a method to provide the service at a cheaper cost. Larson stated that an arrangement should be made for the compost area in which the Village can earn revenue from the operation.

Larson/Sammons 2nd made a MOTION to recommend that the CDA move forward with the advanced design development planning stage for the Duck Pond Master Plan as presented, and the MOTION carried without negative vote.

Tree Ordinance Quarterly Reports

Treptow stated that the Park Commission would like McCarthy to provide quarterly reports on the number of tree removal permits issued and details such as the reason for removal, the species of trees removed, the number of trees replaced, etc. Sammons stated she is concerned that she cannot easily determine if a tree removal permit issue has been issued for properties where she observes trees in the process of being cut down. Nyman explained that when a permit is issued, applicants are instructed to post the bright-green permit card in a location visible from the street. Sammons stated that the Village should do better informing citizens of the requirement to post permits in visible locations. Bidwill stated that the Village is becoming inundated with tracking the small details of the tree removal permits that are issued.

Tree City USA Recertification

Treptow stated that he has received the annual recertification application and he will have it ready to be submitted by December 31, 2006.

December Parks Meeting

Treptow stated that the monthly meeting of the Park Commission will be held Wednesday, December 13, 2006, beginning at 6:00 pm.

Donated Trees From Gerdes Nursery

Treptow stated that more than 100 trees were donated to the Village by Gerdes Nursery and the trees will be planted on public property. Subdivision association presidents and representatives will be contacted to determine interest in obtaining some of the donated trees.

Bills to Pay

None

Park Requests

None

Any Other Comments or Concerns

Treptow asked Workman to have the DPW crew fill pot holes in the Village trails, specifically in the Fen trails located closest to the church. McHugh stated that posts will be erected for bird houses, which will be installed on the posts in the spring. Bidwill suggested that the houses not be painted, rather that the wood be left in its natural state.

Tree Ordinance Review, Possible Amendments Directed by Village Board

The Park Commission members stated that they did not understand the Village Board directive. Following discussion, the Park Commission suggested the scheduling of a joint meeting with the Village Board and Plan Commission.

Pending Park Commission Items for Future Agendas

1. Landscape Plans for Mill House Pavilion, Wild Duck Road, Beach House
2. Bird and Bat Houses
3. Landmark Trees - List
4. Frisbee Golf - Duck Pond
5. Village Irrigation Systems
6. "Summer Breeze"
7. Chuck's Landscaping
8. Trails and Natural Areas Guide

Adjournment

Larson/Wegner 2nd made a MOTION to adjourn the meeting at 8:00 pm, and the MOTION carried without negative vote.

Note: These minutes are subject to further editing. Once approved by the Park Commission the official minutes will be on file at the Fontana Village Hall.

APPROVED: 12/13/2006