

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)
MONTHLY MEETING of the PARK COMMISSION
Wednesday, September 16, 2009

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, Dan Green, Sharon Conklin, Nancy Krei, Sharon O'Brien, Jill Wegner, Melissa Colby

Park Commissioner absent: Trustee Diane Lewis

Also present: Village Administrator/Treasurer Kelly Hayden, CDA Commissioner Gail Hibbard, Village Clerk Dennis Martin, Trustee Micki O'Connell, Big Foot Recreation Director Chuck Thiesenhusen, Director of Public Works Craig Workman

Approval of Minutes

O'Brien/Wegner 2nd made a MOTION to approve the minutes submitted for the meeting held August 19, 2009, as presented, and the MOTION carried without negative vote.

Visitors Heard

None

Announcements

The Van Slyke Creek clean-up day is being held Saturday, September 19, 2009, beginning at 8:00 am. Volunteer workers should meet at the west end of the Abbey Resort parking lot and they should bring work gloves, boots, etc.

General Business

Park House Use

The Park House was used 16 times in August 2009.

Treasurer's Report

The treasurer's report for August 2009 was presented by Krei.

Plan Commission Report

A preliminary land exchange proposal between the Village and the Adreani family is still tabled at the Plan Commission and the applicant still has not filed a Cost Recovery Certificate or any additional documentation.

Public Works Report

Workman stated that the crab trees along Fontana Boulevard have not been trimmed the past two years. Workman stated that the tree limbs needs to be trimmed in order to hang holiday lights on the trees this winter. Workman stated that although the Village is under a spending freeze, the trees really should be trimmed this fall. Hayden stated that there are funds available in the Park Commission budget for the project and the project is important enough to get it done this fall. Workman stated that he can contact Blackstone Landscaping and have the firm add the project to their maintenance work.

O'Brien/Green 2nd made a MOTION to authorize Brickman Landscaping to trim the crab trees along Fontana Boulevard this fall, and the MOTION carried without negative vote.

TID Maintenance – Items/Update

Martin stated that the list was updated to reflect the work recently completed by the public works crew. In response to a concern about the broken step at the Fontana Fen, Workman stated that the DPW crew will complete the project this month.

Old Business

Tree Enhancement Program Proposal

The proposed Tree Enhancement Program drafted by Assistant Zoning Administrator Bridget McCarthy was

distributed to the Park Commission members that day after last month's meeting. Hayden stated that the Park Commission members should make sure to review the proposal this month and send any comments to her attention since McCarthy will be out of the office on maternity leave for the next six weeks.

Park and Open Space Plan Update – Recommendation to Plan Commission

Lobdell stated that she will have the updated plan distributed to the Park Commission members this month. Lobdell stated that the plan should be reviewed so that a recommendation can be forwarded to the Plan Commission at the next monthly meeting on Wednesday, October 21, 2009.

Bulb Planting at Porter Court Plaza – CDA Purchasing Bulbs

The CDA approved a motion at its last monthly meeting to authorize the \$230 purchase of bulbs for the Porter Court Plaza. According to a memorandum from Brad Drefcinski, the Village can purchase 1,500 bulbs for \$230, not including shipping or labor to plant the bulbs. The CDA requested that the Park Commission have volunteers plant the bulbs as a cost saving initiative. O'Brien stated that last fall there were only two or three volunteers who helped plant the bulbs. O'Brien stated that more bulbs also should be planted in front of the Village Hall. Lobdell stated that last year the bulbs had to be planted in the road mediums, some of the usual volunteers were not able to attend because they could not bring their children. Lobdell stated that Porter Court Plaza will be an area where more volunteers will be able to participate because there will be no traffic safety concerns. Following discussion, the Park Commission decided to direct Workman to work with O'Brien and Roy Diblik to order the bulbs, and a volunteer planting event will be scheduled for Saturday, October 17, 2009 at 10:00 am.

O'Brien/Krei 2nd made a MOTION to direct Workman to order the bulbs and to schedule the bulb planting event at Porter Court Plaza for Saturday, October 17, 2009 beginning at 10:00 am. The MOTION carried without negative vote.

Fontana Boulevard Lighting & Landscaping Project

Workman stated that the Village Board awarded the project bid to PTS Landscaping and construction plans are moving forward. Workman stated that the project includes the installation of new light fixtures, sidewalks and brick crosswalks, some street trees and minor perennial beds. Workman stated that the project will require Fontana Boulevard traffic to be detoured onto Lake Street and Third Avenue. As part of the project, Workman stated that the median plantings will be removed and replaced in areas where the new crosswalks will be installed. Hayden stated that the project will give the Village the perfect opportunity to address the tall grass plants in the mediums that are causing traffic safety problems. In response to a question from Conklin, Workman stated that the new light fixtures will actually cause the road to be better lit and the surrounding area to be less illuminated.

Lake Street Alley Fence at Little Foot Playground – Update

Workman stated that the CDA directed Workman to contract Century Fence Company for a quote for wrought iron fencing to be installed along the alley; however, the price quote was 50 percent higher than what the fence cost for the beach fence replacement project. Since the price was too high, Workman stated that the CDA directed him to determine if additional landscaping would prevent children from running into the alley. Workman stated that a combination of the arborvitae bushes planted in the area and a small black cyclone fence might be the best solution. O'Brien stated that the cyclone fence would eventually blend in with the landscaping and would not be noticeable as the arborvitae bushes grow.

O'Brien/Wegner 2nd made a MOTION to recommend that a black cyclone fence be purchased and installed along the Lake Street alley at Little Foot Playground, and the MOTION carried without negative vote.

Duck Pond Tree Relocation Subcommittee – Schedule Meeting

Workman stated that the trees that were located in the utility easement area that were too mature to dig up and transplant have been cut down. Workman stated that there are still a few that can be dug up and transplanted. O'Brien stated that if the DPW is authorized to rent a digger, some of the trees could be dug up and moved to the Pheasant Ridge parcel and some could be transplanted in other areas at the Duck Pond Recreation Area. The Park Commission members were in consensus that a digger should be rented to complete the project.

New Business

Pig in the Park 2009 Event Report

Hayden stated that the Village will still be receiving a couple more invoices, but the net profit for the event at this time is \$8,003 after the \$2,500 in expenses are taken out of the net proceeds. Lobdell stated that there was a great turnout for the second annual event and she thanked everybody for their volunteer work and donations. Hayden stated that the inaugural event produced a net profit of \$5,000. Green stated that Jones Farm in Harvard, IL donated the one pig used at the event, and a friend of his from Chicago donated about 300 pounds of pork butts.

Long-Range Planning for Reid Park Gazebo

Lobdell stated that the gazebo is starting to deteriorate. Hayden stated that the gazebo is actually in a state that is causing liability concerns and it will have to be roped off or razed. Lobdell stated that the Village should solicit bids to determine how much it will cost to replace the gazebo. Workman stated that since the gazebo is a public structure, it should be constructed to a higher standard than is available in gazebo construction kits. Trustee O'Connell stated that the Park Commission should get some quotes to build a new gazebo. Lobdell stated that the Village should raze the gazebo or rope-off the gazebo area for the next month while estimates are received to reconstruct or build a new gazebo.

Green/Krei 2nd made a MOTION to recommend that the Reid Park Gazebo be razed and estimates for construction a new gazebo be obtained, and the MOTION carried without negative vote.

2010 Budget Planning

Lobdell stated that the Park Commission is scheduled to present its preliminary budget request to the Finance Committee on Thursday, September 24, 2009. The budget subcommittee of Lobdell, O'Brien and Krei will meet Tuesday, September 22, 2009 after the Master Plan Update meeting. Workman and O'Brien will review the Blackstone Landscaping contract and meet with the owner to come up with a proposal for services for next year. Lobdell stated that there is not much room in the Park Commission budget for capital items, but the current list of desirable items includes two new park signs – one Village entrance monument sign for about \$1,200 and one smaller sign at the Mohr Road park property that will direct pedestrians to the public shorepath; new disc golf course hole baskets for about \$3,000; new holiday decorations for the lights to be installed along Fontana Boulevard; and new benches for the Duck Pond Recreation Area.

Fontana Boulevard Landscaping Rearrange Intersections

Workman stated that as mentioned earlier in the meeting, the median beds will have to be dug up in areas where the new crosswalks are being installed and replanted. Workman stated that he will be meeting with Roy Diblik next week to coordinate the plans. The Park Commission members were in consensus that the project will enable the beds to be replanted to address traffic safety concerns.

Potential Calendar of Events for Reid Park

Hayden stated that due to the success of the Pig in the Park event and concerns expressed about the Fourth of July holiday, a calendar of annual events for Reid Park has been preliminarily discussed. Hayden stated that in an effort to have locals use the park more often, revenue generating events such as an art festival in June, a Fourth of July event in conjunction with the Lions Club concession stand, a craft fair or chamber of commerce showcase in August, the Pig in the Park event in September, a farmer's market or Oktoberfest or Polka Fest in October, and Christmas carolers in the gazebo in December have been mentioned. Hayden asked the Park Commissioners to start thinking about other possible events that could be staged in the park.

Pheasant Ridge Corner Lot Improvements

O'Brien stated that some of the trees at the Duck Pond can be moved to the corner lot owned by the Village, and some other landscaping can be added around the relocated Village sign. O'Brien stated that there are funds available in the reforestation fund to rent a digger. The sign will be moved from its present location and then the landscaping will be worked around it. Hayden stated that the Building and Zoning Department should be consulted to make sure the sign is erected in accordance with the Municipal Code.

Mill House Pavilion Status Update and Outdoor Education Event

O'Brien stated that she and Roy Diblik have organized a special educational event with Fontana Elementary School. O'Brien stated that the Department of Public Works will prepare planting beds at the Mill House Pavilion and will move some of the old foundation stones onto the site in preparation of the October 9, 2009 Outdoor Education Event. O'Brien stated that students in the Outdoor Education class will work with Diblik to plant the landscaping beds beginning at 1:00 pm on October 9, 2009. O'Brien stated that Tom

Cook has offered to install bricks in the foundation wall at the pavilion for \$5,200. O'Brien stated that the Mill House committee authorized the addition of the stones to the foundation. O'Brien stated that the initial plan was to use the stones from the original foundation of the mill house structure; however, they could not be used because of structural concerns. O'Brien stated that Cook will replicate the look with new stones. O'Brien stated that the estimate provided by Cook was \$6,200, but he is only charging the Village \$5,200. O'Brien stated that after the landscaping beds have been planted and the stone wall installed, all of the checklist items will be completed on the Mill House Pavilion, which was funded by private donations.

Boardwalk Improvement to Hildebrand Nature Conservancy Trail

O'Brien stated that there is a muddy area that has been created by the creeks at the foot of the stairs that lead from the Mill House Pavilion to the Hildebrand Nature Conservancy trail. O'Brien stated that a boardwalk is needed over the area, which is about 20-feet-long. O'Brien stated that she will get a cost estimate at present it at the Park Commission's budget planning meeting on September 22, 2009.

Authorize Administrator/Treasurer Kelly Hayden to Sign Park Commission Account Checks as Backup

Hayden stated that on occasion a check needs to be issued for Park Commission related matters and Krei or Lobdell are not available.

Wegner/Conklin 2nd made a MOTION to authorize Administrator/Treasurer Kelly Hayden to sign Park Commission account checks as backup, and the MOTION carried without negative vote.

Bills to Pay

Three Invoices Submitted by Geneva Paint & Decorating and One Invoice Submitted by Dunn Lumber & True Value for Mill Street Pavilion; Three Invoices Submitted by Agrecol Corporation for Contracted Services; Invoice Submitted by Savanna Landscaping for Duck Pond & Fontana Fen Oversight Work

Lobdell stated that funds are in the budget for the invoices. With the stain invoices and the funds to pay Tom Cook for masonry work, the Mill House Pavilion construction account will be depleted.

O'Brien/Wegner 2nd made a MOTION to approve payment of the invoices as submitted, and the MOTION carried without negative vote.

Park Application

Wedding Ceremony Request for Mill House Pavilion, June 26, 2010

Amber Resch submitted an email requesting the use of the Mill House Pavilion for a wedding ceremony on Saturday, June 26, 2010. The Park Commission members were in consensus that it would be fine for the wedding ceremony to take place at the pavilion with the condition that off-street parking arrangements are made with Fontana Elementary School, or that people attending the ceremony park their automobiles elsewhere and walk or be shuttled to the pavilion.

O'Brien/Colby 2nd made a MOTION to approve the request for Amber Resch to have her wedding ceremony conducted at the Mill House Pavilion on Saturday, June 26, 2010, with the condition that off-street parking arrangements are made with Fontana Elementary School, or that people attending the ceremony park their vehicles elsewhere and walk or be shuttled to the pavilion. The MOTION carried without negative vote.

Any Other Comments or Concerns

Krei stated that she will be attending a state convention for library directors next month and will not be able to attend the Park Commission meeting on Wednesday, October 21, 2009.

Pending Items for Future Agendas

1. Park Maintenance Plan
2. Volunteer Opportunities (Master Gardeners Group)

Adjournment

O'Brien/Wegner 2nd made a MOTION to adjourn the meeting at 6:57 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: 10/21/09