

VILLAGE OF FONTANA-ON-GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the COMMUNITY DEVELOPMENT AUTHORITY

(OFFICIAL MINUTES)

Wednesday, June 04, 2008 @ 6:00 pm

Chairman Turner called the regular monthly 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: Fisk, Hibbard, Petersen, Chairman Turner & Wilson.

Commissioners absent: Commissioners Bliss & Chanson.

Also present: Mr. Jim Knulty (Big Foot Country Club), Mr. Don Ketterhagen (Fontana Corner Market), Mr. Terry Tavera (Ruekert Mielke: Arrived @ 6:05 pm) Village President Ron Pollitt, Village Trustee Micki O'Connell (Arrived @ 6:05 pm), Village Administrator Kelly Hayden, Director of Public Works Craig Workman, Village Librarian Nancy Krei (Arrived @ 6:45 pm), Building Inspector Ron Nyman, Treasurer Peg Pollitt & CDA Executive Director Joseph A. McHugh.

Visitors Heard

Chairman Turner asked if there were any visitors who wished to be heard and no response was received. Executive Director McHugh noted that two individuals, Mr. Don Ketterhagen and Mr. Jim Knulty, were present in the audience for specific agenda items. Village administrator Kelly Hayden informed the group that the Village Board had discussed the concept of moving the CDA meeting to an earlier date at their meeting on Monday evening. She explained that the impetus for the request was that many items, such as pay requests and construction proposals, were being brought to the Village Board, only to be approved contingent on action by the CDA. Administrator Hayden explained her opinion that having the CDA meeting prior to the Village Board meeting would be very helpful. Chairman Turner noted that, even with the current schedule, items could easily go to the CDA prior to the Village Board meeting, similar to plan commission; it would just be a longer delay between meetings. Chairman Turner asked that the members of the group think about the possibility of moving the meeting over the course of the next month and asked that Executive Director McHugh place the item on the next agenda for consideration.

Announcements

Chairman Turner asked those present to review the announcements listed on the agenda at their leisure: Friday, June 13th | 10 am to 2 pm - VOF Assessor Village Hall Office Hours, Saturday, June 14th | 6 pm to 8 pm - Geneva Lake Chamber's Music in the Park, Monday, June 16th - Accurate Appraisal Market Revaluation Field Work Commences, Tuesday, June 17th @ 5 pm - Joint Services Committee Meeting @ Fontana Village Hall, Wednesday, June 30th @ 5:30 pm - Library's Bug Walk @ Hildebrand Conservancy, Monday, June 30th @ 5:30 pm - Plan Commission Monthly Meeting, Monday, July 7th @ 5 pm – Joint Meeting w/ Village Board, Plan Commission & CDA, Monday, July 7th @ 6 pm – Monthly Village Board Meeting, & Wednesday, July 9th @ 6 pm – Monthly Community Development Authority Meeting.

Approve Minutes

Executive Director McHugh presented the preliminary minutes from the May 7th meeting. He explained that the minutes were being presented for information only. In addition, he presented the minutes from the joint meeting held on May 14th, for the Randall Arendt seminar, with the Village Board, the Plan Commission, and the Park Commission.

Commissioner Petersen/Commissioner Fisk 2nd made a MOTION to approve the minutes for the joint meeting held on May 14th, 2008, with the Village Board, the Plan Commission, and the Park Commission, and the MOTION carried without a negative vote.

Approval of Current Payables

Executive Director McHugh presented the “Claims Payable Report”, prepared by Treasurer Pollitt, totaling \$35,018.74. He noted that all project expenses had been reviewed and approved by himself, as well as DPW Workman and Ruckert Mielke, where applicable.

Commissioner Hibbard/Commissioner Wilson 2nd made a MOTION to approve the Claims Payable report, of \$35,018.74, and the MOTION carried without a negative vote.

Finance Report – Treasurer Pollitt

Update / Review – Full Accounting Statement & TIF Revenue Increment Projections

Chairman Turner presented the full accounting statement, prepared by Treasurer Pollitt. He noted that the report projected a deficit of approximately \$315,000. Executive Director McHugh explained that a few adjustments had been made to account for unplanned expenses, such as the Randall Arendt Workshop & Seminar. He further explained that no adjustments have been made to the projected increment side of the report. With respect to the increment, he reminded the group that he was in incorporating a 25% reduction in the value of the Abbey property, as well as a conservative price of \$350,000 for the units in the quarry project across the street.

Commissioner Petersen/Commissioner Fisk 2nd made a MOTION to accept the “Full Accounting Statement”, prepared by Treasurer Pollitt, and the MOTION carried without a negative vote.

Following the vote, Executive Director McHugh noted that updated numbers for the increment projections would be prepared as part of the currently ongoing financing process, as Ehlers & Associates proceeded with the bonding for 2008.

Ehlers & Associates - Financing Timetable (Bonding for 2008 Projects)

Chairman Turner presented the “Financing Timetable”, prepared by Ehlers, for the 2008 borrowing process. Executive Director McHugh explained that the borrowing process would include all projects, CDA and Village, for which money needed to be borrowed in the current fiscal year.

PRESENTATIONS

No Presentations Scheduled for this Meeting.

Chairman Turner announced that there were no formal presentations scheduled for the evening’s meeting.

TID #1 Infrastructure Projects - Public Works Director Workman

Beach Fence Replacement Project | Schmitz License Agreement – Update

Chairman Turner quickly reviewed the Beach Fence replacement Project. He noted he was very pleased with the results. He did note that he thought it would have been better to have had placed two stone pillars on either side of the main entrance gate off of Fontana Boulevard.

Porter Court Plaza – Update

Chairman Turner noted that the Porter Court Plaza project was behind schedule, which was not good for the new restaurant, Georgie B’s. Several CDA members mentioned that they’d been to the new restaurant, and that the food was fantastic. Executive Director McHugh explained that the majority of the work would be completed by mid-June. The few remaining items, such as the bollard lights and the step lighting, were scheduled to be completed by mid-July.

Village Trustee Micki O’Connell and Mr. Terry Tavera (Ruckert Mielke) arrived and entered the meeting room.

Mann Brothers Pay Request No. 3 (\$118,406.10)

Chairman Turner introduced Pay Request #3 from Mann Brothers, for the Porter Court Plaza project, totaling \$118,406.10. He noted that the Pay Request had already been approved by the Village Board at their previous meeting on June 2nd.

Chairman Turner/Commissioner Petersen 2nd made a MOTION to approve Pay Request No. 3 for the Mann Brothers construction contract on the Porter Court Plaza project, for a total amount of \$118,406.10, and the MOTION carried without a negative vote.

Work Change Directive – Concrete Walk Addition

Chairman Turner requested clarification on the “work change directive” for the Porter Court Plaza project. Executive Director McHugh explained that there had previously been a stoop poured directly outside the door on the east end of the building. Executive Director McHugh further noted that a stairway had originally been proposed to connect the stoop to the intersection of the two sidewalks that crossed directly to the east. Due to an unplanned difference in elevation, between the Plaza itself and the Mill Street Plaza building, as well as a building code requirement that would have required a railing to the extend into the path of a sidewalk, as originally planned, a solution had been developed, by Brian Pollard and DPW Craig Workman. Executive Director McHugh explained that the difference in elevation was the result of two different engineers working on the two adjacent portions of the project. The proposal is to install a section of sidewalk which will connect the new door to the existing patio area to the west. He further noted that a price for the proposed change had been requested from Mann Brothers, but that a revised price had not been received as of the date of the meeting. DPW Workman confirmed that no price had been received. Commissioner Petersen asked what the CPA should do at this point. DPW Workman noted that the work did not amount to much, and that it was basically a sidewalk, about 5 feet wide and 14 feet long. He informed the group that the problem that they had was that basically everything in front of it had already been constructed. As such, they were talking about doing some excavation, doing some grading, doing some prep work, and then getting the concrete in. Chairman Turner asked why the CDA had to be involved. Executive Director McHugh explained that the change would initiate a “change-order” to the contract, which the CDA would have to approve. Chairman Turner asked, “What was the original plan?” DPW Workman explained that the plan had been to bring stairs down and connect with the sidewalk. Executive Director McHugh noted that the original plan had not been workable due to building code requirements. The building code would require a railing which would extend past the bottom step, which would then take it into the path of the crossing sidewalk. Executive Director McHugh summarized by explaining that the intention was to create an ADA accessible entrance by connecting the existing stoop back to the patio area to the West. Executive Director McHugh noted that his intention had been to have a price in time for the meeting. Based on conversations between DPW Workman and Mr. Brian Pollard, there was a possibility of a cost-share arrangement between Brian and his new tenant. The problem at this point, as Executive Director McHugh explained, was that the decision needed to be made before the next monthly meeting. Commissioner Petersen asked that if by not moving forward with the proposal, it would result in a non--ADA accessible door-way, and Executive Director McHugh confirmed that that was the case. Executive Director McHugh went on to explain that the project had been budgeted with a 10% contingency and that the proposed addition was in the few thousand dollar range, based on his conversations with DPW Workman. He further clarified that the change was not an issue from a budget standpoint, but it that was an issue from a contract stand-point, because the CDA would eventually need to approve a change order to the contract. Chairman Turner asked the group if anyone would be willing to visit the site with him. Commissioner Hibbard volunteered.

Chairman Turner/Commissioner Petersen 2nd made a MOTION to grant authorization to Chairman Turner and Commissioner Hibbard to visit the site and review the situation and to make a final determination, subject to a total dollar amount of \$3000, and the MOTION carried without a negative vote.

**Kinzie Avenue Reconstruction Project
Ruekert Mielke Construction Administration Proposal**

Chairman Turner explained that he had reviewed the construction administration proposal with DPW Workman. He noted that he had asked DPW Workman for an explanation of the scope of the construction administration, on both this project and the Third Avenue project. He directed the group's attention to a breakdown provided by Ruekert Mielke for the projected costs. He noted that a great deal of the contract was not in typical contract administration, but in field stakeout and inspection services. He further noted that there was more than he thought in field stakeout and inspection. He went on to explain DPW Workman's claim that by having Ruekert Mielke to do the stakeout, the engineer would have greater control over the project, as opposed to having the contractor do the stakeout themselves. He also stated that if the engineer did not complete the stakeout, it would simply be included in the contractor's price. Chairman Turner asked Executive Director McHugh for his opinion. Executive Director McHugh answered that he was originally concerned with the amount proposed. He noted that percentage-wise, it seemed high, but understanding that the village was now doing the stakeout, as well as the full-time inspection, which is different from the way the village had handled other projects, the amount was acceptable. Commissioner Wilson asked for clarification from Mr. Terry Tavera as to what services would be included in field stakeout. Mr. Tavera explained that the process would begin in the office with the development of a digital stakeout plan. Following that, the work would involve actually laying out the points in the field. Mr. Tavera explained that in the field, the engineers stake the road twice, as well as each public utility. Mr. Tavera further explained that the engineers would stake excavation areas, as well as curb and gutter. Commissioner Wilson asked what would happen if the engineers staked the wrong location in the field, and Mr. Tavera explained that it would then be up to the engineers to correct it. Mr. Tavera further noted that by having the engineers stake the locations in the field, and then by being able to visualize it firsthand, problems and issues could then be identified and corrected prior to final installation.

Chairman Turner/Commissioner Petersen 2nd made a MOTION to recommend approval of the Construction Administration Proposal from Ruekert Mielke, for the Kinzie Avenue Reconstruction project, for a total amount of \$42.5k, and the MOTION carried without a negative vote.

Bid Summary & Contract Award Recommendation

Executive Director McHugh presented the bid results for the Kinzie Avenue Reconstruction Project. Chairman Turner reviewed the recommendation from Ruekert Mielke that the Kinzie Avenue Reconstruction Project be awarded to Odling Construction, for total bid price of \$356,323.50. DPW Workman clarified for Chairman Turner that price included the mandatory alternate bid items. Chairman Turner explained that the mandatory alternate bid items were for work in the intersection of State Highway 67, as well as curb and gutter into the village hall parking lot. In response to a question from Chairman Turner, Executive Director McHugh stated that he had budgeted a total of \$438,000 for the reconstruction of Kinzie Avenue, but cautioned that the budgeted amount also included an estimated cost for utility burial along that stretch of road, which is not included in the bid price.

Chairman Turner/Commissioner Petersen 2nd made a MOTION to recommend acceptance of Odling Construction as the lowest qualified bidder for the Kinzie Avenue Reconstruction project, and further recommended that the contract be awarded to Odling Construction, at a total bid price of \$356,323.50, including a base bid price of \$340,123.50, plus an additional \$40,576.00 for Mandatory Alternate Bid Items #1 through #7, subject to final review of the contract and insurance requirements by the Village Attorney, Dale Thorpe, and the MOTION carried without a negative vote.

**Third Avenue Reconstruction Project (Incl. Boat Trailer Lot, Reid St., & High St.)
Ruekert Mielke Construction Administration Proposal (Tabled: May 7th)**

Chairman Turner reviewed the construction administration proposal from Ruekert Mielke for the Third Avenue Reconstruction Project, which includes High Street, Reid Street, the Boat Trailer Parking Lot, and improvements to the Little Foot playground. He noted that Ruekert Mielke

estimated the total cost for construction administration at \$110k.

Chairman Turner/Commissioner Petersen 2nd made a MOTION to recommend approval of the Construction Administration Proposal from Ruekert Mielke, for the Third Avenue Reconstruction project, for a total amount of \$110k, and the MOTION carried without a negative vote.

Bid Summary & Contract Award Recommendation

Chairman Turner reviewed the recommendation from Ruekert Mielke that the Third Avenue Reconstruction Project be awarded to Mann Brothers, Inc., for total bid price of \$1,646,955.49. Chairman Turner noted that the Village Board had accepted Ruekert Mielke's recommendation and approved awarding the contract to Mann Brother's Inc. at their previous meeting, subject to final review and recommendation by the CDA. In response to a question from Chairman Turner, Executive Director McHugh stated he was pleased with the result, and noted that the price received was approximately the same as what had been received when the project was originally bid over a year earlier. It was noted that Mann Brothers Inc. was the one and only firm to submit a qualified bid for the Third Avenue project.

Chairman Turner/Commissioner Hibbard 2nd made a MOTION to recommend acceptance of Mann Brothers, Inc. as the lowest qualified bidder for the Third Avenue Reconstruction project, and further recommended that the contract be awarded to Mann Brothers, Inc. at a total bid price of \$1,646,955.49, subject to final review of the contract and insurance requirements by the Village Attorney, Dale Thorpe, and the MOTION carried without a negative vote.

Wild Duck Road & Pedestrian Path Project

Mann Brothers Pay Request No. 3 (\$50,040.03)

Chairman Turner presented Pay Request #3 from Mann Bros, Inc., for the Wild Duck Road & Pedestrian Path project, for a total amount of \$50,040.03. Chairman Turner noted that Pay Request #3 had also been approved by the Village Board at their previous meeting.

Chairman Turner/Commissioner Hibbard 2nd made a MOTION to approve Pay Request No. 3 for the Mann Brothers construction contract on the Wild Duck Road & Pedestrian Path project, for a total amount of \$50,040.03, and the MOTION carried without a negative vote.

Following the vote, Chairman Turner relayed a concern from Commissioner Chanson who had been unable to attend the meeting. He stated that Commissioner Chanson continued to be upset by the loss of trees on the property. Chairman Turner asked if there were funds remaining in the budget to purchase larger trees for the site. Executive Director McHugh responded that the remaining budget had been earmarked for perennials in the prepared planting beds. Chairman Turner directed Executive Director McHugh to review the 2008 budget and identify potential sources of funds for both additional and larger trees in the Gateway Triangle landscaping project. Commissioner Wilson suggested that the CDA should also consider planting additional trees along the highway in front of the new Cliffs of Fontana development in the quarry. She commented that Randall Arendt had recommended additional trees as well.

Utility Burial – East of STH 67 | Project Update

Chairman Turner stated that the utility burial project was still a work in progress. Executive Director McHugh reviewed for the group an exhibit prepare by Alliant showing their most recent burial plans for the overhead power-lines. Executive Director McHugh explained that he was providing the group with the exhibit, even though it might appear quite complicated at first, simply so that they would be able to answer questions and discuss the project with interested residents. In response to a question from Chairman Turner, Executive Director McHugh confirmed that the Village had paid for the upgrades to private properties, where necessary, during the burial of utilities on Mill and Main Street. In summary, Executive Director McHugh explained that there were three utility burial project areas currently under review. First, there was what was referred to as the primary utilities in the village center, which included the main line that runs along Third Avenue, the new three-phase line proposed to run down Fontana Boulevard, and finally the distribution line which cuts across Reid Park and runs along the lakefront to Country Club Estates; across the Abbey Channel. The second

utility burial element under review, per Executive Director McHugh, was a component of the Kinzie Avenue Reconstruction project. Finally, the utility companies were in the process of preparing cost estimates for the burial of utilities on Bayview, since the existing overhead system must be rebuilt as a part of the overall burial project. Executive Director McHugh explained that the utility burial on Bayview was considered a part of the Village Center burial project and as such, would be subject to the referendum limits. Based on the current estimates, he considered it unlikely that there would be excess funds available for the project. For clarification sake, Executive Director McHugh reviewed the fact that the utilities, along both Kinzie and Bayview, would need to be completely rebuilt and upgraded regardless of whether or not they were left above grade or buried. Because the utility companies bear the full cost of rebuilding utilities overhead, Mr. McHugh explained, they offer a credit for underground conversion equal to the estimated cost of rebuilding the current overhead system. The question for both the Village Board and the CDA will be whether or not the credit offered by the utility companies is enough of an incentive to move forward with the burial of the existing utilities.

General Construction Updates

No Discussion.

TID #1 Development Projects

Mill Street Plaza (FairWyn, Ltd.) – Update

Chamber Open House – Update

Executive Director McHugh explained that the Open House planned with the Geneva Lake West Chamber of Commerce and originally scheduled for June 13th, had been postponed due to delays in the completion of the Porter Court Plaza. At this point, Executive Director McHugh further explained, the chamber was moving forward separately with the new business, Georgie B's, to have an open house. Later in the summer, once the Plaza was completely finished, the village still hoped to have a grand opening type event as well. Chairman Turner suggested that the staff consider the Fourth of July holiday weekend. DPW Workman noted that certain elements of the project would probably not be complete in time for the holiday weekend.

General Business

286 Valley View Drive – Façade Improvement Discussion (Canopy Renovation)

Chairman Turner acknowledged Mr. Don Ketterhagen, who was in attendance at the meeting, and asked that he provide a review of his proposal. Executive Director McHugh provided a brief history of the project to date, and noted that Mr. Ketterhagen had just provided him with a revised estimate prior to the meeting, which now placed the cost of the canopy at an even greater amount than originally anticipated. Mr. Ketterhagen explained that he had originally looked into simply tearing down and rebuilding the upper portion of the canopy with a mansard-type roof, but that it had turned out that it was going to be very labor intensive, and thus very expensive. Having recently located the original engineering drawings, he stated that it became apparent that the current structure would not support a new roof, so he investigated the cost of completely replacing the entire canopy. The existing canopy is supported by a total of six columns, which are 6 inches in size, and are supported by concrete footings that are 6.5' x 6.5'. By today's engineering standard, footings are required to be 8' x 8', and the minimum column size is 8 inches. As such, a new canopy would require a complete replacement of the existing structure right down to the footings. Mr. Ketterhagen noted that he requested three bids on the project. One company, Steel King Canopies, refused to bid on the project because they would not take the liability of place a new canopy on the old footings. The two companies which did submit bids for the project came in at approximately \$88k and \$125k respectively. Executive Director McHugh reviewed several photographs of gas station canopies, which had been submitted by Mr. Ketterhagen in order to show what he was hoping to accomplish. Executive Director McHugh also distributed a copy of a recent exhibit, submitted by Mr. Ketterhagen, which showed the new decals he was now proposing for the existing canopy. Mr. Ketterhagen explained that he simply could not afford the approximately \$100k price-tag for replacing the existing canopy and explained that he now simply wished to replace the details instead.

Executive Director McHugh reviewed for those present that one of the requirements of Mr. Ketterhagen's approval by the Plan Commission was that he work with the CDA through the façade improvement program. He stated that directly after the Plan Commission's approval over three months ago, Mr. Ketterhagen began meeting with Commissioner Wilson and himself. Based on a subsequent meeting with the CDA, in which the group expressed a willingness to participate in the funding of a canopy improvement project, Mr. Ketterhagen went forward and obtained the bids and cost estimate information, which were now being presented to the group. Executive Director McHugh further explained that the information on the proposed decals was being presented to the group for information's sake only, and would still need to be reviewed by the Plan Commission, before Mr. Ketterhagen could proceed with that option. At this point Executive Director McHugh explained, the project was being brought back to the CDA in order to determine if there was still a willingness on the part of a group to fund a new canopy, considering that the CDA's façade improvement grant program is capped at 25% of eligible project costs, and considering that the property owner has now indicated that he has no desire to replace the canopy at the estimated price. Chairman Turner asked Mr. Ketterhagen if he was willing to contribute any money for the project and Mr. Ketterhagen stated that he was willing to contribute some, but that it was difficult to justify a great expense, considering that he already had a perfectly good canopy in place. Because the canopy replacement was not an emergency, Chairman Turner suggested that it may be better to postpone the project and wait until after the Plaza had been finished. Commissioner Wilson offered that simply installing new lights and upgrading the decals on the canopy would be a great improvement in the interim. Commissioner Peterson suggested that the group revisit the issue in six months. Administrator Hayden commented that the Plan Commission was quite adamant that Mr. Ketterhagen work with the CDA on improving the look of the canopy and the façade. Chairman Turner stated his opinion that the issue should be tabled and reconsidered in six months. Executive Director McHugh commented that the CDA had not budgeted near that amount of money in the Façade Improvement Grant Program for 2008. If they were to move forward with replacement of the canopy in the future, Chairman Turner asked Mr. Ketterhagen what percentage he would consider contributing. Mr. Ketterhagen estimated that his involvement could possibly be around 20% of the overall cost. Administrator Hayden stated that the decision to postpone the improvement of the canopy would require that the project go back to the Plan Commission. Mr. Ketterhagen stated that he would now move forward with the replacement of the lights in the existing canopy. Executive Director McHugh quickly confirmed with Mr. Ketterhagen that he was now no longer requesting money from the CDA as part of the Façade Improvement Grant Program.

Mr. Don Ketterhagen left the meeting room at 6:33 p.m.

Abbey Resort – TIF Assisted Spa Renovation Project – Draw #1 | Project Update

Chairman Turner quickly informed the group that the Abbey Spa Renovation Project was progressing steadily and that Draw #1 had been presented to, and paid by, the village.

At this point, Chairman Turner jumped down to item #12a (Storm Water Management Study & Storm Water Utility Study) on the CDA's agenda, as Mr. Jim Knulty was in attendance on behalf of the Big Foot Country Club for that particular item.

Village Board Report – Chairman Turner

Storm Water Management Study & Storm Water Utility Study

Mr. Jim Knulty explained that he was interested in the storm water management project as it pertained to the cleanup of Pottawattamie Creek. Chairman Turner explained that there had been a presentation by Ruckert Mielke at the recent Village Board meeting. They had covered the steps needed to prepare a Storm Water Management Plan, as well as the steps needed to create a Storm Water Utility. The creation of a Storm Water Management Plan would result in a list of recommended capital improvements intended to address the storm water issues in the village. The creation of a Storm Water Utility would provide the fundraising mechanism needed to finance the proposed improvements. Mr. Terry Tavera from Ruckert Mielke quickly explained to those present

how a storm water utility would work. Chairman Turner quickly reviewed that one of the elements of what was referred to as the “Environmental Master Plan -- East of Highway 67”, was the cleanup of Pottawattamie Creek. He further reminded the group of their attempt to obtain grant funds for such a plan several years earlier through the DNR. In response to a question from Chairman Turner, Executive Director McHugh explained that approximately \$80k had been budgeted in 2008 for planning and engineering related to storm water management and the clean up of Pottawattamie Creek. Mr. Terry Tavera stated that their recent proposal for the creation of a Storm Water Management Plan, including the fieldwork, was \$75k. Chairman Turner clarified that their proposal covered the entire village and not just the property contained within TID #1. Chairman Turner suggested that the CDA fund half of the cost for the project as presented by Ruckert Mielke. Village President Ron Pollitt suggested that once the Storm Water Utility had been created, it could be used to reimburse both the CDA and the Village for the initial investments made. Commissioner Hibbard suggested that the Geneva Lake Conservancy should definitely be involved in the project as it related to the cleanup of Pottawattamie Creek. Administrator Hayden noted that the Conservancy was going to offer participants in this year's Mai Tai event an assortment of opportunities to pledge money to local causes. She suggested that perhaps the cleanup of Pottawattamie Creek could be one of those causes. Commissioner Wilson asked who would be directing Ruckert Mielke's efforts on behalf of the village. Mr. Terry Tavera explained that their proposal actually recommended the creation of an advisory committee for just that purpose. In addition to representatives from the CDA and the Public Works committee, Commissioner Wilson asked that a representative from both the Big Foot Country Club and the Abbey be included as well. Chairman Turner directed Mr. Tavera to include Jim Knulty on the advisory committee as a representative of the Big Foot Country Club. Chairman Turner/Commissioner Wilson 2nd made a MOTION to approve reallocating up to \$40k of the 2008 planning budget for the “Environmental Master Plan – East of STH 67” and using it to fund 50% of the creation of a village-wide Storm Water Management Plan, subject to the Village Board agreeing to fund the other 50%, and directed that representatives of the Abbey and the Big Foot Country Club be included in the process, and the MOTION carried without a negative vote.

Mr. Jim Knulty left the meeting room @ 6:41 pm.

Village Librarian Nancy Krei arrived and entered the meeting room @ 6:45 pm.

General Business (Continued)

Lakefront Building – Project Initiation

Planning & Design Institute – RFQ Administration Proposal

Chairman Turner reviewed the “Project Initiation Plan” for the Lakefront project, which had been discussed at the previous CDA meeting. He stated that the group needed to move forward with the next step, which was to create the ad-hoc committee. That group would then be responsible for the programming and design-development of the Lakefront building, and would work directly with the selected professionals to develop informational materials and cost estimates in time for a referendum question that would be put to the voters at the April 2009 election. Based on Executive Director McHugh's recommendations, the ad-hoc committee would be made up of representatives from the CDA, the Village Board, the Plan Commission, the Park Commission, the Lakefront Harbor Committee, and would also include two citizen members. Chairman Turner explained that the Village Board was now looking for recommendations from the CDA regarding the ultimate membership of the committee. Chairman Turner quickly polled the group for their recommendations. Several commissioners suggested that trustee Pat Kenny be asked if he had the time to serve on the committee. As regarded the Plan Commission, several members of the group suggested that Commissioner D’Auria be asked if he was willing to serve on the committee. Executive Director McHugh suggested that, although the Village Board had asked the CDA for their recommendations, each of the individual groups should probably be allowed the opportunity to nominate their own representative. Commissioner Wilson agreed and Chairman Turner directed Executive Director McHugh to ensure that each of the groups selected a representative in time for the next monthly meeting of the Village Board.

Chairman Turner/Commissioner Petersen 2nd made a MOTION to approve and recommend to the

Village Board the formation of the proposed committee, with each of the individual groups to nominate their own representative, and to have the newly created organization start the task of planning the Lakefront Building in July 2008, and the MOTION carried without a negative vote.

Chairman Turner asked if there was anyone in the group who was willing to be the representative of the CDA on the committee. Commissioner Wilson indicated that she desired to serve on the committee, and Commissioner Fisk's noted that he would like to assist her where possible. Commissioner Petersen reminded the group that anyone would be able to attend the meetings, since they would be open to the public.

Chairman Turner/Commissioner Hibbard 2nd made a MOTION to nominate Commissioner Cindy Wilson as the official representative of the Community Development Authority to the new Lakefront Building Committee, with a note that Commissioner Jeff Fisk would serve as an aide and alternate where possible, and the MOTION carried without a negative vote.

Chairman Turner asked the group if they had any suggestions for the citizen members of the committee. Commissioner Petersen suggested that perhaps President Ron Pollitt should be responsible for picking the citizen representatives. President Pollitt indicated that he was already maintaining a list of names of individuals who had expressed interest in serving on the committee. Chairman Turner relayed that Mr. Kevin Kirkland had asked to be considered for the committee.

Executive Director McHugh presented and reviewed the proposal from PDI (Planning & Design, Institute) for a total estimated cost of \$7,370. Executive Director McHugh explained that the cost estimate represented the first phase of the project, which would involve PDI working with the newly created building committee to draft an RFQ (Request for Qualifications), publish and advertise the document, distribute it to selected professionals, interview applicants, and finally assist in the selection of the final architecture/engineering team for the Lakefront Building project. Executive Director further explained that he anticipated PDI would be heavily involved in the second phase of the project as well, which would be the necessary design-development of the ultimate building, but that he felt it was important for the new committee to determine how they wished to proceed, and just what involvement they desired in the process from PDI.

Chairman Turner/Commissioner Hibbard 2nd made a MOTION to approve the proposal from PDI (Planning & Design Institute) to assist the Village through the assistance of the newly proposed Lakefront Building Committee, in the creation of an RFQ (Request for Qualifications) for the purpose of selecting a design professional and/or team of professionals for the proposed Lakefront Waterfront Activity Center, on a time and materials basis, at an estimated cost of \$7,370, and the MOTION carried without a negative vote.

Ehlers & Associates – Project Plan Amendment Proposal

Chairman Turner reviewed for the group that the CDA's attorney, Hank Gempeler, had recommended that the Village go back to the JRB (Joint Review Board) in order to review the proposed Waterfront Activity Center, as it related to the TID #1 Project Plan. He noted that the current project plan referenced the Lakefront Building as a purely commercial building. Executive Director McHugh commented that the chief issue with the Lakefront Building had always been one of TIF eligibility and felt that it would be prudent to completely review the details of the proposed facility with the JRB before getting too far along. He added that the TID #1 Project Plan already included money for the Lakefront building; the sole purpose of reviewing the project with the JRB was simply to clarify the use of the building. With respect to the JRB, Administrator Hayden informed the group that Dan Green had recently been nominated as the Village's representative to the group. Commissioner Petersen noted that the JRB had been skeptical of CDA projects in the past. In response to a question from Commissioner Hibbard, Executive Director McHugh confirmed that this project would eventually require approval by referendum. Executive Director McHugh clarified for those present that the current TID #1 Project Plan did not include the full amount necessary to fund the proposed facility. The tax increment funds would need to be augmented with funds from the Village and/or portions of the facility would need to be leased to

private businesses in order to generate the ongoing income streams necessary to pay for the facility. Commissioner Petersen stated that the group already been through the process once and asked why, at this point, they should be going through it again and recreating the wheel. Chairman Turner answered that the creation of the building committee was simply the next necessary step to build upon the work previously completed by PDI. With respect to the Project Initiation Plan, as presented by Executive Director McHugh, Chairman Turner noted that he did disagree with the allocation of square-footage for the various uses. Executive Director McHugh responded that the square footage numbers were taken partially from the recent presentation by PDI. He further noted that questions such as these, allocation of square footage to various uses, were the very reason for the creation of the Lakefront Building Committee. Chairman Turner confirmed that another necessary step in the process was to move forward with Ehlers and work with them to amend the TID #1 Project Plan. Chairman Turner noted that Ehlers & Associates had been the firm that had prepared the previous two Project Plan & Boundary Amendments to TID #1.

Chairman Turner/Commissioner Petersen 2nd made a MOTION to approve the proposal, as presented, from Ehlers & Associates, for the preparation of an amendment to the TID #1 Project Plan, as well as other related and necessary services, at a total cost of \$7k, and the MOTION carried without a negative vote.

LEED | Energy Efficiency and Sustainable Building Materials as a Potential Goal for the Lakefront Building – General Discussion (Requested by Commissioner Wilson)

Commissioner Wilson expressed that one of the goals for the Lakefront Building should be to create a LEED certified facility. She offered that LEED as a goal would also encourage support for the project. She quickly reviewed the goal of energy efficiency and the purpose of the LEED certification program. Interestingly enough, Commissioner Wilson informed the group that one of the top LEED buildings in the country was located right here in Baraboo, Wisconsin – The Aldo Leopold Legacy Center. Commissioner Wilson distributed information on the Legacy Center to the group. Commissioner Wilson explained that the building itself is treated as a learning center. She stressed that pursuing LEED certification would be a wonderful addition to the project itself, as well as to the Village's Lakefront, and stressed that it was critically important to make the commitment early on in the process. The general consensus of the group was that LEED certification should be a goal of the Lakefront building project.

Joint Meeting Proposal – Village Board, Plan Commission & CDA (RE: Fontana Blvd.)

Chairman Turner informed the group that the Village Board had approved a five o'clock joint meeting with the CDA and the Plan Commission immediately prior to their next regular Village Board meeting on July 7th. He explained that the purpose of the meeting was to discuss the future of the Fontana Boulevard corridor, as well as Main Street and Third Avenue. He noted that the impetus for the meeting was the recent Randall Arendt seminar. Chairman Turner asked the members present whether or not they would be able to make a meeting at that date and time, and the group indicated that they would. Executive Director McHugh indicated that Village Clerk Dennis Martin would be preparing and distributing the agenda for the special meeting.

Village Board Report – Chairman Turner

Storm Water Management Study & Storm Water Utility Study

Discussed earlier in the meeting..

Abbey Resort & Lake Geneva Convention & Visitors Bureau – Update

Chairman Turner explained to the group that Village Administrator Kelly Hayden and Village President Ron Pollitt were continuing to work with the Abbey on the concept of the Village making a room-tax contribution to the Lake Geneva Convention and Visitor's Bureau, in order for the Abbey to benefit from the agency's marketing efforts. Chairman Turner informed the group that because the Village of Fontana had created its room tax legislation prior to 1992, there was no obligation to fund the Chamber of Commerce. Current law requires that a certain percentage of room tax be given to a tourism promotion agency. Village Administrator Hayden noted that the

Village of Fontana can justify up to 70% of the tax revenue collected through the tourism functions offered by the village alone. Chairman Turner stated his belief that the current Statutes require that the funds be provided to a non-government third-party entity in the sole business of promoting tourism. Chairman Turner summarized the issue by stating that it was still a work in progress and that nothing had been decided to date. Chairman Turner concluded with his opinion that if there was an equitable way to assist the Abbey property, which was still favorable to the village, that he felt that the CDA should be in favor of the concept. Executive Director McHugh concurred by stating that occupancy should drive the value of the real estate, which in turn would drive tax increment, which in the end would be beneficial from a financial standpoint to the TIF district. Commissioner Fisk quickly discussed the involvement of his employer, the Grand Geneva, in the Lake Geneva Convention and Visitor's Bureau (CVB). Commissioner Fisk stated that a large chunk of their room tax revenue went to fund the CVB, but that he felt that it was beneficial to the property. The group generally discussed the fact that the Linn township tax rate was only 3%, while the village of Fontana's room tax rate was currently 5%.

Joint Meeting Proposal w/ Village Board, CDA & Plan Commission to Discuss Master Plan as it Relates to Fontana Boulevard, Main Street & Third Avenue.

This item discussed previously in the meeting.

Lakefront & Harbor Report – Commissioner Chanson

New Beach Signage

Executive Director McHugh reviewed the proposal by the Lakefront Harbor committee to replace the previously existing beach signage, formerly located on the now removed chain-link fence, with a single new sign to be located within the beach house itself. He added that Village Administrator Kelly Hayden was in the process of finalizing the design of the sign.

Park Commission Report – Commissioner Hibbard | Executive Director McHugh

Little Foot Playground Equipment Replacement – Update

Executive Director McHugh noted that he received no update on the progress of the Park Commission's Equipment Replacement project for the Little Foot Playground.

Executive Director Report – CDA Director McHugh

Executive Director McHugh stated that all pertinent issues had already been discussed during the course of the meeting.

Confirm Quorum for upcoming Meetings

Next Regular Monthly Meeting – July 09, 2008 @ 6:00 pm (No Closed Session Planned)

Executive Director McHugh informed the group that the next monthly meeting of the Community Development Authority was scheduled for July 9th at 6 p.m., and that no closed session was planned. He also reminded the group that a special joint meeting had been planned for 5 p.m. on July 7th, immediately before the Village Board meeting, to discuss the future of the Fontana Boulevard corridor, as well as future plans for potential redevelopment along Main Street and Third Avenue.

Agenda Item Requests for July Meeting

Executive Director McHugh asked the group if there any requests for agenda items for the July 9th meeting, and no requests were made.

Pending / Future Items

No Pending/Future items were discussed at this meeting.

Abbey Property - Pedestrian Trails Project – Review Scope & Consultant Selection

Abbey Resort Monument Signage Proposal – Façade Improvement Application

Walworth-Fontana Pedestrian Path – Site Surveying & Alternatives Analysis

DNR Recreational Trails Program – Grant Disbursement Agreement

Duck Pond Groundwater Investigation – STS Consultant’s Drilling Schedule
Environmental Master Plan – East of 67 (Storm Water Management Plan & Trails)
Mann Brothers/Prairie Tree Landscaping – Erosion Control Bill
(Tabled by VB @ February 4th & March 3rd Meeting)
Fontana FEN – Property Line Delineation
Crispell Snyder Reimbursement Request: STH 67 Crosswalk Repair Costs
Program Plan: Industrialization of VOF Compost Operations (DPW Proposal)

Adjournment

Chairman Turner/Commissioner Fisk 2nd made a MOTION to adjourn the meeting at 7:15 pm, and the MOTION carried without negative vote.

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

APPROVED: CDA – 09 JULY 2008