

VILLAGE OF FONTANA ON GENEVA LAKE  
WALWORTH COUNTY, WISCONSIN

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REGULAR MEETING of the COMMUNITY DEVELOPMENT AUTHORITY

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(OFFICIAL MINUTES)

Wednesday, June 06, 2007 @ 5:30 PM

Chairman Turner called the regular monthly meeting of the CDA Board to order at 5:40 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

Commissioners present: Roll call vote: Chairman Turner, Fisk (Arrived @ 5:40 pm), Hibbard, Chanson & Bliss (Arrived @ 5:58 pm).

Commissioners absent: Commissioner Petersen & Wilson.

Also present: CDA Executive Director Joseph A. McHugh.

Announcement for CDA to Consider Going into Closed Session – Chairman Turner

Commissioner Hibbard/Commissioner Fisk 2<sup>nd</sup> made a MOTION for the CDA to go into closed session pursuant to Chapter 19.85 (1) (e) Wis. Stats. “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” specifically: Acquisition of TID Properties, and a roll call vote followed:

Turner – Yes  
Fisk – Yes  
Hibbard - Yes  
Chanson – Yes

The MOTION carried on a 4-0 vote, with Commissioners Petersen & Wilson absent and Commissioner Bliss not yet at the meeting.

Commissioner Bliss arrived and entered the closed session meeting @ 5:58 pm.

Adjournment of Closed Session

Chairman Turner/Commissioner Hibbard 2<sup>nd</sup> made a MOTION to adjourn the CDA’s Closed Session at 6:01 pm and to reconvene in open session, and the MOTION carried without negative vote.

The meeting room was opened and Chairman Turner announced that the Community Development Authority was back in open session at 6:02 pm.

Also present: Village President Ron Pollitt, Treasurer Peg Pollitt (Arrived @ 6:08 pm), Librarian Nancy Krei, Carolyn Esswein (PDI – Arrived @ 6:05 pm), & Brad Drefcinski (BD Design – Arrived @ 6:05 pm).

Visitors Heard

Chairman Turner asked if there were any visitors who wished to be heard and no response was received.

Announcements

Chairman Turner noted the announcements listed on the agenda.

Approve Minutes

Commissioner Chanson/Commissioner Hibbard 2<sup>nd</sup> made a MOTION to approve the minutes for meeting held on May 02, 2007 and the MOTION carried without a negative vote.

Approval of Current Payables

Executive Director McHugh reviewed the claims payable report, prepared by Treasurer Pollitt, for a total of \$73,620.91. He noted that the payment to Roy Diblik was in excess of the originally approved budget of \$15k, but was being presented for payment as a professional services expense to layout the landscaping. He further noted that the \$15k payment to Prairie Tree Landscaping Services, for the actual landscaping, would be held by DPW Workman pending confirmation from Roy Diblik that all plant material had been installed as per plan.

Commissioner Chanson/Commissioner Fisk 2<sup>nd</sup> made a MOTION to approve the current payables, totaling \$73,620.91, and the MOTION carried without a negative vote.

Finance Reports

Full Accounting Statement & Value Increment Calculations

Chairman Turner reviewed the updated Full Accounting Statement and asked why the report now projected a deficit of \$380,906. Executive Director McHugh explained that the projected increment for the “Cliffs of Fontana” project in the quarry was still not included, and that the cost for the proposed Kinzie Street Reconstruction Project had been incorporated as requested at the previous meeting. Commissioner Hibbard expressed concern with adding projects that would cause a deficit. Commissioner Chanson agreed. Chairman Turner moved to Item #17(a) on the agenda.

Pending / Future Items

Ruekert Mielke Proposal – Kinzie Engineering Services (Tabled | March, 07, 2007)

Chairman Turner noted that the proposal from Ruekert Mielke for engineering services for the Kinzie Street Reconstruction project had been tabled several times in the past, and asked if there was still willingness to fund the project. He noted that the Village Board had approved the project at its previous meeting, contingent on a funding commitment from the CDA. Commissioner Chanson suggested that it would not be wise to proceed, and Commissioner Hibbard suggested that the project be postponed pending realization of the increment from the Quarry project.

Commissioner Chanson/Commissioner Bliss 2<sup>nd</sup> made a MOTION to reject the proposal from Ruekert Mielke for engineering services for the Kinzie Street Reconstruction project, at an estimated cost of \$32k to \$39k for the design phase, and an estimated cost of \$30k to \$35k for the construction phase, and the MOTION carried without a negative vote.

Following the vote, Chairman Turner offered that the group could always reconsider the project at some future date.

Treasurer Pollitt arrived and entered the meeting @ 6:08 pm.

PRESENTATIONS (6:10 pm)

Planning & Design, Inc. & Ruekert-Mielke | Porter Court Public Plaza

Carolyn Esswein began the presentation by distributing information highlighting the design details recently selected by the Park Commission for the Porter Court Plaza project; such as, ramps, railings, granite color, and concrete planters. She noted that this would be the final presentation to the CDA, as the project was scheduled for public bid in 2 weeks. Chairman Turner asked for clarification regarding the inclusion of ramps and railings, and Ms. Esswein explained that they were necessary to comply with ADA requirements. Ms. Esswein continued to review the selection of bollard lighting, trash receptacles and lights that would be inset into the plaza steps. Executive Director McHugh stated that the project would be advertised for bid on the 21<sup>st</sup> and the 28<sup>th</sup>, with bids scheduled to be

opened on July 5<sup>th</sup>. He further reminded the group that the plan had been revised to remove the originally proposed stone pedestrian bridge. Per Ruckert Mielke's recent estimates, the construction cost would be approximately \$290k. Chairman Turner noted that the Village Board had approved going out to bid on the project.

Ms. Esswein and Mr. Drefcinski exited the meeting @ 6:15 pm.

Ruckert-Mielke | Wild Duck Road Reconstruction Project w/ Pedestrian Path  
Executive Director McHugh presented the 95% engineering plans from Ruckert Mielke for the Wild Duck Road reconstruction project. He noted that the final layout of the pedestrian path would need to be shifted slightly to save as many existing trees as possible, and would need to be field verified. He reviewed the plans for the pedestrian underpass and pointed-out the end of the current phase at the entrance to the Duck Pond recreation area; just past the entrance drive to the DPW facility on Wild Duck Road. In response to a question from Chairman Turner, he stated that the project was to be publicly bid on the same timeline as the Porter Court Plaza project. The group discussed the stone facing material proposed for the con-span bridge structure and the presentation ended at 6:24 pm.

TID #1 Infrastructure Projects - Public Works Director Workman  
General Construction Updates

In DPW Workman's absence, Executive Director McHugh noted that the current TID #1 projects were progressing steadily.

Fontana Boulevard Water Main Relay | Mann Brothers Pay Request #1: \$254,419.47  
Executive Director McHugh presented Pay Request #1 for the Fontana Boulevard Water Main Relay project, for a total payment of \$254,419.47, and noted that it had been reviewed and recommended for approval by Ruckert Mielke.  
This item acted on as a joint motion with the following item.

STH 67 Landscaping & Irrigation Project | PTS Landscaping Pay Request #1: \$104,592.50  
Executive Director McHugh presented Pay Request #1 for the STH 67 Landscaping & Irrigation project, for a total payment of \$104,592.50, and noted that it had been reviewed and recommended for approval by Ruckert Mielke.

Commissioner Chanson/Commissioner Hibbard 2<sup>nd</sup> made a MOTION to approve Pay Request #1 for the Fontana Boulevard Water Main Relay project, for a total payment of \$254,419.47, and to approve Pay Request #1 for the STH 67 Landscaping & Irrigation project, for a total payment of \$104,592.50, and the MOTION carried without a negative vote.

In response to a question from Chairman Turner, Executive Director McHugh noted that neither project included any changes from the original contract at this time and that retainage had been calculated and withheld on both projects.

TID #1 Development Projects

Mill Street Plaza (FairWyn, Ltd.) – Update

Chairman Turner noted that there was nothing to report at this time.

The Cliffs of Fontana (PAR Development) – Update

Chairman Turner informed the group that PAR Development was seeking an amendment to their previously approved PIP (Precise Implementation Plan) for the "Cliffs of Fontana" project, in order to convert the 66-unit duplex plan to one consisting of 66 single-family homes. Commissioner Hibbard asked for clarification as to which village boards and commissions needed to approve the change, and Chairman Turner explained that recommendations and approvals would be needed from the Plan Commission and the Village Board. Executive Director McHugh stated that the project would not be in front of the CDA unless a substantial change requiring an amendment to the

approved GDP (General Development Plan) was requested. Chairman Turner offered that the Plan Commission would be very diligent in its review of the recent proposal.

General Business

Porter Court Plaza – Final Engineering & Bidding Schedule

Executive Director McHugh asked for formal approval to take the Porter Court Plaza project out to bid as presented.

This item acted on as a joint motion with the following item.

Wild Duck Road & Pedestrian Path – Final Engineering & Bidding Schedule

Executive Director McHugh asked for formal approval to take the Wild Duck Road & Pedestrian Path project out to bid as presented.

Chairman Turner/Commissioner Hibbard 2<sup>nd</sup> made a MOTION to approve going out to bid on the Porter Court Plaza project and the Wild Duck Road & Pedestrian Path project, and the MOTION carried without a negative vote.

Duck Pond RFP for Environmental Engineering Services - Update

Executive Director McHugh distributed copies of recent proposals received from Liesch Environmental Services and STS Consultants in response to the recently issued RFP for environmental engineering services. He explained that the proposals would be reviewed by DPW Workman, as well as Joe Eberle (Ruekert Mielke), with a recommendation to be presented at the July 11<sup>th</sup> meeting.

Chapter 23 Municipal Code (“CDA”) – Duty Review

Chairman Turner referred the group’s attention to Chapter 23 of the Fontana Municipal Code, and explained that President Pollitt had asked that all commissions and committees in the Village take a moment to review the ordinances that applied to their organizational structure and duties. Noting that a great majority of the enabling legislation pertaining to Community Development Authorities was outlined in the Wisconsin State Statutes, Chairman Turner directed Executive Director McHugh to provide copies of the applicable State Statutes to the Commissioners.

Beach Fence Project – Update

Chairman Turner provided a quick update on the Beach Fence project. Executive Director McHugh stated that he was working with PDI (Planning & Design Institute) and Ruekert Mielke to develop a final layout and a cost estimate for the July 2<sup>nd</sup> Village Board meeting.

Village Wayfinding Signage Project – Update

Executive Director McHugh explained that PDI was working with the Park Commission to redesign the proposed wayfinding signs, as requested by the CDA, so that they would be more readable while driving. He noted that the Park Commission was concerned that the intended small-town nature of the signs was being compromised by the increase in both font size and overall sign size.

Commissioner Bliss stated that the signs would not serve their intended purpose if they were too small to read. Executive Director McHugh confirmed that the new signs would be larger in order to comply with Wisconsin Department of Transportation standards, and was subsequently directed to have a graphic of the new sign for review at the July 11<sup>th</sup> CDA meeting.

September 11, 2007 Referendum Question “Draft”

Chairman Turner noted that a “draft” of the proposed question was in the meeting packets, and reiterated that the Village Board would consider the final question at the July meeting.

Village Board Report – Chairman Turner

Survey Fontana Fen & Bird/Bat House Delineation Plan

Chairman Turner stated that the Village Board had approved the concept of installing bird houses along the boundaries of the FEN, similar to what had been installed around the Hildebrand

Conservancy. Executive Director McHugh asked if the group was considering the FEN project a CDA funded item. He offered that the FEN was located within TID #1, and Commissioner Chanson maintained that the CDA had already paid for the bird houses in the Hildebrand Conservancy and should do the same in the FEN.

Chairman Turner/Commissioner Chanson 2<sup>nd</sup> made a MOTION to approve the installation of bird houses in the FEN, similar to the Hildebrand Conservancy, with an authorized budget of \$2k, and the MOTION carried without a negative vote.

#### Boundary Determination Letter to Hildebrand Area Property Owners

Chairman Turner informed the group that the Village Board had instructed the Village Administrator to issue a letter to the property owners adjacent to the Hildebrand Conservancy advising them to remedy any encroachments.

#### Village Hall/Library Landscaping Plan

Chairman Turner informed the group that the Village Board had approved the landscape plan for the Village Hall/Library planting area.

#### Reid Park Crab Apple Tree Recommendation

President Pollitt informed the group that an agreement had been reached regarding the planting of the Crab Apple Trees in Reid Park, and that a report would be made at the upcoming Village Board and Park Commission meetings.

#### STH 67 Crosswalk Update

Chairman Turner explained that the “test” fix that had been recently performed on a small area on one of the highway crosswalks was holding up well, even with the recent heavy rains. He noted that DPW Workman was working with representatives of Uni-Lock to refine the solution. The repair of the remainder of the crosswalks would then proceed. Executive Director McHugh distribute copies of his notice to Crispell Snyder that the Village was proceeding forward with the repair and would then be looking to them for reimbursement.

#### Lakefront & Harbor Report – Commissioner Chanson

Commissioner Chanson reported that the cleanup of the lakefront and shoreline had been completed, and that a great “thanks” was owed to Trustee Micki O’Connell and others who worked to remove 5 truckloads of debris.

#### Park Commission Report – Commissioner Hibbard

Commissioner Hibbard noted that the minutes from the Park Commission meeting were in the meeting packets for review.

#### Pending / Future Items

##### CDA’s Mill House Funding Commitment

Village President Ron Pollitt updated the group on the status of the Mill House Pavilion project. He explained that the next step in the process was to have the Wisconsin DNR identify the high-water mark on the site.

#### Executive Director Report

Executive Director McHugh stated that he had reviewed the status of all pertinent items during the course of the meeting and had nothing further to report.

#### Confirm Quorum for upcoming Meetings

Next Regular Monthly Meeting – July 11, 2007 @ 6:00 pm (No Closed Session Planned)

Chairman Turner reminded the group that the July meeting of the CDA would be postponed to the 11<sup>th</sup> as a result of the 4<sup>th</sup> of July holiday. Commissioner Chanson asked that Executive Director McHugh require a positive response on his meeting notices to the group, in order to ensure a

quorum.

July Agenda Item Requests

No requests for agenda items were made by the group.

Pending / Future Items

Ruekert Mielke Proposal – Kinzie Engineering Services (Tabled | March, 07, 2007)

This agenda item was discussed earlier in the meeting

TID #1 - 30% Department of Revenue Audit – No Discussion

RM Proposal – Little Foot Playground & Reid Park Engineering Services – No Discussion

Industrialization of VOF Compost Operations (DPW Proposal) – No Discussion

CDA's Mill House Funding Commitment

This agenda item was discussed earlier in the meeting

Duck Pond Gateway Triangle Landscaping Project – No Discussion

Fontana Boulevard Landscaping Project – No Discussion

Executive Director Employment Contract – No Discussion

Adjournment

Commissioner Chanson/Commissioner Bliss 2<sup>nd</sup> made a MOTION to adjourn the meeting at 6:36 pm, and the MOTION carried without negative vote.

Minutes prepared by: **Joseph A. McHugh**, CDA Executive Director

**APPROVED: 11 JULY 2007 - CDA**