

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Official Minutes)

MONTHLY MEETING of the CDA BOARD OF DIRECTORS
Wednesday, July 29, 2009

Chairman Turner called the monthly meeting of the CDA to order at 6:01 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

CDA Commissioners present: Bill Turner, Village President Pete Petersen, Cindy Wilson, Jeff Fisk, Gail Hibbard, Bob Chanson

CDA Commissioner absent: Skip Bliss

Also present: Joe Eberle, Carolyn Esswein, Administrator/Treasurer Kelly Hayden, Kevin Kirkland, Library Director Nancy Krei, Village Clerk Dennis Martin, Joseph McHugh, Director of Public Works Craig Workman

Visitors Heard

Walworth County Economic Development Alliance Services – Michael Van Den Bosch

Michael Van Den Bosch stated that he is a member of the marketing staff for the Walworth County Economic Development Alliance. Van Den Bosch stated that the alliance operates on a grant package to offer technical assistance to Walworth County municipalities. Van Den Bosch stated that business start-up funding is available for qualified businesses. Van Den Bosch stated that the alliance also can prepare for municipalities economic impact and feasibility studies on business development proposals, and the alliance serves as the first point of contact for business owners seeking to locate in Walworth County. Turner stated that the CDA owns some parcels of land, including one in the center of the village and one at the Duck Pond, that the CDA would like to someone to develop. Turner stated that the CDA would be interested in working with the alliance to find someone to develop a technology center or a business park at the 3- to 4-acre Duck Pond site. Turner stated that the CDA Board would be interested in considering some type of proposal from the Walworth County Economic Development Alliance to work with the CDA. Turner stated that Van Den Bosch should meet with Hayden and Workman and come back to the CDA with suggestions.

Announcements

1. Music in the Park Performance at the Reid Park Gazebo – **Saturday, August 1, 2009, 5:00 pm**
2. Village Board Monthly Meeting – **Monday, August 3, 2009, 6:00 pm**
3. Make & Take Craft Events at the Fontana Public Library – **Wednesdays, August 5 & 12, 2009, 10:00 am**
4. GLLEA Board Meeting – **Wednesday, August 5, 2009, 10:00 am**
5. Assessor Village Hall Office Hours – **Friday, August 14, 2009, 10:00 am to 2:00 pm**
6. Village Board/Plan Commission Master Plan Update Meeting – **Monday, August 10, 2009, 7:00 pm**
7. 2009 Board of Review – **Monday, August 17, 2009, 2:00 pm**
8. Library Board Meeting – **Wednesday, August 19, 2009, 10:00 am**
9. Park Commission Meeting – **Wednesday, August 19, 2009, 6:00 pm**
10. Plan Commission Monthly Meeting – **Monday, August 31, 2009, 5:30 pm**

Approval of Minutes for July 1, 2009 Monthly Meetings

Commissioner Chanson/President Petersen 2nd made a MOTION to approve the minutes as submitted for the meeting held July 1, 2009, and the MOTION carried without negative vote.

Approval of Current Payables

The payables totaling \$24,454 were reviewed and approval was recommended. There also was a pay order submitted for the Third Avenue Project Contract.

President Petersen/Commissioner Fisk 2nd made a MOTION to approve the \$24,454 payables as

submitted, and the MOTION carried without negative vote.

Commissioner Chanson/Commissioner Fisk 2nd made a MOTION to recommend Village Board approval of the \$22,571 Pay Order No. 11 submitted by Mann Brothers, Inc., for the Third Avenue Project, as recommended by the Village engineer, and the MOTION carried without negative vote.

Finance Report – Treasurer Hayden-Staggs

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

Turner stated that proceeds from borrowing were added to the statement. Hayden stated that the Wisconsin DOR will be providing the exact increment number for this year in mid-August.

Presentations

Fontana Boulevard Lighting and Landscaping Plan – Park Commission Recommendation

Turner stated that the plan was presented to the Park Commission and the Park Commission approved a motion to recommend approval of the Fontana Boulevard Lighting and Landscaping Project plans as presented, without the optional perennial flowerbeds along the east side of the sidewalk in front of the beach. The Park Commission favored the proposal for the light fixtures on the east side of Fontana Boulevard in front of the beach to be set back 6 feet off the street to make room for snow that is plowed off the road in the winter months. The Park Commission favored the proposal to eliminate the strip of terrace that currently runs between the curb and the sidewalk; however, following lengthy discussion on the width of the new sidewalk and a motion that was made and withdrawn, the CDA directed Workman to seek bid alternatives for the placement of pavers between the new sidewalk and the road.

Chairman Turner/Commissioner Chanson 2nd made a MOTION to authorize the Village engineer to solicit bids for the Fontana Boulevard Lighting and Landscaping Plan as recommended by the Park Commission, and to seek alternative bids to have brick pavers installed between the new sidewalk and the road to replace the existing terrace. The MOTION carried without negative vote.

TID #1 Projects – Public Works Director Workman

Environmental Master Plan – Pottawatomoni Creek and Van Slyke Creek Restoration Proposal Submitted by Ruekert-Mielke

Turner stated that a meeting was held with Workman, Ruekert-Mielke engineers and Marty Rye, an expert on stream restoration projects. Workman stated that Rye was able to come up with a project timeline and other important information after receiving a brief overview of the project goals and touring the area. Turner stated that the proposal is for Rye to team up with the Ruekert-Mielke engineers to coordinate the project and the ongoing Village-wide stormwater management plan. Chanson stated that cleaning up the creeks and the other water features in the area will be fruitless if the stormwater runoff problems are not addressed in the uplands that drain through the area. Turner stated that the first phase of the project would be to install monitoring devices in the streams and collect data for a cost between \$15,000 and \$20,000. The data will be used to formulate a plan and then grant and other funding opportunities will be pursued. Turner stated that the Village may be able to recoup some of the project costs from grants that are available from the USDA, the Wisconsin DNR and other environmental agencies, organizations and clubs. Workman stated that Rye indicated the Village has a great resource that is in need of attention, especially the silt buildup problem. Workman stated that the Pottawatomoni Creek and Van Slyke Creek Restoration project will be integrated with the upland stormwater management planning. Turner stated that there is currently \$877,000 in the CDA Environmental Master Plan account.

Commissioner Chanson/Commissioner Fisk 2nd made a MOTION to recommend Village Board approval of the contract not to exceed \$20,000 with Ruekert-Mielke and Marty E. Rye for the Pottawatomoni Creek and Van Slyke Creek Restoration Project as presented, and the MOTION carried without negative vote.

Village of Fontana/Village of Walworth Pedestrian Path Contract Change Order

Turner stated that the Village Board approved the change order for the contract, and the total cost is now under budget. A preconstruction meeting is scheduled for Thursday, August 6, 2009 at 3:00 pm.

Century Fence Beach Fence Contract Pay Order

Workman stated that the sections of the beach fence that were not racked as specified in the contract

have been replaced by Century Fence Company. Workman stated that every panel has been replaced as requested, and there still will be some touch-up painting completed on sections of the fence. The Pay Order No. 4 submitted by Century Fence Company totals \$43,149, which leaves a balance of \$4,503 that is being retained. Turner stated that former CDA Director Joseph McHugh deserves recognition for insisting that Century Fence not be left off the hook and that they complete the project according to the contract specifications.

Commissioner Chanson/President Petersen 2nd made a MOTION to recommend Village Board approval of the \$43,149 Pay Order No. 4 submitted by Century Fence Company as recommended by the Village engineer, and the MOTION carried without negative vote.

TIF Project Maintenance Activity Report

Workman stated that he has delayed having the touch-up painting completed on the Reid Park gazebo because new supports are needed for the structure. Workman stated that the DPW crew will construct some temporary supports to get the gazebo through the season, but the structure will have to be replaced. Workman stated that the gazebo is currently leaning to one side and the wooden structure is completely rotted. Although the gazebo is not a TID item, it is included on the CDA/Park Commission maintenance report. Hibbard stated that she has been working with Tom Vanderpool and following him through the Village's native prairie areas. Hibbard stated that she has received instructions on harvesting and planting the native seeds, and the Garden Club members are very excited to remain involved with the savannah project. Turner stated that it was great news and he commended Hibbard for her hard work. No new items were added to the report.

General Construction Updates

None presented

General Business

Report on CDA Projects That Are Saving Municipal Funds

Hayden distributed a template she drafted that will be used to list the completed TID projects and track the amount of money the projects are saving or costing the Village since their completion. Hayden stated that the board members should contact her with any input regarding the template, which will be presented at next month's meeting.

Abbey Resort Driveway Proposal

Workman stated that he obtained from B.R. Amon & Sons, Inc. a \$7,300 proposal to reconstruct the intersection of Highway 67 and the Abbey Resort property driveway located across from Dewey Avenue. Workman stated that the plan would allow motorists more room to turn out of the driveway onto Highway 67. President Petersen asked Workman if the Village had previously been informed that the property to the south of the driveway could not be used when the Highway 67 reconstruction plans were first approved. Chanson stated that since the property was not owned by the Village it could not be used in the first place. Workman stated that the proposed expansion area is all located in the highway right-of-way. Turner stated that Workman should double check to make sure that the proposal is approvable. Turner asked the CDA members to drive automobiles in and out of the driveway and see what they think about the current situation. President Petersen stated that he has driven in the area, and although it is a tough situation, motorists should be able to deal with it without having to reconstruct a portion of the intersection. Hibbard stated that she also has driven an automobile in the area and it is not impossible to safely enter and exit from the driveway onto the highway. Chanson stated that if the property owners want the project completed, they should fund the contract.

Chairman Turner/President Petersen 2nd made a MOTION to table the item, and the MOTION carried without negative vote.

Village Board Report – Chairman Turner

Report on Centralized Pay Station Parking System

Hayden stated that the Village Board approved a motion at its July 6, 2009 meeting to spend an amount not to exceed \$3,000 to rent a centralized pay station system unit from Total Parking Solutions, Inc. on a trial basis for the rest of the season. The pay station unit is the same model that is used at the train station in Harvard, IL. Turner stated that initial projections on the Third Avenue

Project indicate the total cost for the project is currently \$80,225 under budget, so there are funds available for the CDA to lease one of the pay stations for the remainder of the year.
Commissioner Chanson/Commissioner Fisk 2nd made a MOTION to approve funding the \$3,000 lease with Total Parking Solutions, Inc, for a centralized pay station unit for the parking stalls on Third Avenue for a trail basis until the end of the season, and the MOTION carried without negative vote.

Lakefront & Harbor Report – Commissioner Chanson

Nothing presented

Park Commission Report – Commissioner Hibbard

Request for Fence Along Lake Street Alley/Little Foot Playground – Purchase of Additional Fencing from Century Fence

Workman stated that he requested from Century Fence Company a quote for the Village to purchase the sections of fence that were removed in order to meet contract specifications for the racked sections of the new beach fence, and the price was more expensive than what the Village paid for the racked sections. The CDA directed Workman to get other quotes for fence to be erected between the alley and the arborvitae bushes.

Blue Ribbon Committee for the Lakefront Building – Commissioners Wilson (Alt: Fisk) Confirm Blue Ribbon Committee Lake Street Route Recommendation

Turner stated that the committee voted to recommend that Lake Street not be rerouted and decided to not conduct another public opinion survey. Esswein stated that Lake Street can be realigned when it is reconstructed so it will match up better with the exit onto Fontana Boulevard and it will be safer at the entrance to the beach house. Esswein stated that the plan for a new building will work with Lake Street following its current route or if the street is rerouted to turn at the north end of the beach parking lot. Following a very lengthy discussion on parking and the public information survey conducted by the Blue Ribbon Committee, Turner stated that there will be the same amount of parking stalls available at the lakefront that were available when the CDA commenced its project plan and there is not need to continue to discuss the number of parking stalls.

Chairman Turner/Commissioner Chanson 2nd made a MOTOIN to accept the Blue Ribbon Lakefront Building Committee recommendation to not alter the current route of Lake Street, and the MOTION carried without negative vote.

Accept Committee Recommendation to Disband

Turner stated that the committee members approved a motion to disband and made a recommendation that the CDA appoint a new subcommittee to work on the proposed layout of the building and to select a building architect.

President Petersen/Commissioner Chanson 2nd made a MOTION to accept the Blue Ribbon Lakefront Building Committee recommendation to disband, and the MOTION carried without negative vote.

Approve Program Elements for Proposed Lakefront Building

Turner stated that he talked to the current lakefront building tenant, Kevin Kirkland, and Kirkland has expressed interest in working with the Village to rent non-motorized equipment from the lakefront building. Turner stated that Kirkland will work with the Village to operate a private/public program in conjunction with the Big Foot Recreation Department. Turner stated that the equipment could be used for park programs and for a private club for residents. Turner stated that Kirkland has indicated that he is willing to operate a trial program next summer from the current lakefront building. Turner stated that in conjunction with the equipment rental program, the Village needs someone to run the new building and Kirkland would be a good person for the job since his business is already located there. Esswein stated that the proposed building has a lot of flexibility and any of the rooms can be expanded or reduced depending on the proposed use.

Selection Process/Search Committee to Work with PDI/Graef on Selection of Lakefront Building Architect

Turner stated that he would like the CDA to form a subcommittee to work with Esswein on

selecting an architect. Following discussion, Wilson, Petersen and Turner were selected to work with Derek D'Auria and Lou Loenneke from the disbanded Blue Ribbon Committee.

Chairman Turner/President Petersen 2nd made a MOTION to form a subcommittee consisting of Turner, Petersen, Wilson, D'Auria and Loenneke, and the MOTION carried without negative vote.

Consider Lakefront Building Contract Amendment with PDI

Turner stated that he would like authorization to increase the current contract with Carolyn Esswein by an amount not to exceed \$6,000 to complete the planning process for the proposed lakefront building, Lake Street and beach parking lot renovation project.

Commissioner Chanson/President Petersen 2nd made a MOTION to approve an increase of an amount not to exceed \$6,000 for the contract with Carolyn Esswein and PDI/Graef, and the MOTION carried without negative vote.

Confirm Quorum for upcoming Meetings

Next Regular Monthly Meeting – September 2, 2009 @ 6:00 pm

Agenda Item Requests

None

Pending/Future Items

1. 286 Valley View Drive – Façade Improvement Discussion (Canopy Renovation)

Adjournment

Commissioner Chanson/President Petersen 2nd made a MOTION to adjourn the CDA meeting at 7:21 pm, and the MOTION carried without negative vote.

Minutes prepared by: Dennis L. Martin, village clerk

Note: These minutes are subject to further editing. Once approved by the CDA, the official minutes will be kept on file at the Village Hall.

APPROVED: 9/2/09