

VILLAGE OF FONTANA ON GENEVA LAKE  
WALWORTH COUNTY, WISCONSIN  
(Official Minutes)  
MONTHLY MEETING of the PARK COMMISSION  
**Wednesday, August 21, 2013**

Park Commission Chairman Cindy Wilson called the meeting to order at 6:01 pm at the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

**Park Commissioners present:** Trustee Wilson, Laura Coates, Lynne Frost, Gail Hibbard, Mary Green (arrived at 6:13 pm)

**Park Commissioners absent:** Sandra Hibbard, Sarah Lobdell

**Also present:** Street Director Ron Adams, Jade Bolack, Merilee Holst, Library Director Nancy Krei, Village Clerk Dennis Martin, Police Chief Olson, Andy Pearce

### **Approval of Minutes**

None of the members had read the preliminary minutes for the July 17, 2013 meeting.

### **Visitors Heard**

None

### **Announcements**

The annual Pig in the Park fund-raising event will be held in Reid Park Saturday, August 31, 2013 beginning at 4:00 pm. Gail Hibbard stated that there will not be ribs sold at the pig roast this year.

### **General Business**

#### **Park House Use**

The Park House was used three times in July for Big Foot Recreation District programs.

#### **Treasurer's Report**

The treasurer's report as of July 31, 2013 was presented. The Park Commission accounts have a total balance of \$8,159, and the Tree Reforestation Fund has a balance of \$12,275.

#### **Plan Commission Report**

The Plan Commission has three public hearings scheduled for its monthly meeting August 26, 2013.

#### **Public Works Report**

Village Street Director Ron Adams stated that all his items are later on the agenda.

#### **Park Commission Maintenance List – Removal of Two Dead Trees at Hildebrand Conservancy**

The updated list was distributed. Adams stated that there are two trees in the Hildebrand Nature Conservancy that are dead and need to be cut down. The Park Commission also has funds remaining in this year's budget to allocate on tree trimming. Adams stated later in the meeting that the four crab trees in Pioneer Park were looked over by Jeff Epping, who stated that the trees are so old and have been severely trimmed so many times that they should be cut down and replaced. Adams stated that there are other trees on both sides of Pioneer Park that need to be pruned by Epping. Epping recently pruned the trees on Third Avenue that were becoming a traffic hindrance, and the Park Commission members stated that they look great. Adams stated that he is looking into the rusting beach fence sections and will be contacting the company that supplied and installed the fence in the first place, Century Fence, as well as Jim Lemke, for advice on abating the rusting sections. Adams stated that the bird houses that delineate the boundary line at the Hildebrand Nature Conservancy need to be repaired or replaced. Adams stated that he will investigate the water runoff concerns along the roof line at the Mill Street Pavilion.

### **Old Business**

#### **Memorial Bench for the Arnold Havens Family**

Adams stated that there are many appropriate benches to choose from in a Barco's Recycled Plastic Products catalog. Adams stated that most of the benches can accommodate a memorial plaque on the top slat. Adams

stated that the site on the small beach, commonly referred to as the Country Club Estates Association beach, by the willow tree will work fine, as long as the bench is secured to the ground. Adams stated that it will be no problem to incorporate a bracket on one of the legs to prevent kids from throwing the bench into the lake. The Park Commission members looked over the catalog and selected two bench styles to consider for final approval at the next monthly meeting. Staff will email images of the two bench styles to Valerie Havens for her input.

### **New Picnic Tables Update – Direction**

Adams stated that with the approved funds, he was able to purchase materials for four new picnic tables, which have been assembled by the DPW crew and are waiting to be placed in the parks. Following discussion, the Park Commission members directed Adams to have one of the new tables placed at the Duck Pond Recreation Area dog walking track, one in the Mill House Pavilion, one in the Mill Street entrance to the Hildebrand Nature Conservancy, and one in the backyard at the Park House.

### **Mohr Road Park Update – Creek Report, Bridge and Bench Repairs Pending**

Adams stated that he contacted the Wisconsin DNR with regard to proposed landscaping work in the storm water creek that runs along Mohr Road Park at the end of Mohr Road. Adams stated that the O'Halleran family is contracting with Creative Edge Landscaping, Twin Lakes, to address runoff concerns with the creek. Adams stated that the O'Halleran family has received the required DNR permit to remove debris and invasive plant material from the east side of the creek, dig it out, and plant storm water abatement landscaping. Adams stated that the west side of the creek, that abuts the Adreani family property, actually is village property. Adams stated that Creative Edge Landscaping submitted a \$512.50 proposal to remove invasive plant material in the storm water creek that runs to Geneva Lake.

Wilson/Coates 2<sup>nd</sup> made a MOTION to approve the \$512.50 proposal as submitted by Creative Edge Landscaping, Twin Lakes, to remove the invasive plant material in the storm water creek that runs along Mohr Road Park to Geneva Lake, with the funds to be allocated from the Park Commission 2013 budget. The MOTION carried without negative vote.

Adams stated that as soon as time permits, the DPW crew will be repairing the pedestrian bridge at the lakefront. Adams stated that new safety railings will be constructed on the bridge. Adams stated that the bench at the lakefront also will be repaired or replaced. Merilee Holst suggested that when the bench is repaired or replaced, perhaps it could be repositioned and turned so that it is facing the water, instead of facing the adjacent pier area. Adams stated that the bench should be repositioned for better stability and the view of the lake will be kept in mind.

### **Park Ordinance Amendments – Dogs Allowed on Leashes Language & Chief Olson Draft**

Police Chief Steve Olson stated that as well as the previously distributed memo dated July 18, 2013, he wanted to present some other minor amendments to update the Municipal Code regarding the parks and the regulations for walking dogs through the parks. The initially presented ordinance amendments to clarify the list of parks in the village, to define the park hours at the Duck Pond Recreation Area, and to indicate that there are no park hours for all the other municipal parks, as they cannot be “locked,” was tabled by the Village Board at its last two monthly meetings. Olson’s July 18, 2013 memo states: “I understand that the Board has some concerns about the wording of the ordinance concerning park hours. To begin, for a park to have limited hours it must be posted by a sign in at least one or more conspicuous locations so users are aware. Therefore I suggest amending Section 46-1 to read: *‘46-1 Park Hours – The hours of operation for any village park shall be set by the Board and subject to change on a temporary basis by Village staff. No unauthorized person shall be in a park in violation of the posted hours.’* In this manner the Board can simply vote to have the hours for any particular park posted and enforced. No sign means no time limit. The wording also allows for closing a park if needed for maintenance or due to weather, etc., without requiring further Board approval. Currently the beach is posted and the Duck Pond area has a sign that does not list hours. Maybe as a separate resolution or noted comment when the Board votes on this change, it could set the Duck Pond area hours at the same time.” Wilson stated that as well as revising the antiquated sections of the Municipal Code that refer to the village park, and setting the park hour closed hours at the Duck Pond from 10:00 pm to 7:00 am, the Park Commission had to make a recommendation on the dog walking language in the code. Wilson stated that with some minor amendments to Ordinance 02-07-05-01, the issues of walking dogs through the parks and having them “under control” of the owner or person who is walking the dog can be addressed. After Wilson presented the proposed amendments, Olson stated that the Park Commission may also want to take the term “parking lots” out of the existing prohibitive language section as people have to walk their dogs from their cars to the approved areas. Olson stated that the officers do not cite people when they taking their dogs in or

out of automobiles in the parking lots, but technically the current language would prohibit it. Following review, the Park Commission members reached the consensus that the proposed amendments should be recommended for approval as presented, and that the amendments should be incorporated by staff into an ordinance to be presented to the Village Board for consideration.

Wilson/Coates 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the proposed amendments to Sections 10-6 (b), 46-1, 46-2, 54-161(a) and 74-51 as presented and as previously recommended, and the MOTION carried without negative vote.

### **Pioneer Park Improvements: Landscaping Issues and Survey – Update**

Adams stated that as well as cutting down the four old crab trees and replacing them with new crab trees, the sidewalks will be repaired in Pioneer Park. The cost for the four new crab trees can be allocated from the Tree Reforestation Fund, which has a current balance of \$12,275. Adams stated that Epping also will be pruning the other trees in the park that have grown out of control. Adams stated that one of the benches also is going to be repaired or replaced. Frost asked if she should plant mums under the park sign, and the Park Commission members agreed it was a good idea and Frost will be reimbursed for the purchase of the mums.

### **New Business**

#### **Removal of Dead Trees on Highway 67**

Adams stated that several of the trees planted along Highway 67 have died and need to be cut down. Following a discussion on why the trees died, most likely from salt water runoff during the winter, the commission directed Adams to have the trees cut down and not replaced at this time. Gail Hibbard asked if some of the trees on the west side of the road that abut the Cliffs of Fontana subdivision could be replaced with trees on the other side of the sidewalk. Adams stated that the property on the other side of the sidewalk is owned by the developers and the village could not plant trees there without authorization.

Wilson/Gail Hibbard 2<sup>nd</sup> made a MOTION to authorize the DPW crew to cut down the dead trees along Highway 67, and the MOTION carried without negative vote.

#### **Reid Park Pavilion Covered Patio Proposal – Big Foot Lions Club**

The Village Board approved a motion at its August 5, 2013 meeting to approve a preliminary proposal by the Big Foot Lions Club to construct a concrete patio area with a freestanding roof to match the Reid Park Pavilion style and architecture, to be located off the east end of the building, with the condition that the final plans are reviewed and approved by the Park Commission. Big Foot Lions Club member Andy Pearce stated that the concept came up when the Lions Club members were cleaning up the park following the annual Lobster Boil and Steak Fry. Pearce stated that the Lions Club would like to construct a freestanding 22-by-44-foot roof, with the architecture to match the Reid Park Pavilion/Bathroom building, and have it erected over a 30-by-55-foot concrete pad. Pearce stated that the proposal has not been presented to the club membership, but he is confident it will be well received at a club meeting later that night. Pearce stated that the first step will be to come up with cost estimates and a funding plan. Pearce was directed to meet with staff to review the building contract and plans for the Reid Park Pavilion, and to review the building permit process and requirements for constructing building in a park. Pearce stated that since the club has paid off its financial commitment for the Little Foot Playground improvements, the concept is to pay off the cost of the new pavilion structure and concrete pad over five or six years. Pearce stated that the cost will most likely be reduced by donations of materials and labor. Pearce stated that picnic tables can be placed under the new pavilion when it is not being used by the Lions Club for its dinner service line at the lobster boil event.

Adams asked if Pearce could stake out the proposed site as there will be utility lines buried in the area. Adams stated that the proposal is a good idea since it is very hard to keep grass growing in that area of the park. The Park Commission members thanked Pearce and the Lions Club for coming up with the good proposal.

Gail Hibbard/Frost 2<sup>nd</sup> made a MOTION to indicate the Park Commission's support of the concept for the construction of a freestanding roof to cover a concrete patio in Reid Park, adjacent to the Reid Park Pavilion/Bathrooms building, and the MOTION carried without negative vote.

#### **Park and Open Space Plan Renewal Process – Subcommittee Appointments**

The 2010-2015 Park and Open Space plan has to be updated in 2014. Wilson stated that there are also some sections that need to be corrected. Wilson stated that she will assist staff with the updating process and also request that Sarah Lobdell assist them with the preliminary work.

#### **2014 Budget Planning**

Wilson stated that the Park Commission has to start drafting its 2014 budget for presentation to the Finance

Committee tentatively on Monday, September 30, 2013. Adams stated that a new boardwalk at the small beach area is needed as the current path is getting pretty bad. Adams stated that the path needs to be widened and should be constructed into a concrete aggregate sidewalk for safety purposes. Adams stated that a concrete aggregate surface does not require maintenance and will hold up to wear and tear. Adams stated that he will get cost estimates to present at the budget planning meeting. Wilson asked staff to distribute the budget planning list from last year for review by the members prior to the next monthly meeting.

**Park Permit Applications Filed by Joanne Kristoffersen, Baby Shower, Duck Pond Pavilion, September 8, 2013; Sharon Losacco, Wedding Ceremony, Reid Park Gazebo, September 28, 2013; MPC, Inc., Company Picnic, Duck Pond Recreation Area and Duck Pond Pavilion with Beer/Wine Permit, June 21, 2014; Big Foot Recreation District, Park House Fall Program Schedule**

Joanne Kristoffersen would like to add a Beer and Wine Permit to her application for the Duck Pond Pavilion on Saturday, September 8, 2013, so an additional \$75 Use Fee is required, as well as refundable \$150 security deposit. Kristoffersen has paid a total fee of \$125 to date, so she still owes \$175.

Wilson/Green 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Park Permit application filed by Joanne Kristoffersen for the Duck Pond Pavilion for Saturday, September 8, 2013, with a Beer and Wine Permit, with the condition the \$300 fee is paid prior to the event. The MOTION carried without negative vote.

Sharon Losacco filed an application for the Reid Park Gazebo for Saturday, September 28, 2013, from 10:00 am to 3:00 pm for a wedding. The \$150 application fee and the \$50 security deposit have not been paid.

Wilson/Green 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Park Permit application filed by Sharon Losacco for the Reid Park Gazebo on Saturday, September 28, 2013 from 10:00 am to 3:00 pm, with the condition that the Use Fee totaling \$150 and the \$50 refundable security are paid prior to the event. The MOTION carried without negative vote.

MPC, Inc., Walworth, filed an application for its company picnic to be held Saturday, June 21, 2014 from 11:00 am to 4:00 pm. The application is for the Duck Pond Pavilion with a Beer and Wine permit, and for the Duck Pond Recreation Area. The application fee schedule calls for a Use Fee for both the Duck Pond Pavilion and for the Duck Pond Recreation Area, and there is an additional Use Fee for the Beer and Wine Permit. So the total fee is \$225, plus a \$150 refundable security deposit, for a total of \$375.

Wilson/Gail Hibbard 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Park Permit application filed by MPC, Inc., for the Duck Pond Recreation Area and the Duck Pond Pavilion, with a Beer and Wine Permit, on Saturday, June 21, 2014, with the condition the \$375 total fee is paid prior to the event. The MOTION carried without negative vote.

The Big Foot Recreation District filed an application for its fall preschool programs at the Park House on September 10, 2013, October 8 and 22, 2013, November 9, 12, and 19, 2013, and December 10, 2013. The permit fees are paid by the district based on the number of participants.

Wilson/Green 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the Park Permit application filed by the Big Foot Recreation District, and the MOTION carried without negative vote.

**Invoice Received for Pig in the Park Event**

The Park Commission owes \$4,547 to the General Fund to settle the debt for the Little Foot Playground pirate ship purchase. There is \$2,917 in the Park Commission's Little Foot Playground account, so the balance remaining is \$1,630. Mary Green said that the proceeds from the sixth annual Pig in the Park should be more than the current balance due, especially if there is good weather on August 31, 2013. After the debt is settled, the profits from the Pig in the Park will be split with the Park Commission receiving 30 percent, and the Dan Green's Touch A Life, Heal A Heart, Inc., charitable organization receiving 70 percent.

**Any Other Concerns**

The lighthouse at the Little Foot Playground is being rebuilt by Home Design, Mfg., and is scheduled to be installed prior to the Pig in the Park event. The memorial plaques will be remounted with the new lighthouse.

**Adjournment**

Wilson/Coates 2<sup>nd</sup> made a MOTION to adjourn the meeting at 7:24 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: 9/18/2013