

**VILLAGE OF FONTANA ON GENEVA LAKE  
WALWORTH COUNTY, WISCONSIN**

**(Official Minutes)**

**Park Commission Monthly Meeting**

March 16, 2016

The Park Commission meeting was called to order by Chairman Tom Whowell at 6:15 pm on Wednesday, March 16, 2016.

**Members Present:** Trustee Whowell, Sarah Lobdell, Lynne Frost, Gail Hibbard

**Members Absent:** Laura Coates, Sandra Hibbard, Mary Green

**Also Present:** Clerk Theresa Loomer, Administrator Dennis Martin, Brett McCollum, Steve Mitchell, Lisa Sharpe, Bryan and Maryanne Bruss, James VanDeBogart, Mike Pauly

**Approval of Minutes January 20, 2016**

Commissioner Lobdell/Commissioner Hibbard 2<sup>nd</sup> made a MOTION to approve the minutes as submitted for the January 20, 2016 meeting, and the MOTION carried without negative vote.

**Announcements**

**Easter Egg Hunt Saturday, March 26, 2016 at Duck Pond 8:00 AM Setup**

Martin stated there are still volunteers needed to spread the Easter eggs for the egg hunt on Saturday, March 26, 2016. An application submitted by the Big Foot Wolves Junior Tackle Football Team was filed in March but inadvertently left off the agenda. Martin stated that in the past, the group has sold concessions near Lake Street, across from the beach, on the 4<sup>th</sup> of July to raise money for the football team. Martin asked if there were any initial concerns with the application. Lobdell suggested there should be a policy in place for non-profit groups using the park to sell concessions in case other groups also want to start doing the same thing. Martin said there has been no issues with multiple groups wanting to use the park to sell concessions at the same time, but if that does come up in the future, the Village could consider adopting a policy or putting the groups on a rotating schedule.

**General Business**

**Park House Use**

The Park House was used one time in January and February, 2016.

**Treasurer's Report**

Lobdell reported there is \$24,660 in the Park Commission fund. Lobdell stated she spoke to Treasurer Scott Vilona who recommended transferring money from the Park Commission bank account to the Fen Fund because it carried a negative balance after an initial check was issued for the work at the Fontana Fen. The only reason money is put into one of the Park Commission fund subaccounts is if it is donated for a specific park or facility; however, there is just one overall bank account that contains the \$24,660. When asked what the funds were allocated for, Whowell stated \$500 was allocated to Josh Skolnick at Heartland Land Creations, Williams Bay, for work at the Fontana Fen, and there will be another \$1,000 for work completed at the Fen between Feb. 2, 2016 and March 6, 2016. Whowell stated he met with Linn Township resident John Anderson in December and they discussed Anderson's potential grant to the Park Commission to fund a Fen maintenance plan, if the Village can get an adequate plan drafted. Anderson stated he may be willing to donate money to the Park Commission, but did not feel the plan submitted by Tom Vanderpoel was detailed enough to support the donation. Anderson recommended consulting Mary King, and King suggested that Whowell contact Josh Skolnick, who administers the maintenance of the Kishwaukee Nature Conservancy in Williams Bay. Skolnick has cut out a significant amount of invasive brush from the Fontana Fen. Frost asked if the commission should approve spending the funds first, and Whowell stated that he asked for Park Commissioners to take oversight of the various parks last year, but there was not much interest so he took it into his own hands to make sure the Fen was being addressed. Martin added that the funds for drafting a

long-term plan and for maintaining the Fen are in this year's and last year's budgets, and invoices for contracted services that cost less than \$3,000 do not require additional approval; however, he will provide the details for the initial expenses at the next monthly meeting. Martin stated that DPW employees were available to work with Skolnick so Whowell asked staff to expedite the initial payments in order to get some of the work completed while the staff had time. Lobdell stated the invoices were initially funded through the Park Commission bank account, but it will be reimbursed out of the General Fund and Park Commission budget. Frost suggested that spending should be run past the Park Commission Treasurer. Lobdell also asked about the stairway at the Fen that leads from the parking area down into the Fen, and Martin replied that the old stairs have been removed and the hill graded down to a less severe slope; however, some type of wooden beams or stones were going to be added to stabilize the hill and provide support for people walking up and down the hill. There is also a burn planned for the Fen this year.

### **Public Works Report**

DPW Manager Brett McCollum introduced Mike Pauly and Steve Mitchell from Elite Lawn Care and Snow Removal, which has replaced Blackstone Landscape, Inc. for maintenance work. McCollum stated the Elite Lawn Care employees met with Roy Diblik and will continue to work with him for maintenance of the planting areas in the boulevard medians. Diblik provided a quote to design and maintain the median in the middle of the lakefront parking lot, but after review, McCollum stated that Elite would be able to complete the plan and do the work for a much lower rate than Diblik. Hibbard stated Diblik has a specific way of maintaining things and wanted to make sure Elite is on the same page, and Martin assured her they are and they have already met and worked with Diblik several times. Martin said the DPW employees will attempt to fix the fountain at Porter Court Plaza one last time. McCollum said he will have a new pump installed and will plumb the unit to be more simplified. It will also receive water treatment work one time per week, including chemicals, for \$100 per month. McCollum stated there are some landscaping bricks missing and some that need to be replaced at Little Foot Park, but he is having a hard time trying to find identical bricks to match the ones already there. Martin stated he believes he can locate the literature from the purchase of the bricks.

Commissioner Lobdell/Commissioner Frost 2<sup>nd</sup> made a MOTION to authorize Public Works and Elite Lawn Care and Snow Removal to manage the beach parking lot median, and authorize Roy Diblik to design the areas, in an amount not to exceed \$1,500, and the MOTION carried without negative vote.

### **Old Business & Pet Projects**

#### **Farmer's Market 2016 Season Approval For Porter Court Plaza – Maryanne Bruss**

Maryanne Bruss presented the Park Commission with a check for \$200 which was the profit made by renting spaces at last year's Farmer's Market events in Porter Court Plaza. She stated she usually charges vendors \$50 per booth space and donates that money to the Park Commission; however, she stated that although she had 12 vendors last year, the check was less than normal because she used some of the money to purchase new promotional signs. The commissioners discussed alternative ideas for parking due to the pending Offer to Purchase 138 Fontana Boulevard which has been used for overflow parking in the past. There was also discussion on new businesses that may be interested in becoming vendors for the Fontana Farmer's Market.

Commissioner Lobdell/Commissioner Hibbard 2<sup>nd</sup> made a MOTION to recommend Village Board approval for the use of Porter Court Plaza for the Farmer's Market 2016 season, and the MOTION carried without negative vote.

#### **Fontana Fen Update**

This item was discussed under the Treasurer's Report.

#### **Oak Savanna Prairie Update**

Hibbard stated the Oak Savanna burn should be done prior to the native prairie area.

### **501(3)c Organization Update**

Martin said the annual State DOR report for the 501(c)3 organization is due and wants to keep it on the radar. New officers are still being sought to take over and revive the organization. There has been no interest, however, Whowell stated there is a woman moving to town that has expressed interest in getting involved and has past experience with Parks and Rec.

### **Park and Open Space Plan Update**

Martin stated he met with Lobdell to review the expired Park and Open Space Plan and to start identifying areas that need to be updated in the plan being renewed this year. Much of the work requires the assistance of Village Planner Mike Slavney and his firm Vandewalle Associates to incorporate the state required elements such as updating the demographics and goals for park areas for the 2016-2021 Park and Open Space Plan. Lobdell said one area of interest is creating another portion of the village bicycle/pedestrian trail system to connect the Pheasant Ridge and Country Club Estates subdivisions to the existing paths, including a potential path through the Village's "back 40" parcel. Martin stated that with some of the preliminary work completed, the estimate for the project update expenses for Vandewalle Associates is \$9,000.

### **New Business**

#### **Accept Resignation From Commissioner Laura Coates**

Martin stated Commissioner Laura Coates moved to Williams Bay and has sold her Fontana home, so she is no longer eligible to be on the Park Commission. The commissioners discussed ways to recognize Coates for her service and agreed they should send flowers and a card.

#### **Park Commission Appointment Consideration**

Whowell asked the commissioners to submit any recommendations for new members to him. He stated he planned to call new permanent resident Peggy Woods, who expressed interest in getting involved in the community and has prior Park and Rec experience.

#### **Park Commission Meeting Time/Date Consideration**

Whowell stated he does not recall if there has been a meeting where all the members were present since he has taken over. He asked if there was possibly a better day or time when more members could make it.

#### **Park Permit Application Filed by Rock Central, Inc. For Duck Pond Pavilion/Recreation Area on June 30, 2016 From 4:00 to 11:00 pm**

Lisa Sharpe from Rock Central, Inc. presented an application to host a fund-raising concert event at the Duck Pond Recreation Area and Pavilion on Thursday, June 30, 2016. Sharpe stated the fundraiser is the non-profit groups main source of funding, and this year the Abbey Harbor, where the Rock Central event was held two-years ago, has significantly raised their rates so they are pursuing authorization to use the Duck Pond. The performing band at this year's event will be classic rock band Kansas. Sharpe stated there will be food and beer vendors and wristbands would be required; there will be a specific color for those older than 21, and a different color for those who are underage. There will be a funnel point at the main entrance, and Rock Central event security, which will be staffed by Lake Geneva police officers, would also man the sidewalk entrance that comes up through the Cliff's subdivision. Sharpe stated Rock Central has event insurance in case any unforeseen incidents do take place. Sharpe presented a site plan of their suggested layout for the concert which will keep most of the activity off the fields to make sure they remain in good shape. If the weather is bad and the fields are wet, the event could potentially be moved to the area on the other side of the parking lot, away from the fields. Sharpe stated there were no issues at the event held two years ago when Megan Ruger played in the Abbey Harbor parking lot and she does not expect any issues this year. The students from Rock Central will perform the opening acts and Kansas will be the headliner. Set-up will occur on Wednesday, June 29, the stage will be broken down the night of June 30 after the performance, and the rest of the clean-up will take place Friday morning, July 1. Martin said the Temporary

Liquor License Application should be filed and if in by Friday, will appear on the agenda for the Protection Committee which is scheduled on Monday, March 21, 2016.

Commissioner Lobdell/Trustee Whowell 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Park Permit application filed by Rock Central for Duck Pond Pavilion and Recreation Area on Thursday, June 30, 2016 from 4:00 pm to 11:00 pm with set-up beginning on Wednesday, June 29, 2016, and take-down on Friday morning, July 1, 2016, in the location that most minimizes the damage to the fields, and the MOTION carried without negative vote.

**Park Permit Application Filed by Fontana Paddle Company for Reid Park Gazebo on June 11, 2016 from 10:00 AM to 5:00 PM**

The application filed by Kevin Kirkland requests that the \$75 application fee be waived. Martin said the fee has only historically been waived for non-profit organizations, and although he rents a village building for his business, he runs a for-profit business. Frost stated the village should only waive the fee for non-profit organizations.

Commissioner Lobdell/Commissioner Hibbard 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Park Permit application filed by Fontana Paddle Company for Reid Park Gazebo on June 11, 2016 from 10:00 am to 5:00 pm, with the condition the \$75 application fee is paid and inform the applicant there is another event scheduled at 6:00 pm, and the MOTION carried without negative vote.

**Park Permit Application Filed by Michelle Hinz for Reid Park Gazebo on June 11, 2016 from 6:00 PM to 7:00 PM**

Commissioner Lobdell/Commissioner Hibbard 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Park Permit application filed by Michelle Hinz for Reid Park Gazebo on June 11, 2016 from 6:00 pm to 7:00 pm, with the condition the \$150 application fee is paid, and the MOTION carried without negative vote.

**Park Permit Application Filed by Fontana Garden Club for Plant Sale at Porter Court Plaza, May 27, 2016 from 12:00 PM to 5:00 PM, May 28, 2016 from 7:00 AM to 6:00 PM**

Trustee Whowell/Commissioner Lobdell 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Park Permit application filed by Fontana Garden Club for Plant Sale at Porter Court Plaza on May 27, 2016 from 12:00 pm to 5:00 pm and May 28, 2016 from 7:00 am to 6:00 pm, and waive the fee, and the MOTION carried without negative vote.

**Park Permit Application Filed by Matt Roesner, Big Foot High School Class of 2006 for Duck Pond Pavilion with Beer/Wine Permit on June 4, 2016 from 11:00 AM to 7:00 PM**

Commissioner Lobdell/Commissioner Hibbard 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Park Permit application filed by Matt Roesner, Big Foot High School Class of 2006 for Duck Pond Pavilion with Beer/Wine Permit on June 3, 2016 from 11:00 am to 7:00 pm, and inform the applicant there may be scheduled soccer games using the fields, and the MOTION carried without negative vote.

**Application Filed by Krystal O'Neill & Christopher Hughes for Reid Park Gazebo on June 18, 2016 from 10:00 AM to 1:00 PM**

Commissioner Hibbard/Commissioner Lobdell 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Park Permit application filed by Krystal O'Neill and Christopher Hughes for Reid Park Gazebo on June 18, 2016 from 10:00 am to 1:00 pm, and the MOTION carried without negative vote.

**Any Other Comments/Concerns**

Commissioner Frost stated if there is only going to be one Porta-Potty at Pioneer Park, it should be emptied and cleaned more than one time per week. Martin stated he believed it was scheduled for twice per week after the same discussion held last summer, but stated he would check with Deputy Clerk Julie Olson. Whowell stated funding for the bathrooms he wants constructed was

struck from the budget last year, but he is still working on it and said John Tracy might donate funds for the construction of bathrooms.

**Adjournment**

Commissioner Lobdell/Trustee Whowell 2<sup>nd</sup> made a MOTION to adjourn the meeting at 7:18 pm, and the motion carried without negative vote.

Minutes prepared by: Theresa Loomer, Village Clerk

Note: These minutes are subject to further editing. Once approved by the Park Commission, the official minutes will be kept on file at the Village Hall.

APPROVED: