

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

MONTHLY MEETING of the PARK COMMISSION
Wednesday, December 15, 2010

Chairperson Cindy Wilson called the meeting of the Park Commission to order at 6:05 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

Park Commissioners absent: Dan Green, Sharon Conklin, Advisor Diane Lewis

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

Confirm Appointment of Gail Hibbard

The Village Board approved the appointment of Gail Hibbard to fill the open position on the Park Commission, contingent on confirmation by the Park Commission.

Trustee Wilson/Lobdell 2nd made a MOTION to approve the appointment of Gail Hibbard to fill the open position on the Park Commission, and the MOTION carried without negative vote.

Approval of Minutes

O'Brien/Lobdell 2nd made a MOTION to approve the minutes for the meeting held October 20, 2010, as presented, and the MOTION carried without negative vote.

Visitors Heard

None

General Business

Park House Use

The Park House was used 14 times in October 2010 and 16 times in November 2010.

Treasurer's Report

The updated treasurer's report was presented by Lobdell.

Plan Commission Report

The Plan Commission will be considering at its next monthly meeting on Tuesday, December 28, 2010 a petition to amend the ETZ Zoning Code and Zoning Map filed by James and Carol Whowell, Walworth Township; a Building, Site and Operational Plan amendment for new tenants at the former Georgie B's Restaurant, 441 Mill Street; a proposed amendment for the Abbey Springs Precise Implementation Plan to authorize the remodeling of two individual condominium units; and a proposed moratorium during the Village of Fontana Municipal Code Chapter 17 and 18 rewriting project.

Public Works Report

Workman stated that the Public Works items are covered in other agenda items.

TID Maintenance – Items/Update

Martin stated that he will update the list with completed projects and distribute it to the members prior to the next monthly meeting.

Old Business

Hildebrand Nature Conservancy Boardwalk, Steps and Bridges Maintenance Plan Approval

Workman stated that he met with Larry Quist, who has offered to donate about \$1,500 worth of old pier wood to be used at the Hildebrand Nature Conservancy to repair about 100 feet of boardwalk. Workman stated that the old pier wood, which is all painted white, can be reused for the boardwalk. Workman stated

that Quist also has offered to donate some 6-by-6-inch boards that can be used for the bridge maintenance project. Hibbard asked if the old white pier paint will create an aesthetic concern or if paint chips are a concern. Workman stated that the pier paint is not lead based and it also would not be practical to repaint every board. Workman stated that the wood will eventually blend in with the natural surroundings. Lobdell stated that the pier paint will not cause an environmental concern. Workman stated that he would suggest purchasing the materials for the three projects this year, but the actual construction will not commence until next year. The cost estimate prepared by Workman for all three projects totals \$2,217, with \$1,620 for labor and \$597 for the materials. Wilson stated that the Park Commission has \$2,500 in its 2011 budget that can be used to cover the \$1,620 labor expenses, and there are still funds in the 2010 budget to cover the \$597 for the materials.

Lobdell/Coates 2nd made a MOTION to approve the purchase of materials for the Hildebrand Nature Conservancy boardwalk, steps and bridge maintenance plan as presented, for an amount not to exceed \$600, and the MOTION carried without negative vote.

Shabbona Path Railing Installation Cost Estimate Approval

Workman stated that after receiving some concerns from citizens regarding the need for a hand railing on the new Shabbona Path, he prepared the distributed cost estimate for the installation of about 100 feet of hand railing. Workman stated that the 2-inch square stock steel railings can be welded into 10-foot sections by the DPW crew, and it will be installed by the DPW crew on 10-foot posts. Workman estimated the total cost for materials is about \$565, and the cost for labor will be about \$720. Wilson stated that the materials can be ordered this year and the funds taken out of the 2010 budget, with the labor costs to be taken out of the 2011 budget.

Trustee Wilson/Coates 2nd made a MOTION to approve the purchase of materials for the Shabbona Path hand railing installation project as presented, for an amount not to exceed \$600, and the MOTION carried without negative vote.

Porter Court Plaza Landscaping Redesign Plan

Wilson stated that no further planning has taken place since the initial meeting with Roy Diblik, who suggested soil treatment to enhance the quality of the plantings in the plaza.

Median Plantings Rearrangement Plan & Associated Blackstone Maintenance Work Schedule Reorganization

Wilson stated that Workman previously distributed a diagram of the vision sight lines at the intersections on Fontana Boulevard. Workman stated that Diblik may also have placed flags in the medians to delineate the areas that have to be cleared for the sight lines. Wilson stated that the median plantings that are currently located in the sight lines will be dug up and replanted by the beach house. Wilson stated that Diblik also prepared a plan that reallocates the duties of the Blackstone Landscaping crew to take into account the reduced amount of time it will take to maintain the medians, and the additional amount of time it will take to maintain the new area by the beach house. Hibbard stated that maybe a group of volunteers will be able to assist with the digging up and transplanting of the median plantings in the spring.

Memorial Tree Donation Approval Process, Plaques & Expense List

Wilson stated that Workman distributed a cost list for purchasing and planting memorial trees by Prairie Tree Landscaping. Workman stated that Prairie Tree has indicated that the price list will remain the same through 2011. Following discussion, the Park Commission members reached a consensus that people who wish to purchase a memorial tree and have it planted by another landscaping firm may do so; however, the Prairie Tree price list will be used to make the process easier when an applicant wants the village to take care of all the details. Lobdell stated that the Park Commission needs to identify sites for the planting of future memorial trees. Wilson stated that the Park Commission also has to make a decision on what type of plaques, if any, should be used for memorial trees. Wilson stated that in addition to or in lieu of plaques the Park Commission could also prepare a map exhibit with the locations of all the memorial trees delineated. Following discussion, Lobdell stated that the Park Commission members should research what memorial plaque options are available for trees. Lobdell stated that the individual donors can decide if they want to purchase a plaque or tree marker, or if they just want to have the memorial tree listed on the Village of Fontana Memorial Tree List and indicated on the official map. Regarding the preliminary approval procedure checklist distributed for the meeting, the Park Commission directed Martin to add items to record the approved memorial tree on the official Village of Fontana Memorial Tree List, to issue a thank-you note to

the donor, and to take a photograph of the planted tree for the official record. Wilson stated that she recently attended a conference with “green” companies and provided to Workman a catalog of park benches, trash cans and recyclable collection cans offered by one of the companies. Wilson stated that some of the models feature spots for memorial plaques. Wilson stated that the Park Commission should consider offering the option for people to donate a memorial tree with a bench to be placed under the tree. The Park Commission also directed Martin to write a thank-you note to Jean Casciaro for her recent donation of a memorial tree and to also mail her the tree option cost list from Prairie Tree Landscaping.

Appoint Planning Subcommittee for Mill House Pavilion Display Cases, Table & Storage Area

Wilson stated that she would like to appoint a subcommittee to plan the permanent display cases and other final amenities at the Mill House Pavilion. Martin stated that Fontana Elementary School outdoor education teacher Noreen Lamsam has offered to help with the planning and to have her students responsible for some of the display cases. O’Brien stated that Trustee Peg Pollitt has indicated that she would like to be part of the planning subcommittee, and that Rick Treptow also would be willing to participate. Coates also offered to be a member of the subcommittee. O’Brien stated that she will contact the members and schedule an initial meeting of the subcommittee.

Trustee Wilson/Lobdell 2nd made a MOTION to appoint Noreen Lamsam, Sharon O’Brien, Laura Coates, Peg Pollitt and Rick Treptow to the Mill House Pavilion display cases, table and storage area planning subcommittee, and the MOTION carried without negative vote.

Tree City USA Recertification Application Update

Lobdell stated that she needs information on the total funds allocated by the Village for the purchase of newly planted trees and for tree maintenance and trimming expenses and the dates of any educational seminars attended or coordinated by the Park Commission this past year. Lobdell stated that the application can be submitted electronically this year on the Arbor Day Foundation website.

Reid Park Gazebo Replacement Design

Wilson stated that she would like the Park Commission to consider making a recommendation that the original reconstruction proposal submitted by Andy Pearce for the replacement of the Reid Park gazebo be approved and the gazebo reconstructed as soon as possible. Hayden stated that the 2011 budget includes \$35,000 that has been allocated for the reconstruction of the gazebo. Hayden stated that the CDA spent between \$5,000 and \$7,000 for conceptual renderings prepared by HGA Architects, Milwaukee; however, the CDA did not reach a consensus on a proposed new design and the renderings were only conceptual. Following discussion, the Park Commission members reached a consensus that the Village should just replace the old gazebo on top the original cement base, which is still in place, and use the plans submitted by Pearce if appropriate.

O’Brien/Trustee Wilson 2nd made a MOTION to recommend that the Village Board seek bids to have the Reid Park gazebo reconstructed on top of the original base as soon as possible, and the MOTION carried without negative vote.

New Business

Annual Easter Egg Hunt at Duck Pond Recreation Area – Saturday, April 23, 2011, 10:00 AM

Lobdell/Coates 2nd made a MOTION to approve the annual Easter Egg Hunt event at the Duck Pond Recreation Area on Saturday, April 23, 2011 beginning at 10:00 am, and the MOTION carried without negative vote.

Bills to Pay: Arbor Day Foundation Annual Dues Invoice; Prairie Moon Nursery Seed Invoice

Martin stated that it has been more than one year since the \$25 annual membership dues have been paid to the Arbor Day Foundation. The Park Commission authorized the renewal of the Arbor Day Foundation membership for the Village under Workman’s name. The Fontana Garden Club donated \$500 of the \$585 total invoice submitted by Prairie Moon Nursery for the seed planted this fall at the Duck Pond prairie restoration area. O’Brien commended Hibbard and the Garden Club members for their hard work this past year in harvesting seeds at the project site, which saved the Village thousands of dollars on the seed expenses.

Trustee Wilson/Lobdell 2nd made a MOTION to approve payment of the \$25 invoice for the annual Arbor Day Foundation membership dues, and the \$585 invoice submitted by Prairie Moon Nursery for the Duck Pond Recreation Area prairie restoration area seeds, and the MOTION carried without negative vote.

Any Other Comments or Concerns

None

Adjournment

Hibbard/O'Brien 2nd made a MOTION to adjourn the meeting at 6:51 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: 2/16/11