

VILLAGE OF FONTANA ON GENEVA LAKE  
WALWORTH COUNTY, WISCONSIN  
(Official Minutes)  
MONTHLY MEETING of the PARK COMMISSION  
**Wednesday, December 19, 2012**

Trustee Cindy Wilson called the meeting of the Park Commission to order at 6:04 pm at the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

**Park Commissioners present:** Trustee Cindy Wilson, Laura Coates, Gail Hibbard, Sandra Hibbard, Sarah Lobdell

**Park Commissioners absent:** Lynne Frost, Mary Green

**Also present:** Jade Bolack, Administrator/Treasurer Kelly Hayden, Merilee Holst, Lynn Ketterhagen, Village Clerk Dennis Martin, Trustee Rick Pappas, Stacey Yarmo-Schiesser

**Approval of Minutes**

Lobdell/Coates 2<sup>nd</sup> made a MOTION to approve the minutes for the meeting held November 14, 2012, as presented, and the MOTION carried without negative vote.

**Visitors Heard**

None

**General Business**

**Park House Use**

The Park House was used two times in November 2012.

**Treasurer's Report**

Lobdell presented the November 2012 treasurer's reports.

**Plan Commission Report**

The Plan Commission has a public hearing scheduled for Thursday, December 27, 2012 beginning at 5:00 pm to consider a Conditional Use Permit application filed by the Abbey Resort to authorize new monument signs and the use of vinyl siding for a 50<sup>th</sup> anniversary renovation project.

**Public Works Report**

Hayden stated that despite the departure of former Public Works Director Craig Workman, business is running as usual at the Department of Public Works. Hayden stated that Utility Department Lead Man Dennis Barr and Street Department Lead Man Ron Adams are in charge of their respective departments.

**Park Commission Maintenance List – Items/Update**

The updated list was distributed. Gail Hibbard asked if the trees on Highway 67 have been wrapped with protective material for the winter. Gail Hibbard stated that the trees have to be protected from salt or they will die. The commission also directed Martin to make sure that the bird houses at the Hildebrand Nature Conservancy and at the Oak Savanna have been cleaned out this fall. During a discussion on the new playground certified mulch that is in the 2013 budget, it was determined that the DPW crew should be directed to rake and spread the mulch evenly throughout the swing-set and slide area at the Little Foot Playground on a weekly basis.

**Old Business**

**Park House Promotional Brochure & Website Page – Defer to January**

Wilson stated that the agenda item will be deferred to the monthly meeting in January, when Assistant Zoning Administrator Bridget McCarthy will be able to attend. Sandra Hibbard stated that the Park Commission should consider creating package deals to attract people to rent the Park House. Sandra Hibbard stated that packages with themes for a day at the beach or for birthday parties could be promoted, with daily beach passes offered with the Park House rental fee. Wilson stated that the Park Commission could also supply information on catering from local businesses for birthday parties. Wilson stated that Sandra Hibbard should work with McCarthy on some of the ideas to be presented at the January 16, 2013 monthly meeting.

### **Park Permit Application Amendments**

At last month's meeting, the Park Commission members stated that they would like to review the current Park Permit application and fees for possible amendments and to create a security deposit and resident and non-resident fees. The Park Commission members were given copies of the current Fontana application, as well as copies of the park applications from Lake Geneva, Delavan, Walworth and Mukwonago, to review for next month's meeting. Williams Bay only allows civic organizations to use its park, for no fee, but with Village Board approval. Lobdell stated that the Park Commission could consider creating different fee amounts for events that are shorter in duration, and maybe a streamlined approval process for Park House events.

### **Volunteer Work Opportunities Update**

Hayden stated that with about a three-week notice, the Park Commission could solicit volunteer help from the local Cub Scouts to pull garlic mustard. Gail Hibbard stated that she had suggested also soliciting help from the soccer program participants at the Duck Pond Recreation Area to help pull garlic mustard and put it in black bags. The Park Commission directed Martin to have an item on the March 20, 2013 meeting agenda to commence planning to organize garlic mustard pulling volunteers for the spring.

### **Mohr Road Update and Deed Restrictions**

Hayden stated that the Village Board directed Village Attorney Dale Thorpe to draft deed restrictions for the Mohr Road Park parcel; however, the restrictions may have to take into account the pending landscaping improvement plan, which may include a trellis and other items that will have to be delineated in the deed restrictions. Wilson stated that the Village received a message from Michael O'Halloran earlier in the day that states he and his wife will be in the Village in January and they would like to schedule a meeting with the subcommittee members. Merilee Holst asked if members of the public will be given an opportunity to provide input on the deed restrictions being drafted by the village attorney. Hayden stated that the draft of the deed restrictions will be presented at a Village Board meeting for consideration, and if Holst or a member of the public wants to provide suggestions for the draft they can be submitted to the village. Wilson asked Holst if she wanted to be a member of the subcommittee appointed to work on a landscaping plan and to review the deed restrictions for the parkland, and Holst replied that she would be willing to serve. Gail Hibbard will make sure Holst is notified of the next subcommittee meeting in January. Hayden stated that Ron Adams or a member of the Public Works crew will be able to fill Workman's sport on the subcommittee.

### **New Business**

#### **Park House Awning and Signage**

Wilson stated that the west side of the Park House is exposed to direct sunlight in the summer and she would like to propose the purchase and installation of a window awning, with the Park House name and the Park Commission logo printed on it. Wilson stated that the awning will help keep the Park House cooled down and it will prevent sunlight from creating glare inside the Park House; and it will provide an identifying sign for the building. Wilson stated that Linda Stevenson of Trendsetters, Inc. provided a graphic depiction of a proposed awning, to match the font and the color of the other park signs. Wilson stated that the awning would drop down from the three windows facing the alley to the middle of the windows, and it would drop straight down and not project into the adjacent bushes or alley. Wilson stated that the awning/sign will draw attraction to the Park House and help market the facility. Wilson stated that the \$1,109 estimate provided by Stevenson does not include the addition of the Park Commission logo, which she would like to have added to the awning. Hayden stated that the estimate includes 5.5 percent sales tax, which the village will not have to pay. Hayden stated that the Park Commission has enough funds left in the 2012 budget to cover the purchase and installation costs; however, the proposal has to be approved and the Village has to take delivery of some of the awning or the mounting brackets prior to the end of the year to use 2012 budget funds.

Lobdell/Coates 2<sup>nd</sup> made a MOTION to recommend Village Board approval of allocating 2012 Park Commission budget funds in an amount not to exceed \$1,200 to purchase and have a window awning/sign installed on the west side of the Park House as presented, with the Park Commission logo added. The MOTION carried without negative vote.

#### **2013 Christmas Decorations Ideas for Memorial Trees or Tree Garden & Light Poles Down Fontana Boulevard**

Wilson stated that she was contacted by Stacey Yarmo-Schiesser, who was seeking information on how to designate a planted tree as one of the Park Commission's Memorial Trees. Yarmo-Schiesser stated that there is a memorial tree that was planted between the gazebo and marina building in Reid Park by the late Thel

Shoberg, and as well as having the evergreen tree designated as a Memorial Tree, she would like it decorated with holiday lights. Hayden stated that the village currently has holiday lights put on the evergreen trees in the village parks that are located close to an electrical source. Wilson stated that maybe the tree planted by Shoberg could just be decorated and not illuminated if there is not an electrical source located close enough to the tree. Yarmo-Schiesser stated that the DPW previously informed her that a small trench could be dug to lead an electrical line to the tree. Hayden stated that she can check with Matt Moore at Blackstone Landscaping and ask him what the best method would be to get holiday lights put on the evergreen tree planted by Shoberg. The Park Commission directed Martin to add an agenda item for the next monthly meeting to have the evergreen tree added to the list of Village of Fontana Memorial Trees. With regard to the light poles on Fontana Boulevard, Lobdell stated that maybe the old, shabby holiday decorations should be taken down and the area would just be decorated by the lights in the trees and by the Abbey Resort decorations. The Park Commission had requested funds in the 2013 budget to purchase new decorations for Fontana Boulevard, but the funds were removed by the Village Board prior to final approval. Gail Hibbard stated that maybe the current decorations could be refurbished. Gail Hibbard stated that when they are taken down, the Park Commission members should take a look at them and add some new lights or spruce them up with new decorations. Hayden stated that the poles could be wrapped with holiday themed decorations. Wilson stated that maybe the local schools could be contacted and the poles designated for each class to decorate. The Park Commission members decided to take a look at one of the old decorations when they come down after the holiday season and further discuss the situation at its monthly meeting in February.

### **Blackstone Contract Term and Items of Responsibility**

Hayden stated that the contract for landscaping and park maintenance services with Blackstone expired November 30, 2012; however, before a renewal proposal is presented for consideration, she would like to meet with the firm and discuss the division of job duties with the DPW crew. Hayden stated that the plan is for her and Wilson to meet with Moore and figure out what areas and job duties will be handled by Blackstone and what will be handled by the DPW crew. Hayden stated that the meeting date will be scheduled and she will contact the Park Commission members in case they want to provide input.

### **Tree City Application for 2013**

Lobdell and Martin are working on submitting the renewal application online. Total annual expenses for the maintenance and planting of trees on Village property has to be added to the application before it is filed. Trustee Wilson/Lobdell 2<sup>nd</sup> made a MOTION to approve the filing of the renewal application for the Tree City USA designation, and the MOTION carried without negative vote.

### **Fire Department Party on the Ice Approval and Recommendation**

The Fire Department is planning an Ice Gone Wild fundraising party on the municipal beach and on the ice if possible on Saturday, January 26, 2013 beginning at noon. A temporary beer and wine license has been applied for by the Dan Green's Touch A Life, Heal A Heart, Inc. nonprofit organization. Hayden stated that the Fire Department also would like to have Temporary Operator's Licenses issued for Wolf Nitsch, Joe Special and Klaus Nitsch for the event, as well as for herself. Lobdell stated that the Fire Department should be authorized to also use Reid Park in case the ice has not frozen over on Geneva Lake.

Lobdell/Coates 2<sup>nd</sup> made a MOTION to recommend approval of the Fire Department Ice Gone Wild fundraising party on the municipal beach and in Reid Park if necessary on Saturday, January 26, 2013; to approve the Temporary Liquor License application as presented; and to approve Temporary Operator's License applications for Kelly Hayden, Wolf Nitsch, Joe Special and Klaus Nitsch. The MOTION carried without negative vote.

### **Invoices & Any Other Comments/Concerns**

None

### **Adjournment**

Lobdell/Coates 2<sup>nd</sup> made a MOTION to adjourn the meeting at 7:06 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: 1/16/2013