

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

MONTHLY MEETING of the PARK COMMISSION  
Wednesday, August 20, 2008

Chairperson Sarah Lobdell called the meeting of the Park Commission to order at 6:04 pm in the Meeting Room at the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

**Park Commissioners present:** Sarah Lobdell, Nancy Krei, Sharon O'Brien, Jill Wegner, Robert Stewart, Melissa Colby, Dan Green, Trustee Diane Lewis

**Also present:** Administrator Kelly Hayden-Staggs, Gail Hibbard, Village Clerk Dennis Martin, CDA Executive Director Joseph McHugh, Trustee Pete Petersen, Director of Public Works Craig Workman

**Approval of Minutes**

Wegner/Krei 2<sup>nd</sup> made a MOTION to approve the minutes submitted for the meeting held July 16, 2008, as presented, and the MOTION carried without negative vote.

**Visitors Heard**

Gail Hibbard stated that the Fontana Garden Club has requested that the Park Commission contact the club president to provide program details for the August 30, 2008 dedication of the bench donated to the Village by the club. The Garden Club would like to have a representative at the dedication program and would like publicity in the local newspapers. Lobdell stated that she will contact the club president and the local newspapers with the details. Hibbard stated that the Garden Club also would like to invite a representative of the Park Commission to attend the club's luncheon at Hawk's View in Lake Geneva on Monday, September 8, 2008 beginning with a tour of the perennial gardens at 11:00 am. Hibbard stated that the Garden Club would like a Park Commission member to discuss the volunteer opportunities available with regard to the Village parks and landscaped areas. Hibbard stated that the Park Commission member is invited to attend the luncheon and the program to be presented by Roy Diblik. Lobdell stated that she will find a Park Commission representative to attend the luncheon.

**Announcements**

Lobdell stated that the Mill House Pavilion and Porter Court open house events are scheduled for Saturday, August 30, 2008 from 1:00 to 3:00 pm; and the Pig in the Park fund-raising pig roast will be held in Reid Park on August 30, 2008 from 3:00 to 10:00 pm.

**General Business**

**Park House Use**

The Park House was used 18 times in July 2008.

**Treasurer's Report**

Lobdell stated that she did not bring to the meeting the Financial Report as of July 31, 2008, but it will be put on file for the annual audit.

**Plan Commission Report**

Lobdell stated that the Plan Commission will consider a few minor amendments to the caretaker's quarters section of the lakefront zoning ordinance following another public hearing at the next monthly meeting on Monday, August 25, 2008 beginning at 5:30 pm. The Plan Commission also will consider adopting an ordinance to regulate the development of windmills in the Village and the ETZ District.

**Public Works Report**

Workman stated that there are a few minor punch-list items left to complete at the Porter Court Plaza, but the project is substantially complete. The Third Avenue Project is underway with the burial of the utility lines by the local utility companies. Workman stated that following the completion of the utility lines burial, the contractor will commence the road reconstruction portion of the project.

### **Blue Ribbon Lakefront Building Committee Report**

Green stated that initial meetings of the committee have been held and the discussion has been concentrated on the development of a survey. Green stated that some preliminary ideas also have been discussed.

### **Old Business**

#### **Little Foot Playground Improvements – Update**

Lobdell stated that the final details of the improvement plan were distributed and the new equipment has been ordered. The old pirate ship was razed when the structure became a safety risk due to the deteriorating wooden platforms. Workman stated that installation work will be coordinated with the Third Avenue Project construction schedule in late September. The Third Avenue Project includes the installation of sidewalk in Reid Park, adjacent to the Little Foot Playground.

#### **Pig in the Park Final Organization and Shift Assignment**

Hayden-Staggs stated that volunteers are needed to work at the fund-raising event. O'Brien stated that Big Foot Lions Club member Andy Pearce met with the subcommittee and provided valuable advice and event planning details. Hayden-Staggs stated that the event T-shirts should be delivered this week and it would be nice if the Park Commission members all could sell up to 10 T-shirts and 10 advanced tickets for the pig roast. The T-shirts will be sold for \$15 each, and pig roast tickets are \$10 each. Hayden-Staggs stated that Glenwood Springs resident Therese Gulbransen and her business, the Printing Partners, Madison, printed and donated the tickets for the pig roast. O'Brien was able to solicit food donations from Sentry Foods and the Abbey Resort, and Pearce's Farm Stand is donating the corn. Green stated that Miller Lite and John Pauly from CJW provided the beer and the beer trailer for the event.

#### **Pedestrian Trails Through the Abbey Property**

McHugh stated that the Park Commission preliminarily discussed the pedestrian trails at last month's meeting. Lobdell stated that last month, the Park Commission members were in consensus that all the trails developed by the Village should be consistent bicycle/pedestrian paths if they are going to be connected to the main system. With regard to the Abbey Resort trail, it should be a bicycle/pedestrian path and pets and bicycles should be allowed on the path; and the installation of security lighting should along the path is up to the Abbey, but the Village's portion of the path does not need to be lit. With regard to clearing the paths of snow during the winter months, it is not necessary, especially if it is cost prohibitive. The Park Commission members were in consensus that the recommendations are the same as preliminarily discussed last month. McHugh stated that he will inform the CDA of the Park Commission's recommendations.

#### **Frisbee Golf Course Maintenance & Permanent Baskets**

Lobdell stated that she is drafting a letter that will be sent to local business owners and civic organizations to solicit sponsorship for permanent golf course holes and signage for the tees. Lobdell stated that the style of the signage can be based on the level of sponsorship, and they can be constructed with natural wood. Lobdell stated that she will contact Wally Bullard to schedule fall maintenance at the disc golf course and review the course layout. The Park Commission was in consensus that the temporary baskets should be taken down during the winter months. Green stated that he received an email from Jon Kemmett that suggests the Park Commission provide laminated course maps, make plans to address the lack of defined tees, and place some trash cans along the course. Kemmett also offered to help with a course maintenance plan and course maintenance events. Workman will determine a couple of locations for trash cans to be placed along the course.

#### **Rain Barrels**

The Department of Public Works has not been able to attempt to make rain barrels to be sold as a fund-raising opportunity. Lobdell stated that the project may have to be delayed until fall when there will be more time to explore the options.

#### **Van Slyke Creek Cleanup Day Report and Grant Opportunity**

Wegner stated that the cleanup day on July 19, 2008 in Van Slyke Creek was very successful with 38 people turning out to provide volunteer services. Wegner stated that a lot more work was accomplished than initially anticipated. Wegner stated that the goal of the WHIP grant was to remove the wooden dams from creek and to open the stream for the trout. Wegner stated that the stream is now flowing nicely and the Village can

collect the \$5,000 in grant funding from WHIP for completing the first phase of the project. Wegner stated that the next required step would be to lower the current culvert at South Main Street or to construct a fish ladder. Wegner stated that other grant funds also are available for the project, and Attorney Henry Koltz of the Southeast Chapter of Trout Unlimited has offered to write and submit the grant applications at no cost to the Village. Wegner stated that there is a matching fund grant available to supplement the initial grant from the USDA and there is a grant available from the Patagonia Clothing Company. Following discussion, the Park Commission members were in consensus that the grants should be applied for and they thanked Wegner for her excellent work. Wegner stated that Attorney Koltz also indicated that DNR Trout Stamp funds may be available to help fund the project to restore the trout stream to its natural state. Following the meeting Wegner was advised by the USDA that the \$5,000 grant money will be paid after reconstructing the culvert; she was previously advised incorrectly that the funds could be paid immediately.

Wegner/O'Brien 2<sup>nd</sup> made a MOTION to authorize Attorney Henry Koltz to apply for the grants available for the Van Slyke Creek trout stream restoration project, and the MOTION carried without negative vote.

## **New Business**

### **2009 Budget Preparations**

Lobdell stated that the first meeting with the Finance Committee to discuss the 2009 budget is scheduled for Thursday, September 4, 2008. O'Brien and Krei stated that they will plan to attend the Finance Committee meeting with Lobdell and offered to meet prior to the meeting to develop the Park Commission's preliminary proposal.

### **Agrecol Contact and Meeting for 2009**

The initial contract with Agrecol expires this year and there are no plans at this time for next year. Agrecol has a new contact person and the firm has not submitted a bid to renew the contract. O'Brien stated that she will contact the new person assigned by Agrecol to work with the Village of Fontana.

### **Mill House Pavilion Status and Landscaping**

Workman stated that the Mill House Pavilion structure is up and work on the railings and site cleanup and grading is almost complete. Top soil will be laid over the graded area and grass seed planted in front the building. Wood chips will be laid around the back of the building. The final landscaping plan will be determined based on the remaining funds after all the construction costs are paid.

### **Alliant Energy Bill for Installation of Electrical Service at Mill House Pavilion**

Workman stated that he contacted Paul Cunningham at Alliant Energy and Cunningham indicated that it will not be a problem to offset the \$828 bill the company submitted for installation of electrical service at the Mill House Pavilion. The bill was tabled by the Park Commission at last month's meeting and Workman was directed to contact Alliant because an Alliant crew broke through a sewer line adjacent to the Mill House Pavilion site when installing the electrical service. Workman stated last month that Village of Fontana DPW crew members assisted throughout the day. Workman stated that the Cunningham indicated that an invoice for the repair work should be submitted by the Village to Alliant because he can not void the \$828 invoice from Alliant. Workman stated that total amount for the invoice to be submitted to Alliant will offset the \$828 bill received by the Village.

O'Brien/Wegner 2<sup>nd</sup> made a MOTION to authorize the Village to pay the \$828 invoice submitted by Alliant Energy Company for installation of electrical service at the Mill House Pavilion, and to issue an invoice to Alliant for \$828 for repair work and services provided by the Village of Fontana Department of Public Works Crew. The MOTION carried without negative vote.

### **Welcome New Commissioners**

The Park Commission welcomed new members Robert Stewart and Melissa Colby, who were attending their first meeting after being appointed to fill vacated position on the Park Commission.

### **Bills to Pay**

#### ***Pig in the Park Expenses***

Hayden-Staggs stated that the T-shirts ordered for the event will cost about \$1,500 payable upon delivery. The shirts will be sold for \$15 each.

O'Brien/Wegner 2<sup>nd</sup> made a MOTION to authorize the payment of the invoice not to exceed \$1,600 for the Pig in the Park T-shirts, and the MOTION carried without negative vote.

Krei stated that the Park Commission members gave preliminary approval for payment of the expenses for hot dogs and brats purchased by Dennis Martin from Johnsonville Brat Company for \$105, and for event promotion banners purchased from Haze Graphics for \$410.

O'Brien/Green 2<sup>nd</sup> made a MOTION to approve the prepaid bills for hot dogs and brats purchased by Dennis Martin from Johnsonville Brat Company for \$105, and for event promotion banners purchased from Haze Graphics for \$410. The MOTION carried without negative vote.

***Trout Unlimited Cleanup Day Expenses (\$77.69)***

Wegner had \$77.69 in total expenses for a picnic she hosted for the volunteers following the cleanup day for Van Slyke Creek on July 19, 2008.

O'Brien/Krei 2<sup>nd</sup> made a MOTION to approve the payment of \$77.69 to Jill Wegner for expenses for a picnic she hosted for the volunteers following the cleanup day for Van Slyke Creek on July 19, 2008, and the MOTION carried without negative vote.

**Park Requests**

SNM Mission of Carpentersville, IL submitted a park application for use of Reid Park and Gazebo on Saturday, August 23, 2008 for 95 people to attend a church picnic. There is no time indicated on the application, and total hours of use states "full day." The Park Commission members were concerned about having the Gazebo and park tied up for a full day and requested that a time frame be submitted by the group as a condition for approval. The Park Commission members also were concerned that the applicants be informed of the parking situation on the lakefront during summer weekend days. Lobdell stated that the Park Commission may want to consider this off-season amending the park use application to eliminate the line items for the entire Reid Park or Duck Pond Recreation Area. Lobdell stated that if applicants want to use the entire parks, they should appear before the Park Commission a few months in advance of the proposed events.

O'Brien/Wegner 2<sup>nd</sup> made a MOTION to approve the application submitted by SNM Mission of Carpentersville, IL for use of Reid Park and the Gazebo on Saturday, August 23, 2008 for 95 people to attend a church picnic, with the conditions that the time frame of the event be provided and that the applicant be informed of the parking situation on the lakefront during summer weekend days. The MOTION carried without negative vote.

**Any Other Comments or Concerns**

Lobdell stated that the initial five-year Park and Open Space Plan expires December 31, 2008. The plan has to be updated to include current population and park space figures and to incorporate all the state requirements. Lobdell stated that as the renewal process advances, a public hearing could be scheduled to solicit public input. Krei stated that the Park Commission should consider amending the Park Use Application to require prior approval for all events. Krei stated that recent applications have been received for events that take place between meeting dates when there is no opportunity for official approval. Krei stated that Park Commission should be more strict with applicants and require that the applications are filed on a timely basis or denied.

**Pending Items for Future Agendas**

1. Park Maintenance Plan
2. Volunteer Opportunities (Master Gardeners Group) & Fall Bulb Planting
3. Park Open House Events
4. Landscape Plans for VOF/Pheasant Ridge Corner Lot at County Highway B & Indian Hills Road
5. Comprehensive Outdoor Recreation Plan (CORP)/Upgraded Parks and Open Space Plan
6. Brick Program
7. Pet Waste
8. Money Raising Opportunities
9. Initial Discussions on Parks & Forestry Operations Manager

**Adjournment**

O'Brien/Green 2<sup>nd</sup> made a MOTION to adjourn the meeting at 6:49 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: 9/17/08