

## Village of Cottage Grove

### **PARKS, RECREATION and FORESTRY COMMITTEE Meeting Minutes for Thursday, January 16, 2020**

- 1. Call to order meeting at Municipal Services Building.** The meeting was called to order by Heidi Murphy at 5:30 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. Jennifer Pickel was absent and excused. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Parks and Recreation Administrative Assistant Kristen Krause, Village Trustee Melissa Ratcliff and Jerrod Rossing of the Monona Grove School District.
- 3. Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

No public appearances.
- 4. Discuss and consider Monona Grove School District request to use Dublin Park as a short-term evacuation site.**

Jerrud Rossing of the Monona Grove School District was present to answer any questions regarding the school district's request to have Dublin Park designated as a short-term evacuation site for the Glacial Drumlin School. He explained that this site is one of a few sites around Cottage Grove that would be utilized by the schools in a worst-case scenario. If the site was needed, the school district would immediately dispatch busses to the park to pick up students. **Motion** by Kiefer, seconded by Aguilera to recommend approving Dublin Park as a short-term evacuation site for the Monona Grove School District. Motion carried with a unanimous voice vote of 4-0-0.
- 5. Discuss and consider location for the National Fitness Campaign court.**

Brusegar recently sent letters to eight (8) residences that may be affected by the proposed site of the National Fitness Campaign court. He received responses back from three (3) of those. Those that responded didn't feel that the proposed location by the northern pond of the 4<sup>th</sup> Addition to Westlawn was the best location for fitness court. After some discussion, the committee suggested locating the fitness court in a higher traffic area, either the 1-acre park in the northwest corner of the development or the 22-acre park proposed in the future development of Westlawn. Brusegar would like to hold off on the fitness court for now, and instead include it with the master plan for the 5<sup>th</sup> Addition to Westlawn. Brusegar will also contact the National Fitness Campaign Group and let them know that the original proposed location would not work. No formal action was taken at this time.
- 6. Discuss 5<sup>th</sup> Addition to Westlawn Master Plan.**

Last week, Brusegar and Murphy met with MSA last week to discuss the 5<sup>th</sup> Addition to Westlawn Master Plan. Murphy explained how MSA laid out the process which included surveys and in-person meetings. The goal is to have a plan put together before budget time. Brusegar would like to include both the 1-acre and 22-acre parks in the plan. He stated that the 1-acre park will coincide with the amenities that go into the 22-acre park, and that the school amenities will also be taken into

consideration. Brusegar said this initial meeting with MSA went well and that they will continue to work with the school district going forward. He will also bring any updates back to the committee.

**7. Discuss and consider Zoozort live animal show at Northlawn Park on July 1, 2020.**

The Dane County Library Service will once again be bringing the Zoozort live animal program to Northlawn Park on Wednesday, July 1<sup>st</sup>. Brusegar requested that the committee suspends the animals in the park ordinance for this program. **Motion** by Laufenberg, seconded by Aguilera, to approve suspending *Ordinance §230-2 Pets in Parks* for the Zoozort live animal show on July 1, 2020 from 12:00 pm to 4:00 pm at Northlawn Park. Motion carried with a unanimous voice vote of 4-0-0.

**8. Discuss and consider suspending no alcohol in parks ordinance for Music in the Grove 2020 events.**

Brusegar asked the committee to once again suspend the no alcohol in the parks ordinance for the 2020 Music in the Grove events. He also stated that there haven't been any issues with regards to drinking during past Music in the Grove events. One note, the June date on the memo was incorrectly listed as June 11 instead of June 18; Brusegar will make this correction. **Motion** by Kiefer, seconded by Laufenberg, to approve sound amplification and suspending *Ordinance §109-28 Alcoholic beverages in Village parks and public buildings* for the 2020 Music in the Grove events as listed, with the correction of the June 18<sup>th</sup> date. Motion carried with a unanimous voice vote of 4-0-0.

**9. Discuss and consider the TDS proposal for internet service at Bakken Park.**

With the construction of the new park shelter at Bakken Park in 2020, Brusegar would like to have cameras installed that can be remotely accessed by Parks and Rec staff and the Police Department. Having cameras would require an internet connection. Brusegar got a quote from Charter/Spectrum for \$20,000-\$25,000 to run internet services to the park. TDS was very interested in providing service and would run service to the park. They quoted \$109.00 per month for service. Brusegar said that the cost for internet at Bakken wouldn't impact budget funds until October of this year at the earliest and that they would be budgeted for in 2021. Murphy also mentioned another benefit to internet at Bakken park; she said that it would be nice for out of town family and friends of Miracle Field participants to have video access to their games. **Motion** by Kiefer, seconded by Aguilera, to approve staff to enter into a contract with TDS for internet service at Bakken Park. Motion carried with a unanimous vote of 4-0-0.

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

The work on the Bakken Park shelter and splash pad officially went out for bid starting today. Bids will be accepted until the formal bid opening at MSA on February 12, 2020 at 2:00 pm. Brusegar has already received a couple of calls today regarding the bid. He is looking at a possible grand opening of both the shelter and splash pad after the Fireman's Festival in June 2021.

**11. Parks and Recreation Director's Report.**

In Recreation news, we tried a new event this year; Santa on the Line, where 8 Cottage Grove Lion's Club members volunteered their time and were fantastic. There was a total of 55 kids signed up who received a call from "Santa". We will continue this annually. The recent Paint & Sip, "Let it Snow" had 35 participants and was held at the Oaks Golf Course. Recreation Supervisor Brooke Franseen taught the Safe Kids 101 class on December 17<sup>th</sup> which maxed out at 10 kids. Over the

holiday break (week of Christmas and New Year's), we offered a special Senior Fitness session, which had 21 participants. In the past, these two weeks typically did not have class.

Other winter programs are looking strong; Rookie Basketball has 6 more kids enrolled this year, with a total of 46; 2<sup>nd</sup> grade Basketball has 1 more than last year, at 27 kids; 3<sup>rd</sup>/4<sup>th</sup> Grade Basketball has slightly less than last year, with 33 for boys and 16 for girls. The Start Smart Basketball league has 13 kids currently (2 short of maxing out). There are 8 adults signed up for the new computer class, Microsoft Excel 101. The Glass Fusing class at GDS has 13 kids signed up for the session that just began this week; the last class had 10. We are maxed out for all 3 after-school GDS Ski Club trips. The first trip was on January 10 and had 43 kids enrolled and the January 31 and February 7 trips both have 40 kids enrolled with 15 on the waitlist. The Chess through Youth Enrichment League session 2 is a go with 7 kids at Taylor Prairie and 11 kids at Cottage Grove School. Brick Builders through Youth Enrichment League session 2 begins this week at Cottage Grove School and has 11 enrolled.

The Parks & Recreation social media presence is improving. Facebook Analytics showed that we now have a total of 1,379 followers, up from last year when we had 1,099 followers. We also now have an Instagram page and are starting to "tweet" again on Twitter. The Instagram account is Instagram/com/cg\_parksrec and the Twitter page is twitter.com/CGParksRec.

Under Parks, staff are conducting playground inspections and replacing a lot of broken clamps. They also removed outside partitions at the Lions Shelter. We are currently getting quotes to fix concrete at the Lions Shelter, as we need to meet ADA standards.

#### **12. Approve the minutes of the November 21, 2019 meeting.**

**Motion** by Kiefer, seconded by Murphy, to approve the minutes from the November 21, 2019 meeting as presented. Motion carried with a voice vote of 2-0-2 with Aguilera and Laufenberg abstaining.

#### **13. Future Agenda Items**

- Discuss 5<sup>th</sup> Addition master plan.
- Discuss Bakken Park bids.
- Update on Bakken Park shelter and splashpad.
- Discuss vaping laws in public areas/parks and changes to occur.
- Discuss pickleball court in Community Park.
- Update on Willow Run Park neighborhood meeting.
- The next PRFC meeting is scheduled for **Thursday, February 20, 2020 at 6:30 pm.**

#### **14. Adjournment.**

**Motion** by Kiefer, seconded by Aguilera, to adjourn the meeting at 6:27 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 2/20/20

*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.*