

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the COMMUNITY DEVELOPMENT AUTHORITY

(OFFICIAL MINUTES)

Wednesday, December 07, 2005 @ 6:00 PM

Chairman Turner called the regular meeting of the CDA Board to order at 6:00 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

Commissioners present: Roll call vote: Chairman Turner, Fisk, Hibbard, Petersen, Wilson.

Commissioners absent: Commissioners Bliss and Chanson.

Also present: Trustees Micki O'Connell and Ron Pollitt, Treasurer Peg Pollitt, Department of Public Works Director Craig Workman, Carolyn Esswein (PDI) and Brad Drefcinski (BD Design).

Visitors Heard

Chairman Turner asked if any visitors wished to be heard. No response was received.

Announcements

Chairman Turner notified those present of the upcoming Village Christmas Party. Executive Director McHugh notified those present that the Joint Plan Commission and CDA meeting, originally scheduled for December 20th, had been cancelled since PAR Development had failed to make the submission deadline.

Approve Minutes

Commissioner Petersen/Commissioner Hibbard 2nd made a MOTION to approve the minutes for the regular CDA meeting held on October 5th, 2005, and the regular CDA meeting held on November 2nd, 2005, and the MOTION carried without negative vote.

Approve Current Payables

Chairman Turner reviewed the list of current payables, noting that the largest claim was due to Mann Brothers for the Fontana Boulevard project. Chairman Turner requested clarification of the \$50,000 bill to Alliant Energy for utility burial. Executive Director McHugh explained that the \$50,000 represented the difference between what it would have cost to simply move the power lines and what it costs to actually bury the power lines. Chairman Turner requested that the staff begin to produce a close-out report for finished projects in an effort to show the final costs compared to the original budgets.

Commissioner Petersen/Commissioner Fisk 2nd made a MOTION to approve the current payables, and the MOTION carried without a negative vote..

Finance Reports

Full Accounting Statement

Treasurer Pollitt explained to the group that the Full Accounting Statement represented "actuals" up through the end of November. To date, the overall estimated project costs have not been updated, because staff is still waiting on updated information from Ruckert Mielke. Preliminary 2006 budget numbers have been added.

Tax Increment Projections

Executive Director McHugh reviewed a newly created report showing estimated Tax Increment Calculations for the TIF district. Chairman Turner requested substantiation of the numbers being used for Net-Present-Value and Appreciation. Specifically, Chairman Turner requested that Ehlers provide direction regarding the 4% number being used to calculate net-present value. Executive Director McHugh explained that the final plug numbers will be provided by Jim Mann from Ehlers and Associates. Chairman Turner provided a general overview of the tax increment calculations for those present and explained the impact of appreciation on the original base value of TID #1. Executive Director McHugh explained that he was working with Treasurer Pollitt to create a more detailed financial worksheet in an effort to more accurately predict ultimate income to the TID. Chairman Turner requested that actual increment replace projected increment as the numbers become available.

PRESENTATIONS

Ehlers & Associates

Chairman Turner notified the group that Ehlers & Associates was now planning to be present at the January CDA meeting. The Bond presentation was rescheduled in order to allow time to finalize the details. Chairman Turner requested that Executive Director McHugh work with the Village Finance Committee as the Bond Strategy is worked out. Treasurer Pollitt informed the CDA Commissioners that the Village borrowed \$2 million dollars from the State Pool this month. \$1 million of that was borrowed to fund the activities of the CDA. Jim Mann of Ehlers has recommended that the Village obtain an additional \$2 million in short-term funds before the end of the fiscal year, in order to avoid exceeding the \$10 million dollar limit on bank qualified borrowing for fiscal year 2006.. At this point, the Village is planning to borrow \$2 million from Walworth State Bank at 4.4%. Executive Director McHugh explained to the group that the largest use of funds in 2006 will be the upcoming State Highway 67 redevelopment project. Commissioner Wilson requested that the standard bond balance reports, regularly prepared by Treasurer Pollitt, be included in the monthly meeting packets.

Planning & Design Institute

Carolyn Esswein reviewed the various items they were here to discuss: Proposal for Planning Services, Design Elements, and State Highway 67 Landscaping Plans.

PDI Proposals for Planning Services: Lakefront Projects

Executive Director McHugh reviewed the recent history of the Lakefront Projects, noting that the proposal under consideration tonight was requested by the CDA at the November meeting. While analyzing the scope of services outlined in the proposal, the CDA members reviewed both the contract status and the running totals of all open PDI contracts. Commissioner Wilson requested an explanation as to why the amount spent on planning for Third Avenue was greater than originally estimated in PDI's contract. Ms. Esswein explained that the extra meetings and plans required to finalize the design of the Boat Trailer Parking Lot and the Pioneer Park Turnaround were not included in the original scope. Ms. Esswein explained that the big ticket items in the newly submitted proposal are the lakefront community buildings. The scope incorporates several meetings, including a half-day workshop, and a great deal of time spent on programming of the buildings. Chairman Turner asked if the proposal included money for the architect, and Ms. Esswein noted that a dollar amount was included for architecture. Ms. Esswein went on to state that PDI would not be able to guarantee the accuracy of the dollar amount earmarked for architecture, if the CDA were to bring a new architect into the project. Per Ms. Esswein, the proposal did not include engineering, but would basically take the project all the way through Construction Documents. Commissioner Wilson commended PDI on their past efforts and expressed appreciation for their professionalism. Commissioner Wilson/Commissioner Hibbard 2nd made a MOTION to approve the proposal submitted by the Planning and Design Institute for \$94,724, to complete the land planning for the lakefront projects as delineated in the proposal, and the MOTION carried without a negative vote.

Design Elements

Ms. Esswein informed the group that the Park Commission had recently approved the exact bench that will be used in the boat trailer parking lot, as well as along the lakefront. She showed a picture of the actual bench to those present. In addition, Ms. Esswein showed the red drinking fountain being planned for Little Foot Park. Commissioner Wilson asked about the durability of the finish on the drinking fountain and requested an explanation behind its choice. Per Ms. Esswein, the fountain was selected in red to match the existing playground equipment. Next, the group was shown a photo of the selected swing set. The current plan is to install a swing-set with two belt seats, a tot seat and a handicap seat. Finally, Ms. Esswein reviewed the proposed design for the wrought iron fencing. The next step is for PDI to work with Ruekert Mielke to get the design engineered. Before it was completely installed, the contractor would be required to build a sample of the proposed fencing so that the group would have a chance to see it in real life. It was noted that this is the same procedure being utilized in the construction of the Beach House. Ms. Esswein explained that the spacing between the stone piers was increased on the plans in an effort to reduce cost. Trustee O'Connell asked if this would be the same fencing they were intending to install along the Beach. Ms. Esswein explained that it would be similar, but perhaps taller than the fencing around the Boat Trailer Parking Lot. Trustee O'Connell suggested that the fencing should be similar in style to what the Abbey has already installed. Ms. Esswein explained that the proposed stone pier is 2' x 2'. The height would vary based on where and why it was used. Commissioner Wilson asked about the durability of the proposed fence. Mr. Brad Drefcinski (BD Design) stated that the solid metal fencing was stronger, but that it could become a maintenance issue since each of the welded joints would need regular repainting. Mr. Drefcinski pointed out to the group that the architect for the Reid Park Restroom and Pavilion had also included a drinking fountain on the restroom building itself. Even so, he was still suggesting a separate drinking fountain closer to the children's play area.

Third Avenue Lighting

PDI requested direction on the overall lighting program for the Village. A general discussion followed centered around two basic options: Fewer lights on taller poles, versus more lights on shorter poles. The final consensus of the group was that the Village needed less light wherever possible, as long as it was sufficient from a safety perspective. If the option of more lights on shorter poles actually reduced the light level and felt more pedestrian friendly, then the group would prefer shorter poles. Ms. Esswein pointed out that the Village currently has only a single light on a tall pole at each intersection. The tall light pole being proposed for STH 67 is currently on display in the Village Hall parking lot. Both the tall and the short poles are to be installed as part of the highway 67 project. Chairman Turner suggested that the selected light fixtures be "double checked" and "double checked" right up until the time they are delivered to ensure that the Village gets exactly what is specified.

State Highway 67

Prior to getting into the presentation itself, Ms. Esswein notified the CDA that PDI would be coming to the January meeting with an additional proposal for the creation of Landscape CD's (Construction Documents) for the 67 project. Brad Drefcinski claimed it would be very reasonable since there were no structures to be designed for the CD set; it would be primarily plant material.

The first topic discussed was the impact of the new highway on the Village Hall parking lot. PDI displayed an exhibit incorporating the most recent plans for Highway 67 from Crispell Snyder. The problem is that the divided highway begins north of the Second Avenue Intersection. As such, the southern exit of the Village Hall parking lot would effectively become a right-turn only exit. The new proposal is to rearrange the parking lot so that it exits onto Second Avenue. DPW Director Workman noted that the grade may make it difficult, but that it can be done. He also recommended that the distance from the intersection should be checked. The option of two-way traffic in the parking area was discussed, but it was noted that there was not enough land to accommodate 90

degree head-in parking on both sides while still maintaining the minimum width necessary for the drive aisle. Commissioner Petersen mentioned that the parking across from the Library may not exist for much longer and perhaps the Ball property could be used to satisfy the parking demand. Chairman Turner requested that the entire area be taken into account, including the land recently purchase to the east of the Village Hall.

Carolyn Esswein and Brad Drefcinski reviewed the overall 67 landscape plans; moving from the North to the South. While discussing the overall plans, Chairman Turner requested that the boundaries of the Highway 67 right-of-way be verified. DPW Director Workman used the GIS system installed on his laptop to show the actual extent of the current right-of-way to those present. Chairman Turner expressed an opinion that the Village should not give up any right-of-way unless absolutely necessary. The general consensus of the group was that the existing right-of-way should be used for landscaping purposes. Brad Drefcinski pointed out that moving the right-of-way boundary in certain areas could result in Village improvements being installed on private property. Discussion continued regarding the stormwater swale north of Porter Court. Chairman Turner asked that the necessity of the stormwater swale be confirmed by the staff and professionals.

Brad Drefcinski reviewed the landscaping plans for the area south of Porter Court. He explained that the proposed pedestrian walkway will cross the stream at the site of an existing culvert. It is the site of the driveway that Brian Pollard is using as a construction entrance. DPW Director Workman explained that the existing culvert is to be removed once the driveway is abandoned. Chairman Turner relayed that the original concept was a foot bridge over the stream. Brad reminded the group that the original footbridge was planned to cross the steam at the south-west corner of the intersection of Porter Court and Highway 67. Chairman Turner asked that Mr. Drefcinski finalize some of the plans regarding the stream and the location of pedestrian crossings. Mr. Drefcinski informed the group that the existing brush needs to be removed by some firm like Agrecol to facilitate the completion of the landscape plans along the stream.

On the west side of the Mill Street project, Mr. Drefcinski pointed out that there does not appear to be enough room on the east side of Mill Street to install both sidewalk and street trees. PDI and DPW Director Workman indicated they would verify the actual distance between the Pollard buildings and the new Mill Street roadway. As the landscape plans were being discussed, it was noted that certain elements of the plan have already gone to the DOT as part of the State Highway 67 project. Specifically, the pedestrian path (sidewalk) along the west side of the road will be built as part of the Highway Project. General discussion followed regarding the installation of a pedestrian bridge to cross from the intersection of Fontana Boulevard with State Highway 67 to the Mill Street Plaza. Chairman Turner asked that the fate of the driveway, which Brian Pollard is currently using as a construction entrance, be verified. Ms. Esswein reviewed the pedestrian connections between the STH 67 project and the existing paths through the Abbey property. Commissioner Wilson explained that previous conversations with the Abbey resulted in a tentative agreement to allow pedestrians access to the property, but that they did not wish to enter into a permanent easement agreement.

Brad Drefcinski reviewed the landscaping planned for the area which runs along 67 from Fontana Outdoor Sports down to the Titan Real Estate building. Chairman Turner expressed concern with how close the proposed sidewalk is to the new highway. Ms. Esswein explained that the location of the sidewalk was specified by the engineers, Crispell Snyder. DPW Director Workman confirmed that the location of the sidewalk was included in the final PS&E (Plan, Specifications and Engineering) which was already submitted to the DOT. He stated that any changes would have to be made in the field. Ms. Esswein reminded the group that the path is actually 10 feet wide, which, according to Brad Drefcinski, is standard for multi-modal paths. Regarding schedule, Mr. Drefcinski noted that the final location of the right-of-way boundaries should be determined as soon as possible. In anticipation of future landscaping along the highway, Commissioner Fisk requested that the infrastructure for irrigation be designed into the plan, so that it would be available if necessary.

TID #1 Infrastructure Projects

State Highway 67 - Update

DPW Director Workman informed the group that the DOT had selected Strand & Associates for the position of Construction Inspector on the Highway 67 Reconstruction Project. He further explained that our current contract with Crispell Snyder does not contain any construction services.

Mill Street & Main Street - Update

DPW Director Workman stated that there was nothing to report on either project.

Main Lift Station – Update

DPW Director Workman informed the group that the project had begun. The fencing had been erected, and the contractor, Kovilic, had begun driving the sheet piling. Dewatering would begin with excavation to follow in about two weeks.

Fontana Boulevard Utility Project - Update

DPW Director Workman informed the group that the sidewalk along the southern boundary of the Boat Trailer parking lot was swapped for an additional section of sidewalk in front of the Safety Building. The reason for the swap was that the Boat Trailer Parking Lot would be torn back up within the year, and there seemed to be little point to paying for a permanent sidewalk only to tear it back out in less than 12 months.

Fontana Boulevard Utility Project - Pay Request

The Pay Request for Mann Brothers had been reviewed and approved by the project engineers, Crispell Snyder, as well as DPW Director Workman, and had been included for approval in the current payables.

Beach House – Update

Executive Director McHugh provided an update on the Beach House project. The bids for the Beach House were opened on December 01, 2005. The low-bidder was Gilbank Construction, Inc. The Village Board moved at the December 6th meeting to move forward with Gilbank and to finalize the contract and agreement. Executive Director McHugh explained that the total bid was \$757,000. Of that cost a little over \$600,000 is directly attributable to the Beach House itself. The remainder of the cost includes site and utility work. Executive Director McHugh further explained that to cover the total cost of the project, the CDA had already pledged \$408,000. In collaboration with the CDA, the Village had pledged a portion of the revenue stream from the beach operations to cover the remainder. Workshop Architects would now prepare a standard AIA (American Institute of Architects) contract, and would forward copies of it to the Village and the contractor for review. Commissioner Fisk expressed concern with the total cost of the project, given that the architect was aware of the CDA's original budget. Executive Director McHugh pointed out that the original budget was based on reconstructing a building on the existing foundation. Chairman Turner reminded the group that the existing building contains asbestos, sits too close to the lake per DNR regulations, and sits on the remnants of an old bridge abutment which the architect was not comfortable using for a modern building. Executive Director McHugh reminded the group that the Village Board formally directed Workshop Architects to move the building away from the lake. Chairman Turner further noted that the Village Board approved the contract the previous night with the understanding that the Village would be contributing towards the project as well, and that the CDA had already approved its financial commitment.

Third Avenue – Update

DPW Director Workman stated that there was nothing to report.

Reid Park / Little Foot Playground – Update

DPW Director Workman stated that there was nothing to report.

Boat Trailer Parking Lot

DPW Director Workman stated that there was nothing to report.

Pioneer Park Turnaround

Chairman Turner explained that the Village Board discussed the Pioneer Park Turnaround at the December 6th Meeting. It was explained that the design work on Third Avenue had progressed to a point where the engineers were in need of some direction. With the understanding that the CDA had already approved the project, the Village Board directed the Park Commission to take the issue up at their next regularly scheduled meeting and make a recommendation back to the board.

TID Development Projects

Mill Street Plaza – FairWyn Development

Executive Director McHugh informed the group that the Plan Commission approved Brian Pollard's requested amendment to the PIP (Precise Implementation Plan), which addressed alterations to the approved architecture.

Cliffs of Fontana – PAR Development

Chairman Turner explained that the developer had not been able to submit the required documents in time for the next regular Plan Commission meeting. Therefore, the CDA would not need to attend the Plan Commission meeting on December 20, 2005.

General Business

Third Avenue Lighting Plan

This topic was discussed at length during the PDI presentation and was not re-addressed.

Winter Workshop

The proposed date of January 28th was discussed for the Winter Workshop. Executive Director McHugh explained the rationale behind the half-day community workshop. First, the proposal from PDI for land planning services on the Lake Front contained provisions for a workshop to gather public consensus and input. Second, the Park Commission desired a meeting of the two groups before planning for the Duck Pond property began. After discussion, it was decided that the Half-Day workshop would be scheduled for Saturday, February 04 2006, and it would be split between the Lakefront Projects and the Duck Pond Masterplan.

Hildebrand Conservation Easement - Update

Executive Director McHugh informed the group that he had spoken with Mr. Jim Celano of the Geneva Lake Conservancy that day, and that they are still waiting for comments on the document from their attorney.

Village Board Report – Chairman Turner

Chairman Turner stated he had nothing more to report than what had already been covered.

Lakefront & Harbor Report – Commissioner Chanson

No Report.

Park Commission

Design Elements

Discussed at length during PDI presentation; no further discussion.

Pioneer Park Turnaround

Discussed at length earlier in the meeting; no further discussion.

Mill House – Update

Chairman Turner informed the group that the Mill House is scheduled for demolition. DPW Director Workman stated that the actual date had not yet been set.

Headwaters Park & Path – Update

Executive Director McHugh explained that he was working with PDI (Planning & Design Institute) to prepare a new exhibit showing the new path location. Chairman Turner explained to the group that the DNR would not allow the Village to chip brush on paths in the wetlands.

Wayfinding Signage – Update

Park Commission is working to prepare a wayfinding sign for the Grade School.

Executive Director Items

CDA 2006 Budget

Item discussed in conjunction with the Full Accounting Statement prepared by Treasurer Pollitt; no further discussion.

Ruekert-Mielke Grant Writing Proposal – Update

Executive Director McHugh stated that the next step in the process was to coordinate a meeting with the Ruekert Mielke, Village Staff, and potentially representatives of both the Abbey and the Big Foot Country Club.

Confirm Quorum for Upcoming Meetings

Chairman Turner confirmed that the January 4th meeting should start at 4:00 PM to allow time for a presentation from PDI.

Pending / Future Items

Executive Director McHugh briefly reviewed the list of pending and future items, and provided the group with a list of properties, located within the TIF District, which are currently for sale.

Adjournment

Commissioner Petersen /Chairman Wilson 2nd made a MOTION to adjourn the meeting at 8:57 pm, and the MOTION carried without negative vote.

Minutes prepared by: Joseph A. McHugh, Executive Director

APPROVED: 02.08.2006