

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)
MONTHLY MEETING of the PARK COMMISSION
Wednesday, March 20, 2013

Chairperson Cindy Wilson called the meeting of the Park Commission to order at 6:00 pm at the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

Park Commissioners present: Trustee Cindy Wilson, Laura Coates, Lynne Frost, Sandra Hibbard, Sarah Lobdell

Park Commissioners absent: Mary Green, Gail Hibbard

Also present: Christopher Biram, Jade Bolack, Carolyn Ebley, Administrator/Treasurer Kelly Hayden, Merilee Holst, Lynn Ketterhagen, Kevin Kirkland, Village Clerk Dennis Martin, Trustee Rick Pappas, Trustee George Spadoni, Chuck Thiesenhusen

Approval of Minutes

Lobdell/Sandra Hibbard 2nd made a MOTION to approve the minutes for the meeting held January 16, 2013, as presented, and the MOTION carried without negative vote.

Visitors Heard

Christopher Biram and Carolyn Ebley stated that they drove up from Chicago to file a Park Permit application for a wedding ceremony to take place on the municipal beach on Saturday, June 8, 2013 beginning at 7:00 am. The ceremony would be over by 8:00 am. Hayden stated that the applicants have requested that the beach be groomed and opened early that day to accommodate the wedding ceremony. Hayden stated that the application will have to put on the agenda for the next monthly meeting so an official motion can be made, but she asked if any of the members had any concerns with the proposal. There were no concerns and Trustee Wilson stated that the applicants do not have to plan to come to the next monthly meeting since the application will be recommended for approval.

Announcements

The Village received notification that it has earned renewal for the Bird City Wisconsin designation following last year's initial approval, and that the 26th annual Tree City USA renewal also has been approved. The Village earned the Tree City USA designation in 1988.

General Business

Park House Use

The Park House was not used in January or February, 2013.

Treasurer's Report

Lobdell presented the treasurer's report as of February 28, 2013.

Plan Commission Report

The Plan Commission does not have a monthly meeting scheduled in March 2013 because there are no agenda items. Last month the Plan Commission and Village Board approved a new sign for the Fontana Shell for a new Cousins Subs restaurant to be located in the convenience store. Some minor amendments to the ETZ Zoning Ordinance will be presented at the April 29, 2013 meeting.

Public Works Report

Hayden stated that the interviews have been scheduled for later in the week for the finalists to replace former Public Works Director Craig Workman. Wilson stated that she would like to attend, but she is unsure if her schedule will accommodate the interview schedule.

Park Commission Maintenance List – Items/Update

The updated list was distributed. Lobdell stated that there is a piece of metal that is sticking up out of the ground at the Mill Street entrance area to the Hildebrand Nature Conservancy. A rope swing at the Headwaters Park along the shore of the creek also has to be removed.

Old Business

Fontana Fen Management Plan Recommendation

Geneva Lake Conservancy Land Protection Specialist Lynn Ketterhagen stated that the proposed Memorandum of Agreement that was distributed for review at the January 16, 2013 meeting calls for the same management practices that are currently in place at the Fontana Fen. Ketterhagen stated that she followed the deed restrictions and fen management practices that are already in place when drafting the document. At the November 14, 2012 monthly meeting of the Park Commission, Ketterhagen stated that the GLC monitoring process will ensure that the perpetual restrictions recorded in the August 4, 1986 Warranty Deed are being followed. Wilson stated that she reviewed the agreement and she does not have any concerns. Lobdell/Sandra Hibbard 2nd made a MOTION to recommend Village Board approval of the proposed Memorandum of Agreement between the Village of Fontana and the Geneva Lake Conservancy, Inc., as presented, and the MOTION carried without negative vote.

Porter Court Plaza Farmer's Market 2013 Season Approval – Bryan and Maryanne Bruss

Coffee Mill owners Bryan and Maryanne Bruss submitted the 2013 Farmer's Market Rules and Regulations and a copy of the letter of inquiry that is being mailed to potential vendors. The Farmer's Market is again being planned for Porter Court Plaza on Saturdays from 8:00 am to noon. This year's season will be from June 8, 2013 through September 28, 2013. The Park Commission members thanked Bryan and Maryanne Bruss for again organizing and administering the program that they initiated last year. The proceeds from vendor fees were donated by Bryan and Maryanne Bruss to the Park Commission.

Frost/Lobdell 2nd made a MOTION to recommend approval of the Farmer's Market events in Porter Court Plaza from June 8, 2013 through September 28, 2013, as presented, and the MOTION carried without negative vote.

Park Permit Application Amendments

Wilson stated that Mary Green has met with Hayden to discuss possible amendments to the Park Permit Application and fee structure; however, Green was not able to attend the Park Commission meeting so the agenda item will be discussed at the next monthly meeting. Wilson stated that Green wrote up some of the proposals into a document that was distributed to the members for review.

Blackstone Contract Report of Meeting with Matt Moore

Wilson stated that she and Hayden met with Matt Moore of Blackstone Landscaping, LLC and Roy Diblik of Northwind Perennial Farm to discuss the contracted parks and landscape maintenance duties. Wilson stated that Diblik is taking over the flower bed maintenance for the Fontana Boulevard medians, and all the other areas have been reviewed and assigned to Blackstone.

Mohr Road Park Landscaping Subcommittee Meeting Update

Wilson stated that the preliminary landscaping improvement plan for the Mohr Road Park and shore path access area was discussed at a subcommittee meeting in January and the first step to be completed this year is the "limbing-up" of the large evergreen tree. Wilson stated that the routine landscaping maintenance for the area also was discussed with Moore, and the DPW crew also may be able to assist with the improvement plan. Wilson stated that the subcommittee members decided to go slowly on the new landscaping plan and just address the overgrown evergreen tree this season and a proposal for a trellis at the park entrance is not being pursued at this time due to vandalism concerns.

New Business

2013 Christmas Decorations Ideas for Light Poles on Fontana Boulevard

Wilson stated that Gail Hibbard has some ideas for sprucing up the old holiday decorations that are erected on the Fontana Boulevard light poles; however, she was not able to attend the meeting that night, so the item will be discussed next month. Hayden stated that the Street Department Lead Man Ron Adams is going to be building a new holiday lights fixture from parts of the old decorations and it will be presented at the next monthly meeting.

Purchase of Picnic Tables for Reid Park, Duck Pond Dog Track & Mill House Pavilion

The Park Commission included funds to purchase new picnic tables in its 2013 budget proposal, and Hayden stated that the final budget includes \$1,000 for the item. Martin stated that Adams indicated in the current inventory that there are 22 full-sized wooden picnic tables and two children-sized picnic tables for Reid Park,

and there are six steel-frame rubberized picnic tables for the Duck Pond Pavilion. The Park Commission would like to place a picnic table at the Mill House Pavilion and one at the Duck Pond Recreation Area dog walking track. Adams submitted a price quote for picnic table steel frame kits for \$199 each. The wood would have to be purchased and cut to specifications. Adams will present information on the cost of the wood at the next monthly meeting.

Controlled Burns & Garlic Mustard Abatement Planning for Spring 2013

Hayden stated that the initial reviews and suggested guidelines for the upcoming controlled burns at the Fontana Fen, Oak Savanna, native prairie restoration area, Well House No. 3 and Buena Vista Association subdivision property were copied to the Park Commission members for review. Fire Chief Wolfgang Nitsch and Adams will coordinate their crews to work with Tom Vanderpoel once a date range has been determined. Since there is still snow on the ground and the possibility for more snow in the next week, it is not possible to determine a target date range at this time. Hayden stated that updates will be emailed to the members and that they should monitor their Village email accounts. Once the dates have been determined, the neighboring property owners also will be notified.

Arbor Day/IMBD Program at Fontana Elementary School – Update & Purchase of IMBD Items

The annual program is scheduled for Friday, April 26, 2013 at Fontana Elementary School. Lobdell stated that she probably will attend the program again this year, and Martin stated that he will check with Rick Treptow to see if he is going to donate the trees to be presented to the fourth-grade students. As part of the second annual International Migratory Bird Day observance program, Martin stated that staff would like to purchase the 2013 IMBD posters to be distributed to the students, as well as Bird Buddy Bracelets and “20 Ways to Help Birds” bookmarkers.

Lobdell/Coates 2nd made a MOTION to approve the purchase of the IMBD 2013 posters for \$25, the Bird Buddy Bracelets for \$45, and the bookmarkers for \$30, and the MOTION carried without negative vote.

Invoice Received From Arbor Day Foundation for \$50 Annual Membership Dues

Lobdell/Coates 2nd made a MOTION to approve the \$50 invoice from the Arbor Day Foundation for the annual membership fee, and the MOTION carried without negative vote.

Ice Breaker Event May 4, 2013 – Kevin Kirkland

Fontana Paddle Company owner Kevin Kirkland stated that he would like to hold the third annual Ice Breaker Event on the municipal beach on Saturday, May 4, 2013. Kirkland stated that the event will feature races, clinics and possibly some vendor displays if the weather is nice.

Coates/Lobdell 2nd made a MOTION to approve the Ice Breaker Event on the Fontana Municipal Beach on Saturday, May 4, 2013 as presented, and the MOTION carried without negative vote.

Park Permit Applications Filed by Fontana Garden Club, Plant Sale, Porter Court Plaza, May 24, to 26, 2013; Community Church of Fontana, Easter Service, Reid Park Gazebo, Sunday, March 31, 2013, 6:15 AM; Kelsey Isham/Mike Brown, Wedding Ceremony, Country Club Estates Association Beach Area, Saturday, June 7, 2014, or Friday or Saturday in September 2014; Von Bergen Wedding Ceremony, Reid Park Gazebo, Saturday, May 11, 2013, 9:00 AM to 1:30 PM; Lisa Laing, Birthday Party, Park House, Saturday, April 6, 2013, 12:30 to 3:30 PM

Fontana Garden Club members Claudia Garber and Karlyn Armstrong filed an application for the club’s annual Memorial Day weekend plant sale to be held at the Porter Court Plaza Saturday and Sunday, May 25 and 26, 2013. Setup will be on Friday, May 24, 2013 beginning at noon. The Village Board voted to approve the Park Permit application filed by Fontana Community Church to host its annual Easter Sunrise Service at the Reid Park Gazebo, with the fee waived, on Sunday, March 31, 2013, contingent on review by the Park Commission. The Country Club Estates Association Board reviewed the application filed by Kelsey Isham and Mike Brown to hold a wedding ceremony on the association beach area on Saturday, June 7, 2014, or on a Friday or Saturday evening in September 2014, and they do not have any concerns if the ceremony is held before Memorial Day weekend or after Labor Day weekend. Isham stated that she is not yet sure what date the wedding ceremony will be scheduled, but following discussion, the Park Commission members indicated that Saturday, June 7, 2014 or any Friday or Saturday evening in September 2014 following Labor Day would be fine. Isham will inform the Village staff as soon as the date is determined. The Country Club Estates Board members provided a warning that the applicants may have to make special arrangements for parking and bring in portable bathrooms depending on the number of people who will be attending the ceremony. There are no conflicts with the applications filed for the Von Bergen wedding ceremony at the Reid Park

Gazebo on Saturday, May 11, 2013, from 9:00 am to 1:30 pm, or for a birthday party hosted by Lisa Laing at the Park House on Saturday, April 6, 2013, from 12:30 to 3:30 pm.

Lobdell/Coates 2nd made a MOTION to approve the Park Permit applications as presented, and the MOTION carried without negative vote.

Any Other Comments/Concerns

The Park Commission would like to have a small promotional item for the Park House placed in the upcoming Big Foot Recreation District summer program directory. Director Chuck Thiesenhusen stated that staff should send him the information and it will be included in the directory.

Adjournment

Lobdell/Coates 2nd made a MOTION to adjourn the meeting at 6:08 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: 4/17/13