

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, September 03, 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: Chairman Turner, Fisk, Chanson, Wilson & Bliss (Arrived @ 6:09 pm).

**Commissioners absent:** Commissioners Hibbard & Petersen.

**Also present:** Village President Ron Pollitt, Director of Public Works (DPW) Craig Workman, Village Treasurer Peg Pollitt, Fontana Library Director Nancy Krei, Mr. Terry Tavera (Ruekert Mielke – Village Engineer) & 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.

**Announcements**

Chairman Turner asked the group to read the announcements listed on the agenda at their leisure: Thursday, Sept. 4th @ 9 am to 4 pm – Open Book @ Village Hall, Saturday, Sept. 6th @ 9 am to Noon – Open Book @ Village Hall, Tuesday, Sept. 9th @ 7 am to 8 pm – Partisan Primary Election, Thursday, Sept. 11th @ 10:30 am – Toddler Time @ the Fontana Public Library, Tuesday, Sept. 23rd @ 5 pm – Joint Review Board Meeting of TID #1 (RE: *Project Plan Amendment #3 for the Village of Fontana's Tax Increment District No. 1*).

**Approve Minutes**

Commissioner Chanson/Commissioner Fisk 2<sup>nd</sup> made a MOTION to approve the minutes for meeting held on August 06, 2008 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 \$531,146.78. In addition to the total monthly claims, Executive Director McHugh noted that Treasurer Pollitt had previously issued an advanced payment to Verizon of \$116,546.10. The total amount requiring approval was therefore \$647,692.88. Executive Director McHugh noted that the claims included a request for advanced payment to Commercial Lighting, the vendor providing the streetlight for the Third Avenue and Kinzie Street projects that was being presented by DPW Workman for a total amount of \$86,376.62. Executive Director McHugh asked that if the group was in favor of paying the entire bill on order, he would require documentation in the form of a formal invoice, prior to issuing the payment. DPW Workman informed the group that the Village would receive a 2% discount by paying for the new streetlights at the time the order was placed. Executive Director stated that he had reviewed the remainder of the claims presented and was recommending approval those bills. He noted that the legal expenses for the Beach Fence project were in excess of what was originally anticipated. In response to a question from Commission Wilson as to why the legal expenses were being incurred, Executive Director McHugh explained that Village Attorney Dale Thorpe had been called in to assist during the on-going discussions with Century Fence with respect to failure of the project to meet the specifications issued by the village. He added that Attorney

Thorpe had also been retained to negotiate the acquisition of a License Agreement from the property owner at 404 Harvard Avenue, Mr. John Schmitz. Executive Director McHugh offered his opinion that any settlement with Century Fence should include the recovery of the legal expenses incurred by the Village.

Commissioner Chanson/Commissioner Fisk 2nd made a MOTION to approve the Claims Payable report, of \$531,146.78, which included advanced payment to Commercial Lighting of \$86,376.62, subject to receipt of an invoice. He further moved to include approval of the previously paid amount to Verizon of \$116,546.10 as advance payment for utility burial, along with the total claims presented, for a total amount of \$647,692.88, and the MOTION carried without a negative vote.

### **Finance Report – Treasurer Pollitt**

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

Chairman Turner introduced the Full Accounting Statement prepared by Treasurer Pollitt and commented that the report now projected a positive balance for the TIF District of \$69,570. Executive Director McHugh explained that he had included the projected value of the Abbey Spa Renovation project as requested by the CDA at the previous meeting. Chairman Turner referred to the 2008 ETC (Estimated Cost to Complete) values and commented that there was still a great deal of work left to do. For example, he noted that there was still \$3.3M left to fund the various Lakefront projects. He quickly reviewed the remainder of the outstanding projects for the group.

### **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**

#### **Kinzie Avenue Reconstruction Project**

#### **Change Order No. 1 – Street Lights (\$24,257.94 Decrease)**

*Chairman Turner moved past this item to introduce the PTS Tree Relocation & Replacement Proposal.*

#### **Kinzie Street Tree Relocation & Replacement Proposal – PTS**

Chairman Turner introduced the proposal from PTS (Prairie Tree Landscaping Services), which included three options; two for relocation, and one for replacement. He noted that Executive Director McHugh was recommending option no. 3, which would provide for the installation of three (3) Crabapple trees, with a caliper of 3", to replace the three (3) Crabapple trees being removed as part of the street reconstruction. Executive Director McHugh explained that the Village was under no obligation to replace the trees, since they were actually located in the public right-of-way. Commissioner Chanson asked if the Church was in favor of the recommended solution, and Executive Director McHugh answered that he was waiting to inform the church of the replacement until after he had received formal direction from the CDA. If the group were to approve option no. 3, he would forward the information to the church. Executive Director McHugh commented that attempting to save the trees being lost, at an estimated cost of \$29k (Option No. 1) not including weekly watering, would set a dangerous precedent. He further stated that installing 3" caliper replacement trees was in the spirit of the Village's Tree Ordinance.

Chairman Turner /Commissioner Chanson 2nd made a MOTION to approve option no. 3 from the PTS proposal, which would provide for the installation of three (3) Crabapple trees, with a caliper of 3", to replace the three (3) Crabapple trees being removed as part of the street reconstruction project, and the MOTION carried without a negative vote.

#### **Change Order No. 1 – Street Lights (\$24,257.94 Decrease) (Cont...)**

Chairman Turner introduced Change Order No. 1 for the construction contract with Odling Construction for the Kinzie Street project. He explained that the village was planning to purchase the streetlights, for both the Kinzie project and the Third Avenue project, directly from the distributor, as opposed to having the contractors themselves purchase the lights as part of their

respective contracts. By ordering directly, the village would not be required to pay the sales tax or the contractor's markup on the sizeable purchase. The change order reduces the contract by a total of \$24,257.94. The net result for the project would be a savings of \$2,254.77.

Chairman Turner /Commissioner Chanson 2nd made a MOTION to approve Change Order No. 1, as prepared by Ruekert Mielke, for a total decrease to the contract with Odling Construction for the Kinzie Street Reconstruction project of \$24,257.94, and the MOTION carried without a negative vote.

**Third Avenue Reconstruction Project (Incl. Boat Trailer Parking Lot, High St. & Reid St.)  
Change Order No. 1 – Street Lights (\$88,802.65 Decrease)**

Chairman Turner introduced Change Order No. 1 for the construction contract with Mann Brothers for the Third Avenue project. He stated that the Change Order was based on the village purchasing the streetlights directly; that same as the Kinzie project. The change order reduces the contract by a total of \$88,802.65. The net result for the project would be a savings of \$8,254.20.

Chairman Turner /Commissioner Wilson 2nd made a MOTION to approve Change Order No. 1, as prepared by Ruekert Mielke, for a total decrease to the contract with Mann Brothers for the Third Avenue project of \$88,802.65, and the MOTION carried without a negative vote.

**Porter Court Plaza project  
Change Order No. 2 (\$7,720 Increase)**

Chairman Turner introduced Change Order No. 2 for the construction contract with Mann Brothers for the Porter Court Plaza project. Executive Director McHugh noted that the Village Board had removed the railing portion of the Change Order at their previous meeting, but had approved the \$5,200 for the installation of the additional concrete stoop. Chairman Turner quickly reviewed for the group that the railing design for the project had been changed, and as such, the final quantities for that item were not yet known. Chairman Turner reminded the group that Brian Pollard had agreed to contribute to the cost of the additional work. Executive Director McHugh noted that Brian Pollard had originally agreed to fund 50% of the additional cost, but had asked to reconsider the allocation when the actual cost of the concrete work was greater than anticipated. He further noted that the final amount of the change to Mr. Pollard would not be identified until the reduction in cost realized by redesigning the railing was included in the calculations.

Chairman Turner /Commissioner Chanson 2nd made a MOTION to approve Change Order No. 2, as prepared by Ruekert Mielke and as revised by the Village Board, for a total decrease to the contract with Mann Brothers for the Porter Court Plaza project of \$5,200, and the MOTION carried without a negative vote.

**Mann Brothers Pay-Request No. 6 (\$7,113.21)**

Chairman Turner introduced Pay Request No. 6 for the construction contact with Mann Brothers for the Porter Court Plaza project.

Chairman Turner/Commissioner Petersen 2nd made a MOTION to approve Pay Request #6, totaling \$7,113.21, for the Porter Court Plaza construction contract with Mann Bros, Inc., as prepared by Ruekert Mielke, and the MOTION carried without a negative vote.

**Wild Duck Road & Pedestrian Path Project  
Change Order No. 3 (\$25,430.15 Increase)**

*Chairman Turner moved past this item to introduce Pay Request No. 9.*

**Mann Brothers Pay-Request No. 9 (\$29,601.10)**

Chairman Turner introduced Pay Request No. 9 for the construction contact with Mann Brothers for the Wild Duck Road & Pedestrian Path project. Executive Director McHugh distributed a revised pay-request, which had been prepared by Ruekert Mielke, and was different than the document included in the member's meeting packets. He explained that Ruekert Mielke had miscalculated the retainage and was now reducing the amount of the current request to \$6,330.70. He noted that the revised document had been approved by the Village Board at their previous meeting. DPW

Workman quickly reviewed the details of the Pay Request for the group.

Chairman Turner/Commissioner Fisk 2nd made a MOTION to approve Pay Request #9, totaling \$6,330.70, for the Wild Duck Road & Pedestrian Path project construction contract with Mann Bros, Inc., as prepared and revised by Ruekert Mielke, and the MOTION carried without a negative vote.

**Commissioner Bliss arrived and entered the meeting @ 6:09 pm.**

**Change Order No. 3 (\$25,430.15 Increase) (Cont...)**

Chairman Turner introduced Change Order No. 3 for the Wild Duck Road & Pedestrian Path project. DPW Workman explained that \$25,430.15 increase in the contract was the result of several items. One reason for the increase cost was the increase material and labor needed to complete the restoration of Area #6. He explained that the village had realized a savings of fifty-cents per square yard for the restoration work, by substituting village-owned compost for material that would have originally needed to have been purchased elsewhere by Mann Brothers. Unfortunately, the project had required 3,280 additional square yards of material to complete the restoration. Chairman Turner asked if Mann Brothers was paying the village for the compost, and DPW Workman stated that there had not been any sales made to the contractor. Executive Director McHugh explained that the village was not receiving payment for the compost, since it would only be turned around and charged back under the contract. Because the village was supplying the material for the restoration work, the village was only paying Mann Brothers for the labor. Chairman Turner noted that even with the current change-order, the total contact was less than the originally bid price of \$1,104,931.35. Executive Director McHugh commented that the contract had been reduced originally due to budget issues, and that the new revised contract amount of \$958,838.00 would cause the project to exceed the amount budgeted. Chairman Turner said that considering the size and scope of the project, he felt that the staff and professionals had done an excellent job in keeping costs under control. In response to questions from Commissioner Bliss, DPW Workman reviewed the explanation for the amount of material used on the site. He stated that the area disturbed during the construction was larger than originally anticipated, and as such, the area in need of restoration was larger and required more material than originally planned.

Chairman Turner /Commissioner Chanson 2nd made a MOTION to approve Change Order No. 3, as prepared by Ruekert Mielke, for a total increase to the contract with Mann Brothers for the Wild Duck Road & Pedestrian Path project of \$25,430.15, and the MOTION carried without a negative vote.

**Municipal Beach Fence Replacement Project**

**Century Fence Pay Request No. 2 (\$51,718.79)**

Chairman Turner introduced Pay Request No. 2 from Century Fence for the Municipal Beach Fence Replacement project. He reminded the group that the fence had been specified to be racked and to follow the grade, but that Century Fence had instead utilized identical panels which stepped up and down to accommodate the changes in grade along the fence line. He informed the group that he Village Board had tabled the item for a month pending the result of the on-going discussions between the Village and Century Fence. Commissioner Wilson commented that she was awaiting photos from Mr. Jim Lemke, the gentleman that developed the fence specifications, which showed what a racked installation would look like. Commissioner Chanson asked for clarification on the difference in cost from what had been specified and what had actually been installed. Further he asked what it would cost to replace the panels so that they were as specified. Commissioner Wilson offered that the difference in cost between a stepped fence and a racked fence would be the difference between Century Fence's bid and the higher bids from the two other companies, which were most likely higher because they were bidding the fence project per the specifications. DPW Workman estimated that the difference was approximately \$30k. Commissioner Chanson said that the Village should request a credit on the project that was at least \$30k, if there was a desire to accept the fence in its current state. Chairman Turner noted that the village had several options. One of which would be to have another contractor come in and complete the project as originally specified. Commissioner Wilson added that, if the fence was installed correctly, it would look wonderful. She

commented that if the village had wanted the look of a simple stepped installation, they could have simply gone to Menards and bought a fence off the rack. In her opinion, she stated, that is not what the village wants to look at for the next 30 years. Chairman Turner suggested that the CDA should follow suit with the Village Board and table the item. He added that the CDA should include direction in the motion that the Village Attorney be directed to investigate the concept of hiring another contractor to finish the job correctly. He reminded the group that Century Fence had repeatedly stated that they could not build the fence as specified.

Chairman Turner /Commissioner Chanson 2nd made a MOTION to TABLE discussion on Pay Request No. 2 (\$51,718.79), and that the Village Attorney and DPW Workman be directed to investigate the possibility of hiring a replacement contractor to finish the project and discussion followed...

Engineer Terry Tavera explained that the village could not simply close the contract, but that the Surety Company holding the performance bond on the project was entitled to an opportunity to remedy the failure of Century Fence to install the fence correctly.

Chairman Turner /Commissioner Chanson 2nd made a revised MOTION to TABLE discussion on Pay Request No. 2 (\$51,718.79), and that the Village Attorney, the Village Engineer and DPW Workman be directed to investigate the possibility of working with the surety company to hire a replacement contractor to finish the project, and the MOTION carried without a negative vote.

Following the vote, Commissioner Bliss stated that having the fence reinstalled correctly was going to cost more money and DPW Workman agreed. Executive Director McHugh explained that although replacement would cost more money, it would not cost the village more money. The purpose of a performance bond is to protect the village in situations where contractors are unable or unwilling to complete the project satisfactorily. DPW Workman stated that there would be legal fees involved if the village chose to enact the performance bond provision of the contract. Executive Director McHugh noted that simply notifying the surety that the village was considering the proposal of calling the contractor in default would not incur legal fees.

#### **Schmitz License Agreement (404 Harvard Avenue) - Update**

With Administrator Hayden not in attendance, Executive Director McHugh stated that he had not received any update on the status of the pending license agreement.

#### **Duck Pond Gateway Triangle Landscaping Project**

##### **P.T.S. Landscaping Pay Request No. 2 (\$9,584.79)**

Chairman Turner introduced Pay Request No. 2 from PTS, totaling \$9,584.79, for the Duck Pond Gateway Triangle Landscaping project. Chairman Turner noted that some of the recently planted trees did not look like they were going to survive. Executive Director McHugh explained that the newly installed trees were covered under a one-year warranty and would be assessed in the spring. Engineer Terry Tavera explained that the pay-request was due to PTS, not because they had completed any additional work, but because they had successfully reached the second milestone defined in the contract.

Chairman Turner/Commissioner Chanson 2nd made a MOTION to approve Pay Request #2, totaling \$9,584.79, for the Duck Pond Gateway Triangle Landscaping project construction contract with PTS, as prepared by Ruekert Mielke, and the MOTION carried without a negative vote.

#### **General Construction Updates**

DPW Workman stated that the utility burial project was well underway. He noted that by the middle of the coming month updated costs for the project would be available. Chairman Turner commented that the village should consider burying the utilities at the intersection of Reid Street, North Shore and Kinzie as part of the project. Executive Director McHugh cautioned that the additional work would be increase the cost of the utility burial project, which was subject to a referendum imposed limit on cost. Chairman Turner stated that updated costs would be available within a month and asked that everyone take a look at the utilities at the referenced intersection, and

to consider the concept of burying those utilities as well. DPW Workman informed the group that Alliant Energies was going to bury their utilities all the way from Third Avenue to the intersection of Kinzie, at their own expense, because they did not feel that placing a large riser pole, approximately 22 inches in diameter, with considerably large electrical equipment mounted at the top, in the barely 15-foot deep front yard of Mr. Eugene Donati at 248 Reid Street, was not a solution they considered acceptable. DPW Workman further stated that the plan is to eliminate the overhead service to the John Law building across the street at 302 Third Avenue, in order to avoid having to place another utility pole in the landscaping directly in front of the Contractor's Corner building at 268 Reid Street. The other utilities running up Reid Street will remain overhead.

Chairman Turner stated that Mann Brothers was slated to start the Third Avenue project on September 8<sup>th</sup>. He further stated that Odling Construction was slated to start the Kinzie Street Reconstruction project on September 15<sup>th</sup>. Commissioner Chanson asked if it would be possible to realign the intersection of North Shore, Kinzie Avenue and Reid Street as part of the project. DPW Workman explained that the underlying right-of-ways did not line up, and that he did not think that the intersection could not be realigned as part of the project.

### **TID #1 Development Projects**

#### **Mill Street Plaza (FairWyn, Ltd.) – Update**

Executive Director McHugh stated that there was no update for the Mill Street Plaza project.

### **General Business**

#### **Walworth-Fontana Pedestrian Path Project – Update**

Chairman Turner noted that he had seen newspaper stories stating that the Village of Walworth was no longer willing to participate in the project. President Ron Pollitt stated that he had spoken with Mr. Rich Simonson, a representative from the Village of Walworth. Per President Pollitt, Mr. Simonson claimed that the Village of Walworth was still hoping to proceed with the project, but that they were not looking to fund 50% of the project. President stated that he had relayed the CDA's proposal of financing the entire cost of the project, as part of an upcoming bond borrowing, and working out a payment arrangement with the Village of Walworth. President Pollitt stated that Mr. Simonson had noted that the fact that the path was located entirely within land recently annexed by the Village of Fontana was the primary reason that they were no longer considering funding the project at the 50% level. Executive Director McHugh quickly reviewed the history of the project, which had begun over two years earlier. He reminded the group that when the initial cost estimates had been developed years earlier as part of the STH 67 Improvement project, it had been shelved by the CDA. It was only with the suggestion from the Village of Walworth that the villages could jointly apply for grant funds, that the CDA reinitiated the project. If the CDA was to approve paying more than the 50%, Executive Director McHugh expressed concern on the subject of justifying the greater share of the project's cost as TID eligible. He added that he would hate to see the unique opportunity of connecting the pedestrian path and trail systems of the two communities fail to be realized due to a lack of agreement over funding. The group generally discussed what type of response should be made to the Village of Walworth, and Executive Director McHugh recommended that the CDA should wait until the Village of Walworth's Board of Trustees met and formally discussed the project. President Pollitt confirmed that the Village of Walworth Board would be reviewing and considering the CDA's finance offer at their upcoming meeting. He confirmed that he had relayed Mr. Rich Simonson's thoughts only on the subject, and the their board had yet to make a formal response to the offer. The general consensus of the group was to wait until the next meeting to further discuss the issue, when a formal response would be available from the Village of Walworth.

#### **Duck Pond Phase II Improvements – Ruckert Mielke Proposal & Estimates**

Executive Director McHugh introduced a proposal from Ruckert Mielke for the next phase of design work on the Duck Pond group of projects. Chairman Trustee asked if the members of the group had seen the latest round of testing results from the monitoring wells on the site of the former village

garage site. DPW Workman reviewed the recent results and noted that the negative “lead” result received originally was a mistake. Executive Director McHugh distributed updated costs estimates for the project, as well as a proposal for the next phase of design-development and bidding, prepared by Ruekert Mielke. He quickly reviewed the attached scope exhibit, which had been previously approved by the CDA. He noted that he had not received the proposal and associated paperwork until the day of the meeting and stated that he would not recommend that it be approved, until he had fully reviewed the document. Mr. Terry Tavera explained that the range in the cost estimates they were presenting was partly a factor of the optional design elements, such as, site furnishings, wayfinding signage, and multi-use sport courts. If the additional elements were determined to be necessary, than the overall cost of the project, as well as the cost for engineering, would be correspondingly higher. In order to make sure that the project was not inadvertently slowed down, Executive Director McHugh asked if the group would consider approving a minor dollar amount, which could be used to initiate the work defined in the proposal, subject to the standard terms of the agreement, without fully authorizing the contract.

Chairman Turner/Commissioner Bliss 2nd made a MOTION to approve the proposal from Ruekert Mielke for the design-development and bidding of the Duck Pond Recreation Area – Phase Two Loop Road & Recreation Area Improvements project, subject to a not-to-exceed limit of \$10k pending final approval of the proposal at the next monthly meeting of the CDA, and the MOTION carried without a negative vote.

#### **Village Board Report – Chairman Turner**

##### **Resident Member Appointment to the Lakefront Building Blue Ribbon Committee**

*Chairman Turner moved past this item and it was discussed later in the meeting during the discussion of the Blue Ribbon Committee for the Lakefront Building.*

#### **2008 GO (General Obligation) Bond Sale Schedule**

Chairman Turner quickly reviewed the Bond Sale Schedule. He noted that there had been a special meeting of the Village Board scheduled for September 25<sup>th</sup> to approve the Bond Sale.

*This item acted upon in conjunction with the next item on the agenda...*

#### **Tax Increment District No. 1 – Project Plan Amendment #3**

Chairman Turner quickly reviewed the purpose the Village was pursuing an amendment to the TIF’s Project Plan. He reminded the group that they initiated the pursuit of the TID Amendment at the recommendation of CDA attorney Hank Gempeler. He noted that the Joint Review Board (JRB) was the final approval required. Chairman Turner clarified that the amendment to the Project Plan did not include a request for additional funds.

Chairman Turner/Commissioner Bliss 2nd made a MOTION to officially endorse, for the record, the Bond Sale and associated schedule as it pertained to specific CDA projects, as well as the 3<sup>rd</sup> Project Plan Amendment to Tax Increment District No. 1, and the MOTION carried without a negative vote.

#### **Lakefront & Harbor Report – Commissioner Chanson**

No Report.

#### **Park Commission Report – Commissioner Hibbard | Executive Director McHugh**

President Pollitt noted that the Park Commission should soon be approaching the CDA to request the CDA’s contribution for the Mill House project. Executive Director McHugh offered that the CDA had only approved the budgeted amount; at this point all that was needed was for a claim to be presented for inclusion in the monthly claims payable total. President Pollitt asked that everyone visit the newly constructed facility; he added that it “...was really quite cool!”

**Blue Ribbon Committee for the Lakefront Building – Commissioners Wilson (Alt: Fisk)**

Chairman Turner stressed his concern that the newly created Blue Ribbon Committee was not farther along with choosing an architect for the project. He noted that it was going to be a difficult project to coordinate and he simply wished to see the ball keep moving forward.

**Lakefront Survey – Update**

Commissioner Wilson offered that the group would be able to move quickly once they had the results of the Lakefront Opinion Survey in hand. She noted that the surveys were going to be distributed shortly and the committee would reconvene on October 9<sup>th</sup> to review the results and continue forward with the process.

**Resident Member Appointment to the Lakefront Building Blue Ribbon Committee (Cont...)**

President Pollitt noted that he had appointed local resident Ms. Allison Murray to fill the vacancy created by the recent departure of Ms. Susan Geye. Chairman Turner noted that the Blue Ribbon Committee would now need to select a new Chairperson as well.

**Executive Director Report – CDA Director McHugh  
“2009 CDA Work Plan” & 2009 Budget Discussion**

With respect to moving forward with future CDA projects, Chairman Turner expressed his concern with what appeared to be poor maintenance of what had already been created. He spoke specifically of the walking path through the Hildebrand Conservancy. He offered that all aspects of CDA projects, from initiation to future maintenance, should be the concern and ultimate responsibility of the CDA’s Executive Director. Commissioner Wilson asked, “...up to what point, is the CDA and its Executive Director responsible for the newly created projects.” Chairman Turner maintained that it was the Executive Director’s job to figure out who was to take care of what and to ensure that it was done. Commissioner Wilson asked if the Executive Director should be required to regularly walk the projects, and Chairman Turner stated he should. DPW Workman informed the group that the Village was researching the possibility of hiring a green-space manager. Chairman Turner said that he was not in favor of hiring another employee, since it would cost the Village close to \$100k once insurance and benefits were included. He challenged the staff to make sure that everyone was doing their job, before the Village went out to hire another person.

Executive Director McHugh presented a “draft” of the 2009 CDA Work Plan. He noted that once formalized, he would use the Work Plan to develop the CDA’s 2009 budget. Chairman Turner noted that Executive Director McHugh had not included a separate line item for the Environmental Master Plan (East of 67), and requested that the document be revised to show the requested project as a separate line item. Executive Director McHugh noted that the Lakefront group of projects was considered by him to be priority number one for 2009, and several members of the group voiced agreement. He went on to review the remainder of the projects listed in his “draft” plan. If the members of the group had ideas for the 2009 Work Plan, Executive Director McHugh asked that that they get him the information over the course of the next month.

**Confirm Quorum for upcoming Meetings**

**Next Regular Monthly Meeting – October 01, 2008 @ 6:00 pm (No Closed Session Planned)**

Chairman Turner informed those present that the next regular meeting of the CDA had been called for October 01, 2008 at 6:00 pm.

**October Agenda Item Requests**

No agenda item requests were made by the commissioners for the October meeting.



**Pending / Future Items**

No Pending/Future items were discussed at this meeting.

- **286 Valley View Drive – Façade Improvement Discussion (Canopy Renovation)**  
*(Postponed June 2008 for 6 Months)*
- **Comprehensive TID #1 Tree Enhancement Project – Funding Discussion**
- **Abbey Property - Pedestrian Trails Project & Monument Signage Proposal**

**Adjournment**

Chairman Turner/Commissioner Chanson 2<sup>nd</sup> made a MOTION to adjourn the meeting at 6:48 pm, and the MOTION carried without negative vote.

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

**APPROVED: 10.01.2008 - CDA**