

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the COMMUNITY DEVELOPMENT AUTHORITY

(OFFICIAL MINUTES)

November 01, 2006 @ 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, Wilson, Bliss, Chanson, Petersen, Hibbard (arrived @ 6:02 pm), Fisk

Commissioners absent: None

Also present: Village Administrator Kelly Hayden, Department of Public Works Director Craig Workman, Trustee Ron Pollitt, Village Treasurer Peg Pollitt, Mr. Don Roberts, Brian Hinrichs & Scott Rickard (Liesch Environmental Associates, Inc.), Mr. David Hurkman and Mr. Eric Hurkman.

Visitors Heard

Chairman Turner asked the audience if there were any visitors who wished to be heard. No response was received.

Approve Minutes

No Minutes to approve.

Announcements

Chairman Turner read the announcements listed on the agenda. Executive Director McHugh quickly reviewed the purpose of the planned meeting at the Beach House with the lighting engineer from KJWW.

Approval of Current Payables

Chairman Turner presented the payables report for review and consideration. Executive Director McHugh noted that the payment to Ramaker had been reduced to account for the costs incurred to have the survey reviewed by Ruekert Mielke.

Chairman Turner/Chanson 2nd made a MOTION to approve the current payables, and the MOTION carried without a negative vote.

Finance Reports

Full Accounting Statement & Value Increment Calculations

Chairman Turner reviewed the financial statements for TID #1, noting that the TID was in good financial health.

PRESENTATIONS

Liesch Associates, Inc. | Duck Pond Environmental Issues & Opportunities

Executive Director McHugh introduced Mr. Brian Hinrichs and Mr. Scott Rickard of Liesch Environmental Associates, Inc. He stated that they were in attendance to present the proposal which had been requested by the CDA at the previous meeting. Mr. Brian Hinrichs began the discussion by presenting a recently received letter from the DNR regarding the Village's potential eligibility for the DNR's VPLE (Voluntary Party Liability Exemption) program. He explained that the DNR had made recent references to a potential licensing of the Village landfill in the 1970's. He reported that

no license was discovered during the Phase One Environmental Site Assessment, and he had communication from the DNR confirming the unlicensed status of the site, which he would provide to the Village. Mr. Hinrichs stated his opinion that the alleged license didn't exist. In order to apply for the VPLE, Mr. Hinrichs suggested that the Village move forward with the ground water investigation on the site. Chairman Turner asked if the Village would be required to remediate the site and Mr. Hinrichs stated that it would be very unlikely. Mr. Hinrichs provided an overview of the VPLE program for the group. He again recommended that the group move forward with the water sampling and noted that the DNR would most likely require semi-annual or annual monitoring of the wells, to ensure that no contaminants were found. Mr. Scott Rickard reviewed the cost estimates in the Phase II proposal, noting that the extremely difficult drilling conditions presented by the site were responsible for the relatively high costs. He offered to provide the Village with copies of the quotes from the drilling contractor. After general discussion regarding the requirements of the VPLE program, both Mr. Hinrichs and Mr. Rickard confirmed that the Village's initial investment would be closer to \$111k in order to get to a point where a VPLE would be a possibility. Mr. Rickard noted that he was proposing a total of 5 wells on the site. He quickly explained the sampling method and the requirement by the DNR for multiple samples and field duplicates to ensure consistency. Commissioner Bliss questioned why Liesch would recommend moving forward with additional site-assessment when there were no plans to develop the site. Mr. Hinrichs explained that the state regulations are constantly changing and the Village did appear to be eligible for the VPLE at the current time. Mr. Hinrichs explained that the proposal was for assessment costs only. If the DNR were to require the installation of a clay cap, or some other form of remediation, those costs would be additional. In addition, annual sampling would cost approximately \$3k per year. Commissioner Fisk restated for the record, and Mr. Hinrichs confirmed, that it was just the \$66k to get started. Executive Director McHugh noted that the Village Board would be responsible for making any final decisions regarding further site-assessment of the property. Chairman Turner suggested that the proposal be tabled so that the group would have a chance to review the numbers. Commissioner Peterson/Hibbard 2nd made a MOTION to table the Liesch proposal for Phase II environmental assessment services on the Duck Pond property, and the MOTION carried without a negative vote.

Following the Motion, Mr. Hinrichs offered to contact the Geneva Lake Environmental Agency and obtain whatever testing data was available for water quality. Commissioner Bliss requested a quick quote for a landfill liner, if it was ever required for the site. Mr. Hinrichs estimated a liner at \$50k per acre.

TID #1 Infrastructure Projects - Public Works Director Workman

General Construction Updates

DPW Workman provided updates on all active projects. He noted that the highway would be open to traffic by the weekend. He reported that Magill had approximately 2 weeks to go to finish the Reid Park Restroom and Pavilion. Commissioner Bliss asked that the lighting engineer from KJWW consider the Pavilion as well, as long as they were going to be in town to inspect the Beach House lighting situation.

STH 67 Improvement Project – Street Light Receptacle Wiring

Chairman Turner reviewed the need to include additional receptacle wiring in the Highway project, as it was not included in the original bid documents. DPW Workman explained the situation and the status of installing the additional wire.

Fontana Boulevard Utility Project – Pay Request #7 (Mann Brothers: \$16,655.00)

Chairman Turner requested verification that the Pay Request had been reviewed and approved by the project engineers, as well as DPW Workman, and by Executive Director McHugh. Both Workman and McHugh replied that it had been reviewed and approved.

Commissioner Chanson/Petersen 2nd made a MOTION to approve Pay Request #7, for a total amount of \$16,655, and the MOTION carried without a negative vote.

“Fontana Jewelry” Façade Improvement Project – 553 Highway 67

Executive Director McHugh reminded the group that they had committed to fund up to \$2,500 of the Hurkman’s Façade Improvement project, based on an estimated total project cost of \$10k. The Hurkmans solicited bids and now have a projected project cost of \$42k. Mr. Eric Hurkman explained that the “bid summary” provided by him included three separate contractors. One was for the concrete work, one for the stone work, and then finally Stebnitz for the remainder of the work. Commissioner Wilson expressed concern that the Hurkman’s had only produced bids from one contractor for each item and questioned whether or not the CDA’s Façade Improvement program shouldn’t ask for more. Commissioner Chanson suggested and Commissioner Bliss concurred that the Hurkman’s should obtain at least three bids on all proposed work. Considering that the Hurkman’s were the first project to take advantage of the Façade Improvement program, and considering the timing involved, the group agreed to require a minimum of one additional bid. In addition, it was agreed that detailed bid proposals would be submitted and approved by Executive Director McHugh prior to issuing any reimbursement. Commissioner Bliss asked if the inability of the property owners to agree upon a plan for the redesign and reconstruction of the jointly owned parking lot had contributed to the increase in the costs, and the Hurkmans indicated that it had. However, the majority of the increases were simply due to underestimating the overall cost of the work.

Commission Petersen/Chanson 2nd made a MOTION to increase the CDA’s 25% commitment to the project, through the Façade Improvement Grant Program, to the program’s maximum amount of \$10k, subject to the Hurkman’s providing one additional quote on any work over \$5k, and the MOTION carried without a negative vote.

TID #1 Development Projects

Mill Street Plaza (FairWyn, Ltd.)

General Development Plan Amendment (Rezone C2 to PD)

Mill Street Plaza Retail Building – Landscape Plans & Specifications

Chairman Turner quickly addressed the pending closing on the property. Executive Director McHugh informed the group that project would be presented to the Plan Commission on the coming Monday as the final step in the rezone process. Chairman Turner asked if the construction on the Retail Building was still scheduled to begin this fall, and Executive Director McHugh estimated an 80% probability, subject to addressing the remaining legal issues and the actual closing on the property by the developer. Executive Director McHugh reviewed the final landscape specifications for the Retail Building, requested by the CDA previously and completed by Mr. Brad Drefcinski. He noted that a copy of the plan was on file with the Building Department.

The Cliffs of Fontana (PAR Development) - Update

Chairman Turner reported that the Cliffs of Fontana project would not be starting until the coming spring.

General Business

Liesch Environmental Services Proposal – Duck Pond Landfill & Other Areas (\$187,710.30)

Item discussed and acted upon during the presentation portion of the meeting.

Duck Pond Redevelopment Masterplan & Workshop Update

Chairman Turner relayed to the group the results of the recent Saturday morning workshop held to discuss the Duck Pond Redevelopment Master Plan. He noted that everyone in attendance reacted very positively to the plan. One interesting item discussed at the workshop was the potential industrialization of the Village’s mulching process. DPW Workman noted that the village produces about 15k cubic yards of leaves every year. In addition to that, the village collects double or triple that amount from curb side pick up and chipping, for an approximate total of 50k cubic yards of material. This amount results in approximately 30k cubic yards of mulch, at the end of the mulching process. Chairman Turner noted that commercial grade mulch sells for \$15 to \$20 per yard.

Executive Director McHugh provided some background on the planners desire to industrialize the compost operation, and thus shrink the overall footprint of the operation, in order that some of the land could be reused for other purposes. He explained that the Village simply disposes of the material on site at the moment and will eventually run out of areas to fill. Chairman Turner informed the group that a local compost management facility, located on Theater Road, had been researched as a possible model for industrializing the Village's operations. DPW Workman explained that he and two of his Department of Public Works' employees had recently traveled to a couple of different operations in Illinois as well. He went on to give a brief description of the mulching process. With respect to the overall plan for the area, Chairman Turner asked if the group was interested in requesting a proposal from TGDA (Terry Guen Design Associates, Inc.) to proceed to the Design Development stage of the planning process.

Commission Petersen/Wilson 2nd made a MOTION to request a proposal from TGDA (Terry Guen Design Associates, Inc. for the design development stage of the planning process, and the MOTION carried without a negative vote.

Porter Court Plaza – Design Details / Anticipated Schedule

Executive Director McHugh explained that the details of the Porter Court Plaza were being refined by the Park Commission, in coordination with PDI and Roy Diblik. He asked if the group had any comments on the current status of the design. He went on to present images of the proposed fountain, as well as the stone pedestrian bridge. He informed the group that the Park Commission would reconvene to discuss the project at their November 16th meeting.

Counter-Offer for Real Estate: 363 Douglas, Fontana, WI 53125

Chairman Turner reviewed the recently received counter-offer for Ms. Diane Sunday for the property located at 363 Douglas, and noted that it was \$50k higher than the \$140k purchase offer made by the CDA about 1 year ago.

Chairman Turner/Petersen 2nd made a MOTION to decline the counter-offer submitted by Ms. Diane Sunday for 363 Douglas, for a total amount of \$190k, and the MOTION carried without a negative vote.

Lakefront RFP & Opinion Survey - Status

Chairman Turner asked that everybody on the board make comments on the survey and forward them to Executive Director McHugh before the next meeting. He restated his opinion that the survey, the TID analysis from Ehlers, and information materials for each of the individual projects should be combined and provided to village residents.

TID #1 Project Management Plan & 2007 Budget Update

Executive Director McHugh provided a revised version of the TID Project Management plan from Ruckert Mielke reflecting the intended construction schedule for 2007 and requested comments. He informed the group that the revised schedule was going to become the basis for the CDA's 2007 budget. With respect to the budget, he informed the group that the Finance Committee had cut funding from the Park Commission's budget for two stream restoration projects, and had suggested that the projects be funded by the CDA. Chairman Turner asked that Agrecol and the Park Commission provide greater detail regarding an overall stream restoration in the Village.

Village Board – No Report

Lakefront & Harbor

Commissioner Chanson informed the group that the Lakefront and Harbor Committee had recommended reverting Lake Street, Kinzie Street and Third Avenue to two-way traffic. Administrator Hayden noted that the Protection Committee had recommended against the change, and that the Village Board had not moved to revert the roads to two-way traffic.

Park Commission Report

Wayfinding Signage – Update

Executive Director McHugh presented the Wayfinding Signage Program prepared by PDI.

Fence Selection Process

No discussion.

Executive Director Report – No Report

Confirm Quorum for upcoming Meetings

Chairman Turner noted that the next regular monthly meeting of the CDA was scheduled for December 6th at 6:00 pm, with a possible closed session at 5:30 pm.

Pending / Future Items

No Discussion.

Adjournment

Commissioner Chanson/Petersen 2nd made a MOTION to adjourn the meeting at 7:53 pm, and the MOTION carried without negative vote.

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

APPROVED: **07 FEB 2007**