VILLAGE OF COTTAGE GROVE ***NOTICE OF PUBLIC MEETING***

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Thursday, June 18, 2020 **6:30 P.M**

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please joing the meeting from your computer, tablet or smartphone by visiting **https://zoom.us/j/99690232773**
You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 996 9023 2773# When asked for your Participant ID, just press #

You may also choose to participate by providing public comment prior to the meeting vial email to the Director of Parks, Recreation & Forestry Sean Brusegar sbrusegar@village.cottage-grove.wi.us

AGENDA

1. Call to order.
2. Roll call and confirm that the meeting was properly posted.
3. **Public appearances**: Public's opportunity to speak.
4. Discuss and consider programming and shelter reservations.
5. Discuss and consider allowing Music in the Grove beginning in July and moving all concerts to Fireman's Park.
6. Update on Bakken Park shelter and splash pad.
7. COVID-19 Parks & Recreation Update
8. Approve the minutes of the May 21, 2020 meeting.
9. Future Agenda Items
10. Adjournment.

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
3. Any item on the agenda is subject to final action.

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Meeting Minutes for Thursday, May 21, 2020

1. **Call to order virtual Zoom meeting.** The meeting was called to order by Heidi Murphy at 6:33 pm.

2. **Roll call and confirm that the meeting was properly posted.**
   It was determined that a quorum was present, and that the agenda had been properly posted. Present for the meeting were Heidi Murphy (chair), Penny Aguilera, Jay Kiefer, and Kevin Laufenberg. Amy Brice was absent. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Recreation Program Coordinator Sam Frederickson, Public Works Director JJ Larson, Utility Clerk Kristen Krause and Mark Manthey from Tetra Tech.

3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**
   None.

4. **Discuss and consider request from Hydrite to install groundwater extraction and monitoring wells at Huston Park.**
   Mark Manthey of Tetra Tech gave an overview of the need and installation process for the groundwater extraction and monitoring well that is to be placed on the northwest edge of R.G. Huston Park. The well is a needed measure since a groundwater plume was recently discovered by the Hydrite facility and will provide data for treatment of the groundwater. Homes in the area are not currently affected by the plume. A 6-10" diameter steel pipe will be the only visible part of the well. Kiefer recommended that the neighbors in the area be notified of the placement of the well; JJ Larson and Manthey will work on this notification. **Motion** by Kiefer, seconded by Aguilera, to recommend to the Village Board to accept the proposed installation of an inspection well at Huston Park. A brief discussion was had about the placement of the well at Huston Park. Manthey stated that he will check with JJ Larson before the final placement and installation of the well. **Amended motion** by Kiefer, seconded by Aguilera, to recommend to the Village Board to accept the proposed installation of an inspection well at Huston Park with the Director of Public Works JJ Larson's approval of placement. Motion carried with a voice vote of 4-0-0.

5. **Discuss and consider allowing the Glacial Drumlin Bike Path to go through Bakken Park.**
   JJ Larson gave a brief description of the planned trail extension that will run from the Glacial Drumlin Bike Trail, down Clark Street and through Bakken. Brusegar explained that the trail will hook into the existing path at Bakken Park and exit out of the south end of the parking lot driveway onto Vilas Road. This path will eventually connect to the Capital City State Trail. **Motion** by Kiefer, seconded by Laufenberg, to allow the Glacial Drumlin Bike Path to go through Bakken Park as outlined in the plan. Motion carried with a voice vote of 4-0-0.

6. **Discuss and consider donating a damaged set of bleachers to Chris Nelson.**
   Brusegar explained that there is a 15-20' section of damaged bleachers located at Fireman's Park. A quote of $33,765.00 was received to repair and cage the damaged bleachers. Brusegar stated that the Village does not currently need these bleachers and that the only value would be to recycle them, and it would not amount to much. He then explained that community member

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Chris Nelson had requested use of the bleachers if the Village was going to dispose of them. Mr. Nelson would utilize the bleachers at a mini-bike racing course that he is affiliated with. Kiefer reminded the committee that Mr. Nelson has been a good neighbor and very supportive of the Village parks. **Motion** by Aguilera, seconded by Laufenberg, to donate the damaged set of bleachers to Chris Nelson contingent on a proper legal agreement. Motion carried with a voice vote of 4-0-0.

7. **Discuss and consider summer recreation programming for 2020.**
With conditions around Covid-19 changing, Brusegar wanted the committee to advise on some dates for programming and reserving fields and shelters. He also stated that Dane County Health has given some direction with the different phases of reopening to the public. Some plans that have been considered for allowing in-person programming would require use of PPE (personal protective equipment) and handwashing stations, both of which are in short supply and too costly at this time. With additional equipment and lower class/program size restrictions, it would be difficult to cover the costs for running programs this summer. He further referenced other area entities that have cancelled in-person summer programming. Program Coordinator Sam Frederickson also commented on the area summer baseball leagues that are disbanding or close to disbanding for the summer. He added that 3 of the 4 virtual fitness classes have been running. Brusegar said that a 4-question survey was sent out to recreation participants asking what programs they would like to see run this summer. Tennis, baseball and softball were the three programs that people wanted to continue for this summer. The cheer and tumbling instructor believes that cancelling summer programming will be detrimental to her programs, but she said she could look into possible virtual programming. Music in the Grove could possibly continue in July if all events were moved to Fireman's Park and audience members remained in their cars. At this time, Brusegar is recommending cancelling summer in-person programming until August 1 and revisiting program start dates at the June and July committee meetings. He also believes that cancelling field reservations until August 1 is appropriate since programming related to field use will be cancelled. Brusegar and committee members agreed that the issue of reopening fields, shelters and equipment use should be revisited at the June and July meetings.

Motion by Kiefer, seconded by Laufenberg, to suspend all summer in-person programming until August 1, 2020 due to Covid-19 challenges, with the understanding that the committee will revisit this matter in June and July. Motion carried with a voice vote of 4-0-0.

Motion by Murphy, seconded by Aguilera, to suspend park shelter reservations through July 1, 2020 and keeping park shelters locked without a reservation until August 1, 2020 and also suspending field reservations until August 1, 2020. Motion carried with a voice vote of 4-0-0.

8. **Update on Bakken Park shelter and splash pad.**
Brusegar shared recent drone images that he took of the splash pad and shelter construction and gave a brief update on both. At this time, the splash pad has been dug out and is ready to move forward in construction. Components for the splash pad are scheduled to be installed on July 29. Masons will be in next week to begin block work on the shelter. Trees in the construction area were moved.

9. **Covid-19 Parks and Recreation update.**
Recreation
Recreation Supervisor Brooke Franseen will be leaving Cottage Grove Parks and Recreation as of tomorrow and taking a position with the Fort Atkinson Parks and Recreation Department as the new

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Director of that department. We wish her well. The Recreation Supervisor position will be posted as of Tuesday, May 26, through the month of June and we are looking to conduct in-person interviews in July.

Several of our programs have been canceled as of May 11 and include: Coding Camp, Playground Camp, Paint & Sip (Hydrangea), Succulent Planter Workshop, Paint My Pet, Custom Wood Signs and Safe Kids 101. Virtual adult fitness classes had a total 41 participants in the first session, with 22 of them being in the senior fitness class. We will continue offering the virtual fitness classes. Novid-19 50K ended with a total of 253 participants and 34 states participating. Color the Curve 300 is the current fitness challenge and we are partnering with rec departments in both the state of Oregon and Massachusetts for this event. Participants will earn a t-shirt and color packets upon completion. We currently have 19 registered and the challenge runs through June 14. Franseen was recently on News Channel 3 promoting this program. The other virtual challenges are still going strong. Last week, participants were asked to submit their favorite photograph and we had 22 submissions with 1,674 votes for one winner. We have partnered with local businesses to offer a $10 gift card to winners. So far, Piggly Wiggly and Oakstone Recreational have sponsored our virtual challenges.

Parks

All playgrounds and shelters remain closed and basketball rims are down. One tennis net has been installed at Northlawn Park per the Forward Dane phasing recommendations. We will look to install a tennis backboard this summer at Northlawn. The mowing staff have been in and mowing regularly. Staff have also been performing much needed maintenance on the Fireman's Park baseball field.

Forestry

Kelly Tuttle is currently in the Village completing the tree inventory and will remain here for approximately 2 weeks. Once she has compiled the data, she will submit the completed report to the Village.

10. Approve the minutes of the April 16, 2020 meeting.

Motion by Laufenberg, seconded by Aguilera, to approve the minutes from the April 16, 2020 meeting as presented. Motion carried with a voice vote of 4-0-0.

11. Future Agenda Items

- Update on Bakken Park shelter and splashpad.
- Music in the Grove for July.
- Shelter reservations.
- Covid update.
- The next PRFC meeting is scheduled for **Thursday, June 18, 2020 at 6:30 pm and will be a virtual Zoom meeting**.

12. Adjournment.

Motion by Kiefer, seconded by Laufenberg, to adjourn the meeting at 8:03 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.
Approved on: ___

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim discussion of the subjects and conversations that took place.

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