

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

MONTHLY MEETING of the PARK COMMISSION
Wednesday, November 19, 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, Dan Green, Melissa Colby, Trustee Diane Lewis

Park Commissioners absent: Robert Stewart, Jill Wegner, Sharon O'Brien

Also present: Roy Diblik, Administrator Kelly E. Hayden-Staggs, Village Clerk Dennis Martin, CDA Executive Director Joseph McHugh, Trustee Micki O'Connell, Director of Public Works Craig Workman

Approval of Minutes

Green/Colby 2nd made a MOTION to approve the minutes submitted for the meeting held October 15, 2008, as presented, and the MOTION carried without negative vote.

Visitors Heard

Trustee O'Connell asked about the replacement sign for Mohr Road that will direct pedestrians to the access point for the public shore path. Lobdell stated that the Park Commission has approved the placement of the sign on the Village owned land, but the wording for the sign and the exact location of the sign have not been determined. Hayden-Staggs stated that she will take care of ordering the replacement sign and have it erected by the Public Works Department. Chuck Thiesenhusen of the Big Foot Recreation Department sent an email to the Park Commission stating that he would not be able to attend the meeting that night. Thiesenhusen stated in the email that this last summer there were some comments made related to Ball and Glove Program not using Duck Pond as much as some had hoped. Thiesenhusen stated that he met with the administrators of the Ball and Glove Program to express those concerns and they responded that with the aid of the Big Foot High School baseball program, there were a number of improvements at Toynton Park and Devils Lane Park, but the president of Ball and Glove Program, Tony Greco, indicated that they plan on using Duck Pond more this coming summer. Thiesenhusen stated that as a final note, residents should look for the Winter/Spring Recreation Guide to arrive in mailboxes at the end of December.

Announcements

Lobdell stated that the Volunteer Day Event at the Duck Pond Recreation Area is scheduled for Saturday, November 22, 2008 with a presentation by Tom Vanderpoel at 10:00 am at the Village Hall and the Seeding Activity at the Duck Pond Triangle commencing at 11:00 am. Also the Christmas Lighting Ceremony will be held Friday, November 28, 2008, beginning at 5:00 pm at the Porter Court Plaza.

General Business

Park House Use

The Park House was used 15 times in October 2008.

Treasurer's Report

Krei presented the treasurer's report as of October 31, 2008.

Plan Commission Report

Hayden-Staggs stated that a draft of a proposed ordinance to regulate windmill electrical generator development proposals was reviewed by staff, but there is still some work required on the draft before it is presented to the Plan Commission.

Public Works Report

Workman stated that the Third Avenue Project is progressing and the sidewalks have been installed in Reid Park and around the Little Foot Playground. Final restoration work will take place in the spring, but the new pavement and will be stabilized for the winter. The new road surfaces will be able to accommodate motorists and plow trucks through the winter and the final surface layer will be installed in the spring.

Blue Ribbon Lakefront Building Committee Report

Green stated that the Blue Ribbon Committee members used the results of the public opinion survey to reach a consensus that a proposed renovation project of the current marina building at the lakefront has the best chance for approval. McHugh stated that the consensus of the members at the last meeting was to move toward recommending the renovation of the existing building, instead of razing the building and constructing a new structure or converting the area to green space. McHugh stated that the committee will solicit preliminary information from architects and weigh the renovation options.

TID Maintenance – Items/Update

McHugh stated that he has not received any other comments since last month's meeting regarding areas in need of maintenance. Most of the items on the current list will be taken care of in the spring. Workman stated that the work at the Hildebrand Nature Conservancy has been completed. McHugh stated that if any other concerns are noticed, the Park Commission members should contact him and the items will be added to the TID Maintenance List.

Old Business

2009 Budget Preparation

Lobdell stated that the Village is still waiting to renegotiate or enter into a new contract for the service provided this year by Blackstone Landscaping. There still have been no RFPs submitted for the Park and Green Space Manager position. Hayden-Staggs stated that the Park Commission budget was approved as submitted with the rest of the budget at the public hearing on Monday, November 17, 2008. There are funds in the budget for contracting for the landscaping services currently provided by Blackstone.

RFP for Park and Green Space Manager

Hayden-Staggs stated that the Village has not received any proposals in response to the RFP.

Parks and Open Space Plan 2009

Lobdell stated that she hopes to have the draft completed to send out to the Park Commission members before recommending Village Board approval by January 1, 2009. Lobdell stated that the Park Commission may have to meet in December this year in order to make a recommendation on the updated Parks and Open Space Plan before it expires on December 31, 2008.

Duck Pond Tree Removal

Workman stated that he checked the easement on file at the Village Hall and the Village has no choice but to remove the trees located in the easement area at the Duck Pond. Workman stated that the area is 40-foot-wide and runs parallel to the power lines. The Village has until at least mid-June to have the trees moved or cut down. Lobdell stated that the subcommittee will inventory the trees as the first step in determining if they will be sold, given away or relocated to other Village property.

Fundraising Opportunities

As well as possibly selling some of the trees that have to be removed from the Duck Pond easement area, Lobdell stated that the Park Commission is looking into establishing a fund-raising initiative in which hand-prints could be mounted on a wall by the Little Foot Playground site or the Mill House Pavilion or in other Village parks.

New Business

Mill House Pavilion Project Final Summary

The financial summary was distributed. Hayden-Staggs stated that the summary also was presented to the Village Board at its meeting November 3, 2008. Hayden-Staggs stated that the Village Board approved the payment of an invoice to Dunn Lumber for the lumber used to construct the pavilion in order to take advantage of the Village's tax exempt status. The invoice will be repaid to the Village by Par Development as part of the Developer's Agreement for the Cliffs of Fontana Planned Development. Hayden-Staggs stated that the remaining funds in the Mill House Pavilion budget will be used for landscaping and to complete a few remaining punch list items. Hayden-Staggs stated the even though the Village Board already approved payment of the Dunn Lumber invoice, it should still be authorized by the Park Commission.

Krei/Colby 2nd made a MOTION to authorize the payment of the invoice submitted by Dunn Lumber for

the wood used to construct the Mill House Pavilion, and the MOTION carried without negative vote.

Wild Duck Road & Pedestrian Path (Phase 2) – 25 Percent Design Plans – Review & Comment

McHugh distributed the design plans for the second phase of the Duck Pond Recreation Area redevelopment plan that delineates the project boundaries and the elements of the second phase. The major aspects of the second phase are the construction of a new road that loops around the park and the reconstruction of the parking lot. McHugh stated that the trees that will have to be removed for the new driveway will be marked prior to the volunteer event on Saturday in order for the officials to review the layout early in the process. McHugh stated that if anybody has concerns with the proposed new road and parking lot plan they should speak now. Lobdell stated that the reconstruction of the parking lot will enable the Village to get rid of the overflow parking area. McHugh stated that staff also has talked about developing a parking lot with a “bio-swale” that would treat run-off water in a “rain garden” area. Workman stated that the plan would be to develop a wider parking lot and make two rows of parking all the way around the lot. A “rain garden” in the middle of the lots would capture the run-off water. Workman stated that the project gives the Village an opportunity to develop a showcase parking lot using “green” techniques. Workman stated that the idea is very preliminary and there have been no cost estimates prepared. Roy Diblik stated that the Village has many options of what plants could be in the “rain garden,” but they could be native plants or perennials. Phase two of the project does not affect the back 40 acres of the Duck Pond site. Workman stated that the plan is to seek bids in early February and award the contract in March, with construction to commence after the Village’s annual Easter egg hunt. Following discussion, the Park Commission directed Workman to meet with the recreation program directors that use the Duck Pond to communicate the construction schedule and to come up with parking alternatives during the construction of the new parking lot. Lobdell stated that she will contact Gretchen McCarthy with regard to the construction schedule and its impact on the soccer program that uses the Duck Pond.

Green/Lewis 2nd made a MOTION to recommend approval of the Wild Duck Road & Pedestrian Path Phase 2 25 Percent Design Plan as presented, and the MOTION carried without negative vote.

Pirate Ship Purchase

Hayden-Staggs stated that there has been a price increase for the pirate ship and the handicapped accessible surface for the Little Foot Playground. Hayden-Staggs stated that the Village Board will consider authorizing the purchase of the new ship and surface at its meeting on Monday, December 3, 2008. If approved, Hayden-Staggs stated that the funds used to purchase the new equipment will be tracked on a balance sheet and paid back by the Park Commission as funds are raised and donations are received. Hayden-Staggs stated that the Village already has a commitment from the Big Foot Lions Club for \$30,000 of the \$75,887 current purchase price, and the inaugural Pig in the Park event netted about \$5,000 in total profit. Hayden-Staggs stated that the Rotary Club also will be solicited for a donation. Hayden-Staggs stated that the current price for the pirate ship is \$56,077 and the current price for the handicapped accessible flooring material is \$1,981.

\$1,000 Donation from Fontana Garden Club for Prairie Seeding Efforts

McHugh stated that he received a check for \$1,000 from Garden Club member Gail Hibbard, who stated that the donation is to help fund the purchase of the seeds to be planted at the Duck Pond Recreation Area for the Native Prairie Restoration project. Lobdell stated that she will send a thank-you letter to the Garden Club on behalf of the Park Commission.

Tree City USA Application Approval

Lobdell stated that the annual application is due December 31, 2008. Lobdell stated that she will obtain from Treasurer Peg Pollitt the updated budget numbers for the Park Commission and tree planting funds. Lobdell stated that the Park and Open Space Plan and Tree City USA application can be considered by the Park Commission at the monthly meeting scheduled for Wednesday, December 17, 2008; however, the last Village Board meeting scheduled for the year will be held Monday, December 1, 2008.

Village Board Direction to Amend Tree Ordinance to Eliminate Tree Replacement Requirement for Undesirable and Invasive Tree Species

Lobdell stated that approval of the woodland rehabilitation plan being funded by Bill Henry prompted the Village Board to direct the Park Commission to consider amending the Tree Ordinance to eliminate the tree replacement requirements when undesirable or invasive trees are cut down. Hayden-Staggs stated that a property owner received a \$5,000 fine a few years ago for cutting down a large willow tree without obtaining

the required permit, and now the Village is proposing to do the same thing. Hayden-Staggs stated that she wanted to bring up the fine issued a few years ago because it may have public relations ramifications if the tree replacement requirements are eliminated for cutting down undesirable and evasive tree species. Hayden-Staggs stated that the Building and Zoning Department will draft a proposed amendment to be presented to the Park Commission and Plan Commission prior to Village Board action.

Tree Replacement on Highway 67

Workman stated that the Katsura trees have been replaced, but three oak trees that were planted under warranty have died and need to be replaced. Workman stated that the oak trees will be replaced in the spring.

501(c)3 Filing Fee

Lobdell stated that the paperwork required to register a fund-raising group for 501(c)3 status has been completed, but there is a \$300 filing fee. Lobdell stated that the funds could be taken from the Pioneer Park account. The Friends of Fontana would then be registered nonprofit organization that could solicit more aggressively and possibly secure more substantial donations for park projects. The Friends of Fontana current membership consists of Rick Treptow, Diane French, Diane Lewis and Sharon O'Brien.

Lewis/Green 2nd made a MOTION to authorize the donation of \$300 to the Friends of Fontana to fund the filing fee for an application to secure 501(c)3 status, and the MOTION carried without negative vote.

Easter Egg Hunt Schedule Confirmation

The annual event is scheduled for Saturday, April 11, 2008 beginning at 10:00 am at the Duck Pond Recreation Area.

Bills to Pay

Compost Management, Inc. \$595.84, Crushed Granite for Shore Path

Van Engelen, Inc., \$1,815.56, Bulbs

Brent and Becky's Bulbs, \$145.20, Bulbs

Agrecol, Three Invoices, Totaling \$1,563.08

Lobdell stated that all of the funds for the submitted invoices are in the budget.

Green/Colby 2nd made a MOTION to approve payment of the bills submitted by Compost Management, Inc. \$595.84, for crushed granite for the Shore Path, Van Engelen, Inc., \$1,815.56, for bulbs, Brent and Becky's Bulbs, \$145.20, for bulbs, and Agrecol, three invoices totaling \$1,563.08 for contracted services. The MOTION carried without negative vote.

Park Requests

None

Any Other Comments or Concerns

None

Pending Items for Future Agendas

1. Park Maintenance Plan
2. Volunteer Opportunities (Master Gardeners Group)
3. Park Open House Events
4. Landscape Plans for VOF/Pheasant Ridge Corner Lot at County Highway B & Indian Hills Road
5. Brick Program
6. Pet Waste

Adjournment

Lewis/Krei 2nd made a MOTION to adjourn the meeting at 7:02 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: 12/17/08