

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

MONTHLY MEETING of the PARK COMMISSION
Wednesday, September 17, 2008

Chairperson Sarah Lobdell called the meeting of the Park Commission to order at 6:00 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, Melissa Colby, Dan Green, Trustee Diane Lewis

Park Commissioner absent: Robert Stewart

Also present: Administrator Kelly Hayden-Staggs, Bill Henry, Gail Hibbard, Village Clerk Dennis Martin, CDA Executive Director Joseph McHugh, Trustee Micki O'Connell, President Ron Pollitt, Big Foot Recreation Director Chuck Thiesenhusen, Director of Public Works Craig Workman

Approval of Minutes

Wegner/Krei 2nd 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

Bill Henry stated that he owns a lot in the Pheasant Ridge subdivision that is adjacent to the Village owned parcel that is in a conservation easement. Henry stated that noxious, undesirable trees such as honey suckle and buckthorns that are growing on the Village owned parcel are crowding out the desirable trees and are growing onto his lot. Henry stated that he and his neighbor are concerned that the undesirable species of trees will spread to their parcels and adversely affect their successful reforestation efforts. Henry stated that he and his neighbor are willing to fund the hiring of a professional firm that is recognized by the Wisconsin Department of Natural Resources and the U.S. Department of Agriculture to develop and carryout a three phase project to get rid of the noxious trees and produce a healthy woodland area. Henry stated that the state and federally approved forest management plan includes indentifying and shredding the undesirable species, spraying the former locations of the undesirable trees to prevent them growing back, and conducting a controlled burn to prevent the noxious weeds from growing back. Workman stated that the Village owned lot is a 17-acre parcel located to the south of Glenwood Terrace and to the north of the Pheasant Ridge subdivision. O'Brien stated that the Park Commission will have to take into consideration the future maintenance requirements after the initial three phases of the project are completed. Henry stated that the DNR and U.S. Department of Agriculture require surveys of the project area and delineation of the treatment and protected areas. Lobdell stated that the Village will research the conservation easement for the parcel and further investigate the proposal prior to next month's meeting. Henry stated that the project should be completed in the fall and the project area would be only about 100 feet into the village owned parcel. Lobdell stated that the proposal and conservation easement will be reviewed and the request can be put on the agenda for the October 15, 2008 Park Commission meeting. Recreation Director Chuck Thiesenhusen stated that the Big Foot Recreation District fall recreation guide has been published and distributed. The current guide contains a public interest survey and Thiesenhusen asked everybody to fill it out and return it so the district can better determine program interest and future needs.

Announcements

Lobdell stated that the initial Finance Committee budget meeting for the Park Commission is scheduled for Friday, September 19, 2008 beginning at 4:00 PM.

General Business

Park House Use

The Park House was used 16 times in August 2008.

Treasurer's Report

Krei presented the treasurer's report as of August 31, 2008.

Plan Commission Report

Lobdell stated that the Plan Commission recommended approval of a few minor amendments to the caretaker's quarters section of the lakefront zoning ordinance following the third public hearing on Monday, August 25, 2008. Lobdell stated that the Plan Commission tabled consideration of adopting an ordinance to regulate the development of windmills in the Village and the ETZ District because staff requested more research time.

Public Works Report

Workman stated that the DPW crew began excavating the shorepath area that day and the replacement bricks and landscape areas will be completed the next day. Workman stated that the DPW crew assisted with the replacement of the Van Slyke Creek culvert on South Main Street and reseeded the grass areas in Reid Park. Workman stated that a whole slate of street and utility projects are underway; however, the Third Avenue project will most affect the parks, with some landscaping projects. President Pollitt stated that he wanted to thank the Public Works Department for its work on the landscaping around the new Mill House Pavilion prior to the recent open house event. President Pollitt stated that the project is 99 percent complete. Melissa Colby stated that she observed the first class of Fontana Elementary School students using the Mill House Pavilion earlier that day. O'Brien stated that Roy Diblik will be working with fifth-grade students later in the fall on a planting project at the Mill House Pavilion. President Pollitt stated that the Garden Club had the bench they purchased for the Village delivered to the Mill House Pavilion, but it has not yet been installed. The Park Commission is waiting until the landscaping plan is complete prior to selecting a location for the bench. O'Brien stated that the club members indicated that they want to donate a second bench to the Village for placement at the Mill House Pavilion site.

Blue Ribbon Lakefront Building Committee Report

Krei attended the last meeting because Green was not available. Krei stated that the committee finalized the public interest survey at the last meeting. McHugh stated that the survey was finalized and it was submitted to the publishing company to be printed. The survey also has been posted on the Village of Fontana website, under the Alerts and Announcements section.

TID Maintenance – Items/Update

McHugh stated that he requested that the Park Commission add the agenda item for its monthly meetings after concerns were stated last month about some specific items. McHugh stated that the concerns brought up last month have been addressed; however, he would like have a project list established so maintenance requirements can be scheduled. McHugh stated that a punch list of items with a schedule of completion dates could be drafted and reviewed to make sure the recently created landscaped and planting areas are maintained in the future. O'Brien stated that three of the new planting beds at the Duck Pond Recreation Area were scheduled to be planted the next day.

Dan Green had to leave the meeting at 6:15 PM. Before he left, the Park Commission and members of the audience commended Green for his hard work in making the Pig in the Park event such a great success.

The Park Commission members were in consensus that a landscape maintenance plan should be drafted for the CDA projects that were completed during the last few years. McHugh stated that in particular, he wants to make sure the Village has the annual maintenance requirements for the natural prairie restoration area being created at the Duck Pond. Following discussion, the Park Commission directed Sharon O'Brien to meet with McHugh and Terry Guen to start work on the landscape maintenance plan on Wednesday, September 24, 2008 at 1:00 PM at the Duck Pond.

RFP for Parks/Green Space Manager

Hayden-Staggs distributed a draft copy of the Request for Proposals and stated that the document was really a rough draft that requires further input. Hayden-Staggs stated that she drafted the proposed RFP after a couple meetings of the subcommittee. Hayden-Staggs stated that the plan is to put out the RFP and request that the firms that submit bid to determine the economic value of the position. Once the value of the position is determined, the Village will be able to further define the scope of the new position. Hayden-Staggs

asked the Park Commission members to read the draft and to let her know if any items or responsibilities were not included. Hayden-Staggs stated that she will incorporate any suggestions or additions into the RFP and have it published in the area newspapers. The deadline for submission of the RFP will be October 15, 2008 at 4:00 PM. The Park Commission is scheduled to meet on October 15, 2008 at 6:00 PM and the item will be included on the agenda.

Old Business

Little Foot Playground Improvements: Update

Workman stated that all the new equipment for phase one of the renovation project has been installed. The Park Commission members were in consensus that the new area looks great. The Park Commission received a letter from the Big Foot Lions Club on September 15, 2008 that states that club voted to pledge \$30,000 toward the purchase of the new playground equipment. Payments will be made in the amount of \$6,000 each February for the next five years. Hayden-Staggs stated that the Rotary Club also will be solicited for a donation.

Pig in the Park Recap

Hayden-Staggs stated that revenue is still coming in and there are still T-shirts available for sale, but the preliminary profit-loss report indicates a profit of about \$5,000 from the inaugural event. O'Brien stated that with the profits and the funds pledged by the Lions Club, maybe the Village Board would approve the acquisition of the new pirate ship this year so it could be installed by next spring. Hayden-Staggs stated that the ship will cost about \$56,000, with the flooring costing an additional \$10,000. The first phase of the renovation plan was funded by the CDA contribution. O'Brien stated that she would love to see the new ship installed by spring and she is sure the fund-raising efforts and potential donation from the Rotary Club will produce the rest of the funds. Hayden-Staggs stated that Green has some other fund-raising ideas, including hosting an event for the New Year holiday.

2009 Budget Preparation

Lobdell stated that the first meeting with the Finance Committee will be held Friday, September 19, 2008. The Agrecol contract is expiring and it is uncertain if it will be renewed and kept in the Park Commission budget. A meeting with a representative of Agrecol will be scheduled to review the current contract and to receive a proposal for renewing the contract. Also, the results of the RFP for a Parks/Green Space Manager may alleviate the need for the Agrecol maintenance contract. O'Brien, Krei and Lobdell will finalize the Park Commission budget proposal and attend the Finance Committee meeting. Hayden-Staggs stated that the Little Foot Playground project budget proposal for the Park Commission will be highlighted separately from the traditional budget proposal.

Frisbee Golf Course Maintenance & Permanent Baskets

Lobdell distributed a draft of a solicitation letter she wrote to send to area businesses and civic organizations. Lobdell asked the Park Commission members to review the letter and provide feedback before it is mailed out.

Van Slyke Creek Culvert & Grant Opportunity

Wegner stated that the new culvert under South Main Street looks nice and she thanked the Department of Public Works for working with the contractor on the project, which required a lot of hard work. Wegner stated that she will contact the USDA to inform them that the terms of the grant program have been fulfilled and she will request the grant money be transferred to the Village. Wegner stated that nothing further will be done in the creek for the next year to determine the effectiveness of the work completed to date, and to determine if more work will be required.

New Business

Parks and Open Space Plan 2009

Lobdell stated that she has researched the current Village of Fontana Parks and Open Space plan, which expires in January 2009. Lobdell stated that the current plan, which was prepared by Cedarburg Science, has to be updated to exclude items that have been accomplished and to incorporate new data. Lobdell stated that she has the update requirements and she will incorporate them into the current plan.

Fall Bulb Planting

Lobdell stated that the Park Commission should schedule a date for the fall bulb planting. Gail Hibbard

stated that she will provide the date to all of the Garden Club members, who have expressed interest in providing volunteer gardening services to the Park Commission. Hibbard stated that following last month's Garden Club meeting at which Workman and McHugh talked about the Village's landscaping and planting areas, the club members are very enthusiastic to help. Hibbard stated that the Garden Club also is interested in donating funds to the Park Commission for purchasing plants and flowers, and the individual members are willing to help plant flowers, pull weeds and harvest perennial seeds from the Village planting areas. McHugh stated that the Park Commission can save money by figuring out what bulbs they want to plant and purchase them directly. O'Brien will work with Diblik to prepare a list of bulbs to be ordered directly by the Village. McHugh stated that he will assist in ordering the bulbs. Following discussion, the Park Commission members were in consensus that the fall bulb planting day should be scheduled for Saturday, October 25, 2008 beginning at 8:30 AM in Reid Park. Bulbs will be planted in Reid Park around the restrooms/pavilion building and beach house and in the median beds.

Northwind Perennial Farm Proposal for \$1,780 for Duck Pond Plantings

Roy Diblik submitted a list of plants for the first three of eight landscaped beds in the CDA's development plan for the Duck Pond Recreation Area. The first three beds are located between Highway 67 and the new bridge across the pedestrian path. O'Brien stated that the list of plants total \$1,780 and there will be an additional charge of about \$140 for labor. The CDA is funding the project. O'Brien stated that she and Diblik will be providing free planting services on Thursday, September 18, 2008; however, there will be one employee from Northwind Perennial Farm working with them on the laborious tasks.

O'Brien/Wegner 2nd made a MOTION to approve the plant list for the first three flower beds at the Duck Pond Recreation Area as presented by Northwind Perennial Farm, and the MOTION carried without negative vote.

Bills to Pay

Arbor Day Foundation, \$10 Annual Membership Fee

Pig in the Park Invoices from Sharon Fire and Rescue, \$200 for Tent Rentals; CJW, Inc., \$1,050 for Beer; Lakes Area Rental, \$314 for Fun House; Wally Bullard, \$200 for music; and Heyer True Value, \$128 for Tent Rentals

Four Agrecol Invoices Totaling \$6,024

Krei stated that the Park Commission received invoices for the annual Arbor Day Foundation membership fee, \$10; for Pig in the Park expenses from Sharon Fire and Rescue, \$200 for tent rentals, from CJW, Inc., \$1,050 for beer, from Lakes Area Rental, \$314 for the Fun House, from Wally Bullard, \$200 for music, and from Heyer True Value, \$128 for tent rentals; and four Agrecol invoices totaling \$6,024.

Wegner/O'Brien 2nd made a MOTION to approve payment of the invoices as submitted, and the MOTION carried without negative vote.

Park Requests

LaRussa/Pefley, October 11, 2008, 4:00 PM, Fontana Beach

Hayden-Staggs stated that since the application is for a wedding to be held on the beach, the matter falls under the jurisdiction of the Lakefront and Harbor Committee and there was no action necessary by the Park Commission. Hayden-Staggs stated that technically, anybody can use the beach area free of charge during the off season, and the couple is not requesting any special accommodations. Hayden-Staggs stated that she will call the applicants and inform them that they can hold their wedding ceremony on the beach.

Any Other Comments or Concerns

Trustee O'Connell asked if the Park Commission had checked into erecting a sign on Mohr Road to direct people to the public shorepath. Lobdell stated that the Park Commission will check into the matter. O'Connell stated that the Village owned parcel at the end of Mohr Road should be added to the list of Village park areas that should be monitored for maintenance needs.

Pending Items for Future Agendas

1. Park Maintenance Plan
2. Volunteer Opportunities (Master Gardeners Group)
3. Park Open House Events
4. Landscape Plans for VOF/Pheasant Ridge Corner Lot at County Highway B & Indian Hills Road
5. Brick Program

6. Pet Waste
7. Money Raising Opportunities
8. Initial Discussions on Parks & Forestry Operations Manager

Adjournment

O'Brien/Krei 2nd made a MOTION to adjourn the meeting at 6:56 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: 10/15/08