

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE Meeting Minutes for Thursday, March 17, 2016

- 1. Call to order meeting at Municipal Services Building.** The meeting was called to order by Pickel at 6:40 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 Jennifer Pickel, Jay Kiefer, and Kevin Laufenberg. Shane Genschaw was absent and excused. Staff present were Parks, Recreation and Forestry Director Sean Brusegar and Parks and Recreation Administrative Assistant Kristen Krause. Also present were Mike Maloney of MSA, Mike Hackel of Homburg, and Boy Scout Griff Haase.
- 3. Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

None.
- 4. Forestry Report.**

The Governor Taylor Park tree project was completed on March 9 by Steven R. Bassett Corp. 14 dead oak trees were removed and the park was officially reopened on Friday, March 11. Chipping of the remaining brush will be done by public works staff at a later date. The replanting of oak trees within the park is tentatively scheduled for spring of 2017.

Village Forester James Rothman will be leading the annual Arbor Day event that is held with the 4th graders from Cottage Grove School on April 29. This year's event will take place at Strouse Park. McKay Nursery donated 3 trees for planting at the event.

Rothman will begin ash tree treatments in May now that he has obtained proper certification, as of August 2015 (Turf and Landscape: Category 3.0). He will also be working on spring tree planting, which will be completed at the end of May or early June. 25 trees will be planted throughout the village.
- 5. Griff Haase Eagle Scout Project.**

Boy Scout Griff Haase was present to discuss the details of his upcoming Eagle Scout project. He will be replacing the dugouts at R.G. Huston Park. As for materials and assistance, Haase will be seeking donations for the cement work, getting benches that will be supplied by the Parks Department, and asking an adult in his troop for help with the roof. He would prefer to complete the project after the baseball season ends this summer, in August if possible. 6"x6" beams will be used in the construction. Brusegar would like to see the beams buried during this project. Pickel asked that Haase come back to the committee in either April or May with a timeline for the project, a list of materials to be used and the approximate cost of the materials. Brusegar will provide Haase a list of materials that were used in the past. No formal action taken.
- 6. Discuss concrete at Dublin Park.**

Mike Hackel of Homburg and Mike Maloney of MSA were present to discuss the concrete at the gazebo in Dublin Park. Due to ground saturation, the floating concrete slab under and around the gazebo heaved. The installation of the concrete last summer took into account that this may happen and that it is okay, it is cracking where it is supposed to. Hackel explained that the area around the

posts will need to be caulked regularly to seal against water. Another recommendation by both Hackel and Maloney is to install drain tiles approximately halfway around the gazebo to prevent frost heave. It was suggested to wait until September to install the drain tiles so as not to disrupt the Music in the Grove concert series. No formal action was taken.

7. Discuss turf maintenance.

Brusegar went over pricing from different companies. Laufenberg's pricing came in as the most competitive, therefore that will be the company handling turf maintenance for the village this year. The number of applications was also cut for this year and is based on need. With these cost-saving measures, Brusegar will have enough money in the budget to do over-seeding and fence line applications. No formal action was taken.

8. Discuss Music in the Grove Alcohol Policy.

After a brief discussion, committee members agreed to allow alcohol in the parks for the Music in the Grove concert series. **Motion** by Pickel, seconded by Kiefer, to direct Brusegar to request permission from the Village Board to allow alcohol at all Music in the Grove events. Motion carried with a voice vote of 3-0-0.

9. Parks and Recreation Directors Report.

Winter programs are finished and went relatively smooth this year. Surveys were sent out for some of the winter programs and Brusegar noted that some very good feedback was received. Based on that feedback, there will be some changes made for next year's programs. Both the adult and youth open gyms that were held this winter were very well attended, with attendees providing some good feedback to the department. Spring/Summer programs have already or are starting soon, including the new fitness classes, which began on March 8. The classes are held here at our building or at Monona State Bank, with the next sessions of the adult fitness all being held here. Baseball and softball registrations are also starting to pick up. For this year's Music in Grove, we will be using the Public Works' electronic sign boards to promote the events.

MacAskill and Brusegar recently attended the Spring WPRA Workshop in Oshkosh. They toured the city's parks and facilities. MacAskill attended an intern program session, which gave her some great ideas that can be applied to our program. She is also currently interviewing for the summer intern, who will be responsible for helping run the baseball and softball programs. Brusegar will be presenting the donation catalog, which includes baseball/softball program sponsorship as well as Music in the Grove sponsorship for this year, to the Cottage Grove Chamber of Commerce next Thursday.

Brusegar had recently hired three(3) people for the seasonal mowing position, but one of them did not pass a mandatory test, and he is currently looking to fill that spot. Ideally, the person hired would be retired. The job would provide 1199 work hours between April and October and pays \$12/hour. For the summer parks crew, Brusegar has all four (4) positions filled.

Our new online facilities reservation request process for baseball, softball and soccer fields has been introduced to the MG school district, the MG soccer club and the rugby club. The home talent league has not been in contact with our department and Brusegar is concerned about that. He would like all baseball groups to work together for both reservations and field maintenance, especially at Fireman's Park. The batting cage at Fireman's Park was completed, but he would also like to know what the home talent wants out of the park. Brusegar also stated that the communication with the school

district has improved recently, but that there are still grey areas where we are unsure when we need to pay for district facility rentals and when we don't.

On March 1, a tree at Strouse Park was hit when a car lost control and slid into it. A new tree will be replanted at that location.

10. Approve the minutes of the February 17, 2016 meeting.

Motion by Kiefer, seconded by Laufenberg, to approve the minutes from the February 17, 2016 meeting as presented. Motion carried with a voice vote of 3-0-0.

11. Future Agenda Items.

- Griff Haase Eagle Scout Project update.
- Discuss additional committee member.
- The next PRFC meeting will be held on April 21, 2016.

12. Adjournment.

Motion by Kiefer, seconded by Laufenberg, to adjourn the meeting at 8:05 p.m. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by Kristen Krause, Parks & Recreation Administrative Assistant

Approved on: 4/21/16

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.