

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

MONTHLY MEETING of the PARK COMMISSION  
Wednesday, September 21, 2011

Chairperson Cindy Wilson called the meeting of the Park Commission to order at 6:02 pm in the Meeting Room at the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

**Park Commissioners present:** Trustee Wilson, Sarah Lobdell, Laura Coates, Sharon O'Brien, Gail Hibbard

**Also present:** Administrator/Treasurer Kelly Hayden, Sandra Hibbard, Library Director Nancy Krei, Village Clerk Dennis Martin, Director of Public Works Craig Workman

**Approval of Minutes**

O'Brien/Lobdell 2<sup>nd</sup> made a MOTION to approve the minutes for the meeting held August 17, 2011, as presented, and the MOTION carried without negative vote.

**Visitors Heard**

None

**Announcements**

**Moment of Silence Honoring Park Commissioner Daniel Green**

Wilson asked for a moment of silence in honor of Park Commissioner Daniel Green, who died September 12, 2011 when he was struck by a truck while working in Elmhurst, IL.

**General Business**

**Park House Use**

The Park House was used two times in August 2011. Martin stated that it was used twice during the first week of August 2011, prior to the village building inspector closing it until the utility room roof and related mechanical problems are repaired.

**Treasurer's Report**

The updated treasurer's report as of August 31, 2011 was presented by Lobdell.

**Plan Commission Report**

Lobdell stated that the Municipal Code Chapters 17 and 18 rewrite project is continuing, and the second draft of Chapter 18 will be discussed at a workshop meeting Monday, September 26, 2011 at 5:30 pm.

**Public Works Report**

Workman stated that Duck Pond Recreation Area athletic fields have been transitioned into four soccer fields for the fall season, and the fields are in great shape.

**TID Maintenance – Items/Update**

Martin stated that the report was updated to include items requested by former CDA Chairman Bill Turner. Turner requested that the invasive trees that are growing along both sides of Highway 67 and in the Fontana Fen need to be abated. Following discussion, Gail Hibbard stated that she will contact Turner to make sure all the areas of concern are noted, and then contact Tom Vanderpoel for direction on abatement procedures. The recommended course of action will be presented at the next Park Commission meeting.

**Old Business**

**Appointments to Fill Open Positions**

Wilson stated that Sharon Conklin resigned her position at last month's meeting, and Sandra Hibbard has expressed interest in serving on the Park Commission. Wilson stated in order to expedite the appointment process, the Village Board approved a motion at its last meeting to appoint Sandra Hibbard to the open

position with the condition that the appointment is approved by the Park Commission.  
Wilson/O'Brien 2<sup>nd</sup> made a MOTION to approve the appointment of Sandra Hibbard to the Park Commission to fill the position vacated by Sharon Conklin, and the MOTION carried without negative vote.

Wilson thanked Sandra Hibbard for her interest in serving and asked her to take her position. The other Park Commission members introduced themselves and welcomed Sandra Hibbard to the commission.

### **Porter Court Plaza Improvement Plan – Canopy Trees Recommendation**

Workman stated that he contacted Roy Diblik as directed last month, and he suggested that a good canopy tree for the moist Porter Court Plaza soil conditions would be a Swamp White Oak. Workman stated that oak trees are slow growing, but the Swamp White Oak eventually will grow to canopy size in very moist soil conditions. Workman stated that Porter Court Plaza was developed on a bog and the soil is practically peat. Following discussion, Lobdell stated that maybe the Park Commission should delay a decision for a few years and see how Porter Court Plaza is used before a permanent plan is pursued. Wilson stated that the original plans for Porter Court Plaza could be reviewed by a subcommittee, which could then make a recommendation on how to improve the relatively new park. Gail Hibbard stated that the Village does not have a lot of extra funds available, and the TIF District does not have any money to spend at this time. Porter Court Plaza initially was a CDA project that was paid for with TIF funding. Lobdell stated that if a long-range improvement plan is developed, it can be implemented over time if necessary to spread the expenses out over several budget years. Workman stated that the other canopy tree Diblik recommended is the Autumn Fire Maple, which is faster-growing tree and also tolerates moist soil conditions. O'Brien, Lobdell and Gail Hibbard offered to serve on a subcommittee that will meet to review the initial plans and to formulate recommendations for the Park Commission to consider at a future meeting.

### **Duck Pond Recreation Area 20 Dead Trees – Reconsider Initial Recommendation**

Wilson stated that she presented the Park Commission recommendation to the Village Board and she was directed to have the Park Commission reconsider the matter. There was concern by some of the Village Board members that the funds initially earmarked for the purchase of new trees would be used to fund landscape maintenance items. The Village Board members stated that they would like to see the funds used to purchase trees for planting in some area of the Village. Workman stated that 20 oak trees out of the approximate 150 trees planted in the CDA projects did not survive, due to poor growing conditions that are not good for transplanted oak trees. Following discussion, Hayden suggested that the Village request a cash refund for the 20 oak trees and deposit the funds in the village's Tree Reforestation Fund. Workman stated that Prairie Tree Landscape most likely will not want to provide a cash refund for the warranty trees; however, the company may be willing to provide trees other than oaks for planting somewhere else in the village. Wilson stated that an appropriate place for the Village to plant new trees would be Reid Park, as the current trees in the park are very mature. Workman stated that he could contact Prairie Tree to get the options for working out a credit on the purchase of future trees, and to determine what the warranty value is and when the Village would have to take delivery of the trees.

Wilson/Lobdell 2<sup>nd</sup> made a MOTION to authorize Workman to solicit the warranty terms for the 20 oak trees that did not survive transplanting at the Duck Pond Recreation Area oak savannah project area, and the MOTION carried without negative vote.

Gail Hibbard stated that during their most recent workday in the prairie restoration area, Vanderpoel noted that a lot of weeds were missed the last time the area was sprayed. Gail Hibbard stated that Vanderpoel will spray the area personally during a visit next week, and he also will be pointing out from which plants to harvest seeds. Gail Hibbard stated that they also thought it would be a good idea to have a sign created and erected by the oak savannah area that states the restoration project is underway and that no vehicles are allowed to drive in the area. O'Brien asked if a traditional park sign could be ordered from Brush Fire, and if there are funds available in the current Park Commission budget. Hayden state that she will look into the cost of the previous park signs and determine if there are funds available. Gail Hibbard stated that she and other members of the Fontana Garden Club will be traveling to Barrington, IL later in the week to assist Vanderpoel with a prairie project. Gail Hibbard stated that the Village receives free seeds for assisting with the Barrington project. Gail Hibbard stated that the local volunteer group she has organized to complete the required chores at the Duck Pond oak savannah project could use some more members.

Sharon O'Brien left the meeting at 6:40 pm.

### **Pig in the Park Fund-Raiser Report**

Hayden distributed the financial review for the fourth annual fund-raiser, and the event showed a net profit of \$693 despite being rained out. Hayden stated that there may be about \$200 more coming in as a refund for the deposit for pony rides. Hayden stated that since the event was rained out, the large sponsor board was not displayed in the park. In order to give them credit and thank them for their support, Hayden asked if the Park Commission would authorize placing an advertisement in the newspaper to recognize all the event sponsors. Hayden stated that there have been discussions for big plans to enhance the fifth annual Pig in the Park event in 2012. Hayden stated that with the \$693 added, the balance in the Little Foot Playground Account is currently \$4,458. Hayden suggested authorizing a \$3,000 payment back to the Village General Fund to offset the balance of the initial \$46,314 purchase of a new pirate ship for the playground. With a Big Foot Lions Club commitment of \$10,000, the remaining balance the Park Commission has to pay off on the purchase is \$19,547. Hayden stated that a \$3,000 payment will reduce the outstanding balance to \$16,547. The total proceeds raised by the Park Commission at its four Pig in the Park fund-raising events is \$21,668.

Lobdell/Coates 2<sup>nd</sup> made a MOTION to authorize staff to place an advertisement in the newspaper to thank the Pig in the Park 2011 event sponsors, and to make a \$3,000 appropriation from the Little Foot Playground Account to the Village's General Fund to reduce the outstanding balance for the 2009 purchase of a \$46,314 pirate ship for Little Foot Playground. The MOTION carried without negative vote.

### **Reid Park Gazebo Construction Report**

The materials for the new Reid Park gazebo have been delivered and Big Foot Construction and Consulting, Inc. has commenced construction. Workman stated that the new structure looks better and it is more structurally sound than the old gazebo that was razed in October 2009.

### **New Business**

#### **Bird City Wisconsin Application/Resolution Recommendation**

Village President Arvid Petersen asked Martin to look into the requirements for the village to be designated a Bird City Wisconsin. Martin presented the preliminary application, which requires a \$100 fee, and the supporting documentation. Bird City information has been posted on the Village website for several months, and the Chapter 18 rewriting project includes zoning ordinance amendments that fulfill some of the application requirements. Martin stated that the adoption of the proposed Resolution Recognizing International Migratory Bird Day, and the planning of a community event celebrating International Migratory Bird Day are the last two requirements that the Village of Fontana has to fulfill in order to complete the application. The Park Commission directed Martin to plan for the International Migratory Bird Day event to be held on the same day as the village's Arbor Day Celebration, which is held each year at Fontana Elementary School on the last Friday of April.

Gail Hibbard/Coates 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Resolution Recognizing International Migratory Bird Day and the filing of the Bird City Wisconsin application, and the MOTION carried without negative vote.

#### **Park House Repair/Renovation Estimates**

Workman stated that he has talked to some local contractors about the proposal to remove the back utility room from the Park House building and to relocate new utilities inside the main building; however, he has not yet received any cost estimates. If it is not too costly, the proposal is to purchase a new water heater and furnace for inside the Park House and to remove the back utility room where the roof has collapsed and there are other structural concerns.

Lobdell/Coates 2<sup>nd</sup> made a MOTION to table the item until further information is received, and the MOTION carried without negative vote.

#### **2012 Budget Recommendation**

Hayden stated that the Park Commission 2011 budget is on target, with \$5,000 still remaining in the capital outlay account. Following discussion, the Park Commission members were in consensus that Blackstone Landscape, LLC should be contracted with to again provide the park maintenance and bathroom cleaning services next summer. Workman stated that the change from using Department of Public Works part-time employees to contracting out with Blackstone saved the village funds, and the Blackstone employees did a very good job. Workman stated that Blackstone probably would hold its contract price without an increase if the Village agrees to a multi-year contract. The Park Commission directed Hayden to budget \$62,225 for Blackstone, to match this year's amended contract; \$10,000 for green space management services; \$3,000 for

Roy Diblik's consulting services; \$3,000 for ongoing park maintenance and enhancements to Pioneer Park, Hildebrand Nature Conservancy and Porter Court Plaza; and \$5,000 for Little Foot Playground equipment repairs or replacement. Hayden stated that she will leave a spot for the Park House repair/renovation project, in case it is approved, and leave the annual allocation for the Easter Egg Hunt at the Duck Pond at \$700. Hayden stated that she will update the Park Commission budget for presentation to the Finance Committee, and email the proposal out to the Park Commission members.

**Park Permit Application Filed by Jayna Gilmore, Duck Pond Pavilion, Saturday, November 5, 2011, 11:00 AM to 6:00 PM**

The application was filed for a surprise birthday party, and there are no scheduled conflicts.

Lobdell/Coates 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Park Permit application as filed, and the MOTION carried without negative vote.

**Memorial Trees Proposal for Duck Pond Recreation Area**

Workman stated that he would like to purchase and plant two trees, in memory of Daniel Green and DJ Barr, at sites adjacent to the Memorial Tree planted for Chris Schwenn by the Duck Pond Pavilion. Workman stated that the funds for the proposal could be taken from the Park Commission Reforestation Fund. Lobdell stated that there is more than \$10,000 in the fund and the memorial trees for Green and Barr would be an appropriate use of the fund. Workman stated that the tree planted for Schwenn is a Red Maple. The Park Commission directed Workman to ask the families of Green and Barr if there is a certain species of tree that they would like planted. Workman stated that he will also look into having a plaque mounted on a rock next to the trees, similar to the plaque by Schwenn's Memorial Tree.

Lobdell/Wilson 2<sup>nd</sup> made a MOTION to authorize Workman to consult with the families of the late Daniel Green and DJ Barr and purchase and plant appropriate Memorial Trees in their honor at the Duck Pond Recreation Area adjacent to the Memorial Tree planted for Chris Schwenn, with the funds to be taken from the Village Reforestation Fund. The MOTION carried without negative vote.

**Any Other Comments/Concerns**

Coates stated that the Park Commission should make it a priority to get the unsafe equipment repaired or replaced at Little Foot Playground. The 2012 budget proposal contains funds for the project.

**Adjournment**

Coates/Wilson 2<sup>nd</sup> made a MOTION to adjourn the meeting at 7:13 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: 10/19/2011