

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

MONTHLY MEETING of the CDA BOARD OF DIRECTORS  
**Wednesday, February 3, 2010**

Village Clerk Dennis Martin called the monthly meeting of the CDA to order at 6:00 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

**CDA Commissioners present:** Cindy Wilson, Village President Arvid Petersen, Jeff Fisk, Gail Hibbard, Bob Chanson

**CDA Commissioner late:** Skip Bliss (arrived at 6:10 pm)

**CDA Commissioner absent:** Chairman Turner

**Also present:** Renee Cerny, Administrator/Treasurer Kelly Hayden, Jim Knulty, Library Director Nancy Krei, David Lindelow, Village Clerk Dennis Martin, Joseph McHugh, Terry Tavera, Director of Public Works Craig Workman

**Elect Chairman Pro Tem**

President Petersen/Commissioner Fisk 2<sup>nd</sup> made a MOTION to elect Bob Chanson as the chairman pro tem for the meeting, and the MOTION carried without negative vote.

**Visitors Heard**

None

**Announcements**

1. Read and Romp Program at Fontana Library – **Thursdays, February 4, 11 & 18, 2010, 10:30 am**
2. Plan Commission Staff Meeting – **Wednesday, February 10, 2010, 1:00 pm**
3. Public Test of Electronic Voting Equipment at Village Hall – **Wednesday, February 10, 2010, 2:30 pm**
4. VOF Assessor Office Hours at Village Hall – **Friday, February 12, 2010, 10:00 am to 2:00 pm**
5. Protection Committee Meeting – **Monday, February 15, 2010, 4:00 pm**
6. Spring Primary Election – **Tuesday, February 16, 2010, 7:00 am to 8:00 pm**
7. Library Board Meeting – **Wednesday, February 17, 2010, 10:00 am**
8. Park Commission Meeting – **Wednesday, February 17, 2010, 6:00 pm**
9. Plan Commission Monthly Meeting – **Monday, February 22, 2010, 6:00 pm**
10. Village Board Monthly Meeting – **Monday, March 1, 2010, 6:00 pm**

**Approval of Minutes for January 6, 18 & 21, 2010 Meetings**

President Petersen/Commissioner Fisk 2<sup>nd</sup> made a MOTION to approve the minutes for the meetings held January 6, 18 and 21, 2010, and the MOTION carried without negative vote.

**Approval of Current Payables**

The monthly payables were reviewed and recommended for approval.

Commissioner Fisk/Commissioner Wilson 2<sup>nd</sup> made a MOTION to approve the payables as presented, and the MOTION carried without negative vote.

**Finance Report – Administrator/Treasurer Hayden**

**Update/Review – Full Accounting Statement & TIF Revenue Increment Projections**

Hayden stated that the updated full accounting statement and increment projections will be discussed later in the meeting during the item on the preliminary 2010 CDA Budget.

**Presentation**

**Pottawatomie and Van Slyke Creeks Stormwater Management Project Prioritization Plan &**

### **Cost Estimates – Ruckert-Mielke**

Ruckert-Mielke Engineer Terry Tavera presented a spreadsheet that prioritizes all the projects in the Village's storm water management and the CDA's Pottawatomi and Van Slyke Creeks Rehabilitation Project according to what projects will have the most ecological benefit on improving the quality of water entering the creeks and Geneva Lake. Tavera stated that the 41 projects on the spreadsheet were ranked according to what projects will have the greatest positive impact compared to the project cost estimates. Tavera stated that positive affects on water quality was the focus of the prioritization and estimated cost was not considered in the rankings. In response to questions about project eligibility for the TIF funds and cost sharing, Tavera stated that funding source was not considered in the project spreadsheet presented that night. Tavera also pointed out that four of the 41 identified projects have already been completed, and two other projects are included in this year's Village budget. Workman stated that the next step would be to determine which projects will include public and private funding, which projects are on private property but will be creating public benefits, and which projects are located entirely on private property and will be benefiting only the private property. Tavera stated that after it is determined what projects the CDA and Village want to proceed with, the approval process will be determined and budget and funding will be determined. Tavera stated that some of the projects will require securing DNR permits. Workman stated that staff also will make a recommendation on what projects to proceed with in the 2010 CDA Budget. Workman stated that since the Village has budgeted for two projects on the list in the Tarrant Drive area, it would make sense for the CDA to fund an associated project in its Pottawatomi and Van Slyke Creeks Rehabilitation Project. Hayden stated that staff will break down the list presented by Tavera into CDA eligible and Village projects. Bliss stated that he would like a list of the projects that are in the Pottawatomi and Van Slyke Creeks Rehabilitation Project plan. Wilson stated that a subcommittee also should look into pursuing grants for some of the projects o the list. The updated information will be presented at the next monthly meeting.

### **TID #1 Projects – Public Works Director Workman** **TIF Project Maintenance Activity Report**

Nothing new was added to the report.

### **General Construction Updates**

Workman stated that there still are some landscaping items left on the projects completed last fall. In response to questions about the two remaining utility poles on South Lakeshore Drive north of Shabbona Drive, Workman stated that the estimated cost to burry the utilities under the channel prohibited the work to be included in the Fontana Boulevard Lighting and Landscaping Project. Following discussion, Workman stated that he will obtain cost estimates to have the utility lines buried and the poles removed.

### **General Business**

#### **Fontana Flowers Renovation Construction Proposal Exceeding \$10,000 for Property Located at 531 Valley View Drive**

Renee Cerny presented her plans for the business located at 531 Valley View Drive. Since the project cost will exceed \$10,000 and the property is located in the TID, the CDA Board has to make a recommendation on the remodeling and addition plan. Cerny stated that the proposal is to improve the front façade and to add 31 feet to the back of the building for work, storage and cooler space. Chanson stated that the plans look nice. Wilson stated that the plans look charming. President Petersen stated that it would be nice if the back of the building also included some improvement work. Petersen stated that Mill Street currently resembles an alley and anything Cerny could do to the back façade would help. Cerny stated that she could add some plantings to the back of the building and make it more attractive.

Commissioner Wilson/Commissioner Fisk 2<sup>nd</sup> made a MOTION to approve the CDA review of the renovation/addition proposal as submitted, and the MOTION carried without negative vote.

#### **Foth Proposal for Shabbona Path Development**

Workman stated that Foth Infrastructure & Environment, LLC submitted a \$2,250 proposal to provide engineering and consulting services to complete the pedestrian path portion of the Shabbona Path Project. Workman stated that Dale Broeckert has offered to donate his service to work with

Eagle Scouts on the project. The stormwater portion of the project was completed in 2009. Commissioner Wilson/Commissioner Hibbard 2<sup>nd</sup> made a MOTION to approve the \$2,250 proposal as submitted by Foth Infrastructure & Environment, LLC, and the MOTION carried without negative vote.

### **Small Business Loan Guidelines**

Hayden stated that Village Attorney Dale Thorpe reviewed the proposed guidelines and made 11 recommendations intended to clarify and add protective measures to the loan application and processing guidelines. President Petersen stated that Thorpe's recommendations should be incorporated into the proposal and brought back for review prior to acting on the item. President Petersen/Commissioner Fisk 2<sup>nd</sup> made a MOTION to table the item and to direct staff to incorporate Village Attorney Dale Thorpe's recommendations into the proposal. The MOTION carried without negative vote.

### **2010 Budget Draft**

Hayden stated that the preliminary 2010 budget is in draft form in the current full accounting statement. Hayden stated that the individual stormwater management and Pottawatomie and Van Slyke Creeks Rehabilitation projects to be completed this year still have to be incorporated as well as other updated borrowing and debt schedule figures. Hayden stated that there are still some outstanding pay requests from 2009 that have not yet been received. Hayden stated that she will work with Commissioner Fisk on the updated debt structure. Hayden stated that the board members should review the preliminary budget for a month and the updated document will be presented next month.

### **Abbey Resort Letter of Credit Replacement**

Hayden stated that Park National Bank has been taken over by the FDIC and subsequently U.S. Bank. Hayden stated that the Village is working with U.S. Bank and the FDIC to determine if the Letter of Credit filed with the Village for the Abbey Spa renovation plan loan is still valid or if it will have to be replaced. Abbey General Manager David Lindelow stated that the Letter of Credit should still be valid since the Letter of Credit issued was a "Secured Letter of Credit" and not a "Standby Letter of Credit." Lindelow stated that the initially issued Letter of Credit has not been repudiated. Hayden stated that she has been informed by the U.S. Bank representative that all the Letters of Credit issued by Park National are going through conversion. Hayden stated that if the Letter of Credit ends up being not valid, the Abbey will have to replace it with a new Letter of Credit.

### **Borrowing Funds for 2010**

Hayden stated that the Village Board is considering a refinancing plan for its current debt, and the CDA may want to consider including its borrowing for 2010 in the proposal. Hayden stated that a special meeting of the Village Board will have to be scheduled to approve the refinancing plan.

### **Lakefront Workshop Report & Next Meeting**

- a. **Building**
- b. **Parking Lot**
- c. **Lake Street**

Workman stated that the CDA Lakefront Building Committee held a meeting with Ruckert-Mielke and PDI/Graef to discuss the Lake Street reconstruction and beach house parking lot renovation phases of the project. Workman stated that general direction was provided on streetscape and landscape ideas and site furnishings, and a more detailed concept plan will be presented at the next committee meeting.

### **Parking Pay Stations Approval**

Hayden stated that proposals were submitted for the purchase of parking pay station units and the low bid of \$28,020 was submitted by Total Parking Solutions, Inc. for two of the same model that was leased for a trial run last summer. At its February 1, 2010 meeting, the Village Board approved a motion to approve the purchase of two pay stations by the CDA, with the final decision to be ratified by the CDA Board. Hayden stated that funds are available in the Third Avenue Project budget for the purchase of two pay stations to be placed in the boat trailer parking lot and at the southeast

corner of Third Avenue and Reid Street. Bliss asked why the CDA is paying for the pay stations. Petersen stated that the CDA Board talked about purchasing the initial pay stations for Third Avenue last year when the decision was made to not reinstall the parking meters following the construction project. Petersen stated that he did not remember if the CDA acted on a specific motion; however, the funding was discussed when it was realized the Third Avenue Project was going to come in well under budget. Wilson stated that the CDA decided to replace the old parking meters with pay stations as an aesthetic improvement. Bliss stated that the CDA will not be getting any of the parking revenue so the pay stations should be funded through the Village Budget, not the CDA Budget. President Petersen/Commissioner Wilson 2<sup>nd</sup> made a MOTION to approve the \$28,020 Parking Equipment Proposal as submitted by Total Parking Solutions, Inc., and the MOTION carried with one negative vote cast by Commissioner Bliss.

**Village Board Report – Chairman Turner**

President Petersen stated that all the items discussed by the Village Board have already been addressed.

**Lakefront & Harbor Report – Commissioner Chanson**

Nothing new submitted.

**Park Commission Report – Commissioner Hibbard**

Nothing new submitted.

**Confirm Quorum & Dates for upcoming Meetings**

**Next Meeting Dates**

The next scheduled meeting is Wednesday, March 3, 2010 beginning at 6:00 pm.

**Agenda Item Requests**

None

**Adjournment**

Commissioner Bliss/President Petersen 2<sup>nd</sup> made a MOTION to adjourn the CDA meeting at 7:07 pm, and the MOTION carried without negative vote.

Minutes prepared by: Dennis L. Martin, village clerk

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

APPROVED: 3/3/2010