

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

MONTHLY MEETING of the CDA BOARD OF DIRECTORS
Wednesday, September 30, 2009

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

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

Also present: Fred Burkhart, Joe Eberle, Administrator/Treasurer Kelly Hayden, Kevin Kirkland, Library Director Nancy Krei, Brian Lennie, Village Clerk Dennis Martin, Joseph McHugh, Trustee Micki O'Connell, Michael Van Den Bosch, Director of Public Works Craig Workman

Visitors Heard

Big Foot Country Club – Van Slyke/Pottawatomi Creek Bank Stream Bank Stabilization Project Engineer Brian Lennie, Bonestroo

Bonestroo project engineer Brian Lennie distributed a geomorphic assessment his firm completed on the Potawatomi Creek at Big Foot Country Club. Lennie stated that Big Foot retained Bonestroo last year to address areas of Potawatomi Creek where the golf course cart path is eroding and where the fish habitat has been degraded. Lennie stated that the estimated cost for the two-phase project for the country club's portion of the creek is about \$90,000. Turner stated that the Big Foot Country Club members would like the CDA to contribute partial project funding, and he asked Eberle if it would make sense in conjunction with the ongoing CDA project. Eberle stated that he has not reviewed the Bonestroo proposal. Eberle stated that that recent clean-up project in Van Slyke Creek has already improved the water quality and any approved project will benefit the stream quality. Lennie stated that his firm would like to work through the Village as a partner since the overall proposal will be compatible with what is being planned by Marty Rye for the CDA. Fisk stated that the Big Foot Country Club plan should be reviewed by the Village engineer to determine if it fits in before the CDA considers the funding request.

President Petersen/Commissioner Fisk 2nd made a MOTION to table the proposal, and the MOTION carried without negative vote.

Announcements

1. Big Foot High School FFA Homecoming Pig Roast – **Thursday, October 1, 2009, 5:00 pm**
2. Geneva Lake Environmental Agency Classic Car Rally – **Saturday, October 3, 2009**
3. Village Board Monthly Meeting – **Monday, October 5, 2009, 6:00 pm**
4. Finance Committee 2010 Budget Meeting – **Thursday, October 8, 2009, 4:00 pm**
5. Park Commission Outdoor Education Event at the Mill House Pavilion – **Friday, October 9, 2009, 1:00 pm**
6. Village Board/Finance Committee 2010 Budget Workshop – **Thursday, October 15, 2009, 5:00 pm**
7. Park Commission Volunteer Bulb Planting Event at Porter Court Plaza – **Saturday, October 17, 2009, 10:00 am**
8. Village Board/Finance Committee Final Budget Workshop – **Monday, October 19, 2009, 5:00 pm**
9. Library Board Meeting – **Wednesday, October 21, 2009, 10:00 am**
10. Park Commission Meeting – **Wednesday, October 21, 2009, 6:00 pm**
11. Protection Committee Meeting - **Monday, October 19, 2009, 5:00 pm**
12. Public Works Committee Meeting – **Saturday, October 24, 2009, 8:00 am**
13. Plan Commission Monthly Meeting – **Monday, October 26, 2009, 5:30 pm**
14. CDA Monthly Meeting – **Wednesday, October 28, 2009, 6:00 pm**
15. Village Board Monthly Meeting – **Monday, November 2, 2009, 6:00 pm**

Approval of Minutes for September 2, 2009 Monthly Meeting

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

Approval of Current Payables

The monthly payables totaling \$167,937 and invoices totaling \$16,890 for PDI/Graef contracted services were reviewed and recommended for approval.

President Petersen/Commissioner Chanson 2nd made a MOTION to approve the payables as presented, and the MOTION carried without negative vote.

Finance Report – Administrator/Treasurer Hayden

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

Hayden presented the updated spreadsheet.

Presentation

Consider Next Steps for Non-Motorized Summer Equipment Rentals at Lakefront Building – Kevin Kirkland

Kirkland presented his proposal to operate a kayaking and rowing rental/club operation at the lakefront building next season, with the non-motorized equipment stored in the room he currently leases for a showroom. Kirkland stated that he is planning to operate the new venture in cooperation with the Big Foot Recreation Department. Kirkland stated that if the pilot program goes well, the operation could be expanded in future years. Turner stated that preliminary discussions regarding the proposed new lakefront building have included the possibility of a space for non-motorized equipment rentals. Kirkland stated that initial startup costs will be about \$70,000. Turner stated that the CDA Board could consider loaning the initial funds to Kirkland and the funds could be paid back over a period of five to seven years. Turner stated that the TIF funds would be promoting business development with initial economic assistance. Turner stated that Kirkland should work with Hayden and Fisk on a business plan and determine if the proposal has a chance to succeed. Bliss stated that the loan would be a departure from what the CDA has done in the past and the CDA Board needs to be careful when considering the structure and parameters of the proposal.

Chairman Turner/Commissioner Hibbard 2nd made a MOTION to have Hayden and Commissioner Fisk meet with Kevin Kirkland to prepare a business plan for the proposed non-motorized summer equipment rentals at the lakefront building, and the MOTION carried without negative vote.

TID #1 Projects – Public Works Director Workman

TIF Project Maintenance Activity Report

The items taken care of by the Public Works Department during the last month were indicated on the report. There were no new items added.

General Construction Updates

Workman stated that the Fontana Boulevard Lighting and Landscaping construction project has commenced and a traffic detour for eastbound motorists will be established on Third Avenue to Lake Street and back to Fontana Boulevard. Workman stated that bid advertisements are going out this week for the Shabbona Path/Storm Sewer construction project, which is scheduled to be completed in 10 working days. Workman stated that the Village of Fontana/Village of Walworth pedestrian path project is underway; however, the discovery of a spring directly under the path has produced an estimated additional cost of \$8,000 to \$10,000. Workman stated that the matching grant from the Wisconsin DNR has a cap and the Village of Walworth has committed limited funding. Turner stated that Workman should go back to the Village of Walworth Town Board and request more funding, and make sure that the DNR grant has a cap.

Beach Fence Contract Change Order No. 1, Final Pay Request No. 6 & Certificate of Substantial Completion Filed by Century Fence Company

Workman stated that the Village engineer recommended approval of the contract closeout documents. Workman stated that there are still a few areas that will require touchup painting, but they will be covered under the contract's warranty funds.

Commissioner Bliss/Commissioner Chanson 2nd made a MOTION to recommend Village Board

approval of the contract change order calling for a \$6,434 decrease, of the \$1,000 pay request number six, and of the Certificate of Substantial Completion filed by Century Fence Company. The MOTION carried without negative vote.

Fontana/Walworth Joint Pedestrian Path Project Pay Request No. 1

Workman stated that a second pay request was submitted by the Village engineer on September 30, 2009. Both requests were reviewed by the Village engineer and approval was recommended.

Commissioner Chanson/Commissioner Hibbard 2nd made a MOTION to recommend Village Board approval of the \$15,556 pay request number 1 submitted by Mann Brothers, Inc., and the MOTION carried without negative vote.

Commissioner Chanson/Commissioner Fisk 2nd made a MOTION to recommend Village Board approval of the \$49,875 pay request number 2 submitted by Mann Brothers, Inc., and the MOTION carried without negative vote.

Big Foot Country Club Van Slyke Creek Restoration Project – Update

Ruekert-Mielke Engineer Joe Eberle stated that the field work has been completed and the report is being finalized for presentation at the next monthly meeting of the CDA. Eberle stated that he and Marty Rye will need about one hour to present the report and present the proposed project list. Eberle stated that some of the potential projects are the removal and/or modification of stream culverts, development of vegetation management areas, and dredging and in-stream habitat improvement projects. Turner stated that he would like the presentation to include the reasons why the CDA is undertaking the overall project and how the project will benefit the community. In response to concerns that the meeting documents be distributed in advance of the meeting, Eberle stated that the report will be submitted to the Village a week prior to the next meeting date.

General Business

Lakefront Property Redevelopment Proposal Architect Recommendation

Turner stated that the CDA subcommittee interviewed three of the nine firms that submitted proposals, including local architect Jason Bernard, Groth, and Hammel, Green and Abrahamson, Inc. Turner stated that the subcommittee members unanimously recommended hiring HGA, Inc., Milwaukee. Turner stated that HGA did all the architectural work on the renovated buildings at the George Williams College Williams Bay campus. Turner stated that the HGA proposal is \$23,000 for the planning work through the building design proposal; however, if the proposal is approved in the required public referendum, the cost will be \$28,000. In response to a question, Turner stated that the proposal submitted by Bernard was for \$33,000, and the proposal submitted by Groth was for \$16,500 to \$18,500. Turner stated that Groth's proposal did not include project fees, which would have escalated the total cost of the proposal to the same level as the HGA proposal. Bliss asked who will be deciding what style building is being proposed and he stated that he had concerns with the architecture of the previous CDA building projects. Turner stated that to date the former Blue Ribbon Committee and the current CDA subcommittee has been looking at a historical design at the many meetings that have been held during the last year. Turner stated that the subcommittee will come up with design ideas that will be presented to the CDA and the Village Board before the proposal is finalized for the referendum.

Commissioner Chanson/President Petersen 2nd made a MOTION to recommend Village Board approval of the proposal submitted by Hammel, Green and Abrahamson, Inc., Milwaukee, and the MOTION carried without negative vote.

Contract for PDI/Graef for Lakefront Building Proposal

Turner stated that the contract with PDI/Graef has to be extended to take the CDA through the rest of the planning process for the lakefront building proposal. Turner stated that an additional \$6,000 will be needed to complete the planning process.

Commissioner Chanson/Commissioner Bliss 2nd made a MOTION to recommend Village Board approval of the \$6,000 contract extension with PDI/Graef for the lakefront building proposal planning process, and the MOTION carried without negative vote.

Monthly Meeting Date Schedule Amendment – Wednesday Prior to Village Board Monthly Meeting Date (October 28, 2009; December 2, 2009; December 30, 2009)

Turner stated that he would like the CDA to hold its monthly meetings the Wednesday prior to the monthly meetings of the Village Board. Bliss stated that the CDA had already considered the proposal but decided not to change the meeting date. Turner stated that holding the CDA meetings prior to the Village Board helps keep matters on track and considered in the proper approval order, with the CDA recommending items prior to Village Board consideration. Bliss stated that he has a conflict with the proposed meeting date of October 28, 2009. Turner stated that he does not think that Wednesday, December 30, 2009 would be a good day for a meeting because of the holiday season.

President Petersen/Commissioner Chanson 2nd made a MOTION to schedule the next two CDA Board meetings for Tuesday, October 27, 2009 and Wednesday, December 2, 2009, beginning at 6:00 pm, and the MOTION carried without negative vote.

Report on CDA Projects That Are Saving Municipal Funds

Hayden stated that the report is not completed because of the ongoing budgeting process.

Walworth County Economic Development Alliance Services – Update

Fred Burkhart and Michael Van Den Bosch of the Walworth County Economic Development Alliance presented a proposal to provide marketing services for the CDA's Duck Pond development site. Burkhart stated that the WCEDA will gather qualified RFPs for the proposal development site and identify and recruit potential developers if necessary. Burkhart stated that he has identified a potential grant that will cover all of the \$24,254 project expenses with the exception \$1,754 that would have to be paid for by the Village. Turner asked Burkhart what the CDA's chances are to attract some type of corporate business that could provide 25 to 30 high-quality job positions. Burkhart stated the site information is still needed to make a determination; however, if high-speed commercial grade internet services are available, it will make the site much more marketable. Burkhart stated that once the application for the grant is filed, it will take about three to six weeks to find out if the Village will receive the grant. Van Den Bosch stated that the WCEDA would provide services to take the Village up to the solicitation of RFPs, but the actual agreement will have to be negotiated by the CDA and the developer.

Chairman Turner/Commissioner Fisk 2nd made a MOTION to recommend Village Board approval of the \$1,754 proposal for the Walworth County Economic Development Alliance to prepare and submit a grant application for providing marketing services for the CDA's Duck Pond development site. The MOTION carried without negative vote. President Petersen abstained.

Abbey Driveway Project Construction Cost Estimate

Workman stated that he obtained a quote of \$4,500 to lower the bricks and widen the intersection at the back driveway of the Abbey Resort property at Highway 67. At last month's meeting the CDA Board approved spending an amount not to exceed \$1,500 on the project. Hibbard suggested that the Abbey Resort erect a sign that states no left-turns to address their traffic safety concerns. Chanson stated that he agreed with Hibbard's idea for a new sign. Bliss stated that the CDA approved spending \$1,500 and if the Abbey property owners want to fund the cost for the rest of the project, it is up to them. Following discussion, the CDA Board members decided no action was required and directed Workman to inform the property owners that the CDA approved spending up to \$1,500 and if they want to fund the cost for the rest of the project, it is up to them. The proposal was tabled by the Village Board at its September 8, 2009 meeting.

Reid Park Gazebo Situation

Workman stated that the 18-year-old cedar structure was poorly constructed in the first place and now it is falling down. Turner stated that the CDA will be proposing construction work on Lake Street and the area around Reid Park, and he asked if the CDA Board members want to do anything about the gazebo. The Park Commission recommended at its last meeting to have the unsafe structure razed and to begin planning for constructing a new gazebo. Turner stated that at this time, the CDA should inform its architect that the gazebo may be rebuilt or relocated in the future.

Village Board Report – Chairman Turner

Turner stated that he had nothing further to report that has not been addressed.

Lakefront & Harbor Report – Commissioner Chanson

Chanson stated that Kirkland also presented his initial proposal for a kayaking and rowing rental/club operation at the lakefront marina building to the Lakefront and Harbor Committee.

Park Commission Report – Commissioner Hibbard

Recommendation for Small Black Cyclone Fence Along Lake Street Alley/Little Foot Playground

Workman stated that the Park Commission approved a motion to recommend the installation of a small, black cyclone fence along the arborvitae bushes between the Lake Street alley and the Little Foot Playground. The Park Commission members stated that the bushes would grow around the fence and it will not even be noticeable in a few years. The CDA Board members stated that they want to know the proposed cost for the fence section and what it will look like before a decision is made. Workman was directed to obtain fence specifications and a cost estimate.

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

Prairie Seed Request

Workman stated that the Fontana Garden Club donated about \$1,000 in funding and the CDA Board financed the rest of the \$2,300 cost for the seeds last year for the prairie restoration project at the Duck Pond Recreation Area. Turner stated that the seeding is part of the approved CDA project. Turner stated that Hibbard and the Garden Club members have provided countless volunteer hours working on the project and the CDA should provide the necessary funding for the prairie seed.

Commissioner Hibbard/Commissioner Chanson 2nd made a MOTION to provide the funding for the purchase of the seeds to be planted in the prairie restoration areas at the Duck Pond Recreation Area, and the MOTION carried without negative vote.

Confirm Quorum for upcoming Meetings

Next Regular Monthly Meeting – October 27, 2009

In accordance with the motion approved earlier in the meeting, the next monthly of the CDA will be scheduled for Tuesday, October 27, 2009 beginning at 6:00 pm.

Agenda Item Requests

None

Pending/Future Items

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

Adjournment

Chairman Turner/Commissioner Chanson 2nd made a MOTION to adjourn the CDA meeting at 7:45 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: 10/27/09