VILLAGE OF COTTAGE GROVE *NOTICE OF PUBLIC MEETING*

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Thursday, September 17, 2020 **5:00 PM**
(Note – New Time)

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://zoom.us/j/98196080696
You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 981 9608 0696 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 2021 budget.
5. Update on Bakken Park shelter and splash pad.
6. COVID-19 Parks & Recreation Update
7. Approve the minutes of the August 20, 2020 meeting.
8. Future Agenda Items
9. 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, August 20, 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), Jay Kiefer, and Kevin Laufenberg. Penny Aguilera and Amy Brice were absent. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Utility Clerk Kristen Krause, Dan Schmitt and Shelley Granberg of MSA and members of the public.

3. **Public Information Meeting – Master Plan for Westlawn 22-acre park.**
Murphy introduced Dan Schmitt of MSA, who explained the process for the public information meeting. He will be giving a project introduction, sharing the survey results and then gather feedback from the public in attendance. Brusegar explained that the purpose of the meeting tonight is to come up with a master plan for the 22-acre park, while also discussing the 1-acre pocket park on Red Hawk Trail, and the three (3) outlots with detention ponds. Since the 22-acre park will be located in the 6th and 7th Additions to Westlawn, Brusegar is unsure of the timeframe for the park since it depends on when those additions are developed. He did note that we will be looking to establish the 1-acre pocket park on Red Hawk Trail within the next year.

   Schmitt began the presentation by going over the results from the survey for the 22-acre park that was put out to the community in February/March of 2020. There were 678 responses, with 93% of those being Village residents. Respondents were asked to rank the amenities that they would like to see at the park. Passive recreation and un-programmed activities were rated higher than athletics/programmed activities and facilities/structures. Respondents also want the park to be eco-friendly and accessible to all. Schmitt explained that a site analysis was performed in the area where the 22-acre park would be located. The analysis covered soil conditions, which helps determine what kind of amenities and structures can be developed at the park. A slope analysis was also performed, which shows what type of structure can be built and how accessible it would be at different points in the park.

   At this point in the presentation, Schmitt began an online poll for the public in attendance regarding the 22-acre park. He listed options for the different amenities and structures and had the attendees vote on which one they would prefer in each category. The higher votes were for: one larger shelter with restrooms, additional covered picnic shelters and open picnic tables that are ADA accessible, a tie between a municipal pool and an outdoor aquatic center, at least one inclusive playground and another natural playground, paved trails, open green space that is landscaped between the different amenities, multi-purpose fields that are not sport specific, a

covered band shell with no storage, and a skatepark with movable parts on top of a concrete slab. Some comments/questions related to this park were: making the trails visible for safety reasons, including natural prairie grass in some areas for less maintenance, wondering if lighting the skatepark is cost effective, and to take the amenities at the new school into consideration when planning this park. Chuck Pelleymounter of 3006 Red Hawk Trail also asked Westlawn Developer Andrew Homberg if this park is dependent on having all lots sold in the 5th and 6th Additions to Westlawn, to which Homburg replied yes. He noted that the southern 2/3 of the park will be located in these additions, with the northern 1/3 being located in the 7th Addition. Homburg also thought it would be wise to first plan for the southern 2/3 of the park first because of this condition.

Next, Schmitt began a poll for the 1-acre pocket park. Attendees voted in favor of a smaller (1800 sq. ft) playground area, less open/green space, a shelter and a ½ court basketball court. There will be no off-street parking for this park since it is considered a neighborhood park. Brusegar stated that this park could be developed in 2021. Kate Hillson of 3012 Red Hawk Trail would like to see a firepit or garden located in this park.

An overview of the different outlots with retention ponds was briefly discussed, with Schmitt adding that something small could be added to these lots if desired. Chuck Pelleymounter asked what options would be available. Schmitt said fishing areas or a pier, benches and skating in the winter were some ideas that had been considered. Since the areas around the outlots are small in size, there aren't a lot of options available. Westlawn Developer Andrew Homburg gave a historical perspective on the intentions of the three (3) outlots discussed. He noted that the path system was purposeful throughout the 4th Addition. He intended for the outlots to be utilized as natural areas overall. By the outlot labeled C, he noted that a small-scale interactive item could be placed there as well, such as a bocce ball court or firepit. By the outlot labeled D, maybe an exercise station and by the outlot labeled E, there will be a path constructed to the new elementary school.

Schmitt let the attendees know that an Idea Board was being posted and a link provided so that anyone that was interested could vote on ideas or post comments about any of the parks or outlots that were discussed tonight. The link will remain open until September 7, 2020. All comments will be pulled and included with the project summary. Another public meeting will be held in either November or December once information is compiled and a draft of the plan is ready.

The public presentation portion of this meeting concluded at 8:13 pm.

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

5. **Review Village Board Priorities.**
   Murphy explained the annual process that the Village Board goes through to rank priorities. Every member ranks the priorities individually and then come together as a group to rate the

priorities. These priorities/goals are used to give staff direction and for budgeting purposes. The priorities list is being shared with all committees/commissions.

6. **Update on Bakken Park shelter and splash pad.**
   Brusegar shared aerial photos of the updates/progress of both the shelter and splashpad. He went over the recently completed items which include: the patio was poured, the splashpad outlined zones have different colored concrete in them, security cameras were installed (internet goes in tomorrow), ceramic floors have been installed in all of the restrooms, and lights are installed. Other concrete work, including the outside zones of the splashpad, will be poured tomorrow and the last shipment of the splashpad equipment arrives next Tuesday. Brusegar also met briefly with the Miracle Field group and learned that they plan to start digging within the next couple of weeks.

7. **Covid-19 Parks and Recreation update.**
   We are currently offering a few in-person programs including youth enrichment in the back fitness room, tennis lessons, Smart Start Golf, Yoga in the Parks, and a limited/modified version of flag football. This modified version will focus on skills and drills rather than games. There will be limited scrimmaging, but no traveling.

   Next Monday, August 24th, the new Recreation Supervisor Trista Taylor will start.

8. **Approve the minutes of the July 16, 2020 meeting.**
   Motion by Murphy, seconded by Kiefer, to approve the minutes from the July 16, 2020 meeting as presented. Motion carried with a voice vote of 3-0-0.

9. **Future Agenda Items**
   - Discuss 2021 budget.
   - Update on Bakken Park shelter and splashpad.
   - Covid update.
   - The next PRFC meeting is scheduled for **Thursday, September 17, 2020 at 5:00 pm and will be a virtual Zoom meeting**.

10. **Adjournment.**
    Motion by Laufenberg, seconded by Kiefer, to adjourn the meeting at 8:29 pm. Motion carried with a voice vote of 3-0-0.

    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