

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

MONTHLY MEETING of the PARK COMMISSION
Wednesday, June 16, 2010

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, Dan Green, Sarah Lobdell, Jill Wegner, Sharon O'Brien
Park Commissioners absent: Sharon Conklin, Laura Coates, Advisor Diane Lewis

Also present: CDA Commissioner Gail Hibbard, Jim Kirchschrager, Library Director Nancy Krei, Village Clerk Dennis Martin, Trustee Micki O'Connell, Director of Public Works Craig Workman

Approval of Minutes

Wegner/O'Brien 2nd made a MOTION to approve the minutes for the meeting held May 19, 2010, as presented, and the MOTION carried without negative vote.

Visitors Heard

None

Announcements

Wilson stated that annual conservation easement monitoring tour of the Hildebrand Nature Conservancy will be conducted by the Geneva Lake Conservancy Friday, June 18, 2010 beginning at 1:30 pm. O'Brien stated that she will accompany Geneva Lake Conservancy Land Protection Specialist Lynn Ketterhagen on the tour.

General Business

Park House Use

The Park House was used 16 times in May 2010.

Treasurer's Report

The treasurer's report for May 2010 was presented by Lobdell.

Plan Commission Report

Lobdell stated that the project to rewrite Chapters 17 and 18 of the Municipal Code is being pursued and the enactment of a moratorium during the project will be considered following a public hearing before the Plan Commission and Village Board on Tuesday, July 6, 2010 at 5:30 pm. The monthly meeting of the Plan Commission on Monday, June 28, 2010 will include a conceptual presentation of a condominium development proposal on Fontana Avenue and an amendment to the Building, Site and Operational Plan for Georgie B's Restaurant to authorize outdoor dining service.

Public Works Report

Workman stated that the Public Works Department has been busy in recent weeks mowing, pulling weeds and pruning in the parks.

TID Maintenance – Items/Update

The work on installing wires on the roof of the beach house to prevent seagulls from landing on the roof has been completed by the Department of Public Works. O'Brien stated that the wiring is not visible from the ground and she complimented the DPW crew for completing an excellent job. Workman stated that now that ditch line has been fixed, the crew will power-wash the floor of the Mill House Pavilion and then it will be resealed.

Old Business

Duck Pond Disc Golf Course – Update

Lobdell stated that new permanent holes for the disc golf course at the Duck Pond Recreation Area have

been delivered. Lobdell stated she will work with Wally Bullard to stake the nine-hole course and to come up with a supply list to have the new baskets installed. Workman stated that steel posts are included with the new baskets and he will work with Bullard to have the DPW crew install the baskets. Lobdell stated that once the new nine-hole course is ready for play, she and Bullard will work on establishing a membership club to get people involved with future events and with course maintenance projects.

Fontana Fourth Fest – Update

Martin stated that there are more than 20 booths reserved for the arts/crafts fair at the July 3 and 4, 2010 event, and there are still openings for bands for the Battle of the Bands competition.

Chili Cook-Off & Bonfire Event – Update

Green stated that he has not met in recent months with Diane Lewis to plan the inaugural event, which tentatively is being planned for late October at the Duck Pond Recreation Area.

Reid Park Events – Farmer’s Market Update

Wegner stated that she has contact information for the person who coordinates farmer’s market events in Elkhorn. Wilson stated that she received a recommendation that Green should work with Wegner on planning the farmer’s market events. The Park Commission discussed possible locations for the farmer’s market events that tentatively are going to be held on Sundays to avoid conflicts with other farmer’s market events in the area. O’Brien stated that the village owned property at the corner of Highway 67 and Fontana Boulevard would make a great site for the events. Wegner stated that an application and informational sheet can be created to promote the Village of Fontana’s farmer’s market events and distributed to participants at the other farmer’s market events in the area. Wegner, Lobdell and Green will meet to discuss the proposed location for the events and to draft an application and informational document.

Highway 67 Trees Arborist Report

Workman stated that he and Gail Hibbard met with Tom Vanderpoel and they walked the site and identified the problem areas where the trees are dying. Workman stated that Vanderpoel recommended planting the replacement trees as far away from the road as possible, but the Highway 67 landscaping was designed to resemble a residential streetscape. Workman stated that Vanderpoel recommended replacing the trees that have not survived with 2-inch Autumn Blaze Maples and New Horizon Elms. Workman stated that he solicited quotes for the replacement trees and the low bid was submitted by Prairie Tree. The Village Board approved a motion at its last monthly meeting to authorize spending an amount not to exceed \$4,500 from the Tree Reforestation Fund to purchase replacement trees for Highway 67, and directed the Park Commission to approve the final plan details. Workman stated that now that it is mid-June, the Village missed the spring planting window for trees and the new trees will be planted in the fall. Workman stated that Vanderpoel recommended that 2-inch trees be planted instead of 4-inch trees, and that the oak trees the Village plants in the future along roads need to be farther away from the road – between 8 and 14 feet from the road.

O’Brien/Wegner 2nd made a MOTION to accept the recommendations of Tom Vanderpoel and use Tree Reforestation Funds to purchase 2-inch Autumn Blaze Maple and New Horizon Elm trees to replace the dead trees along Highway 67 as presented. The MOTION carried without negative vote.

Add Items From Annual Park Walks to Maintenance List

Micki O’Connell took notes for the walk through the lakefront parks and Lobdell took notes for the walk through Porter Court Plaza, Hildebrand Nature Conservancy and Headwaters Park. Lobdell will take notes of maintenance items at the Duck Pond when she is working with Bullard and Workman on installing the new disc golf course baskets. Martin will add the noted items to the maintenance list.

Parks Maintenance List & Plan

Workman stated that he prepared a draft of a parks maintenance list that he will have distributed to the Park Commission members prior to the next monthly meeting. Wilson stated that there is \$13,000 in the current budget for green space management and she distributed copies of a Request For Proposals (RFP) that the Village issued in October 2008 for green space management. Wilson stated that the RFP lists all the annual items that need to be completed in the Village parks and landscaped areas. Wilson stated that the Village needs a person who can identify what work needs to be completed at what times of the year, and to oversee the work projects and make sure they are done right. Wilson stated that maybe the village can subcontract

with someone yet this season to work with the DPW crew and Garden Club volunteers to complete some of the necessary maintenance projects. O'Brien stated that the Village already has Roy Diblik and Tom Vanderpoel who have worked on the areas, and some of the \$13,000 budget will have to be used to fund work they already completed this year, but have not yet submitted invoices to the Village. Wilson stated that the Park Commission could draft an updated RFP to encompass the items that have to be addressed and that require expert assistance – such as weed abatement spraying in the natural prairie restoration areas and garlic mustard abatement procedures for the Fontana Fen. Workman stated that the Village DPW crew members and the Garden Club volunteers have the ability to perform some of the required work, but expert project coordination is needed. Workman stated that the work list also has to be broken down to determine who will be responsible for completing the various projects, and which projects will require the expert assistance to complete. Following further discussion, the Park Commission reached a consensus that Workman, Wilson and Hibbard should meet and draft a job description for a green space manager, consolidate the parks maintenance list and the items listed in the 2008 RFP, and put together a proposal for the Park Commission to consider at the next monthly meeting.

Appoint Subcommittee Members for Volunteer Organization Contact List

The subcommittee members appointed at the last monthly meeting are Wegner, Sharon Conklin and Hibbard. Hibbard stated that the subcommittee has not met, but she has been in contact with some of the Boy Scouts who worked on the Shabbona Path Project. All the potential volunteer groups will be consolidated into one contact list and a centralized database can be created on the Village computer system.

Tree Ordinance Amendments – Tabled 5/19/10

Wilson stated that the concerns raised in April regarding a Tree Permit issue with the Neilson/Havens residential development project on North Lakeshore Drive have created a desire to revisit the Natural Resource Conservation Ordinance, which is commonly called the Tree Ordinance. Wilson stated that she received from former Park Commission Chairman Rick Treptow the initial tree ordinance research documents and information on the past amendments. Martin stated that the Tree Ordinance has been amended at least four times since 2004 and he can compile the minutes and other records and distribute them to the Park Commission members for review. O'Brien stated that all of the past amendments have made the Tree Ordinance less restrictive and maybe the time has come for another public workshop to be held to discuss strengthening the ordinance.

Request to Cut Down Trees on Pottawatomoni Lots – Tabled 5/19/10

Rick Treptow owns the property adjacent to the two lots on Pottawatomoni Drive that the Walworth County Court ordered the Village to purchase from the Wilkinsons, and he requested that the Village consider cutting down two box elder trees that are on the property line. Treptow stated in a letter to the village that the box elder trees are growing over a shed on his property and he is concerned that they might fall on the structure. The Tree Ordinance dictates that if trees are located on village owned property, the Park Commission must make a recommendation on cutting them down. O'Brien stated that she looked at the trees and they do not appear to be in danger of falling down at this time. Workman stated that he agrees that the trees do not appear to be in danger of falling. O'Brien stated that Treptow has the right to trim the portion of the trees that hang over the lot line, but the trees should not be cut down at this time. Workman stated that the problem with box elder trees is that if they are trimmed, more growth will be generated and the trees actually will expand more.

Lobdell/O'Brien 2nd made a MOTION to recommend that the two box elder trees on the village owned Pottawatomoni Drive lots not be cut down at this time, but if the situation changes and the trees become in danger of falling, that the Park Commission will reevaluate its recommendation. The MOTION carried without negative vote.

New Business

Memorial Bench Donation Request – Naomi Kirchschrager in Memory of Snookie Kirchschrager

Jim Kirchschrager stated that his family would like to donate a memorial plaque to be mounted on one of the lakefront park benches in memory of his mother, Snookie Kirchschrager. Jim Kirchschrager stated that his family would like to make a \$200 donation to the Park Commission in exchange for having the plaque mounted on one of the benches where his mother used sit daily and look out at the lake. Kirchschrager presented the bronze plaque for review, and the Park Commission members were in consensus that the plaque is very attractive and appropriate. Workman stated that he can work with Jim Kirchschrager to mount

the plaque, and if the lakefront building projects are approved in the future, the plaque could be remounted on one of the new benches. Workman will meet with Jim Kirchschlager and mount the plaque on one of the lakefront park benches.

Lobdell/Green 2nd made a MOTION to accept the \$200 donation to the Park Commission and to authorize the Public Works Department to mount the plaque in memory of Snookie Kirchschlager on one of the lakefront benches, and the MOTION carried without negative vote.

Bills to Pay

Flag Center, \$500 Invoice for New Flags

The Park Commission portion of the total invoice is \$500. Lobdell stated that the funds are available in the Pioneer Park budget account. The Park Commission members stated that the new flags look great on the Fontana Boulevard light poles.

Lobdell/O'Brien 2nd made a MOTION to approve the \$500 invoice from Flag Center, Wauwatosa, as presented, and the MOTION carried without negative vote.

Park Applications

Abbey Resort, Reid Park Ball Field, Tuesday, June 22, 2010, 6:30 to 8:30 PM; Lower Gardens Association, Park House, Annual Association Meetings, July 10, 2010 & June 25, 2011, 8:30 AM to 12:30 PM; McNamara Family Reunion, Duck Pond Pavilion with Beer/Wine Permit, Friday, July 23, 2010, 3:00 to 9:00 PM

Martin stated that the Abbey Resort group has been informed of the space limitations of the Reid Park ball field and they will be using a 16-inch ball; there are no conflicts with the proposed dates for the Lower Gardens Association annual meetings at the Park House; and the Ball and Glove Program will be over for the season prior to the proposed July 23, 2010 McNamara family reunion.

O'Brien/Wilson 2nd made a MOTION to recommend Village Board approval of the Park Permit applications as submitted, and the MOTION carried without negative vote.

Any Other Comments or Concerns

Wilson stated that the Park Commission received thank-you notes from the Fontana Elementary School students for the Arbor Day Program. The notes will be displayed at the Village Hall and Public Library.

O'Brien stated that Brush Fire has provided an image of the new park sign for Mohr Road, and it looks just like the other Village park signs. The sign will be erected by the DPW crew when it is delivered.

Adjournment

O'Brien/Wegner 2nd made a MOTION to adjourn the meeting at 7:12 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: 7/21/10