

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

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

Vice Chairperson Jill Wegner 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: Jill Wegner, Nancy Krei, Melissa Colby, Sharon O'Brien

Park Commissioners absent: Sarah Lobdell, Robert Stewart, Jill Wegner, Trustee Diane Lewis

Also present: Gwen Clausius, Administrator Kelly E. Hayden-Staggs, Gail Hibbard, Village Clerk Dennis Martin, CDA Executive Director Joseph McHugh, Victoria McHugh, Big Foot Recreation Director Chuck Thiesenhusen

Approval of Minutes

O'Brien/Krei 2nd made a MOTION to approve the minutes submitted for the meeting held November 19, 2008, as presented, and the MOTION carried without negative vote.

Visitors Heard

Chuck Thiesenhusen of the Big Foot Recreation Department stated that the Winter/Spring Recreation Guide will be mailed out in the next few weeks. Thiesenhusen stated that the guide will include program offerings that were planned to address comments the department received in a community survey. The results of the survey also indicated that 72 percent of the respondents believe that the indoor recreation space available in the district could be improved and that they would be willing to donate funds to help pay for a renovation.

Announcements

Fontana Garden Club members Gwen Clausius and Gail Hibbard were present for a photograph opportunity regarding the club's \$1,000 donation to the Park Commission.

General Business

Park House Use

The Park House was used 12 times in November 2008.

Treasurer's Report

Krei presented the treasurer's report as of November 30, 2008.

Plan Commission Report

The Plan Commission monthly meeting for December was cancelled because of quorum concerns. The Plan Commission will be considering two Conditional Use Permit applications and an ETZ Petition to Amend the Zoning Ordinance at its January 26, 2009 meeting.

Public Works Report

Craig Workman was not able to attend the meeting; however, the parks are all snow covered and the remaining work for the ongoing construction projects will be completed in the spring.

Blue Ribbon Lakefront Building Committee Report

McHugh stated that the committee has solicited RFPs after reaching a consensus at its last meeting to recommend the renovation of the existing building, instead of razing the building and constructing a new structure or converting the area to green space. McHugh stated that there have been dozens of RFPs submitted already and there are many contractors interested in the project.

TID Maintenance – Items/Update

McHugh stated that he has not received any other comments since last month's meeting regarding areas in need of maintenance.

Old Business

Park and Open Space Plan 2009

Wegner stated that Sarah Lobdell is still working on updating the Park and Open Space Plan, which expires December 31, 2008. Wegner stated that the Park Commission may have to hold a special meeting in December in order to finalize the plan so it can be adopted by the Village by January 2009.

Tree City USA Application Update

Lobdell completed the application, which had to be submitted December 31, 2008.

O'Brien/Colby 2nd made a MOTION to approve the Tree City USA application as presented, and the MOTION carried without negative vote.

Pirate Ship Order and Detail of Commitment

Hayden-Staggs stated that the Village Board authorized the purchase at its last meeting and the new pirate ship for the Little Foot Playground has been ordered. Hayden-Staggs stated that the Park Commission will have to raise funds to pay off the debt. Hayden-Staggs stated that the Big Foot Lions Club has committed \$30,000 over the next five years, and between the funds raised at the Pig in the Park event and a potential donation from the Rotary Club, the Park Commission should not have a problem paying off the debt.

Tree Ordinance Amendments

A draft of proposed amendments to the Tree Ordinance was prepared and distributed by Assistant Zoning Administrator Bridget McCarthy. The Park Commission members were asked to review the proposed amendments and provide input during the next month.

Benches for Porter Court Plaza

McHugh stated that the CDA Board requested that the Park Commission select benches and determine appropriate locations for the benches in the new Porter Court Plaza. McHugh stated that he did not want a decision made at the meeting, but he asked the Park Commission to visit the Porter Court Plaza and consider how many benches would be appropriate and what the best locations would be for the benches. O'Brien stated that she prefers the black steel benches, especially since they would match the benches that will be installed in the Third Avenue project. The benches are available at a 6-foot length or at an 8-foot length. McHugh asked the Park Commission members to visit the site and make a recommendation at next month's meeting.

New Business

Beer and Wine Permit for Special Events at Duck Pond Recreation Area

The Village Board directed the Park Commission to consider rules and regulations for the issuance of permits to consume beer and wine at special events at the Duck Pond Recreation Area. A model ordinance will be presented at next month's meeting for input from the Park Commission. Krei stated that the Village should charge a higher fee for the permit that will be required for beer and wine consumption at the Duck Pond. Hibbard stated that some Chicago area municipalities charge user fees for large groups that use the parks as a means to raise extra park funds. Hayden-Staggs stated that the idea of renting picnic tables also has been considered in the past as a means to raise extra park funds.

Signage for Fontana Fen and Mill House Pavilion

Hayden-Staggs stated that the Park Commission designed a uniform sign for the parks a few years ago. Hayden-Staggs stated that if the Park Commission members still like that design, new signs need to be ordered for the Fontana Fen and for the new Mill House Pavilion. Hayden-Staggs stated that a decision did not need to be made that night since the new signage cannot be erected until spring.

Offer by Paulette Case to Donate Memorial Park Bench on Lakefront

Hayden-Staggs stated that Paulette Case recently contacted the Village and offered to purchase a new bench as a memorial to her sister, who recently died. Case stated that her sister visited Fontana for many years and she loved to sit on the bench at the lakefront. Hayden-Staggs stated that the lakefront benches are currently in place, and one of those benches could be dedicated to Case's sister. Hayden-Staggs stated that a plaque could be mounted on an existing bench, and the bench to be purchased by Case could be erected somewhere else on Village parkland. O'Brien stated that she thinks the proposal is a good idea and she does not see a problem mounting a plaque on one of the existing benches. Hayden-Staggs stated that she will contact Case

and inform her that the Park Commission favors the proposal.

Bills to Pay

The Village will be receiving a bill for about \$50 for flowers that were sent to Sarah Lobdell, who delivered a baby boy on December 7, 2008.

O'Brien/Krei 2nd made a MOTION to approve payment of the bill the Village will be receiving from Frontier Flowers at an amount not to exceed \$60, and the MOTION carried without negative vote.

O'Brien stated that she contacted local resident Porter Harrett, who has the business Porter's Digital Input, for assistance in preparing a "notebook" that delineates all the different plants in the 10 Village flower beds. O'Brien stated that the notebook features images of each plant, a description of the plant and its location in the Village flower beds. Harrett used the Internet to research the plants and transferred the images and information into a digital format that can be uploaded onto the Village website or printed for hard copies for public distribution. O'Brien stated that she will investigate the copying costs for printing the "notebook" to be available for public distribution. O'Brien stated that Harrett charges \$5 an hour and he worked a total of 17 hours. O'Brien stated that she did not receive prior approval, but she asked if the Park Commission would consider approving payment of the invoice. Hayden-Staggs stated that Harrett is providing a valuable service for a very reasonable price and the funds can be found in the Park Commission budget.

Wegner/Colby 2nd made a MOTION to approve payment of the \$85 invoice to Porter's Digital Input, and the MOTION carried without negative vote.

Park Requests

The Fontana Garden Club submitted an application to use the Park House for its annual Garden Fair scheduled for May 23 and 24, 2009. The club would like the Park House available to set up on Friday, May 22, 2009, and the sale will take place on Saturday and Sunday, May 23 and 24, 2009.

Krei/O'Brien 2nd made a MOTION to approve the application filed by the Fontana Garden Club to use the Park House May 22 to 24, 2008, with the fee waived for the nonprofit organization, and the MOTION carried without negative vote.

Anita Puckett and Steven Fields submitted an application to use the Reid Park Gazebo for a wedding ceremony on Saturday, September 19, 2009, from noon to 4:00 PM. Martin stated that the Gazebo is available that date, but the applicants have not paid the required \$75 fee.

Wegner/O'Brien 2nd made a MOTION to approve the park permit application filed by Anita Puckett and Steven Fields to use the Reid Park Gazebo on September 19, 2009, from noon to 4:00 PM, with the condition that the \$75 fee is paid, and the MOTION carried without negative vote.

Any Other Comments or Concerns

McHugh asked the Park Commission if a controlled burn was planned for the Fontana Fen next year. O'Brien stated that it has been about three years since a burn was conducted at the Fen, and another burn should be conducted as soon as possible. Hayden-Staggs stated that the Village was recently contacted by the Wisconsin Department of Natural Resources when the Village DPW was burning the yard waste pile. Hayden-Staggs stated that the Park Commission should make sure to contact the DNR for approval to burn to the Fen. McHugh stated that Fire Department Assistant Chief Jon Kemmett received DNR approval for a controlled burn on the Abbey property last year.

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

Adjournment

O'Brien/Wegner 2nd made a MOTION to adjourn the meeting at 6:40 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: 01/21/2009