

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)
MONTHLY MEETING of the PARK COMMISSION
Wednesday, June 19, 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, Gail Hibbard, Sandra Hibbard

Park Commissioners absent: Sarah Lobdell, Mary Green

Also present: Jade Bolack, Sgt. Jeff Cates, Administrator/Treasurer Kelly Hayden, Merilee Holst, Village Clerk Dennis Martin, Chief Steve Olson

Approval of Minutes

Sandra Hibbard/Coates 2nd made a MOTION to approve the minutes for the meeting held May 15, 2013, as presented, and the MOTION carried without negative vote.

Visitors Heard

A Park Permit application was filed earlier in the day by Jeannine Waits from Target, 660 N. Edwards Blvd., Lake Geneva, for an employee picnic on Saturday, July 20, 2013 at the Duck Pond Pavilion. Although the Park Commission has a monthly meeting scheduled on July 17, 2013, the Village Board will be meeting on July 1, 2013 and then not again until August 5, 2013. There were no concerns with presenting the application directly to the Village Board for approval, and having the Park Commission officially act on the application at its July 17, 2013 meeting.

Announcements

None

General Business

Park House Use

The Park House was not used in May.

Treasurer's Report

Wilson presented the treasurer's report as of May 31, 2013. The Park Commission accounts have a current total balance of \$8,108.

Wilson/Gail Hibbard 2nd made a MOTION to authorize Laura Coates to purchase flowers at Frontier Flowers for Deputy Clerk/Treasurer Julie Olson and for Park Commission member Mary Green, who both had members of their families pass away this past week. The MOTION carried without negative vote.

Plan Commission Report

The Plan Commission has a monthly meeting scheduled for Monday, June 24, 2013 to set a public hearing for an application filed by Abbey Springs to amend the Planned Development Zoning Ordinance Precise Implementation Plan. Proposed updates to the ETZ District Zoning Ordinance are scheduled to be presented at the July 29, 2013 Plan Commission meeting.

Public Works Report

Village Street Director Ron Adams is on vacation until July 1, 2013.

Park Commission Maintenance List – Items/Update: Pioneer Park Dead Trees & Beach Fence Rust Situation

The updated list was distributed. Gail Hibbard stated that there are a lot of weeds growing in the Porter Court Plaza area and she would like to get some advice from Roy Diblik on what and how it should be abated. Gail Hibbard stated that there are vines growing up the trunks of some of the oak trees at the Duck Pond and the village should check with Jeff Epping and inquire if it is something that should be addressed. Prior to leaving for his vacation, Adams informed staff that he talked to Matt Moore at Blackstone

Landscaping about the dead trees at Pioneer Park. Adams reported that Blackstone employees “topped” the trees last year after being contacted by former DPW Director Craig Workman, who requested that the trees be pruned. Adams stated that when he talked to Moore about the trees, there was still some hope that they would bounce back, and if not, they will be cut down and replaced. Following discussion, the Park Commission members reached the consensus that the two dead trees are not going to bounce back, that they should be cut down as soon as possible, and new flowering crab trees should be planted at an appropriate time. Adams did not get a chance to look into the beach fence portions that are starting to show rust. Wilson stated that the rust on the powder-coated wrought iron fencing may not be treatable and staff should check with J&L Fencing on the fencing joints that are starting to show rust.

Gail Hibbard/Coates 2nd made a MOTION to direct village staff to have the two dead flowering crab trees in Pioneer Park cut down as soon as possible, and to have the two replacement trees planted at the next appropriate time of the year. The MOTION carried without negative vote.

New Business

Village Park Ordinance Revisions – Chief Olson

Wilson stated that Chief Olson sent out a memo on May 30, 2013 seeking guidance to address some concerns in the Municipal Code sections that govern the village parks. Wilson stated that the issues boil down to four items: 1. The definition of a park or parkland needs to be clarified, or a list of the parks needs to be added to the Municipal Code; 2. The time periods needs to be specified if and when the various parks should be closed; 3. Clarification is needed on the timeframe that the Duck Pond Recreation Area is closed, which is currently stated as “dusk to dawn;” 4. Clarification is needed on the time period that the municipal beach is closed, and on the difference between the main beach area and the smaller beach area that is leased to the Country Club Estates Association, and a correction is needed for a reference to the “wire fence” at the beach. Olson stated that the existing language in the code needs to be updated and also clarified for enforcement issues. Olson stated that the code could be amended to include a definition of what constitutes a park, as the current definition encompasses any “space” owned by the municipality. Following discussion, Wilson stated that the Municipal Code section could be amended to reference the approved list of Village parks that is published in the Village of Fontana Park and Open Space Plan and in the Comprehensive Master Plan. Regarding the official hours that the parks are closed, Olson stated that the only park that has a gate is the Duck Pond Recreation Area and it would be most effective for the police officers if an exact time frame is established. The Park Commission members reached a consensus following discussion that the Duck Pond gates should be closed from 10:00 pm to 7:00 am, unless there are special circumstances (such as a severe storm or blizzard) or an approved special event. Sgt. Cates stated that the police officers would not lock up the gate if there were still a soccer or softball game being played and cars were still parked in the lot. Cates stated that officers usually lock the bathrooms in Reid Park at about 9:00 pm, but people can walk through the park any time of the day. Following further discussion, Wilson stated that the Park Commission could consider a motion to recommend Village Board approval of some of the items that need to be amended, but the issue of what regulations, activities and closed hours should be recommended for each individual park should be reviewed by each member and considered at the next meeting. Wilson asked the Park Commissioners to think about what should be allowed in each park and they will discuss specific items such as where dogs can be walked at the next monthly meeting.

Wilson/Coates 2nd made a MOTION to recommend Village Board approval of Municipal Code amendments as necessary to define the Village parks as the list featured in the Village of Fontana Park and Open Space Plan 2010-2015 and the Comprehensive Master Plan 2009-2030; to correct the Municipal Code Section 46-1 which refers to “the Village park;” to set the closed hours at the Duck Pond Recreation Area from 10:00 pm to 7:00 am, unless there are special circumstances or approved special events; and to correct Section 54-161 where it defines the public beach as being “enclosed by a wire fence” so it states “enclosed by a fence or wall.” The MOTION carried without negative vote.

Olson stated that he also wanted to bring up a park issue of a new recreational activity that involves a tether line kit that is secured between two trees to create a tight rope or a balance beam a few feet off the ground. Olson stated that there have been a few occasions in recent weeks where teenagers have fastened the lines to trees in the village parks. Olson stated that Adams contacted him with regard to concerns for the health of the trees and Adams was worried that the lines could pull away bark and put severe pressure on the tree trunks. Olson stated that there is not specific language in the village code that prohibits the lines from being erected, but there are sections that deal with public safety and the destruction of public property. Olson asked the Park Commission members to think about if and how they want to handle governing the tether lines as the activity reportedly is becoming popular with the youth. Wilson asked staff to contact an arborist to inquire about the effects the lines have on trees.

Pump Replacement for Porter Court Plaza Fountain

Hayden stated that Adams wanted to inform the Park Commission that the pump for the water fountain in Porter Court Plaza is no longer manufactured and the village may want to consider purchasing a backup pump while supplies last. If the pump breaks down and parts are no longer available, the Village will need the backup pump or the fountain will have to be reconstructed with a different pump. The current pump has experienced some operational and maintenance difficulties. Wilson stated that she would like to see the fountain area turned into a recreational fire pit. Hayden stated that the matter was just being presented for informational purposes at this time.

Park Commission Facebook Page

Wilson stated that Assistant Zoning Administrator Bridget McCarthy did an excellent job creating the Park Commission Facebook page and posting daily alters and announcements; however, McCarthy stated in a May 31, 2013 emailed message that she no longer will be updating the page. McCarthy stated in the message that she used her personal computer at her desk to update the page and it was perceived that she was conducting personal business during official work hours. Wilson stated that the situation is unfortunate because the Park Commission directed McCarthy to provide the services and it was approved by the Village Board. Hayden stated that staff has no problem with maintaining the Park Commission Facebook page and publishing updates, but the Village computer servers block access to Facebook and the updating has to be done at the public access computers in the municipal library. Hayden stated that when Building Inspector Ron Nyman is in the office and not out on inspections or providing services in Walworth or Sharon, McCarthy could go downstairs to the library to update the Facebook page from one of the public computers. Hayden stated that her concern was just that the Building and Zoning Office be manned by at least one of them throughout the day. Wilson stated that maybe the village clerk could just provide the updating services now that the page has been created. Following further discussion, it was determined that Martin should provide the services at a library public access computer when he has time to get away from his other duties. Wilson stated that she wanted to commend McCarthy for creating the page and providing the initial posting services.

Wilson/Coates 2nd made a MOTION to request that the village clerk provide updating services for the Park Commission Facebook page on the municipal library public access computers, and the MOTION carried without negative vote.

Park Permit Applications Filed by Big Foot Recreation District, Preschool Program Dates & Tentative Reservations for Day Camp Programs at Park House; University of Illinois at Chicago, Duck Pond Soccer Field, August 19, 2013, 2:00 to 5:30 pm; Cella Family Picnic, Duck Pond Recreation Area and Duck Pond Pavilion with Beer & Wine Permit, Saturday, August 3, 2013

The Big Foot Recreation District would like to tentatively reserve the Park House for the annual Summer Camp programs in July in case it is needed for some of the sessions. The program directors will contact staff when the Park House will be needed. If someone else files an application to use the Park House on one of the tentative dates that has not yet been confirmed, the Big Foot Recreation District program directors have no concerns with their tentative reservations being cancelled. There are no conflicts with any of the other application dates.

Wilson/Sandra Hibbard 2nd made a MOTION to recommend Village Board approval of the applications as presented, and the MOTION carried without negative vote.

Any Other Concerns

Lynne Frost asked if the new exterior clock for the beach house has been purchased because she has not noticed it when she has been at the municipal beach. Martin stated that the clock has been purchased and delivered and he will check with the beach house staff to make sure the clock is being put out on the lifeguard stand when the beach is open. Frost stated that there is also a bathroom door handle that is broken in the women's room of the beach house. Hayden stated that the DPW staff will be directed to repair the handle.

Old Business

Little Foot Playground Light House Replacement

Hayden stated that there are funds available in the 2013 Park Commission budget that could be allocated to purchase a new light house for Little Foot Playground. In June 2012, the Park Commission and Village Board approved a \$3,740 quote submitted by Jerry Sjoberg of Home Design Mfg. to rebuild the lighthouse with rot resistance material for the exterior façade and pressure treated lumber and plywood for the structural parts. The quote was approved for the project to be completed when funding became available. Hayden stated that

the playground mulch project came in less than budgeted, so there is \$2,700 left from that item; and the other \$1,040 could be allocated from the \$8,000 balance in the other Park Commission budget accounts. The memorial plaques that were purchased when the original lighthouse was erected are being stored at the DPW and will be reinstalled with the rebuilt lighthouse.

Wilson/Sandra Hibbard 2nd made a MOTION to allocate the \$3,740 for the Little Foot Playground lighthouse replacement project from the \$2,700 remaining in the playground mulch budget account and \$1,040 from the other budget accounts as necessary. The MOTION carried without negative vote.

Memorial Bench Request for the Arnold Havens Family

Hayden reported that the committee received an email from Valerie Havens requesting some memorial ideas for her father, who recently passed away. Following discussion, the Park Commission directed Hayden to contact the family and inquire if they would like the memorial bench placed at the lakefront at Mohr Road Park, to replace the current bench that is in need of repairs.

Park House Parking Solutions for Stalls & Screen Door for Back Entrance

Wilson stated that she and Gail Hibbard measured out four parking stalls as well as a space for a designated walkway to the front door at the Park House. Wilson stated that one parking stall can be painted to the east of the front door and three parking stalls can be painted to the west of the door, with room between for a designated walkway from the front door to the street. Wilson stated that the parking scheme was that way when the Park House initially opened.

Gail Hibbard/Coates 2nd made a MOTION to recommend that the parking stall striping scheme in front of the Park House be changed to designate one parking stall to the east of the front door, a pedestrian walkway striped area from the door to the street, and three parking stalls to the west of the door. The MOTION carried without negative vote.

Wilson asked staff to look into installing a screen door on the back entrance to the Park House so that the air conditioning will not always have to be used to cool down the building in the summer months. Prior to leaving for vacation, Adams informed staff that a screen door could be mounted on the back door, but there is not an extra one available in storage at the DPW garage. Following discussion, the Park Commission members reached the consensus that up to \$300 could be allocated from the 2013 budget accounts to purchase a screen door to be installed at the Park House.

Gail Hibbard/Sandra Hibbard 2nd made a MOTION to authorize the allocation of an amount not to exceed \$300 for the purchase of a screen door for the back entrance to the Park House, and the MOTION carried without negative vote.

Mohr Road Park Sign Quote from Brushfire Signs

Hayden stated that Brush Fire Signs submitted a \$300 quote for the creation of a 9-by-18-inch cedar sandblasted sign to provide directional assistance to visitors from the end of Mohr Road to Mohr Road Park. Hayden stated that Brush Fire Sign will provide a mockup of the sign for the Park Commission to preview if the quote is approved.

Gail Hibbard/Coates 2nd made a MOTION to approve the \$300 quote from Brush Fire Signs as presented, and the MOTION carried without negative vote.

Mohr Road Park Improvements Update

Wilson stated that nothing still has been completed with regard to the improvement plan approved in the spring. Wilson stated that the large evergreen tree needs to get limbed up and it should have been completed by now. The DPW crew has started working on raising the pedestrian path walking stones and repairing the fence that runs along the property line, but the park bench still needs to be repaired or replaced, the parking stalls on Mohr Road need to be painted, and the evergreen tree needs to be pruned as soon as possible.

Adjournment

Wilson/Sandra Hibbard made a MOTION to adjourn the meeting at 7:30 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: 7/17/13