

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

MONTHLY MEETING of the PARK COMMISSION
Wednesday, April 18, 2007

Chairman Rick Treptow called the meeting of the Park Commission to order at 6:02 pm at the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

Park Commissioners present: Treptow, Dawn Sammons, Brent Horvath, Sharon O'Brien, Jill Wegner, Sarah Lobdell, Trustee Joe Bidwill

Park Commissioner absent: Laurie Larson

Also present: Roy Diblik, Village Administrator Kelly Hayden-Staggs, Gail Hibbard, Library Director Nancy Krei, Village Clerk Dennis Martin, CDA Executive Director Joseph McHugh, Village President Ron Pollitt

Approval of Minutes

The minutes for the March 21, 2007 meeting will be approved at the May 16, 2007 meeting.

Announcements

Treptow stated that a joint meeting with Jim Lemke and the Park Commission fencing subcommittee and representatives of the Lakefront and Harbor Committee and CDA Board will be held on Tuesday, April 24, 2007, beginning at 3:00 pm. The annual Arbor Day observance program will be held at Fontana Elementary School on Friday, April 27, 2007. Treptow stated that Brickman will donate trees for each fourth-grader and Willa McFarland hopefully will be able to attend.

General Business

Park House Use

Treptow reported that the Park House was used 12 times in March 2007.

Treasurer's Report

The Financial Report as of March 31, 2007 was presented by Lobdell.

Old Business

Banners for Revenue/Christmas Décor Sub-Committee – Set Meeting Date

O'Brien stated that the first meeting of the subcommittee will be held Friday, April 20, 2007.

Mill House Pavilion – Update/Business Solicitation

Treptow stated that Village staff has mailed out the second letter soliciting local business owners for donations to the Mill House Pavilion project. President Pollitt stated that he, Hayden-Staggs, O'Brien and David Coates attended a meeting at the Par Development offices at which Par representatives agreed to have its contractors erect the new frame and foundation for the Mill House Pavilion. President Pollitt stated that core soil borings need to be completed and then expense estimates can be calculated. President Pollitt stated that Par Development owns many old barn sites and they have offered to use some of the building materials to supplement the items saved from the original Mill House. President Pollitt stated that Par Development will create a laundry list of potential project items for the Village to consider. O'Brien stated that Par Development indicated that the new pavilion could be constructed by fall. In a related matter, Treptow stated that he researched the application process for obtaining 501(c)3 status, and Village Attorney Dale Thorpe offered to complete the paperwork at no cost to the Village. Treptow stated that there are application fees that the Village will have to pay.

O'Brien/Wegner 2nd made a MOTION to recommend that the Village Board authorize Thorpe to move forward with the 501(c)3 application process, and the MOTION carried without negative vote.

Landscape Plans – Reid Park Restrooms - Update

McHugh stated that Prairie Tree Landscaping has indicated that it can obtain all the plants in the plan for

\$15,000. McHugh stated that purchasing the bulbs in bulk and having volunteers plant them will save a substantial amount of money for the Village. The plantings will be completed this spring. McHugh stated that by coordinating all the reclamation projects in the Reid Park area, all the landscaping will be completed prior to Memorial Day weekend.

Landscape Plans – Library/Village Hall - Update

McHugh stated that sidewalk and retaining wall foundation work is underway to correct the inadequate initial retaining wall engineering plans completed by Crispell-Snyder. Treptow stated that the bench in front of the library will be taken out and painted white by the Department of Public Works and moved to the Beach House. Treptow stated that the DPW also will be taking out the bricks as well as moving the sign off the wall to its permanent location between the trees in front of the Library. Treptow stated that a smaller bench from the Beach House is currently being reworked by DPW and it will be brought to the Library for use wherever.

Duck Pond Project – Pedestrian Path & Wild Duck Road

An update was presented by Terry Guen and Tom Vanderpoel during the presentation on the Duck Pond area native prairie restoration proposal.

Duck Pond Fee Schedule

Lobdell stated that the final recommendation is to charge a \$75 fee for applications to reserve the Duck Pond pavilion kitchen facilities. The amended Park Commission application will be presented for approval at next month's meeting.

Porter Court Plaza – Update and Tree Removal

Treptow stated that he could not locate some of the trees on the list. McHugh stated that Workman has filed a Tree Removal Permit application to cut down six trees in the area. Treptow stated that the landscaping plan calls for planting more than six new trees, so the Village will be adhering to the Tree Ordinance standards. McHugh stated that the approved plan was amended to add five railings and a ramp in order to meet the standards of the ADA. McHugh stated that planter's boxes also were added to the plan. There were no concerns stated with the amended plans.

O'Brien/Sammons 2nd made a MOTION to approve the Tree Removal Permit application filed by Village of Fontana Director of Public Works Craig Workman, and the MOTION carried without negative vote.

Wayfinding Signage – Update

McHugh stated that the CDA Board stated concerns with regard to the point size of the letters on the wayfinding sign erected on Highway 67 at West Main Street. McHugh stated that there were complaints that the height of the letters make the sign difficult to read. McHugh stated that the CDA Board directed him to send the signage specifications to PDI, and PDI will discuss the options with the Wisconsin Department of Transportation and select alternative font sizes. McHugh stated that the letters have to be a half-inch or larger to comply with DOT standards. McHugh stated that there will be no other changes regarding the wayfinding signage; the number of signs, the copy on the signs and the locations for the signs have not been altered from the Park Commission's initial recommendation.

Entry Signage – Update

McHugh stated that the TID Redevelopment Plan includes improving the Village entrance signs at the north and south ends of Highway 67. Treptow stated that the sign at the south end of the Village limits needs to be moved further south. McHugh stated that the Park Commission may want to consider revising the current signs and creating landscaping plans for the two areas. Treptow stated that both signs and their landscaped areas should be identical and illuminated at night. Workman stated that the current signs are sitting on timbers that are in bad condition and in need of replacement. The Park Commission was in consensus that the new signs and the landscaped areas should blend into the surroundings. Treptow stated that the Park Commission signage subcommittee will meet to address the proposal and report back at next month's meeting.

Spring Walks – Lakefront/Little Foot/Duck Pond and Hildebrand-Headwaters-Fen

Treptow stated that the Park Commission has to schedule the annual walks, preferably for a late afternoon on a Tuesday or Wednesday. Following discussion, the Park Commission was in consensus that three separate walking tours should be scheduled for Thursdays beginning at 5:30 pm as follows: May 3, 2007, the lakefront

and Little Foot Park; May 10, 2007, the Hildebrand Conservancy, Headwaters Park and the Fontana Fen; and May 17, 2007, the Duck Pond Recreation Area.

Brick Program – Start Date

Sammons stated that a starting date for the acceptance of new applications for the Park Commission Brick Program, which recognizes financial donors, will be announced at next month's meeting. Treptow stated that there has been interest expressed regarding the donor program, which can be used to solicit financial support for the Mill House Pavilion project, for the Duck Pond projects and for Little Foot Park.

Parks Sponsored Community Events

O'Brien stated that the Geneva Lake Conservancy is interested in planning a combined event to promote the Hildebrand Conservancy. The program will include a walk-through at the conservancy. Following discussion, the Park Commission was in consensus that the event should be held Saturday, June 16, 2007, from 10:00 am to 3:00 pm. A name for the event will be determined. Treptow stated that the Park Commission also previously indicated that an event should be scheduled at the Duck Pond Recreation Area to promote the new pavilion and kitchen facilities. Following discussion, the Park Commission was in consensus that a community picnic event should be planned, to be called "The Duck Is Flying." The picnic event at the Duck Pond will be held Sunday, July 8, 2007, beginning at 4:00 pm.

Bird and Bat House – Update

Workman stated that the poles for the bird and bath houses in Hildebrand Conservancy will be erected by the end of April. Sammons stated that members of the Fontana Elementary School Student Council will help construct the houses. McHugh stated that the bird and bat house plans have been completed and they will be distributed to the project volunteers. Workman stated that cedar wood for the poles is being supplied and cut by Gifford Tree Service. During discussion, it was determined that the scraps of wood from the poles can be trimmed by Ron Nyman for use by the students in constructing the houses.

Replacement Tree List

Treptow stated that the final version of the Replacement Tree List for the Tree Ordinance has been completed and it will be forwarded to the Building and Zoning Department.

New Business

Duck Pond Area – Native Prairie Restoration – Terry Guen Design Association Presentation

Terry Guen, Tom Vanderpoel and Roy Diblik presented a slide show on the proposal to develop a native prairie area. Guen stated that if the Village decides to initiate a native plant restoration project of any scope, there has to be a commitment to maintaining the area after it is established. There are three different models that vary on total cost and time schedule parameters, and all three feature volunteer service elements. Guen stated that the first step to upgrade the entire Duck Pond Recreation Area and to draw more public awareness of the facilities is to develop a pedestrian/bicycle path with an underpass leading to the soccer fields. The development of a native prairie area will require brush cutting and tree and woody plant removal and the removal of invasive species. Gaps in the restoration area will then have to be filled with native prairie plants. Vanderpoel stated that volunteer opportunities in the first few years of the prairie restoration help publicize and enrich the project. Vanderpoel stated that controlled burns of the area will be required once or twice a year. The first step in a native prairie development at any of the three levels of commitment would be to restore the triangle area. The presentation was for educational purposes that night. A subcommittee consisting of O'Brien, Horvath and Lobdell was formed to develop a Park Commission recommendation.

O'Brien left the meeting at 7:45 pm.

American Flags – Highway 67 Poles

Treptow stated that he was seeking approval for the purchase of American Flags to be displayed on the new Highway 67 light poles during the Memorial Day, Fourth of July and Labor Day holidays. The new poles feature mounts for flags. Treptow stated that Flag Source North can supply the flags attached to non-tangle poles for \$43.20 each. There are 59 new light poles, and 60 flags will be ordered at a total cost of \$2,592. During discussion, it was determined that if there are too many flags flying at once during the Memorial Day weekend, some of the poles can be skipped during future holiday periods. Treptow stated that the funds can be taken from the Reid Park budget.

Treptow/Horvath 2nd made a MOTION to approve the \$2,592 purchase of 60 American Flags for the Highway 67 light poles to be erected during the Memorial Day, Fourth of July and Labor Day holidays, with the funds to be taken from the Reid Park Fund, and the MOTION carried without negative vote.

Comprehensive Outdoor Recreation Plan (CORP)/Upgraded Park and Open Space Plan

McHugh stated that the Village received a letter from the Wisconsin DNR that indicates the Village's Park and Open Space Plan is adequate until 2008, and it makes the Village eligible to apply for DNR grants. McHugh stated that the Village can use the Park and Open Space Plan to fulfill the application requirements for the Walworth-Fontana Pedestrian Connection project. A matching funds grant is being pursued from the DNR, and the Village of Fontana and Village of Walworth will split the unfunded portion of the project. McHugh previously stated that if the grant is secured, the Village of Fontana could have an estimated \$300,000 path for \$75,000. McHugh stated that the Village of Fontana Park and Open Space Plan can be amended into a Comprehensive Outdoor Recreation Plan if some required elements are incorporated. Some grant applications require that the Village have an approved CORP. McHugh stated that Ruckert-Mielke, the Village engineering firm, indicated that it can prepare a CORP for \$15,000 to \$16,000.

Election of Park Commission Chairperson/Vice Chairperson and Secretary-Treasurer

Treptow stated that the annual election of Park Commission officers typically takes place at the monthly meeting in April. The Park Commission was in consensus that Treptow should continue to serve as Chairperson and Lobdell should continue to serve as Secretary-Treasurer.

Treptow/Lobdell 2nd made a MOTION to elect Jill Wegner to serve as the Vice Chairperson, and the MOTION carried without negative vote.

Bills to Pay – Fontana Boulevard

Treptow stated that the Village received a bill for \$2,160 from Brickman to prepare soil for plantings on the last 3 median beds, 16, 17 and 18. There is \$3,000 in the budget for the maintenance of the beds.

Lobdell/Sammons 2nd made a MOTION to approve payment of the bill totaling \$2,160 from Brickman, and the MOTION carried without negative vote.

Lobdell stated that the Park Commission annually approves a \$250 donation to Fontana Elementary School to plant trees and/or outdoor plantings as part of the Arbor Day observance.

Lobdell/Wegner 2nd made a MOTION to approve the \$250 donation to Fontana Elementary School for the annual Arbor Day plantings, and the MOTION carried without negative vote.

Park Requests

None

Any Other Comments or Concerns

Treptow stated that he was concerned about a residential development on Jenkins Drive because it appears the Tree Ordinance requirements are not being followed. Bidwill stated that the home is being constructed by his company, and the tree service contracted for the project has been in contact with the Village Building and Zoning Department.

Pending Park Commission Items for Future Agendas

1. Landscape Plans for Mill House Pavilion, Wild Duck Road, Beach House, VOF/Pheasant Ridge Parcel
2. Frisbee Golf - Duck Pond
3. Village Irrigation Systems
4. "Summer Breeze"
5. Chuck's Landscaping
6. Fontana-Walworth Pedestrian Connection

Adjournment

Wegner/Lobdell 2nd made a MOTION to adjourn the meeting at 8:08 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: 5/16/07