

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

MONTHLY MEETING of the PARK COMMISSION
Wednesday, August 15, 2007

Chairman Sarah Lobdell called the meeting of the Park Commission to order at 6:00 pm in the Conference Room at the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

Park Commissioners present: Sarah Lobdell, Brent Horvath, Sharon O'Brien, Jill Wegner

Park Commissioners absent: Dawn Sammons, Trustee Joe Bidwill

Also present: Village Clerk Dennis Martin, CDA Executive Director Joseph McHugh, Trustee Micki O'Connell, Village President Ron Pollitt, Jerry Sjoberg, Director of Public Works Craig Workman

Approval of Minutes

Wegner/O'Brien 2nd made a MOTION to approve the minutes submitted for the meeting held July 18, 2007, as presented, and the MOTION carried without negative vote.

Visitors Heard

None

Announcements

None

General Business

Park House Use

Lobdell reported that the Park House was used 12 times in July 2007.

Treasurer's Report

The Financial Report as of July 31, 2007 was presented by Lobdell.

Old Business

Fen Bird House Project

McHugh stated that the lot line has been delineated by Ruckert-Mielke; however, the five points still have to be marked along the boundary line where the bird/bat houses will be erected. McHugh stated that the points will be marked when a Ruckert-Mielke crew is in the Village for one of the other ongoing municipal projects. McHugh stated that Lobdell or Rick Treptow should mark the locations that two or three other bird/bat houses will be erected in the interior of the Fen.

Summer Breeze

Lobdell stated that Village Administrator Kelly Hayden-Staggs was going to contact Jay Brost to discuss with him the Park Commission's concerns with regard to the artist's recent request to have the statue relocated in the triangle area near the water by the municipal beach – in close proximity to where it was initially erected. The Park Commission approved a motion in September 2006 that recommended that the statue be erected in a new location at the corner of Fontana Boulevard and Lake Street. At last month's meeting, former Park Commission Chairman Rick Treptow stated that the Park Commission considered all four suggested locations for the statue and there were concerns with regard to all of the locations with the exception of the recommended location at the corner of Fontana Boulevard and Lake Street. Hayden-Staggs stated that she would call Brost and inform him of the Park Commission's concerns and present a status report at a future Park Commission meeting.

Park Sponsored Community Events

Lobdell stated that the Village Board members indicated at the last monthly meeting that a community picnic or pig roast should be planned for next summer at the Duck Pond Recreation Area. Lobdell stated that other

possible events also can be planned this winter.

New Business

Tree Ordinance Violation

Lobdell stated that the Tree Board has to consider setting the fine for a Tree Ordinance violation for the severe tree trimming of five Aspens trees without a permit at 441 N. Lower Gardens Road. Lobdell stated that Assistant Zoning Administrator Bridget McCarthy indicated in an email that an arborist's opinion has been requested to determine if the five Aspen trees that were severely trimmed are diseased, dead or dying. Lobdell stated that the Tree Ordinance calls for a fine to be determined by the Tree Board ranging from \$15 to \$500 per tree for extensive tree trimming without the required permit. Since a report from an arborist has not yet been submitted to the Village, O'Brien made a motion to table the matter until the next meeting. Jerry Sjoberg, who recently purchased the property at 441 N. Lower Gardens Road, then arrived at the meeting and presented information on his ongoing efforts to clean up the property and the residence. Sjoberg stated that the tree trimming project on the cluster of Aspen trees initially was going to just clean up the "weedy" trees, which may never have been pruned. Sjoberg stated that once the tree trimmers got up into the Aspens, they noted holes and large areas of dead limbs that were created from the trees growing together during the last 20 years. Sjoberg presented photographs of the trimmed trees and other Aspens that have not yet been trimmed. Richards Tree Service, which has the required Village permit for tree trimming businesses, did not obtain the permit required by the Tree Ordinance for extensive trimming of protected trees. Sjoberg stated that Building Inspector Ron Nyman gave him permission for minor tree trimming without a permit, but that was before the crew from Richards Tree Service realized the trees were in need of extensive trimming. Sjoberg stated that when the project escalated over a three-day period, Nyman returned to this site and issued the Notice of Violation. Sjoberg stated that he then obtained the proper permit for the tree trimming project. Sjoberg stated that he will be applying for the necessary permit to eventually cut down every other tree, which will allow the remaining Aspens to grow back more healthy. Sjoberg stated that the Aspens grow very quickly. Sjoberg stated that his future plans for the lot include the planting of more trees, which already have been ordered. O'Brien stated that the Tree Ordinance was adopted to protect the Village's canopy, which is a great asset of the municipalities around Geneva Lake. Lobdell stated that the Park Commission was going to consider a motion to table consideration of the fine to be imposed until the requested report from the arborist is submitted.

O'Brien/Wegner 2nd made a MOTION to table the matter until the arborist's report is submitted, and the MOTION carried without negative vote.

2008 Budget Meeting with Finance Committee, August 28, 5:00 pm

Lobdell distributed the first worksheet for the 2008 budget, which will be presented to the Finance Committee at a meeting Tuesday, August 28, 2007 beginning at 5:00 pm. Expenses include the annual cost for utilities at the Park House and the Duck Pond Pavilion. Lobdell stated that a large portion of the budget is for park maintenance, which has become a very comprehensive list. Lobdell stated that the landscaped areas that require annual maintenance no longer consist of just four planting beds on Fontana Boulevard. Discussion ensued on the need to create one line item in the Village budget that encompasses all of the required landscape and park maintenance and tree trimming expenses, especially considering all of the new and ongoing CDA projects that are generating more maintenance expenses. Lobdell stated that Brickman has submitted a total estimate of \$50,000 for maintenance services in Reid Park and Pioneer Park, at the Village Hall, in the Hildebrand Nature Conservancy entryway, in the new areas on Highway 67 and a small area in Little Foot Park. Trustee O'Connell stated that the Village should make sure that all of Pioneer Park is included in the Brickman maintenance contract, especially an area adjacent to the portable toilets and the area by the perennials planted across the street adjacent to the boat launch. Lobdell stated that there also will be new areas created next year when current CDA projects are completed at the entrance to the Duck Pond and at the Porter Court Plaza. The proposal to create one line item for all park related maintenance expenses will be presented to the Finance Committee. Lobdell stated that that the first budget worksheet also included the cost for the third year of the Agrecol contract for the Hildebrand Nature Conservancy and Headwaters Park. Last year's budget included \$10,000 for new Christmas decorations and banners. Lobdell stated that possible capital expenditures to be considered for this year's budget are the installation of a basketball/tennis court surface and the construction of storage sheds for athletic equipment at the Duck Pond. A long-term capital project is replacing the playground equipment in Reid Park. Lobdell stated that all the Park Commission members are invited to attend the August 28, 2007 Finance Committee to present the initial budget and the request to consolidate all park related maintenance expenses in one line item.

Parks Maintenance Comprehensive Plan

Lobdell stated that she recently met with McHugh to discuss the list of current and future landscaping maintenance sites. Lobdell stated that their discussion echoed the Park Commission previous budget discussion in which it was determined that one budget line item is necessary to properly track exactly how much and where the maintenance funds are being allocated.

Reid Park Ballfield

Lobdell stated that the Village Board requested that the Park Commission provide a recommendation on a proposal to remove the limestone infield material from the Reid Park ball diamond and plant grass.

O'Connell stated that the Village Board members were split on the proposal, so the matter was referred to the Park Commission for a recommendation. Lobdell stated that the ball field is fine in its current condition, and it would cost unavailable money to remove the material. Lobdell stated that there are no organized softball or baseball games played on the field, so there is no longer a threat that a ball could be batted into the playground area located behind the field in Reid Park. President Pollitt stated that the Village also could erect a "softball only" sign at the field to help ensure that balls will not be batted into the play area. The Park Commission was in consensus that there is no reason to change the field at this time and it should be left in its current condition.

O'Brien/Wegner 2nd made a MOTION to recommend that the ball field in Reid Park be left as is for the time being, and the MOTION carried without negative vote.

Fourth of July Money Raising Opportunities

Lobdell stated that the Village Board referred Trustee George Spadoni's proposal for the Village to organize a "Taste of Fontana" or other fund-raising event in Reid Park on the Fourth of July to the Park Commission for consideration. The Park Commission was in consensus that a fund-raising event is a good idea for the holiday since there are so many visitors who come to the Village for the Fourth of July fireworks display. The Park Commission members stated that the Village could solicit for vendors to rent spaces in the park and possibly charge an admission fee. The first step would be to solicit input on the interest of area businesses and civic organizations that would want to participate in the event. McHugh stated that organizing an event like the "Taste of Fontana" or a craft fair is not extremely labor intensive because it only entails establishing designated areas for the vendors to set up their booths. The Park Commission was in consensus that a food, craft or art fair or a rummage sale or flea market could be organized for the Fourth of July and during other times of year, such as during the fall for Oktoberfest. Martin stated that he will create a list of area restaurants and McHugh stated that he can obtain through the Lake Geneva Jaycees a list of craft fair vendors who participate in the Jaycees annual Venetian Festival craft fair in Lake Geneva's Library Park. Lobdell stated that the Park Commission also has been considering for the last several months the reimplementation of the Brick Program to raise revenue.

Recommendation of New Members to Village Board

Lobdell stated that she has received a letter from Fontana Public Library Director Nancy Krei, who would like to be considered for one of the appointments to the Park Commission. Lobdell stated that she contacted Cindy Wilson and Wilson stated that she is not interested in serving on the Park Commission at this time. Lobdell stated that she attempted to contact Michele Teale, and Teale did not return her messages. Lobdell stated that she also received a letter from Brandon Marvin, a longtime village resident, who would like to be appointed to the Park Commission. Lobdell stated that Bob Stewart, Dan Green and John O'Neill also have indicated that they would like to be considered for the appointments. President Pollitt stated that he would like to get input from the Park Commission on the new members prior to his making a recommendation to the Village Board for approval of the appointments. Lobdell stated that Nancy Krei attends almost every Park Commission meeting and she would be a good addition. Lobdell stated that the Park Commission also could use another younger member of the community to get involved. The Park Commission was in consensus that Lobdell and O'Brien should contact the interested candidates and meet with President Pollitt to finalize the Park Commission's recommendation for the two new members.

Lobdell/O'Brien 2nd made a MOTION to for Lobdell and O'Brien to contact the interested candidates and to meet with President Pollitt to select the two candidates to be considered to fill the open positions on the Park Commission, and the MOTION carried without negative vote.

Bills to Pay

Ruekert-Mielke Site Meeting and Barn Tour – Mill House Pavilion

President Pollitt stated that Ruekert-Mielke is revising the submitted bill and the Mill House Pavilion subcommittee will meet with Par Development representatives to attempt to work out an arrangement for the company to pay for the project engineering costs as part of the fees to be paid to the Village for the Cliffs of Fontana subdivision development. President Pollitt stated that no action was required of the Park Commission with regard to the bill submitted last month.

Brickman – Additional Maintenance, June – September and Mulch, Beach House and Tree Rings and Planting Beds, Reid Park

Lobdell stated that the contract with Brickman does not include additional work required at the beach house, which totals \$1,022, or additional work required from June through September for maintenance on the new landscaped beds on Highway 67, which totals \$3,780. Lobdell stated that there is no money available in the Park Commission budget to pay for the expenses, since the items were not included in the original contract with Brickman. Lobdell stated that the Park Commission could approve the bills this month, and Brickman will submit an invoice for payment in September. All of the items are maintenance related for CDA projects. McHugh stated that state law prohibits municipalities from using TIF funds for maintenance expenses. Lobdell stated that the work is included in the bid submitted by Brickman for this year's budget. Lobdell stated that if the Park Commission approves payment of the extra expenses, Brickman will issue an invoice for payment in September.

O'Brien/Wegner 2nd made a MOTION to approve payment of the extra expenses not covered in the current contract with Brickman, totaling \$4,802, and the MOTION carried without negative vote.

Agrecol – Mowing and Weeding in Headwaters and Hildebrand

Lobdell stated that the Park Commission received six invoices totaling \$5,614 for work that is included in the current contract with Agrecol. Wegner stated that she recently walked on the trail in the Hildebrand Nature Conservancy and weeds have almost completely covered the path. Lobdell stated that Brickman will be directed to spray for weeds adjacent to the path. Workman stated that he will have the Department of Public Works crew members cut back the weeds along the path.

O'Brien/Wegner 2nd made a MOTION to approve payment of the six invoices submitted by Agrecol totaling \$5,614, and the MOTION carried without negative vote.

Park Requests

None

Any Other Comments or Concerns

O'Brien stated that the Memorial Tree for Jean Harvey needs to be replaced and the Park Commission has approved a new location in the Village Hall parking lot, on the left side of the exit driveway between the driveway and Highway 67. Following discussion it was determined that the purchase of the replacement tree has received approval from the Village Board. O'Brien stated that she would show Workman the location for the new tree following the meeting. Lobdell stated that following a recent meeting with Treptow she came up with the idea of designating a Park Commission member to be a volunteer coordinator for residents to serve on subcommittees and to help with planting projects. Lobdell stated that Treptow indicated that he would be willing to remain involved with the ongoing efforts to obtain 501C3 charitable organization status and to possibly head a subcommittee to spearhead grant solicitation efforts. Lobdell stated that the Park Commission also has to schedule its annual winter meeting to discuss long-range park planning and capital improvement proposals. Lobdell stated that as well as finalizing the 501C3 application, the Park Commission has to look at updating its Comprehensive Outdoor Recreation Plan (CORP).

Pending Park Commission Items for Future Agendas

1. Election of New Secretary/Treasurer
2. Landscape Plans for Mill House Pavilion and VOF/Pheasant Ridge Parcel at County Highway B & Indian Hills Road
3. Christmas Décor
4. Fontana-Walworth Pedestrian Connection
5. Comprehensive Outdoor Recreation Plan (CORP)/Upgraded Parks and Open Space Plan
6. Mill House Pavilion
7. Garden Club Bench Donation
8. Van Slyke Creek
9. Brick Program
10. Pet Waste

Adjournment

Lobdell/O'Brien 2nd made a MOTION to adjourn the meeting at 7:18 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: 09/19/07