

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

MONTHLY MEETING of the PARK COMMISSION  
Wednesday, May 16, 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, Jill Wegner, Sharon O'Brien, Sarah Lobdell, Laurie Larson, Trustee Joe Bidwill

**Park Commissioner absent:** Brent Horvath

**Also present:** Village Administrator Kelly Hayden-Staggs, Library Director Nancy Krei, Village Clerk Dennis Martin, CDA Executive Director Joseph McHugh, Trustee Micki O'Connell, Director of Public Works Craig Workman

**Approval of Minutes**

The minutes for the May 3, 2007 workshop meeting required additions noted by Larson, so they will be presented for approved at the June 20, 2007 meeting.

Lobdell/O'Brien 2<sup>nd</sup> made a MOTION to approve the minutes submitted for meetings held March 21, 2007, April 24, 2007, and May 10, 2007, as presented, and the MOTION carried without negative vote.  
O'Brien/Sammons 2<sup>nd</sup> made a MOTION to approve the minutes for the meeting held April 18, 2007, with "At the Lake" deleted from the Park Sponsored Community Events item, and the MOTION carried without negative vote. Larson abstained.

**Visitors Heard**

None

**Announcements**

Treptow stated that Geneva Lake Conservancy/Fontana Park Commission Hildebrand property tours and an open house will be held Saturday, June 16, beginning at 10:00 am, and the Duck Pond park walk will be held on Thursday, May 17, beginning at 5:30 pm. Treptow stated that the Park Commission received a thank-you note from the Buena Vista association for the trees and bushes that were donated to the Village and distributed to interested subdivision associations. Also, four years of volunteer work on the Fontana Boulevard median beds completes the work except for bulb planting. All the beds have been updated with new material.

**General Business**

**Park House Use**

Treptow reported that the Park House was used 13 times in April 2007.

**Treasurer's Report**

The Financial Report as of April 30, 2007 was presented by Lobdell.

**Old Business**

**Christmas Décor Sub-Committee – Update**

O'Brien stated that the first meeting of the subcommittee will be held this month.

**Mill House Pavilion – Update**

Treptow stated that the Village received a check for \$100 from Juana Merritt, the cleaning service contractor for the Village. Treptow stated that Par Development will take Workman and an engineer from Ruckert-Mielke on a tour to look at some of Par's old barn properties to determine if there is useable wood for the Mill House Pavilion project. O'Brien stated that Par may have materials available from the barn sites that could help with the development of an "old Wisconsin" look for the pavilion.

### **Landscape Plans – Reid Park Restrooms**

Treptow stated that the Village Board's decision to have eight crab apple trees removed from in front of the Reid Park restrooms and pavilion building caused him displeasure. Treptow stated that the way the Village Board handled the situation was out of order. Larson stated that she also is upset that the Village Board voted to change the plan after it had been previously approved and that Trustee George Spadoni made incorrect statements at the special Village Board meeting held May 9, 2007. O'Brien stated that Village Board action was capricious. Wegner stated that she was never contacted. Treptow stated that crab apple trees can be moved up to three years after they are planted. Hayden-Staggs stated that the Village Board directive also included a request for the Park Commission to determine new locations for the eight crab apple trees that were removed from the open space area in Reid Park. Workman stated that the eight trees are being stored at the Department of Public Works garage site and that they should be replanted within two weeks.

Treptow/Larson 2<sup>nd</sup> made a MOTION to recommend that seven of the eight crab apple trees removed from in front of the restrooms and pavilion building in Reid Park be planted back in the same locations that they were initially planted, and that the eighth tree be planted "up by Chuck's Lakeshore Inn." The MOTION carried without negative vote.

### **Landscape Plans – Library/Village Hall – Update**

McHugh stated that the approved plan is scheduled to be considered by the Village Board at its meeting on Monday, June 4, 2007. During discussion, it was determined that some sort of low retaining wall or cement ridge (curb) is needed by the door to the library to prevent stormwater from accumulating in the area. This area will be monitored and looked at for a possible future recommendation.

### **Landscape Plans – Chuck's – Approve Funds**

Treptow stated that the landscaping plan for the Reid Park area around Chuck's will cost \$4,725 and Jamie Whowell has offered to pay \$2,500. Treptow stated that the Park Commission could allocate up to \$2,500 from the Reid Park fund to put toward the landscaping expenses for Prairie Tree Landscaping. Lobdell stated that she was concerned because the expense will practically use up all the available funds in the Reid Park budget and there still are maintenance issues that have to be resolved. On a related issue, Hayden-Staggs stated that Jamie Whowell started to install an entrance deck from the side of Chuck's into Reid Park, but since approval had not been granted, the deck was removed. Jamie Whowell thought that the deck was approved when the landscaping proposal was approved last year. Hayden-Staggs stated that Jamie Whowell may pursue approval for the installation of the entrance deck in the future.

O'Brien/Sammons 2<sup>nd</sup> made a MOTION to approve the allocation of up to \$2,500 from the Reid Park fund for the Prairie Tree Landscaping plan along the Chuck's Lakeshore Inn property, and the MOTION carried without negative vote.

### **Landscape Plans - Duck Pond Project/North Entrance Triangle**

McHugh presented the Dade Road and Wild Duck Road Reconstruction plan drafted by Ruckert-Mielke. McHugh stated that the CDA Board allocated \$150,000 for the landscaping portion of the plan to cover the north entrance/triangle area. Treptow stated that he thinks that the CDA is wasting money by allocating \$150,000 for the triangle portion of the site. Treptow stated that the funds could be better spent on clearing the land further up the road into the Duck Pond Recreation Area. There were no objections stated with regard to the reconstruction plan as presented.

### **Duck Pond Fee Schedule**

Lobdell distributed the proposed amendments to the Park Commission Fee Schedule for the new Duck Pond Pavilion facilities and to the Park Facilities Use Policy. The policy includes blanks to be filled in on a case-by-case basis for the time duration for use granted of the gazebo and the Duck Pond Pavilion.

Sammons/Wegner 2<sup>nd</sup> made a MOTION to approve the amendments to the Park Commission Fee Schedule for the Duck Pond Pavilion and to the Park Facilities Use Policy as presented, and the MOTION carried without negative vote.

### **Porter Court Plaza – Design Details**

Brad Drefcinski and Carolyn Esswein from PDI presented the landscaping plans for the plaza. McHugh stated that some final details and amendments to the initially approved plan were required. McHugh stated that the pedestrian bridge was removed from the plan and other amendments were required after the

foundation was laid for the Mill Street Office Building being constructed by FairWyn, Ltd. Esswein stated that planters, hand-railings and trash receptacles were added to plan and color and design decisions were required for lighting fixtures. The landscaping plan also was amended to replace eight crab apple trees with serviceberry trees. McHugh stated that if the Park Commission favors the amendments to the plan, it will be presented at the June meeting for final approval. The construction scheduled calls for work to be completed in the fall. The Park Commission was in consensus that brushed aluminum hand railings should be installed in the most unnoticeable style possible; that the lighting bollards along the path be black; and that two black trash receptacles be installed. Also, stair lighting, planter boxes and crushed gravel were decided.

Sammons/Larson 2<sup>nd</sup> made a MOTION to approve amendments to the plan as presented, with eight crab apple trees to be replaced with serviceberry trees, that brushed aluminum hand railings be installed, that black bollard lights be installed, that brushed aluminum step lights be installed, that white planters be installed, that the purple-granite gravel to be used for the path, and that two black trash receptacles be installed. The MOTION carried without negative vote.

### **American Flags – Highway 67 Fly Dates**

Treptow stated that the flags have been delivered and the Park Commission needs to set the dates for the flags to be displayed on the Highway 67 light poles. Treptow stated that the upcoming Memorial Day holiday will provide an opportunity to determine how many flags should be erected. Following discussion, the Park Commission was in consensus that the dates the flags should be erected are from May 25 to 29, 2007, for Memorial Day; June 29 to July 9, 2007, for the Fourth of July holiday; and from August 31 to September 4, 2007, for Labor Day.

### **Bird and Bat Houses – Update**

McHugh stated that the prefabricated houses are scheduled to be delivered in the next few days and the poles have been erected. Sammons stated that the Fontana Elementary School students are ready to assemble the houses.

### **Brick Program – Start Date**

Sammons distributed preliminary amendments to the Park Commission's "Be a Part of the Little Foot Playground" brick program registration form. The form is being amended to reinitiate the donor program for Little Foot Park, the Duck Pond Pavilion and the future Mill House Pavilion. Sammons was directed to contact Cathy at the Impressions In Stone business for updated cost information. Sammons stated that the Park Commission members should review the preliminary amendments, and the new brick program registration form will be approved next month, at which time a start-up date will be established. The Brick Program will be featured on the Village website.

### **Parks Sponsored Community Events – Conservancy Tours and Family Picnic**

O'Brien distributed an outline of activities planned for the open house event being planned by the Geneva Lake Conservancy and Park Commission. The event will be held Saturday, June 16, 2007, from 10:00 am to noon. An announcement will be written for the Village website and for inclusion in the next quarterly Village of Fontana Newsletter for the Family Picnic event at the Duck Pond Recreation Area. "The Duck Is Flying" picnic will be held Sunday, July 8, 2007, beginning at 4:00 pm.

### **New Business**

#### **Highway 67 Street Signs – Update**

Treptow stated that the new signs have been installed on the light poles and they look great. Treptow stated that temporary straps are holding the signs in place. After it is certain the signs are erected in the best location on the poles, the signs will be fastened to the poles with permanent straps.

#### **Fencing – Meeting with Mr. Lemke – Update**

Treptow stated that he and McHugh had a follow-up meeting with Lemke regarding the final details for the new wrought iron fence that will be proposed for the lakefront. Following discussion, a tentative date for a joint meeting to finalize the proposed fence details was scheduled for the Park Commission and the Lakefront and Harbor Committee on Wednesday, May 30, 2007, beginning at 5:30 pm after the monthly meeting of the Lakefront and Harbor Committee.

### **WHIP Funds**

Wegner announced that the Village received a total of \$5,800 from the Natural Resources Conservation Program for the Van Slyke Creek/Trout Unlimited stream habitat improvement and management project. Wegner stated that a walk-through meeting is scheduled for June 8, 2007 to determine the appropriate next step in improving the natural fish passage in the creek. Wegner stated that the Village may be able to secure more funding for the project.

### **Hildebrand Entrance Plaque**

A preliminary narrative describing the history of the former Douglass Flour Mill, the Bigfoot Flour Mill and the Montague-Douglass Sawmill/Feed Mill was presented in order to finalize a plaque to be mounted at the Mill Street entrance to the Hildebrand Nature Conservancy. O'Brien will finalize the narrative with Village Clerk Martin and it will be submitted for the Open House event scheduled for Saturday, June 16, 2007, from 10:00 am to noon.

### **Bills to Pay**

A bill for Prairie Tree Landscaping for \$4,725 for the landscaping plan in Reid Park, adjacent to Chuck's Lakeshore Inn was approved earlier in the meeting. Chuck's will pay \$2,500 and the Park Commission will pay the remaining balance for the project. The Park Commission also received a bill for \$2,208 from Flag Source North for the U.S. Flags for the Highway 67 light poles, and two bills from Agrecol. One of the Agrecol bills is for \$1,121 for work at the Hildebrand Nature Conservancy, and one is for \$866 for work at Headwaters Park.

O'Brien/Larson 2<sup>nd</sup> made a MOTION to approve payment of the bills as submitted, and the MOTION carried without negative vote.

### **Park Requests**

Treptow stated that the Park Commission received park use applications filed for July 7, 2007, Stowall wedding at the Reid Park gazebo, 4:00 to 6:00 pm, 20 people; for July 9 to 12, 2007 and August 6 to 9, 2007, Big Foot Recreation District program at the Park House, three hours per day, 10 to 20 people; for August 11, 2007, Big Foot High School Class of 1987 at the Duck Pond Recreation Area, 1:00 to 4:00 pm, 50 people; for May 19, 2007, Big Footers Youth Soccer at the Duck Pond Recreation Area, 4:00 pm start, 100 people; July 11 and 12, 2007, Life Fitness at Reid Park, 6:00 to 8:00 am, 60 people; and July 12, 2007, Life Fitness at the Duck Pond Recreation Area, noon to 5:00 pm, 150 people.

O'Brien/Sammons 2<sup>nd</sup> made a MOTION to approve the park permit applications as submitted, and the MOTION carried without negative vote.

### **Any Other Comments or Concerns**

McHugh stated that the item "Village Irrigation Systems" could be taken off the Pending Items list because the determination was made to look at individual irrigation systems for future projects on a case-by-case basis.

### **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**

O'Brien/Larson 2<sup>nd</sup> made a MOTION to adjourn the meeting at 7:42 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: 06/20/07