

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

MONTHLY MEETING of the PARK COMMISSION  
Wednesday, June 18, 2008

Chairperson Sarah Lobdell 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:** Sarah Lobdell, Nancy Krei, Daniel Green, Sharon O'Brien, Jill Wegner, Trustee Diane Lewis

**Park Commissioner absent:** Robert Stewart

**Also present:** Administrator Kelly Hayden-Staggs, Gail Hibbard, Village Clerk Dennis Martin, CDA Executive Director Joseph McHugh, Trustee Micki O'Connell, Trustee Pete Petersen

**Approval of Minutes**

O'Brien/Lewis 2<sup>nd</sup> made a MOTION to approve the minutes submitted for the meeting held May 21, 2008, as presented, and the MOTION carried without negative vote.

**Visitors Heard**

None

**Announcements**

The open house event scheduled for the new Porter Court Plaza on Friday, June 13, 2008 has been postponed until the project is completed. A book signing event and presentation by Roy Diblik will be held at the Fontana Public Library Tuesday, June 24, 2008 beginning at 6:00 pm. A work day for the Van Slyke Creek trout restoration project will be held with the Trout Unlimited organization on Saturday, July 19, 2008, beginning at 9:00 am. Krei stated that Park Commission member Sharon O'Brien will lead a Bug Walk event as part of the Fontana Public Library Summer Reading Program at the Hildebrand Conservancy on Wednesday, June 25, 2008, and she encouraged the Park Commission members to inform the public about the event.

**General Business**

**Park House Use**

The Park House was used 14 times in May 2008.

**Treasurer's Report**

The Financial Report as of May 31, 2008 was presented by Krei.

**Plan Commission Report**

Lobdell stated that the Plan Commission will consider a few minor amendments to the caretaker's quarters section of the lakefront zoning ordinance. The Plan Commission also recommended amendments to the signage ordinance to address menu board signs and other minor signage issues that were adopted by the Village Board at its last monthly meeting.

**Public Works Report**

Director of Public Works Craig Workman was ill and unable to attend the meeting. Trustee Petersen stated that the projects at the Porter Court Plaza and at the Duck Pond are not yet complete, but there are no concerns at this time.

**Old Business**

**Little Foot Playground Improvements & Fundraising Ideas – Update**

O'Brien stated that the Park Commission subcommittee members did not take a trip to Mount Horeb as initially planned because Gerber Leisure Products does not have an actual showroom for its equipment. O'Brien stated that once the renovation plans are finalized, the subcommittee members may take a field trip

to the Milwaukee area to view some of the installed playground equipment at other sites. Hayden-Staggs stated that the Big Foot Lions Club members have indicated that they will consider a financial donation for the project; however, a donation has to be approved by a vote of the entire membership. O'Brien stated that the Park Commission members should volunteer to help the Lions Club with its annual fund-raising concession stand in Reid Park on July 4 and 5, 2008 and at the annual Lobster Boil/Steak Fry in Reid Park on Saturday, July 26, 2008. Hayden-Staggs stated that she will coordinate the scheduling of a subcommittee meeting to finalize the playground renovation plan.

### **August Pig Roast – Update**

Hayden-Staggs stated that the pig roast planning committee needs to regroup to finalize the plans for the Saturday, August 30, 2008 event. O'Brien stated that she talked to Lions Club member Andy Pearce and Pearce has offered to provide planning assistance after the annual Lions Club events are held in July. Following discussion, the Park Commission members were in consensus that the event should be titled: "Pig in the Park." Green stated that he has been in contact with a business owner who has offered to draw a publicity logo for T-shirts and event announcements.

### **Shorepath Improvements**

The Village Board approved the shorepath improvement plan as recommended. O'Brien stated that the coordination of gravel did not work out with the Porter Court Plaza project because the color was not right, so gravel will be purchased specifically for the sidewalk project. O'Brien stated that the Department of Public Works crew members will install the new gravel sidewalk portions by mid-July, at which time the landscaping plants will be put in and the windsurfer statue will be put back in place. Hayden-Staggs stated that the remounting of the windsurfer statue at the lakefront was delayed because Tom Koch has not yet restored the statue foundation or completed the necessary masonry work at the mounting site.

### **Community Garden**

Lobdell stated that the agenda item was briefly introduced at last month's meeting. Lobdell stated that the city of Elkhorn offers its residents plots in a community garden, and the Village of Fontana used to have a community garden site located where the Mill Street condominiums were developed. Lobdell stated that a site may be available at the Duck Pond. During discussion, the Park Commission members stated that they support the concept, but a source for water was a concern. Hayden-Staggs stated that the Ball property on Third Avenue may be a potential site.

### **Chuck's Landscaping**

Lobdell stated that Carol Whowell asked her if the Park Commission would consider planting a crab tree in the landscaping area adjacent to Chuck's. The commission members were in consensus that there are enough crab trees currently planted in the park. Hayden-Staggs stated that in response to a concern stated by Carol Whowell, the Department of Public Works crew will replant one of the two junipers so that they are symmetrically lined up.

### **New Business**

#### **Initial Discussions on Parks & Forestry Operations Manager**

Lobdell stated that the Village administrative staff members have initially discussed creating a proposed job description for a parks and forestry operations manager position. Hayden-Staggs stated that the discussions have been very preliminary and once a draft of a possible job description is written, it will be presented to the Park Commission for an initial review.

#### **Accept Donation of Large Doll House from French Family & Determine Location**

Hayden-Staggs stated that Diane French would like to donate to the Village of Fontana for placement in a Village park a large doll house the family won in a raffle at a recent fund-raising event. Hayden-Staggs stated that the large playhouse is not yet entirely constructed by the Badger High School woods class. Hayden-Staggs stated that the French family can have the playhouse made to order, so a custom paint pattern can be determined based on the eventual location of the structure. During discussion, Lobdell suggested that the doll house be placed in the entrance area to the Hildebrand Conservancy nature trails off Mill Street where there currently are only benches and a picnic table. Lobdell suggested that the French family have the house painted in rustic colors or to resemble a log cabin. Lobdell stated that the Village will have to make sure there is a flat spot to install the house in the park entrance area. Petersen stated that the entrance area to the

Hildebrand Conservancy may not be appropriate for play equipment since the Hildebrand family donated the land to be used as a conservancy. Petersen stated that there is no level land in the area that would be appropriate for the site of the playhouse. During discussion, it was stated that the French family does not want the playhouse installed at the Duck Pond. O'Brien stated that the playhouse will not be bolted into the ground or attached to a permanent foundation, so she suggested trying the Mill Street site, and if it causes concerns or problems, it could be moved to another location. Hayden-Staggs stated that she will discuss the issues and potential sites with the French family and report back to the Park Commission.

O'Brien/Krei 2<sup>nd</sup> made a MOTION to accept the donation of the large doll house from the French family, to have the house erected in the Hildebrand Conservancy trail entrance area off Mill Street with the conditions that a site can be determined and that the house fits in properly at the site, and to direct the family to have the house painted dark brown and green to match the setting of the Mill Street park entrance area. The MOTION carried without negative vote.

### **Library Garden**

O'Brien stated that the Library Board has requested that the control of the Children's Garden area at the entrance to the Fontana Public Library be transferred from the Park Commission to the Library Board. The maintenance of the garden areas will not be changed.

Wegner/Green 2<sup>nd</sup> made a MOTION to approve the transfer of the control of the Children's Garden area at the entrance to the Fontana Public Library from the Park Commission to the Library Board, and the MOTION carried without negative vote.

### **VOF Mohr Road Property Delineation with Bird Houses**

At the recommendation of the Lakefront and Harbor Committee, the Village Board directed the Building and Zoning Department to send a letter detailing unauthorized encroachments onto Village property by Mr. and Mrs. Michael O'Halleran, owners of the property at 606 South Lakeshore Drive. Hayden-Staggs stated that the Village has received a letter from Attorney David Rasmussen in response to the letter sent to Mr. and Mrs. Michael O'Halleran. In response to a question, McHugh stated that there should be three or four bird houses left from the Hildebrand Conservancy project, and he will check with Workman. O'Connell stated that the Village should also remount a sign that directs pedestrians to the public shorepath. The sign that was mounted in the area was knocked down by an unknown person. Lobdell suggested that the sign that leads pedestrians to the public shorepath should be mounted on one of the birdhouse poles.

O'Brien/Lewis 2<sup>nd</sup> made a MOTION to approve the placement of three or four birdhouses on the property line to delineate the Village owned property at the end of Mohr Road, and to direct the Village Department of Public Works crew to remount on one of the birdhouse poles the directional sign that leads pedestrians to the public shorepath. The MOTION carried without negative vote.

### **Appoint Park Commissioner for Representative to the Lakefront Building Committee**

McHugh stated that the CDA is considering an amendment to the Tax Increment District project plan that called for a commercial and mixed use building to replace the current Village owned marina building on the lakefront being leased by Kevin Kirkland. A new building will have to be approved by the residents in a referendum. McHugh stated that an advisory Blue Ribbon Committee consisting of members from the CDA, Village Board, Plan Commission, Lakefront and Harbor Committee and Park Commission and a citizen member is being established to draft the initial proposal. McHugh stated that the committee will be charged with preparing the initial details in order to come up with a proposed building concept and the construction cost that can be presented to the public and voted on in a required referendum for approval. McHugh stated that the CDA has appointed Cindy Wilson to the committee. McHugh stated that by having representatives from all of the committees and commissions serve on the planning committee, all of the Village committees and commissions will receive monthly updates on the planning process. In response to a question, McHugh stated that the new building would occupy the same site as the current marina building. Following discussion, the Park Commission members were in consensus that Dan Green should be appointed the Park Commission representative and Nancy Krei should serve as the alternate.

O'Brien/Wegner 2<sup>nd</sup> made a MOTION to recommend the appointment of Dan Green as the Park Commission representative and Nancy Krei the alternate on the advisory Blue Ribbon Lakefront Building Committee, and the MOTION carried without negative vote.

### **Welcome New Commissioner Robert Stewart**

Stewart was unable to attend the meeting because of previously scheduled trip.

### **Bills to Pay**

Six invoices totaling \$4,776 were submitted by Agrecol for spring maintenance work. Krei stated that the work is included in this year's budget.

O'Brien/Green 2<sup>nd</sup> made a MOTION to approve payment of the six invoices totaling \$4,776 as submitted by Agrecol, and the MOTION carried without negative vote.

Northwind Perennial Farm submitted an invoice totaling \$225 for consulting services performed in May 2008. Krei stated that the expense is included in this year's budget.

Krei/Wegner 2<sup>nd</sup> made a MOTION to approve the payment of the invoice totaling \$225 as submitted by Northwind Perennial Farm, and the MOTION carried without negative vote.

### **Park Requests**

None

### **Any Other Comments or Concerns**

Martin stated that he was informed by a resident that three of the temporary baskets on the Frisbee golf course at the Duck Pond are in need of maintenance and one of the hole fairways needs clearing. Lobdell stated that as well as addressing the maintenance issues, she will be contacting area business owners to solicit financial support to erect permanent baskets for the holes on the disc golf course. Gail Hibbard asked if the Park Commission members would consider selling rain collection barrels as a fund-raiser and as a means to help address storm water runoff issues. The Park Commission members were in consensus that selling rain barrels is a great idea. O'Brien and Hibbard will work on the gathering initial information for selling the rain barrels and report back to the Park Commission. O'Brien stated that an article on Roy Diblik and "Know Maintenance" landscaping is featured in the current edition of the Midwest Landscape Contractor Magazine and the article features information and photographs on the Village of Fontana landscaped areas. O'Brien stated that she met with Diblik and he has made plans for the three perennial beds in the Gateway Triangle Park adjacent to Wild Duck Road. O'Brien stated that she will work with Diblik to plant the perennial beds and to keep them watered this season.

### **Pending Items for Future Agendas**

1. Park Maintenance Plan
2. Van Slyke Creek
3. Volunteer Opportunities (Master Gardeners Group) & Fall Bulb Planting
4. Park Open House Events
5. Landscape Plans for Mill House Pavilion and VOF/Pheasant Ridge Corner Lot at County Highway B & Indian Hills Road
6. Fontana-Walworth Pedestrian Connection
7. Comprehensive Outdoor Recreation Plan (CORP)/Upgraded Parks and Open Space Plan
8. Brick Program
9. Pet Waste
10. Money Raising Opportunities

### **Adjournment**

O'Brien/Green 2<sup>nd</sup> made a MOTION to adjourn the meeting at 6:51 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: 7/16/08