

VILLAGE OF FONTANA ON GENEVA LAKE  
WALWORTH COUNTY, WISCONSIN  
(Official Minutes)  
MONTHLY MEETING of the PARK COMMISSION  
**Wednesday, January 16, 2013**

Chairperson Cindy Wilson 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:** Trustee Cindy Wilson, Laura Coates, Gail Hibbard, Sandra Hibbard, Sarah Lobdell, Mary Green

**Park Commissioner absent:** Lynne Frost

**Also present:** Joe Abell, Jade Bolack, Merilee Holst, Lynn Ketterhagen, Library Director Nancy Krei, Village Clerk Dennis Martin, Assistant Zoning Administrator/Code Specialist Bridget McCarthy, Anders Pearce

**Approval of Minutes**

Gail Hibbard/Lobdell 2<sup>nd</sup> made a MOTION to approve the minutes for the meeting held December 19, 2012, as presented, and the MOTION carried without negative vote.

**Visitors Heard**

None

**Announcement**

**Mohr Road Park Landscaping Subcommittee Meeting – Saturday, January 19, 2013**

Wilson stated that Lisa Laing will not be able to attend the meeting to represent the Timber Ridge Association; however, she is attempting to find another property owner to attend the meeting. Laing also wrote an emailed message to the Park Commission that will be presented at the meeting. Wilson asked Martin to supply copies of some land surveys and plats of Mohr Road and the lakefront park and shore path areas.

**General Business**

**Park House Use**

The Park House was used once in December 2012 for a Big Foot Recreation District program.

**Treasurer's Report**

Lobdell presented the November 2012 treasurer's report.

**Plan Commission Report**

The Plan Commission has a joint session meeting scheduled with the Extraterritorial Zoning Committee on Monday, January 28, 2013 beginning at 5:30 pm to discuss the recodification of the existing ETZ Zoning Code and some proposed minor amendments.

**Public Works Report**

Wilson stated that despite the departure of former Public Works Director Craig Workman, business is running as usual at the Department of Public Works. Wilson stated that she reported that some trees in Hildebrand Nature Conservancy were been knocked down in a recent storm and they were blocking the pedestrian path. Wilson stated that Administrator/Treasurer Kelly Hayden contacted the DPW and the trees have already been cleared.

**Park Commission Maintenance List – Items/Update**

The updated list was distributed. Wilson stated that she had been contacted by Gwen Clausius who informed her that Buena Vista Association property owner Jim Voss has offered his volunteer service to help the Village abate buckthorn and garlic mustard in the village parks. Gail Hibbard stated that Voss does a great job abating the buckthorn on Buena Vista Association property.

**Old Business**

**Fontana Fen Management Plan – Lynn Ketterhagen, Geneva Lake Conservancy**

Wilson stated that she met earlier that day with Lynn Ketterhagen and Merilee Holst of the Geneva Lake

Conservancy. Wilson stated that she reviewed without concern the draft of the written agreement drafted by Ketterhagen and she asked the Park Commission members to review the document during the next month. Ketterhagen stated that she followed the deed restrictions and fen management practices that are already in place when drafting the document. Wilson stated that the agreement will be on the next monthly agenda for a recommendation to the Village Board.

### **Park House Promotional Brochure & Website Page and Ideas for Special Event Packages**

Wilson stated that Assistant Zoning Administrator/Code Specialist Bridget McCarthy was at the meeting to receive direction and provide input on the development of promotional items for the Park Commission and the Park House in particular. Following discussion, a consensus was reached that a Park Commission website and a Facebook page should be created and linked to the Village of Fontana website. McCarthy also was directed to work with Sandra Hibbard to come up with ideas for special event promotions and packages to assist in attracting more people to rent the Park House. Sandra Hibbard stated that packages for birthday parties, with special themes, could be offered and maybe the Park Commission could work with the Fire Department to include the appearance of one of the fire trucks at birthday parties for younger children. McCarthy stated that events for older children and young adults also could be offered in conjunction with the lakefront businesses to include wakeboarding or other water sports. Wilson stated that she talked to some of the local restaurant owners who are interested in offering special catering menus for Park House events. Wilson stated that she will contact all of the restaurant and catering businesses in the Village of Fontana to make sure not to leave one of the businesses out by mistake. McCarthy stated that if the rental fee was not \$75 per event, book club members may want to rent the Park House. The Park Commission members discussed the idea of recommending another amendment to the Municipal Code to allow for people to apply for beer and wine consumption permits for events at the Park House. McCarthy stated that in order to start putting together a website and a Facebook page she will need some nice photographs of the Park House and maybe some setup photographs of people using the facilities. Following discussion, the Park Commission members decided to keep the fees for the Park House at the current rates of \$75 for regular events, \$50 per month for the clubs or groups that meet weekly, and \$1 per child per session for the Big Foot Recreation District programs. Sandra Hibbard stated that she will meet with McCarthy and brainstorm some ideas on the website and Facebook designs and special promotional packages for the Park House.

Wilson/Coates 2<sup>nd</sup> made a MOTION to direct Assistant Zoning Administrator/Code Specialist Bridget McCarthy to establish and design an independent website and Facebook page to be linked to the Village website, and to investigate other social media outlets such as Twitter and Pinterest, to promote information on the Park Commission and the Village park facilities. The MOTION carried without negative vote.

### **Park Permit Application Amendments**

Wilson stated that as well as considering an amendment to the Municipal Code to allow for beer and wine consumption permits at the Park House, there have been some comments made that maybe the fee schedule should be adjusted based on how long an event will last, or if it is reoccurring, and with different rates for the different park facilities. Some of the local municipalities have different rates for residents and nonresidents. Wilson and Mary Green stated that they will meet with Hayden sometime during the next month to draft some proposals to be presented at the next monthly meeting.

### **Blackstone Contract Report of Meeting with Matt Moore**

Wilson stated that Hayden has not yet met with Matt Moore, owner of Blackstone Landscaping, LLC.

### **New Business**

#### **Big Foot Lions Club 2013 Reid Park Events**

Big Foot Lions Club members Anders Pearce and Joe Abell were at the meeting to present the plans for the club's annual Fourth of July concession stand in Reid Park, and for the 30<sup>th</sup> annual Big Foot Lions Club Lobster Boil and Steak Fry on the last Saturday in July. Pearce stated that the Fourth of July concession stand is set up and taken down by the Lions Club members, but the booth is operated by the local Boy Scouts Troop. Pearce stated that the Boy Scout Troop keeps the profits. Pearce stated that the Lobster Boil is planned for Saturday, July 27, 2013 and new items this year are tethered hot air balloon rides and general public parking on the softball diamond, weather permitting.

Wilson/Gail Hibbard 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Big Foot Lions Club 2013 Reid Park events on July 4 and July 27, 2013, as presented, and the MOTION carried without negative vote.

Joe Abell thanked the Park Commission and the Village of Fontana for its support and assistance with the

Lobster Boil event. Abell stated that the event has become so successful because of its great location. Abell presented the Park Commission with a check for \$1,500 from the Lions Club to help support the Park Commission's annual budget.

### **Thel Shoberg Evergreen Tree in Reid Park – Memorial Tree List Designation**

Wilson stated that at last month's meeting Stacey Yarmo-Schiesser asked about a memorial tree that the late Thel Shoberg planted in Reid Park to honor Dr. Irwin Yarmo and why the tree was not illuminated with holiday decorations like the other trees in the park. Wilson stated that the village landscaping contractor has indicated that it will not be a problem to run an electrical source to the tree next year so that it can also be decorated for the holiday season. Wilson stated that with regard to the tree being designated a memorial tree, Shoberg just had the tree planted in the park without authorization and the Park Commission's Memorial Tree approval procedure was not followed. Wilson stated that the procedure is in place to make sure that the Memorial Trees are added to the official list and that they are planted in locations where they will not cause a problem or have to be moved at some time in the future. Wilson stated that the Park Commission could designate the tree as a Memorial Tree; however, there should be an understanding that if the tree has to be moved for any reason in the future, the village will do so without any further approvals. Wilson stated that it may not have to be moved, but she wants to make sure that nobody gets upset if for some reason in the future the tree has to be transplanted in another location. The Park Commission also discussed the entire Memorial Tree list and directed staff to make corrections for some of the items and to make sure that all the approved trees are included on the list. It was determined that the memorial trees planted for Dan Green and DJ Barr at the Duck Pond have to be added, and that the tree approved for the late George Polkow should be removed because the family received a refund and the tree was planted on private lakefront property. Lobdell/Sandra Hibbard 2<sup>nd</sup> made a MOTION to direct staff to add the evergreen tree planted by Thel Shoberg in memory of Dr. Irwin Yarmo to the Village of Fontana Memorial Tree List with the understanding that since the tree was planted without approval that the Village reserves the right to have the tree removed and relocated in the future if necessary, to remove the George Polkow tree from the list, and to add the previously approved memorial trees planted for Dan Green and DJ Barr at the Duck Pond to the list. The MOTION carried without negative vote.

A discussion followed on creating a map exhibit or site plan to display the location of all the trees on the list. The Park Commission discussed the creation and display of a map several years ago; however, the mapping project was put on hold while locations were determined for some of the trees. Wilson stated that as well as creating a map, it would be nice to have photographs taken of each tree. The Park Commission discussed the possibility of soliciting the assistance of a high school student or class that would be interested in shooting the photographs and assisting with the mapping.

Wilson/Lobdell 2<sup>nd</sup> made a MOTION to direct staff to prepare a draft of a Memorial Tree site plan or location map and to investigate the possibility of having a high school student or class assist with shooting photographs of the trees and completing the map. The MOTION carried without negative vote.

### **Invoices**

None

### **Any Other Comments/Concerns**

Wilson stated that the DPW employees may be able to create holiday decorations for the Fontana Boulevard light poles that look like the new decorations that are on the Highway 67 light poles. Gail Hibbard stated that maybe the ribbons on the old decorations could be replaced to help make them look nicer. Wilson stated that if successful, the decorations made by the DPW could just replace the old decorations, which could be scrapped.

### **Adjournment**

Sandra Hibbard/Lobdell 2<sup>nd</sup> made a MOTION to adjourn the meeting at 6:41 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: 3/20/13