

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

MONTHLY MEETING of the PARK COMMISSION  
Wednesday, July 16, 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, Sharon O'Brien, Jill Wegner, Trustee Diane Lewis (arrived at 6:19 pm)

**Park Commissioners absent:** Robert Stewart, Daniel Green

**Also present:** Melissa L. Colby, Roy Diblik, Administrator Kelly Hayden-Staggs, Gail Hibbard, Village Clerk Dennis Martin, CDA Executive Director Joseph McHugh, Big Foot Recreation Director Chuck Thiesenhusen, Director of Public Works Craig Workman

**Approval of Minutes**

O'Brien/Krei 2<sup>nd</sup> made a MOTION to approve the minutes submitted for the meeting held June 18, 2008, as presented, and the MOTION carried without negative vote.

**Visitors Heard**

Sharon O'Brien stated that she met with Roy Diblik and they discussed the creation of a job description for a parks and forest management position. O'Brien stated that Diblik has offered to assist in preparing the cost estimates for continued maintenance of the Village's recently created landscaped and natural planting areas. O'Brien stated that the Village needs to work together to establish a management and maintenance plan that will ensure the recently created beautiful areas located throughout the Village will be taken care of in the future. O'Brien stated that a fiscally responsible plan should be drafted and adopted by the Village. Diblik stated that he is willing to assist the Village in planning for the new position and establishing a maintenance plan that the new employee will implement. Diblik stated that the process should start with the determination of costs by creating an inventory of the various landscape conditions and the individual maintenance needs for each area. Diblik stated that a ratio to determine the cost per square foot of landscaped land can be determined and used in calculating future cost estimates. Diblik stated that once the cost estimates are prepared, the Village can budget accordingly. Diblik stated that he can assist the Village in the initial planning to help guarantee that no surprise costs are realized at a later date. Hayden-Staggs stated that she would have liked to participate in the meeting with O'Brien and Diblik to help her in preparing the initial draft of the job description. Hayden-Staggs stated that she will schedule a meeting with Diblik to initiate the planning process. McHugh stated that the first step in the process would be to create an inventory of the Village's landscaped and natural planting areas.

**Announcements**

Lobdell stated that the Van Slyke Creek work day is scheduled for Saturday, July 19, 2008, from 9:00 am to noon. Wegner stated that volunteers from the local chapters of Trout Unlimited will be clearing brush from the creek and it will be taken to the Duck Pond.

**General Business**

**Park House Use**

The Park House was used 13 times in June 2008.

**Treasurer's Report**

The Financial Report as of June 30, 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 following a public hearing at the next monthly meeting on Monday, July 28, 2008 beginning at 5:30 pm.

## **Public Works Report**

Director of Public Works Craig Workman stated that the Duck Pond landscaping project is almost complete except for some minor items. The perennial beds have been prepped and mulch will be laid down to help combat weeds. Workman stated that the new bicycle/pedestrian path leading the Duck Pond is becoming popular and the weeds growing adjacent to the path have been pulled. Workman stated that the prairie grass planted in the natural areas is still in the germination stage and it will take a few years for it to grow to maturity. Workman stated that the Porter Court Plaza project also is almost completed except for some minor items. Workman stated that the Porter Court Plaza water foundation is up and running and many people are already spending time in the new park area.

## **Old Business**

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

The Little Foot Playground subcommittee did not meet as planned to finalize the details for the renovation plan. There were still some decision to make with regard to the color details for the new playhouses and diggers. As well as the \$35,000 contribution of TIF funds from the CDA, the money raised at the pig roast and a potential donation from the Big Foot Lions Club will fund the initial stages of the plan. After discussion about the timeline for the project and the possibility of scheduling a meeting of the subcommittee meeting to make the final decisions, the Park Commission was in consensus that Workman should select the final shades of colors for the playhouses and diggers – the roofs will be tan and the houses will be red – and the new equipment should be ordered. The panels for the new pirate ship will be those chosen at the last subcommittee meeting.

O'Brien/Lewis 2<sup>nd</sup> made a MOTION to direct the Public Works Department to install the new playground equipment selected by the subcommittee all at once following the completion of the Third Avenue reconstruction project in the fall and to direct Workman to select the final colors for the new playhouses and diggers. The MOTION carried without negative vote.

### **August Pig Roast – Update**

Hayden-Staggs stated that Dan Green had a friend create a logo that features a cartoon pig and the event name, “Pig in the Park.” The logo will be used for publicity and on the tickets and T-shirts to be sold for the event. The Park Commission was in consensus that the words in the logo should be printed in black. Hayden-Staggs stated that the planning committee is recommending the operating hours of 3:00 to 10:00 pm for the beer tent; 4:00 to 7:00 pm for food service; 3:00 to 8:00 pm for a children’s “Bounce” playground attraction; and 6:00 to 10:00 pm for the live entertainment. The pig roast ticket price is recommended to be \$10 for a pork sandwich (or a hot dog or brat), with one ear of corn, one bag of chips, a pickle, one soda or bottle of water and one ice cream treat. The a la carte menu is recommended to be \$2 for a hot dog, \$3 for a brat, \$1 for an ear of corn, and \$1 for a soda, a bottle of water or an ice cream treat. The cost of the beer will be the same as what the Big Foot Lions Club charges at the Lobster Boil/Steak Fry event. Hayden-Staggs stated that the planning committee also wants to place advertisements in the area newspapers and have tickets printed for advanced sales.

Wegner/O'Brien 2<sup>nd</sup> made a MOTION to approve the recommendations for the Pig in the Park event as presented, and the MOTION carried without negative vote.

### **Shorepath Improvements**

The Department of Public Works crew members will install the new gravel sidewalk portions in July, at which time the landscaping will be completed.

### **Alternate Location for Large Doll House Donated by French Family**

The Village Board referred the matter back to the Park Commission after reaching a consensus that the triangle entrance area at the Hildebrand Nature Conservancy is not an appropriate site for the donated playhouse. O'Brien suggested that the playhouse be placed in Reid Park., adjacent to Little Foot Playground by the five sergeant crab trees located between the playground the pavilion. O'Brien stated that the playhouse is being designed and constructed to match its future site, so it can be painted to match the Reid Park restrooms/pavilion building.

O'Brien/Wegner 2<sup>nd</sup> made a MOTION to recommend the placement of the large doll house donated by the French family in Reid Park by the five sergeant crab trees located between the Little Foot Playground and the back of the restrooms/pavilion building, and to direct the French family to have the doll house painted to

match the color of restrooms/pavilion building. The MOTION carried without negative vote.

## **New Business**

### **Pedestrian Trails Through the Abbey Property**

McHugh stated that the CDA Board referred the proposal to establish pedestrian trails through the Abbey Resort property to the Park Commission for direction on the issues of whether pets should be allowed on the paths, should bicyclists be allowed on the paths, should the paths be lighted for security purposes, and should the paths be cleared of snow during the winter. McHugh asked the Park Commission to review the proposal and to make a decision on the four items at next month's meeting. The Park Commission was in consensus following discussion that pets and bicyclists should be allowed on the paths, that the paths should not be lighted except on the Abbey property, and whether or not the paths are cleared of snow depends on the estimated cost. McHugh stated that the Park Commission may also want to think about defining policies for all Village paths at this time. McHugh stated that it might make sense to develop a general plan for the use and maintenance of all non-sidewalk type pedestrian paths in the Village, including those leading to the Duck Pond, the Fontana-Walworth joint pedestrian path, the paths at the Fontana Fen and Hildebrand Nature Conservancy, and the other paths to be developed in the future; or perhaps there should be different policies based on the type of the path (natural, urban, etc.).

### **Fontana-Walworth Pedestrian Connection**

McHugh stated that the Village Board and the CDA received and reviewed a draft report prepared by Foth Infrastructure & Engineering at their respective July meetings. McHugh stated that the full report is available upon request. Based on what direction the two villages choose to go, the costs will range from approximately \$275,000 to \$400,000. After deducting the \$152,000 in grant funds awarded to both villages by the Wisconsin DNR, the roughly \$125,000 to \$250,000 remaining will need to be raised by both the Village of Fontana (CDA funds) and the Village of Walworth. McHugh stated that the most important thing to do at this point is to keep the momentum going, as there will never be a better time than right now to complete this project.

### **Frisbee Golf Course Maintenance & Permanent Baskets**

Lobdell stated that there are many people playing at the new nine-hole disc golf course at the Duck Pond Recreation Area and the temporary hole baskets are taking a beating. Lobdell stated that she will draft a letter that can be sent out to local business owners and civic organizations soliciting sponsorships for permanent hole baskets made with metal chains instead of plastic, and for permanent tee boxes and signage. Some type of receptacle also will be set up near the first tee box adjacent to the Duck Pond Pavilion to hold course layout maps until permanent tee boxes are installed. The plan is to expand the course to 18 permanent holes and to develop multiple tees on each hole to offer different skill levels for beginning through advanced players.

### **Rain Barrels**

Gail Hibbard brought in a rain barrel she purchased from the Milwaukee Metropolitan Sewer District. The Park Commission is considering selling the barrels as a fund raiser and as a means to promote storm water runoff management throughout the village. Hibbard stated that the MMSD charges \$30 each for the barrels and a maximum of 30 can be purchased at one time. Hibbard stated that the barrels have to be ordered and then picked up at the MMSD site in Milwaukee and transported back to Fontana. Hibbard stated that she painted the rain barrel she purchased brown with acrylic paint, but the MMSD offers the barrel in blue or white plastic. The Park Commission asked Workman to calculate the shipping expenses to help determine an appropriate selling price and if it would be feasible to have the Department of Public Works crew members pick up the barrels in Milwaukee. Workman stated that the DPW also may be able to make the rain barrels themselves from plastic drums obtained from Kikkoman Corporation or another local source. Lobdell will work with Workman and Hibbard to investigate the options and Martin will create a draft of an order form to be presented at next month's meeting.

O'Brien/Krei 2<sup>nd</sup> made a MOTION to approve the concept of selling rain barrels at the Village Hall as a fund-raiser for the Park Commission and to investigate the option of having the Department of Public Works create the barrels, and the MOTION carried without negative vote.

### **Report on Duck Pond Site Tour**

McHugh stated that he, Workman and Gail Hibbard walked the Duck Pond property with Terry Guen of TGDA Associates on Thursday, July 10, 2008. McHugh stated that beyond being updated on the specifics of

the recent landscaping project, the primary issue discussed was the importance of developing a clear and comprehensive maintenance plan for the property. McHugh stated that considering that the second phase of the Duck Pond project has been delayed for the moment; now is the perfect time to ensure that the recent projects is easily and smoothly transferred to the Park Commission for ongoing maintenance. McHugh stated that this issue relates well to the concept of a establishing a new job description for a parks and forest management position.

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

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

#### **Bills to Pay**

##### ***Mill House Pavilion Water Line/Yard Hydrant Installation Bills***

##### ***Alliant Energy Bill for Installation of Electrical Service at Mill House Pavilion***

##### ***Agrecol (Seven Invoices)***

##### ***Ruekert-Mielke Bill for Mill House Pavilion Services from April 26, 2008 to May 23, 2008***

##### ***Northwind Perennial Farm***

Workman stated that he will discuss with Alliant Energy the \$828 bill the company submitted for installation of electrical service at the Mill House Pavilion and he requested that the Park Commission table the bill until next month. Workman stated that the Alliant crew broke through a sewer line adjacent to the site when installing the electrical service and Village of Fontana DPW crew members assisted throughout the day. Workman stated that Alliant may pay the bill in exchange for the assistance they received from the DPW crew.

Krei/O'Brien 2<sup>nd</sup> made a MOTION to table the Alliant Energy Bill for installation of electrical service at the Mill House Pavilion, and the MOTION carried without negative vote.

The Village received a bill for \$41.60 for the installation of a water line to the Mill House Pavilion and a bill for \$95.72 for the installation of a yard hydrant at the site. Ruekert-Mielke also submitted a bill totaling \$1,965.76 for engineering services performed from April 26, 2008 through May 23, 2008 for the Mill House Pavilion project. Krei asked if the funds allocated from the CDA for the project should be tracked on the monthly Treasurer's Report. Hayden-Staggs stated that the \$35,000 contribution has been approved by the CDA and with the privately donated funds and the contribution from Par Development, the estimated construction cost is within the grand scope of the budget.

O'Brien/Wegner 2<sup>nd</sup> made a MOTION to authorize the payment of the \$41.60 invoice submitted by Wilmar Pump & Supply Company for the installation of the water line to the Mill House Pavilion, the \$95.72 invoice from Hoxie Supply Company for the installation of a yard hydrant at the Mill House Pavilion site and the \$1,965.76 invoice from Ruekert-Mielke for Mill House Pavilion engineering services, and to direct staff to forward the Ruekert-Mielke invoice to Par Development for payment per the terms of the Developer's Agreement for the Cliffs of Fontana Planned Development. The MOTION carried without negative vote.

Agrecol submitted seven invoices totaling \$6,922.50 for budgeted landscape maintenance services.

Krei/O'Brien 2<sup>nd</sup> made a MOTION to authorize the payment of the seven invoices totaling \$6,922.50 submitted by Agrecol for budgeted landscape maintenance services, and the MOTION carried without negative vote.

Northwind Perennial Farm submitted an invoice totaling \$726.80 for services performed June 9, 15 and 22, 2008.

Wegner/O'Brien 2<sup>nd</sup> made a MOTION to authorize payment of the invoice totaling \$726.80 submitted by Northwind Perennial Farm for services performed June 9, 15 and 22, 2008, and the MOTION carried without negative vote.

#### **Park Requests**

Lobdell stated that Lake Geneva Extreme Sports filed a park use application for the Reid Park Gazebo on Saturday, May 9, 2009 from 8:00 am to 1:00 pm for approximately 300 people.

O'Brien/Wegner 2<sup>nd</sup> made a MOTION to approve the application filed by Lake Geneva Extreme Sports for use of the Reid Park Gazebo on Saturday, May 9, 2009 from 8:00 am to 1:00 pm, and the MOTION carried without negative vote.

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

None

### **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. Comprehensive Outdoor Recreation Plan (CORP)/Upgraded Parks and Open Space Plan
7. Brick Program
8. Pet Waste
9. Money Raising Opportunities
10. Initial Discussions on Parks & Forestry Operations Manager

### **Adjournment**

Wegner/O'Brien 2<sup>nd</sup> made a MOTION to adjourn the meeting at 7:17 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: 8/20/08