

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

MONTHLY MEETING of the PARK COMMISSION  
Wednesday, March 21, 2012

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

**Park Commissioners present:** Trustee Wilson, Laura Coates, Sarah Lobdell, Sandra Hibbard, Gail Hibbard  
**Park Commissioner absent:** Sharon O'Brien, Mary Green

**Also present:** Ellyn and Niall Blakeman, Bryan and Maryanne Bruss, Diana Dykstra, Administrator/Treasurer Kelly Hayden, Library Director Nancy Krei, Village Clerk Dennis Martin, Chuck Thiesenhusen, Director of Public Works Craig Workman

**Approval of Minutes**

Lobdell/Coates 2<sup>nd</sup> made a MOTION to approve the minutes for the meeting held February 15, 2012, as presented, and the MOTION carried without negative vote.

**Visitors Heard**

Maryanne Bruss stated that she and her husband, Bryan Bruss, will be opening the Coffee Mill at 441 Mill Street, which is adjacent to the Porter Court Plaza. Maryanne Bruss stated that she has done some preliminary planning and vendor solicitation for a farmer's market to be held in the Porter Court Plaza on Saturdays from 7:00 am to noon. Maryanne Bruss stated that she has received positive feedback from potential vendors and the local residents she has talked to think that it is a good idea. Maryanne Bruss stated that she is open for ideas, but her initial thought is to have 10-by-10-foot spaces in which vendors would erect pop-up tents and arrange their displays as desired as long as they are within the defined spaces. Maryanne Bruss stated that the proceeds she raises from the vendors for renting the spaces would be donated to the Park Commission. Maryanne Bruss stated that she is thinking that June would be a good time to start the farmer's markets. The Park Commission members all were in favor of the proposal and thanked Maryanne Bruss for taking on the planning. The proposal will be put on the agenda of the next monthly Park Commission meeting for a recommendation to the Village Board for use of the Porter Court Plaza.

**General Business**

**Park House Use**

The Park House was not used in February 2012.

**Treasurer's Report**

The updated treasurer's report as of February 29, 2012 was presented by Lobdell.

**Plan Commission Report**

Lobdell stated that more amendments were directed at the last workshop meeting for the Chapters 17 and 18 rewriting project and the updated drafts will be presented and possibly set for a public hearing at another joint meeting scheduled for Monday, March 26, 2012 at 5:45 pm.

**Public Works Report**

Workman stated that the DPW crew and Fontana Fire Department volunteers conducted very successful controlled burns at the Duck Pond prairie restoration area and at the Fontana Fen. Workman stated that the group also assisted the Buena Vista Association with a controlled burn on the same day. Workman stated that a lot of smoke was blown into the adjacent neighborhoods and the Village will make sure to notify the neighbors of any future controlled burns in advance of the date. Workman stated that he also had a meeting with Matt Moore of Blackstone Landscape, Inc. and they may have to start cutting the grass in the village parks in April due to the recent unseasonably warm weather. Workman stated that the median beds will be cleaned starting next week, and mulching work will follow. Workman stated that the Park Commission

members should let him know if they note any areas that are not being taken care of or if any areas need to be added. Gail Hibbard asked Workman to check with Roy Diblik on the new plants for the Porter Court Plaza and the plan to swap plants for some of the Village's grasses that are flourishing.

### **TID Maintenance – Items/Update**

Martin stated that the controlled burns were noted on the list and they were no other updates.

### **Old Business**

#### **Village Tree Pruning Plan**

Workman distributed a proposed tree pruning plan submitted by Jeff Epping that totals \$16,625 for pruning all the small and medium trees on Village property. Workman stated that the Park Commission does not have \$16,000 in this year's budget for pruning trees and he has not yet gone over the list provided by Epping. Wilson stated that the list features the official scientific names, and she would like to have the list include the common names for the trees. Lobdell stated the Park Commission should wait to act on the proposal until the list is broken down and prioritized. Wilson asked if some of the estimated expense could be reduced if Village DPW crew members assisted Epping. Workman stated that the tree trimming work is highly technical and it is not likely that the DPW could perform any of the duties without proper training. Workman stated that the green space management budget account has about \$10,000 to \$15,000 available after the Blackstone contracted work is calculated. Wilson stated that maybe the Park Commission could select five trees to have pruned this season so that the positive effects of pruning them properly can be displayed. Sandra Hibbard stated that the Park Commission could allocate \$3,000 to \$5,000 at this time and see what Epping can complete. Lobdell stated that the list should be prioritized by Epping and common names added for review, and then the Park Commission can wait until the fall and see how much funds are left in the budget to allocate on the tree pruning. Because of the recent hot temperatures, it is too late already to prune the trees this spring.

Lobdell/Coates 2<sup>nd</sup> made a MOTION to table the item until fall when the Park Commission green space management budget can be reviewed and a decision can be made on the total amount of funds available for tree pruning. The MOTION carried without negative vote.

#### **Park House Permit Fee Structure – Card Club Applications Final Approval**

Hayden stated that she reviewed the Village records and the Village spends about \$1,700 each year on cleaning and utility expenses for the Park House. Hayden stated that the Big Foot Recreation District summer programs at the Park House run from Memorial Day through Labor Day, and the two card clubs meet weekly throughout the year. Other than those events, the Park House has only been rented for use on one occasion since 2009. Hayden stated that she drafted a preliminary fee schedule that would charge the card clubs about \$1.50 per member per week for using the Park House. The Park Commission currently waives the user fee for the card clubs. Hayden stated that the preliminary fee schedule calls for a fee of \$750 to \$950 per year for the card clubs; \$150 to \$250 to cover all the summer programs offered by the Big Foot Recreation District; \$75 for resident events; and \$150 to \$200 for nonresident events. Lobdell stated that the Park Commission may want to establish an hourly fee or association fees for meetings. Gail Hibbard suggested that the Park Commission members talk to some of the card club members to solicit their feelings on an appropriate user fee. Coates stated that she thinks it's a good idea to get a feeling on how the card club members will react prior to making a decision. Wilson stated that Gail Hibbard should check with the card club members, and an hourly rate should be added to the proposed fee scheduled for review at next month's meeting. Workman reported that Jerry Shoberg will be able to purchase three new cabinets for the Park House at cost, which totals \$475. The Park Commission members selected a natural brown colored model. Workman stated that the funds are available in the budget, but a new countertop will still be needed. Workman stated that a temporary countertop will be installed at this time to complete the repair/renovation project.

#### **Arbor Day & International Migratory Bird Day Event Planning for Friday, April 27, 2012**

Gail Hibbard stated that she talked to Fontana Elementary School teacher Kim Epping and she is again planning the Arbor Day Program scheduled for Friday, April 27, 2012 at 10:00 am. Hayden stated that Children's Librarian Jodie Porep is working on some youth projects for the inaugural IMBD event, and she will check with Lowe's to see if the bird house kits the store donated a few years ago for the Pig in the Park event are still available. Martin stated that the Bird City Wisconsin organization is selling small posters and bird mask kits for children's activities, and Porep has requested some.

Lobdell/Coates 2<sup>nd</sup> made a MOTION to authorize the expenditure of an amount not to exceed \$50 for Bird

### **Pig in the Park Event Planning for Saturday, September 1, 2012**

Mary Green was absent so Hayden updated the commission. An initial planning meeting was held February 18, 2012. The next meeting is scheduled for May 2012.

### **Fourth of July Revenue Ideas**

Wilson stated that the Village Board referred a list of potential revenue generating ideas drafted by Trustee George Spadoni to the Village committees for recommendations. Wilson asked the members to take the list home and review it and determine if there are any suggestions for tweaking the ideas on the list or maybe some other ideas. Lobdell stated that the Park Commission discussed the suggestions related to the Village parkland several times, and rejected the ideas at last month's meeting. Lobdell stated that the ideas all have associated costs that will reduce any potential profits. Sandra Hibbard stated that one idea that was presented to her was to have spaces marked off in the park and rented to food vendors, like a Taste of Chicago event. Hayden stated that the other committees that have reviewed the list have come to the consensus that any potential revenue generating ideas for the Fourth of July should be pursued when the holiday falls on a weekend. Wilson asked the Park Commission members to review the list and maybe come up with some other ideas for the Fourth of July and other days during the summer.

### **Memorial Brick Program Update**

Wilson stated that she received an email from a resident who inquired about the Park Commission's memorial brick program. Lobdell stated that the Park Commission discussed reinitiating the program as a revenue generating source a few years ago, and since there has not been a construction project in recent years, something specific is still needed for placement of any memorial bricks that would be sold. If a building project comes up in one of the parks, the memorial brick program could be reinstated at that time.

### **Easter Egg Hunt Final Plans**

Workman stated that he will be out of town and unable to attend this year's Easter Egg Hunt at the Duck Pond Recreation Area on Saturday, April 7, 2012, beginning at 10:00 am. Workman distributed a layout for the event, which breaks down the park into seven egg collecting areas for 2-year-olds and under; 3- and 4-year-olds; 5-year-olds; 6-year-olds; 7- and 8-year-olds; 9- and 10-year-olds; and 11- and 12-year-olds. The Park Commission directed Martin to check with the Abbey Resort and Deans Foods to determine if they will be making their annual donations of coffee and milk for the event. Workman stated that Gordy's employees are again stuffing the eggs for the event. Volunteers are needed to help distribute the eggs beginning at 8:00 am. The event will commence at 10:00 am.

### **New Business**

#### **Sharon Cycling Series**

Sharon Village President Diana Dykstra stated that the Village of Sharon is planning a Sharon Cycling Series program that delineates four different bicycling routes that originate from Sharon. One of the routes is proposed to run from Sharon through Walworth Township, into the Village of Fontana, and back to Sharon for a total of 24 miles. The other loops would run from Sharon to Capron and back, 16 miles; to Clinton and back, 22 miles; and to Darien and back, 17 miles. Dykstra stated that she has been going to the various municipalities to seek approval of the routes. Dykstra stated that the proposed Fontana route is the longest and features the most aggressive terrain, with some very steep hills. Dykstra stated that the routes would be open for general recreational use during daylight hours. Dykstra stated that the benefits of the program will be drawing visitors to the area and possibly to the local businesses. Dykstra stated that the Village of Sharon wants to make sure that the Village of Fontana is not concerned with the route using a portion of the Fontana bicycle/pedestrian path system, and they want to receive approval for erecting some route signage. Dykstra stated that the Village of Sharon is working with the Wisconsin Bicycling Federation and the proposed signs will be standard models that are erected throughout the state. Wilson stated that the proposal sounds great and her only concern would be the placement of the directional signs, and if they will be permanent or seasonal. In response to a question, Dykstra stated that the Village of Sharon will close the Fontana route on the Fourth of July and other dates when special events will be creating a large volume of local traffic. Hayden stated that the proposal is a great idea for using the Fontana bicycle paths. Wilson suggested that the maps being made for the program should also show the Fontana path that leads out to the Duck Pond Recreation Area.

Wilson/Coates 2<sup>nd</sup> made a MOTION to recommend Village Board approval of designating the Village of Fontana route on the proposed Sharon Cycling Series program map and literature, contingent on the program organizers working out the final plan details and signage plan with the Village staff. The MOTION carried without negative vote.

### **Big Foot Recreation Movies on the Beach 2012 Program Dates**

Big Foot Recreation Director Chuck Thiesenhusen stated that he was seeking authorization to schedule the 2012 summer season Movies Under the Stars program dates at the Fontana Municipal Beach for Saturdays, June 9 and 23, July 7 and 21, and August 4 and 18, 2012., beginning at dusk. Thiesenhusen stated that he would to have the beach house bathrooms remain unlocked for the duration of the movies. Thiesenhusen stated that the Big Foot Recreation staff members would lock the bathrooms after the movies, or contact the police to have an officer to lock the bathrooms. Hayden stated that as long as the Big Recreation staff members walked through the bathrooms to monitor them during the movies and lock them up afterward, staff is not concerned about leaving them unlocked as requested.

Lobdell/Gail Hibbard 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the 2012 summer season Big Foot Recreation District Movies Under the Stars program dates at the Fontana Municipal Beach on Saturdays, June 9 and 23, July 7 and 21, and August 4 and 18, 2012, beginning at dusk. The MOTION carried without negative vote.

### **Reid Park Lighthouse**

Workman stated that the model lighthouse that has been erected on Third Avenue by Little Foot Playground is in bad shape and it may not be put back up this season. Workman stated that the DPW takes the model lighthouse structure down every five years or so in the fall and stores it at the garage for the winter months. Workman stated that the structure has been reconditioned twice and it may no longer be repairable.

### **Park Permit Applications Filed by Community Church of Fontana, Reid Park Gazebo, Easter Sunrise Service, Sunday, April 8, 2012; Reaves/Jayson Wedding Ceremony, Reid Park Gazebo, Saturday, July 21, 2012, 4:00 PM; Ozols Wedding Party, Duck Pond Pavilion with Beer/Wine Permit Application, Saturday, May 26, 2012, Noon to 5:00 PM; Indian Hills First Addition Association Annual Meeting, Park House, Saturday, May 19, 2012, 9:30 AM to 1:30 PM**

Martin stated that there are no conflicts with the proposed events, and the Fontana Community Church and Indian Hills First Addition Association requested that the application fees be waived. Following discussion, the Park Commission members were in consensus that even though they are considering a new fee structure for park permit applications, the local churches and homeowner's associations have historically had their park use fees waived, so it would be appropriate to do so again at this time.

Lobdell/Coates 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Park Permit applications filed by the Community Church of Fontana, Reid Park Gazebo, Easter Sunrise Service, Sunday, April 8, 2012; Reaves/Jayson wedding ceremony, Reid Park gazebo, Saturday, July 21, 2012, 4:00 pm; Ozols wedding party, Duck Pond Pavilion with Beer/Wine Permit, Saturday, May 26, 2012, noon to 5:00 pm; and Indian Hills First Addition Association annual meeting, Park House, Saturday, May 19, 2012, 9:30 am to 1:30 pm, as presented, with the fees waived for the Fontana Community Church and Indian Hills First Addition Association as requested. The MOTION carried without negative vote.

### **Any Other Comments/Concerns**

None

### **Adjournment**

Gail Hibbard/Coates 2<sup>nd</sup> made a MOTION to adjourn the meeting at 7:27 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: 4/18/2012