

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)
MONTHLY MEETING of the PARK COMMISSION
Wednesday, November 14, 2012

Village Clerk Dennis Martin 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: Gail Hibbard, Lynne Frost, Sarah Lobdell, Sandra Hibbard, Mary Green

Park Commissioner absent: Trustee Cindy Wilson, Laura Coates

Also present: Jade Bolack, Administrator/Treasurer Kelly Hayden, Merilee Holst, Lynn Ketterhagen, Lisa Laing, Village Clerk Dennis Martin, Trustee Rick Pappas, Director of Public Works Craig Workman

Elect Chairman Pro Tem

Sandra Hibbard/Frost 2nd made a MOTION to elect Sarah Lobdell the chairman pro tem for the meeting, and the MOTION carried without negative vote.

Approval of Minutes

Green/Sandra Hibbard 2nd made a MOTION to approve the minutes for the meeting held October 10, 2012, as presented, and the MOTION carried without negative vote.

Visitors Heard

Maryanne and Bryan Bruss, owners of the Coffee Mill, were not able to attend the meeting; however, they presented a check for \$425 to Park Commission Chairman Cindy Wilson earlier in the month. The check was the total proceeds raised at the Farmer's Market events hosted this past summer by the Coffee Mill at Porter Court Plaza. Invitations to the Village holiday party and going away celebration for DPW Director Craig Workman on Friday, December 7, 2012, also were distributed.

General Business

Park House Use

The Park House was used two times in October 2012.

Treasurer's Report

Lobdell presented the September and October 2012 treasurer's reports.

Plan Commission Report

Lobdell stated that the Plan Commission did not meet last month due to a lack of business.

Public Works Report

Workman stated that he has accepted a new job with the City of Burlington and this will be his last Park Commission meeting. Workman stated that it was a tough decision to leave the Village of Fontana, but he and his family will still be living here. Lobdell stated that Workman was a great help to the Park Commission over the past 10 years and he helped to make it the organization it has grown into from a small group of volunteers that initially met at the Park House. Workman stated that the DPW crew has been busy hanging the holiday decorations and lights, and they will be turned on for the season Friday, November 23, 2012. Workman stated that the crew also has been busy aerating the park grass following last summer's drought. Workman stated that there is also ongoing work to change the grass at the Duck Pond soccer fields to a more drought resistant blend created for athletic fields.

Park Commission Maintenance List – Items/Update

The updated list was distributed. Gail Hibbard asked Workman if a controlled burn could be conducted yet this fall on the Village well parcel adjacent to the John Tracy property off Brick Church Road. Workman stated that the area is still pretty green and a burn would not be as effective as it would be in the spring. Workman stated that he will check with Tom Vanderpoel and determine if a burn should still be conducted this fall, and if so, the neighboring property owners will be contacted.

Old Business

Fontana Fen Management Plan Draft – Geneva Lake Conservancy

Geneva Lake Conservancy Land Protection Specialist Lynn Ketterhagen distributed copies of an outline to create a monitoring and management plan for the Fontana Fen. Ketterhagen stated that the GLC would not manage the property, but would assist by guiding the village with management suggestions. Ketterhagen stated that the GLC will prepare a baseline documentation report showing the current state of the Fen. The baseline will be used in conjunction with the GLC's annual monitoring process to aid in best management practices for the property. Ketterhagen stated that the monitoring process will ensure that the perpetual restrictions recorded in the August 4, 1986 Warranty Deed are being followed. Ketterhagen stated that three examples of suggested management practices are: Due to the sensitive soils in the Fen, invasive and nonnative species should be managed through prescribed fire, hand removal and treatment, or vehicles used only on frozen ground; prescribed fire shall be used on a biannual basis to help prevent the spread of nonnative and invasive plants, while stimulating the growth of desirable native species within the property; and aside from trail management and entrance maintenance, mowers should not be used on the property. Lobdell stated that the plan should take into account the long-term goal of having an observation platform erected in the Fen. Gail Hibbard stated that the management practices described by Ketterhagen already are being adhered to by the Park Commission, so she does not see any issues with the proposal.

Sandra Hibbard/Green 2nd made a MOTION to forward the proposal as presented to the Village Board with a recommendation for approval, and the MOTION carried without negative vote.

Mohr Road Park Subcommittee Landscaping Plan

Gail Hibbard stated that an emailed message sent out October 16, 2012 to the subcommittee and Park Commission members stated that she, Lisa Laing, Workman and Laura Coates met at Mohr Road Park that day and talked about the following seven ideas:

1. A trellis entry at the beginning of the green space where the road ends, with stepping stones guiding the walker under the trellis and towards the lake.
2. Removal of six to eight feet of blacktop along the west edge of the blacktop and stepping stones put in there.
3. Probable removal of at least one pine tree.
4. Stepping stones would continue through what is now the area of pines to meet the existing stepping stones to the lake.
5. Replace the existing light with a shorter pole and more attractive fixture.
6. Put a low split rail fence along the property line to the east.
7. Vegetation can be added at a later date.

Gail Hibbard stated the Park Commission members should contact her if they have any other ideas or concerns. Martin stated that Michael O'Halleran emailed him a message on November 13, 2012 that states, "obviously at this late date we are unable to attend. What we would request is that the chair of the subcommittee would call me to review recommendations before finalizing any decision. Thanks for your consideration." Gail Hibbard stated that she will contact the O'Halleran family and determine the next meeting date for the subcommittee to finalize the recommendation.

New Business

Duck Pond Road Site Development Proposal

Hayden stated that the agenda item was listed to provide an update on the preliminary proposal for a senior housing development on the CDA's Duck Pond Road development site, which is located adjacent to the Oak Savanna and Native Prairie restoration site.

Park House Marketing Plan

Hayden stated that Assistant Building Administrator Bridget McCarthy needs some preliminary direction before she can come up with a proposal. Lobdell stated that a trifold brochure with photographs of the Park House would be a good start. Workman stated that there are photographs available from the summer camp programs that took place in the renovated Park House. Lobdell stated that a Park House page linked to the Village website also would work well. Lynne Frost stated that McCarthy may have some ideas of her own that could be presented for consideration. Hayden stated that there is a Village of Fontana Facebook page that has been created and maybe McCarthy could create a page to be linked to it. The Park Commission members asked that staff invite McCarthy to attend the next meeting.

Park Permit Application Review for Possible Amendments

Lobdell stated that maybe the Park Commission should consider establishing a fee schedule for the Park House for the different type of events. Gail Hibbard stated that an hourly rate could be created for shorter meeting events. Hayden stated that the Village cost for cleaning the Park House does not change if a group uses it for two hours or all day. Gail Hibbard stated that maybe an additional \$75 fee could be deposited and returned if the person who leases the Park House cleans it afterward. Frost stated that when she rented the Park House prior to the renovation project, she felt the \$75 fee was quite expensive. During discussion, the Park Commission members speculated if an alcohol consumption permit should be authorized for Park House events in order to attract more applicants. The Park Commission directed staff to check with other municipalities to determine what they charge for leasing facilities. Gail Hibbard stated that the Village should also consider designating some of the parking in front of the Park House for use by the people who rent the building; or at least, to create a loading zone parking spot. Gail Hibbard stated that maybe one parking sign could be erected and an orange cone placed in the parking stall on days that the Park House has been rented

Table and Chair Rental

Hayden stated that following review of the proposal, the item can be just removed from the agenda.

Update on Tree Pruning for 2012

Workman stated that Jeff Epping has been in the Village three times to prune the trees. Workman stated that Epping is halfway through the list of trees identified to be pruned this fall, and he has not yet used half the funds allocated for the project. Workman stated that Epping has identified some problems with some trees on the beach, in Reid Park and adjacent to the boat trailer parking that are still suffering from drought effects. Workman stated that more of the katsura trees planted with the Highway 67 reconstruction project are starting to decline and may eventually have to be replaced with different trees. Epping is not pruning the trees if they can't be saved or are not worth the expense as they have already grown beyond proper management.

Park Permit Applications Filed by Andrea Downes, Raid Park Gazebo, June 8, 2013; Dan Maus, Park House, November 19, 2012

There are no conflicts with the requested dates.

Lobdell/Gail Hibbard 2nd made a MOTION to approve the park permit applications as filed, and the MOTION carried without negative vote.

Invoice Submitted by Prairie Moon Nursery

Hayden stated that the invoice for the purchase of seeds for the native prairie restoration area totals \$640.

Gail Hibbard/Sandra Hibbard 2nd made a MOTION to approve payment of the \$640 invoice submitted by Prairie Moon Nursery, and the MOTION carried without negative vote.

Any Other Comments/Concerns

Gail Hibbard stated that the very successful and fun seed sowing event on November 10, 2012 attracted more than 40 people, who were divided into two groups that spread seeds throughout the native prairie restoration area. Gail Hibbard stated that the pizza and hot dog lunch prior to the seed sowing also went very well. Frost stated that she was contacted by a local scout leader who stated that there are a couple of scouts who are seeking volunteer work opportunities. Hayden stated that she will contact the Boy Scout and Cub Scout leaders and notify them of the volunteer work opportunities, including pulling garlic mustard and other invasive, nonnative species from village parkland. Hayden stated that the scouts also could maybe help with Bird City Wisconsin activities. Gail Hibbard stated that she would like to start a program with the soccer team members who play at the Duck Pond to have them pull garlic mustard before or after games.

Adjournment

Sandra Hibbard/Gail Hibbard 2nd made a MOTION to adjourn the meeting at 6:45 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: 12/19/2012