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

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Thursday, August 20, 2020 6:30 PM

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting https://msa-ps.zoom.us/meeting/register/tZMsfuuoqT8pE9wgLIVAPvkg8HoTkW2d_xJ4?fbclid=IwAR3WNVddnc-E0DjhFtYXMtSproOI3qlSTgp9sT0tLOj9IP6voiNpdLsBEmY
You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 958 5072 5031# 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 Information Meeting – Master Plan for Westlawn 22-acre park.**
4. **Public appearances**: Public's opportunity to speak.
5. Review Village Board Priorities.
6. Update on Bakken Park shelter and splash pad.
7. COVID-19 Parks & Recreation Update
8. Approve the minutes of the July 16, 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.

ITEM 5

Staff Memo

MEMO DATE:	**June 18, 2020**
TO:	Village Board
FROM:	Matt Giese – Village Administrator
RE:	**Village Board Prioritization Process**

BACKGROUND

The following is the overall list of priorities that each Board came up with. Following each item I included the initials of the Board member so you can see who submitted what.

Overall List (in no particular order; each item is entered as submitted) (/ / / = similar priority or category submitted)

A---Village's Economy/Economic Development: Encourage more business/retail growth, both existing and new (TA) / / / Support local businesses in recovering from COVID-19 pandemic (SV) / / / Encourage Business and Retail Growth: Pursue opportunities for economic growth that will build upon our desire to meet the needs of current and potential residents, enhancing the character of our community, provide quality local jobs within Cottage Grove and build our tax base. Pursue streetscape improvements with a beautification budget that will promote residents and visitors to spend more time on our main streets. (HM) / / / Residential growth - as it coincides with commercial and economic growth. We need workers of all incomes. Workers of all incomes in our community will entice different types of businesses to come to our community as we will have a base of workers available to them and they don't have to try to get workers to come to our community from other communities. We need workers of all ages, races, genders. (MR) / / / Support existing businesses and accelerate commercial / retail development to provide citizens with more local options as well as improve our tax base ratio. Support residential development with more diverse options and increase our pace of development. Engage Chamber of Commerce and other key Stakeholders (e.g. Town of Cottage Grove) to market / promote existing businesses. Opportunities to activate TIDs 8, 9, and 10. (JW) / / / Growth and development: hire professional marketing firm and implement an aggressive marketing campaign with goal of seeing Cottage Grove chosen over other surrounding communities. (JL) / / / Business Growth - To provide more amenities that would attract people to Cottage Grove; To help support lowering taxes. (PV)

B---Fiscal responsibility, stabilize and lower Village taxes (TA) / / / Remain Fiscally Responsible - strive for minimal tax increase for the Village portion of the taxes. (JW) / / / Sustainable Finances: Short term - Every calendar year maintains a balanced budget. Long term - It is important to me that the existing board is financial stewards for the future generations of village residents. We need to remain fiscally healthy so there is no burden on the future of our community residents. We are mindful of large expense projects with a high level of certainty of the revenue that it will generate to offset those costs. (PV)

C---Invest in our future with increased street maintenance (TA)

D---Engagement and Communication: Continue to improve engagement with Village residents and stakeholders. Encourage involvement and communication (TA) / / / Improve engagement with Village Residents and those outside the Village. Take more opportunities to connect with Village Residents (i.e. local events; promoting our website, facebook, other social media, etc.). (JW)

E---Village Library: Library Committee - hear result of research and recommendation from committee; make decision (SV) / / / Community space planning for the future: Prepare financial plans and proposals so our community can consider building a library and community space. A library is a unique and valuable space in a community that brings together people of all ages to access a variety of resources and information. Libraries serve many purposes providing space for the community to gather, support education and arts, provide business resources, and serve a diverse population of any age or background. (HM) / / / Library into the Financial Management Plan. A library is so much more than books and is a resource our community is missing. It can be a space for education, resources, meeting space for work, study and friends, and an inclusive space for all. (MR) / / / Construction of a library. (JL)

F---Housing: Housing Task Force - get Task Force created with clear deliverables (SV) / / / Housing, Land Use and Planning: Promote land use policies that will advance goals for a healthy community, create positive economic outcomes and provide environmental benefits. Continue to develop the Housing Task Force to study the detailed inventory of current housing options and create a vision for increasing options in the future including a greater variety of home values, unit sizes, lot sizes, apartments, town homes, duplexes, and condos and increase transportation options to promote connectivity between neighborhoods and businesses. Pursue positive relationships with neighboring communities to increase current and future transportation connectivity.(HM) / / / Affordable housing – the housing task force will help determine our community's understanding and need for housing options, including housing that is affordable to many different levels of income and regardless of disability, race, gender, or sexuality. (MR) / / / Focus on affordable/workforce housing options. I want to see all people have the chance to call Cottage Grove their home. We need the housing that covers all socio-economic ranges so all workforce can find a home here; therefore, more housing and neighborhoods. (JL) / / / Residential growth and development within housing: To help support diversifying our community; To help support lowering taxes. (PV)

G---Parks and Recreation/Amenities: Bike Path - complete bike path that continues glacial drumlin trail to Vilas Rd. (SV) /// Parks and Recreation: Continue to promote an active community where bicycling, walking, and recreation are a safe, healthy, and accessible part of our daily activities. Expand recreational and park opportunities and facilities to meet the needs of our community's senior, youth, and adult populations. Continue the park and playground updates, continue the master planning process for the future 6th Addition to Westlawn park, and plan for installation of phase one of Westlawn park on Red Hawk Trail. (HM)

H---Get ordinances updated to be accurate and current (SV)

I---Equity, Inclusivity and Race: Establish an Ad Hoc Committee that works to organize community conversations, perhaps some are facilitated by professionals, on racial biases that exist within the community, and how we can address them. Invite other community stakeholders and organizations to participate/collaborate/partner.(HM) /// Engagement and communication - Diversity and inclusion education for our community and facilitate a forum, training for board, staff, police and community. (MR) /// Look for opportunities to promote and increase our community's diversity and inclusion. (JW) /// Diversity and inclusion -To develop a long term plan that would promote diversity and inclusion within our community. (PV)

J---Facilities Planning: Conduct a long range facilities study or space needs analysis that includes future staffing and space needs for all municipal departments, future expansion options, estimates for capital and facility operations costs associated with the future staffing and space needs with an emphasis on sustainable design including alternative energy options. (HM) /// Long range village facility and land use planning because as we continue to grow, we need to have a plan going forward for expansion when we need more village staff so we can continue to provide our residents with the level of service they have come to expect. (MR)

K---Sustainability and Climate Change: Protect natural resources by working to improve air and water quality. Implement a plan to transition Village vehicles, equipment and buildings to use more sustainable/efficient energy, protect waterways by investing in a leaf truck to help with watershed phosphorus levels, increase the tree canopy with diverse tree species, work with neighboring communities to designate valuable natural spaces for preservation and create a water management plan with a more regional focus to improve water quality, continue to provide resources to residents for ways that they become more sustainable (Focus on Energy, water softener information, de-icing/salt practices, etc). (HM) /// Implement vision / plan to ensure the benefits we have now as Village citizens are there tomorrow and beyond (i.e. clean air / water; similar resources; etc.) and we reduce its environmental impact now and in the coming years. Reduce our greenhouse gas emissions 50% by 2030. Install solar panels on municipal buildings where practical (e.g. municipal services building with large roof). Options for wind power and other green initiatives. Increase non-gas options for transportations (i.e. multi-use paths throughout the village and connections beyond; Village replacement of gas to electric vehicles and equipment). Increase tree planting efforts through doubling of tree budget. Continue to partner with community organizations and support their environmental efforts (i.e. Boy Scouts bee hives; Lions annual tree planting; etc.). Reduce the

salt usage on winter streets leveraging best practices from other communities; action on Public Works committee already (JW) /// Focus on energy - Continued long term planning on conservation of energy. (PV)

L---Addressing Food Insecurities - Not sure this needs to be a priority or even a need in CG but would want to better understand our community dynamics in relation to potential food insecurities. If this was an issue I would want to see it as a priority of the village on how we would address it. (PV)

SUGGESTED NEXT STEPS

-Review the comprehensive list of priorities that were submitted. Please let me know if I incorrectly lumped one of your individual priorities in a category that you do not feel fits.

-At the Board meeting: 1) you may ask each other questions about what they have submitted; 2) you could lobby for your individual submitted items.

Prioritization: each Board member has 20 "points" to allocate to the comprehensive list of projects however he/she would like. For example, one point on 20 projects, two points on 10 projects, or even all 20 points on one project. Please submit your individual prioritized list to me by **July 2nd**. I will compile everyone's points and submit the results in the July 6th meeting packet.

The final list does not bind the Board to approve or move forward with any specific projects. The main purpose of this process is for the Board, staff and public to see what is and isn't a priority for the current Board. At subsequent meetings the Board could work further to build consensus work plans for the top few priorities.

Staff will take general direction from the final list as a means of making budget proposals in the draft 2021 budget as well as establishing staff performance goals.

Please reach out if you have any questions.

Dear Village Committee and Commission Members:

Thank you for your service and commitment to our community. The Village Board works through an annual prioritization process to identify the areas of focus for our community. The prioritization list serves as a tool when developing budgets, allocating staff time, and guiding decisions for the community. We are looking to our committees to partner with the Board on advancing these priorities. As such, it is important for the committees to understand the priorities and planned work ahead. This year, a number of new initiatives have made the top of the prioritization list in addition to priorities that have been on the list for many years. Please see the attached documents detailing the prioritization process, trustee comments, and vote distribution for further context.

The top 6 priorities for the current Board are as follows:

1. Village Economy/Economic Development
2. Diversity, Equity, and Inclusion (DEI)
3. Sustainability and Climate Change
4. Village Library Consideration
5. Fiscal Responsibility
6. Housing

Economic Development:
Economic development within the village is first on the priority list and has been on the priority list for many years. Inherently, the priorities that follow are critical domains needed to support a vibrant local economy. We want to bring businesses to the community. In order to attract businesses, the community needs to be a desirable place to live, work, and play.

Diversity, Equity, and Inclusion:
The Village Board has taken a number of actions in the last few months in regards to this new priority. One of the immediate actions of the Board was to pass Resolution 2020-07. This is a joint resolution of Cottage Grove Village Board and Cottage Grove Police Department to condemn and confront racism. This resolution includes a commitment to "opening a dialogue that acknowledges, confronts, and addresses intentional racism, systemic racism, racial biases and implicit biases within our community." A copy of this Resolution is attached.

Additionally, the Board will be forming an Ad Hoc Committee on Diversity, Equity, and Inclusion. This committee will assist the Board in reviewing Village practices, policies, procedures, objectives and goals as related to diversity, equity, and inclusion.

Another component of this initiative is to encourage all elected officials, citizen appointees, staff, and community members to learn about diversity, equity and inclusion and how we can work towards demonstrating and reflecting these values within our community.

Sustainability and Climate Change
The Village Board has also taken immediate action on this new priority. The Board has formed an Ad Hoc Sustainability Committee to review the village's practices and procedures and see if

there are ways the village could improve on our environmental footprint. This committee will also work with the Board to encourage and educate our community around sustainable practices.

Village Library:
The Library Planning Committee was formed in November, 2019, to determine if there is support in our community to build a library. The Committee has learned that while a library may not be the top reason to move to a community, it is clearly noted as missing. For many, a library is an important part of a community. Libraries provide a public space that provides a resource for a community and citizens. The committee will bring forward a recommendation for next steps regarding the potential of a community library to the Village Board in the coming months.

Fiscal responsibility:
The Village Board has a 5-year fiscal plan, which we follow and monitor closely. Economic development helps to maintain or lower taxes for citizens. Slow growth in a community, both in business and residential development, coupled with the cost of living increases that occur every year will cause taxes to increase. Without development, the Village will either have to cut services or raise taxes to continue to provide the same level of service residents have come to expect.

Housing:
Over the past two years, multiple experts have presented to the Board, Plan Commission and CDA (Community Development Authority) regarding the importance of having housing that is affordable – meaning 1/3 of a family's income goes toward rent or mortgage.

Housing availability and affordability is an issue for both renters and homeowners in Dane County. The Dane County Housing Needs Assessment for 2019 highlighted the combination of a county-wide shortage of new housing, increased constructions costs, and strong demand which has only worsened housing affordability in our area. Cottage Grove does not currently have housing to support families with work in a variety of occupations with respectable earnings. This shortage of affordable housing (aka workforce housing) impacts our ability to support current businesses and be competitive for potential commercial growth because we can't provide a local labor pool.

The village is forming a Housing Task Force to work with experts to analyze our current housing stock and determine what types of housing our community is lacking. The Task Force will produce recommendations specific to Cottage Grove's housing needs while considering a wide range of populations including young people starting their careers, people at different income levels, empty nesters and those on a fixed income. The task force will also ensure that the Village is adhering to Wisconsin State Statutes related to housing and local government.

The work of the committee you serve on is vital to the success of these priorities. We look forward to working with you to continue to make our Village a safe, friendly and attractive community for businesses, neighbors, and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village.

Dated this 3rd day of August 2020.

Signed by the Village Board

2020 Village Board List of Priorities

Rank	Item	Description	John Williams	Troy Allen	Jeff Lennberg	Heidi Murphy	Melissa Ratcliff	Sarah Valencia	Paul Vandervelde	Total	2019 Rank
1	A	Village Economy/Economic Development	6	8	7	1	1	0	3	**26**	1
2	I	Equity, Inclusivity and Race	3	0	3	5	3	3	3	**20**	NR
3	K	Sustainability and Climate Change	6	0	0	5	3	3	2	**19**	7
4	E	Village Library	0	0	4	2	8	3	1	**18**	NR
5	B	Fiscal Responsibility	3	8	0	0	0	1	4	**16**	5
6	F	Housing	0	0	6	2	1	3	2	**14**	2
7	G	Parks and Recreation, Additional Amenities	0	0	0	2	2	3	2	**9**	3
8	J	Facilities Planning	0	0	0	1	1	1	2	**5**	4
9	D	Engagement and Communication	2	2	0	0	0	0	0	**4**	9
10	H	Update Ordinances	0	0	0	1	0	3	0	**4**	NR
11	C	Street Maintenance	0	2	0	1	0	0	0	**3**	12
12	L	Food Insecurities	0	0	0	0	1	0	1	**2**	NR
			20	20	20	20	20	20	20	140	

note: please see corresponding document for further descriptions of items listed

NR = Not Ranked (in previous year's list)

Resolution 2020-07

Cottage Grove Village Board and Cottage Grove Police Department Joint Resolution to Condemn and Confront Racism

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn the appalling, heinous, and heartbreaking use of force incident that resulted in the death of George Floyd in Minneapolis on Monday, May 25, 2020, and declare that the actions and inactions of the police officers involved in that incident were reprehensible and inexcusable; and

WHEREAS, the actions of these police officers negatively impacts the relationships between communities and their police departments.

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn all murder, violence, social injustice and racism targeted at persons of color, specifically toward Black Americans; and

WHEREAS, the acts of intolerable violence and hate that have occurred across this country since its founding are reprehensible and must be acknowledged; and

WHEREAS, the Cottage Grove Village Board and the Cottage Grove Police Department condemn any word, deed or action that seeks to harm another due to their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

NOW, THEREFORE, BE IT RESOLVED, by the Cottage Grove Village Board and the Cottage Grove Police Department as follows, that:

The Village Board and the Police Department will continue to seek, identify, and implement measures to ensure that our community stands for justice for all and the right to peaceful assembly and listens to those that have been oppressed and marginalized, to

continue to improve our community so that all feel welcome and are treated equally and with dignity; and

The Village Board and the Police Department commit to bringing together our community to continually review, evaluate and update the Police Department's policies, procedures and community policing strategies; and

The Village Board and the Police Department commit to opening a dialogue that acknowledges, confronts and addresses intentional racism, systemic racism, racial biases and implicit biases within our community; and

The Police Department joins the Village Board in recommitting to its vision that the Village be a safe, friendly and attractive community for businesses, neighbors and families to live, learn, work, play and enjoy the richness and opportunities of a growing Village and ensuring that this vision is a reality for all persons regardless of their race, ethnicity, culture, religion, beliefs, background, gender or orientation.

Adopted this 15th day of June 2020.

Signed – John Williams, Village President

Signed – Daniel Layber, Police Chief

Signed – Troy Allen, Village Trustee

Signed – Jeffrey Lennberg, Village Trustee

Signed – Heidi Murphy, Village Trustee

Signed – Melissa Ratcliff, Village Trustee

Signed – Sarah Valencia, Village Trustee

Signed – Paul VanderVelde, Village Trustee

Attest: _____

Village Clerk Lisa Kalata

ITEM 8

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Meeting Minutes for Thursday, July 16, 2020

1. **Call to order virtual Zoom meeting.** The meeting was called to order by Heidi Murphy at 5:01 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, Amy Brice, Jay Kiefer, and Kevin Laufenberg. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Program Coordinator Sam Frederickson, Utility Clerk Kristen Krause and Bill Schultz from the Miracle Field Group.

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

4. **Miracle Field update with Bill Schultz.**
   Schultz explained that Covid-19 has caused the Miracle Field group to shift their goals and timeframe for construction. They are now hoping to break ground mid to late August, but the group will need to raise approximately $25,000 to complete their August 2020 items. These items include earthwork (excavating and grading) and putting down concrete. Schultz said that they are still in the process of negotiating with contractors for labor and are hoping for it to be donated. The group has received some generous donations recently from Summit Credit Union and Festival Foods but has found it difficult to ask for funds during Covid-19. If they are able to meet their goals this year and complete items in August, they are planning to start games in mid to late June 2021. It is planned to have the rubberized field surface put down over the concrete in the Spring 2021. Schultz stated that the group has also approached the YMCA of Dane County to form a possible partnership. The feedback he received is positive, with the YMCA very interested in partnering with the Miracle Field. The YMCA has an adaptive specialist who is really excited to work with the Miracle Field group, however, the YMCA will be holding off the partnership during Covid-19. Schultz also stated that the Miracle Field group has someone that is working on promoting the field on Facebook. The group will also be putting a 2-minute video out about the field. Schultz will let the Parks and Recreation Committee know when a firm groundbreaking date is set.

5. **Discuss and consider a new Bakken Park sign.**
   Brusegar went over the proposed sign image and said that he received positive comments from both the Rugby Club and Miracle Field groups. Both groups together will cover half the cost of the sign with the Village picking up the other half. Brusegar said if the committee approves the new sign, he can get it ordered and installed this year. **Motion** by Brice, seconded by Aguilera, to approve the new Bakken Park sign. Motion carried with a voice vote of 5-0-0.

6. **Discuss and consider The Ride cycling event using Community Park as a rest stop on September 27, 2020.**
   The Ride cycling event is a local area event that typically utilizes the parking lot at Bakken Park as a rest stop. Due to the construction at Bakken Park this year, they needed an alternate place to stop. Brusegar spoke with the organizer and they determined that the baseball outfield at Community Park would work. They will be pitching two – 10x10 tents. With anywhere from 200-500 participants, they will not be having a mass start this year due to Covid-19, so the group will be spread out a bit more. The group will also be providing signage and volunteers to help riders cross CTH N down by the Glacial Drumlin Trail heading into Cottage Grove. Police Chief Layber is also okay with this change. **Motion** by Murphy, seconded by Laufenberg, to allow The Ride cycling event to use Community Park as a rest stop on September 27, 2020. Motion carried with a voice vote of 5-0-0.

7. **Discuss and consider awarding Willow Run Playground contract.**
   The playground equipment and design that were selected by the Willow Run neighborhood was presented to committee members. Brusegar highlighted the amenities. He also stated that the original plan of 200 feet of sidewalk was reduced to 50 feet. The savings from this reduction allowed for a 3rd swing set bay to be added. Playground colors were chosen to match the Monona Grove School District colors. Lee Recreation will be installing the new BCI Burke equipment. If the playground contract is approved, Brusegar will order the equipment next Tuesday and will be pulling the old equipment out next week. Kiefer asked if the old equipment can be donated, to which Brusegar replied no because of the difficulty of putting Burke equipment back together again. Instead, the equipment will be recycled in Madison. **Motion** by Kiefer, seconded by Aguilera, to approve the contract with Lee Recreation to install the BCI Burke playground equipment at Willow Run Park as presented. Motion carried with a voice vote of 5-0-0.

8. **Discuss and consider programming and shelter reservations.**
   Brusegar stated that we are currently only opening the park shelters/restrooms for reservations. We have signs posted about capacity limits and have a guidelines/restriction notice that is handed to customers when they come to pick up their key. So far, we have had one reservation held this summer.

   Program Coordinator Sam Frederickson created a chart for the upcoming programs that are scheduled to begin in August. The programs are ranked by how safe they are to run following safe distancing and other public health guidelines. Six of the programs were considered safe to run following the health guidelines; the YEL Chess Camp, 2-YEL Robotics Camps, tennis lessons, Start Smart Golf and Outdoor Yoga Flow. The Cheer/Tumbling class may be able to run, but the archery and Wood Sign Workshop will not be running. Flag Football is still up in the air at this point. Frederickson will be meeting with other communities to discuss the possibility of running flag football later in the month.

   After going over all of the programs and Brusegar's recommendation on which programs are safe to run, committee members agreed with his recommendations and stated that they would leave the discretion on whether or not to run programs to the Parks & Recreation staff.

9. **Update on Bakken Park shelter and splash pad.**

Brusegar shared ground photos of the progress on the shelter. Tar paper has been placed on the roof, the dormers are adding quite a bit of natural light, and the construction is ahead of schedule as of today. The completion date for the shelter is slated for the first or second week of September. Even with the anticipated early completion date, the grand opening is still going to occur in 2021.

For the splash pad, the "M" beds are going to be shipped on Monday along with the recirculation tank. The "M" beds are pieces of equipment that the bigger equipment will attach to. Brusegar explained that the splash pad order had to be broken up so that we don't have to bring the concrete workers back at a later time.

10. **Covid-19 Parks and Recreation update.**

Nothing to report on programming other than the items under agenda item 8.

The budget process is starting soon and the direction from the Village Administrator is to keep operating expenses at 0%.

Brusegar said that he received 34 applicants for the Recreation Supervisor position. Six (6) interviews were given, two (2) virtually using Zoom and four (4) in-person at the Northlawn Park Shelter.

In the Financial Management Plan, Community Park is set to have its shelter replaced in 2022. Brusegar wants committee members to start thinking about what kind of shelter they want to see put in.

11. **Discuss and consider August Music in the Grove events.**

After cancelling the July Music in the Grove concerts due to maximum limits for in-person outdoor gatherings, Brusegar feels that August will have the same limit constraints. If this is the case, Brusegar proposed an alternative free community event. That alternative would be a drive-in movie experience at a park. He was thinking that Fireman's Park by the Lions Shelter or the overflow lot at Bakken Park would work for this type of event. He explained that Sun Prairie did one recently with a 50-car maximum. Most people remained in their cars and were able to see the LCD screen fine even during daylight hours. The LCD screen is elevated above the trailer that contains it and has outdoor speakers attached. An FM radio frequency is also used so participants can listen in their cars as well. Committee members thought that a drive-in movie was a great idea. Brusegar will contact the company that rents out the LCD screen to check for pricing and availability. A Sunday in August would probably work best for the movie. The rental cost will be approximately $1,500-$2,000. Brusegar will ask Music in the Grove sponsors if it is okay to transfer their sponsorship to this new event. Laufenberg said that he would like to help sponsor the event. Brusegar also asked that committee members help with set-up and parking on the day of the event if they are available. Brusegar will plan on cancelling the 8/6 Music in the Grove and will wait and see if anything changes for the two remaining performances. Aguilera suggested having the Music in the Grove performers play before the movies begin. Brice also recommended having a Music in the Grove Facebook live event. Brusegar will look into this and talk with the artists/performers.

12. Approve the minutes of the June 18, 2020 meeting.

Motion by Laufenberg, seconded by Brice, to approve the minutes from the June 18, 2020 meeting as presented. Motion carried with a voice vote of 5-0-0.

13. Future Agenda Items

- Update on Bakken Park shelter and splashpad.
- Covid update.
- Westlawn Master Plan – public meeting.
- The next PRFC meeting is scheduled for **Thursday, August 20, 2020 at 6:30 pm and will be a virtual open house Zoom meeting**.

14. Adjournment.

Motion by Kiefer, seconded by Laufenberg, to adjourn the meeting at 6:32 pm. Motion carried with a voice vote of 5-0-0.

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.

DRAFT