

Village of Cottage Grove
PARKS, RECREATION and FORESTRY COMMITTEE
Meeting Minutes for Wednesday, October 19, 2016

- 1. Call to order meeting at Municipal Services Building.** The meeting was called to order by Pickel at 5:02 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 Penny Aguilera (left meeting at 6:15 pm), Shane Genschaw, Jay Kiefer, Kevin Laufenberg, and Jennifer Pickel (chair). Staff present were Parks, Recreation and Forestry Director Sean Brusegar, Recreation Supervisor Reese MacAskill, and Director of Planning and Development Erin Ruth.
- 3. Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**
None.
- 4. Forestry Report.**
No new report at this time.
- 5. Budget update.**
Pickel spoke with Village Administrator Matt Giese and all seems normal for the budget. The evaluated debt decreased significantly, so all added items were removed. Brusegar then explained that the installation of the shade structures at Bakken Park is still in the budget. Funds from the Kids Park Golf Outing account will be utilized for this. Kiefer stated that after the funds are used for the shade structure installation, the Golf Outing account will be empty.

In looking at the 10-year financial management plan, the Finance and Personnel Committee has the following items coming out of the Park Development Fund: Parks service truck, bleachers upgrade, shelter timed locks and a sod cutter.
- 6. Discuss and consider Town of Cottage Grove fees for rec programs.**
Brusegar has not heard back from the Town regarding the fees for rec programs.
- 7. Update on Griff Haase Eagle Scout Project.**
Cement was poured last Monday. The last thing that needs to be done is the installation of benches.
- 8. Discuss and consider Parks & Open Space Plan.**
Erin Ruth, Director of Planning and Development, discussed the Parks and Open Space Plan. The plan, which was last completed in 2010, is required to be updated in order to receive some state and federal grants. National Recreation and Park Association (NRPA) Standards have changed since 2010 on how much park space a community should have. Ruth went over these data sheets. In summary, Ruth explained that the Village's parks are above median, staffing is a little above median and revenue and expenditures are below median. He noted that the Village of Cottage Grove has two (2) goals. Brusegar explained that many communities break their goals down into objectives of how the goals will be achieved. He would like to see the Village get there. Ruth said that something that

needs to be discussed is how the committee wants to get public input. Pickel asked what the committee needs to come with to the next meeting, to which Ruth replied, discuss how to get public opinion and have goals and objectives.

9. Parks and Recreation Directors Report.

NRPA Conference was a couple of weeks ago and very informative. Learned a lot about Activenet. At the MG school meeting, tournament changes were discussed. Derrick Rice of Home Talent recently met with Brusegar about helping out with Fireman's Park maintenance. Rice thinks that Home Talent could donate \$1,000 a year towards maintaining the field at Fireman's Park. Rugby has a new hired representative named Jake Winkler. Winkler said that the club is working on clearing up misconceptions.

The sod project was completed at Fireman's Park with a total cost of \$160. Seven (7) people worked to cut it back. All other parks are starting to wind down for the season.

10. Approve the minutes of the September 20, 2016 meeting.

Motion by Kiefer, seconded by Genschaw, to approve the minutes from the September 20, 2016 meeting as presented. Motion carried with a voice vote of 4-0-0.

11. Future Agenda Items.

- Update on budget.
- Discuss Open Space Plan.
- Discuss and consider Town of Cottage Grove fees for recreation programs.
- The next PRFC meeting will be held on **Wednesday, November 16, 2016 at 6:30 pm.**

12. Adjournment.

Motion by Genschaw, seconded by Laufenberg, to adjourn the meeting at 6:28 p.m. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Reese MacAskill, Recreation Supervisor

Approved on: _11/16/16_

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.