

## Village of Cottage Grove

### PARKS, RECREATION and FORESTRY COMMITTEE Meeting Minutes for Wednesday, May 22, 2019

- 1. Call to order meeting at Municipal Services Building.** The meeting was called to order by Heidi Murphy at 6:30 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), Jay Kiefer, Kevin Laufenberg and Jennifer Pickel. Penny Aguilera was absent and excused. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Parks and Recreation Administrative Assistant Kristen Krause, Village Board Trustee Melissa Ratcliff and four (4) members of the public.
- 3. Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

Utility Commission Chair Charlie Rogers was present to give the Committee some information regarding the idea of installing solar panels on the Municipal Services Building. He handed out a packet of information on a proposal that was based on the former Public Works Building on Bonnie Road. Rogers wanted to start a dialogue regarding solar panels with this committee and others. He said that Full Spectrum Solar would be happy to present more in-depth information at an upcoming meeting, possibly July.
- 4. Discuss and consider parkland dedication for the Shady Grove subdivision.**

Tomas Toro of JSD Professional Services presented the updated Shady Grove subdivision plans. He explained that the .47 acres of Outlot 3 is the updated designated parkland for the subdivision. This area will be left unstripped and ungraded unless directed differently by the Village. Some options of smaller equipment and park features was also presented as a possibility if the Village did want to develop the land. After some discussion, committee members thought it would be nice to have a very small play structure at the park. Committee members also agreed that the updated location of the parkland was a good fit for the subdivision. Brusegar suggested taking the funds that JSD would put towards developing the park and design the park on our own. **Motion** by Pickel, seconded by Kiefer to accept the plan as presented with the intention of accepting land and cash in lieu of the rest of the development. Motion carried with a voice vote of 4-0-0.
- 5. Discuss and consider parkland dedication for the 5<sup>th</sup> Addition to Westlawn subdivision.**

Andrew and Chris Homburg presented the preliminary designs for the 5<sup>th</sup> Addition to Westlawn. Andrew explained that the parkland that is proposed in the plans for the 5<sup>th</sup> Addition exceeds what is required by the developer, but he wanted to create a larger community park that could house more recreational amenities. The Homburgs explained that they could apply future parkland dedication acreage from other additions to this larger park in the 5<sup>th</sup> Addition. They said that this park could be whatever the Village wanted/needed it to be. The amenities pictured in the preliminary plans are only placed there to give reference to the size of the park and what could possibly go in there. Chris said that the paths that lead up to the park should be taken into

consideration when planning the park. The Homburgs also asked the committee if they approved of the location of the proposed parkland, to which they replied yes. **Motion** by Pickel, seconded by Laufenberg, to accept the parkland dedication for the 5<sup>th</sup> Addition to Westlawn as presented, with the acknowledgement that any parkland in excess of the 8.357 acres proposed be banked to complete the current planned park of 14+ acres. Motion carried with a voice vote of 4-0-0.

**6. Update on Stewardship Grant conversion at Bakken Park.**

Brusegar went over the conversion issue of the 7.58 acres of rugby land and the proposed 1.01 acres of land for the Miracle Field. To convert those acres out of the Stewardship Grant, they would need to be replaced by a passive recreation project that costs more than the acreage is appraised at which is \$257,700. The Village's new bike path project along CTH N fulfills this requirement and allows the 8.59 acres of land at Bakken to convert out of the Stewardship Grant.

**7. Update on land appraisal at Bakken Park.**

As previously stated, the appraisal came back at \$257,700 which is less than the cost of the new bike trail along CTH N.

**8. Discuss and consider allowing the Miracle League to occupy up to 43,968 (1.01 acres) of land at Bakken Park.**

Brusegar gave a brief background update on the Miracle League and the concept of the Miracle League Field. He explained that the field is now able to be built at Bakken Park because of the Stewardship Grant conversion. A lease with established terms will need to be created as the next step in the process. **Motion** by Murphy, seconded by Laufenberg, to allow the Miracle League to occupy up to 43,968 square feet (1.01 acres) of land at Bakken Park pending Village Board approval of a mutual lease agreement. Motion carried with a voice vote of 4-0-0.

**9. Update on the Stewardship Grant for Bakken Park Shelter construction.**

The Village has formally applied for the DNR Stewardship Grant for the construction of the Bakken Park Shelter. This is a 50/50 matching grant. Notification of award will occur in September 2019.

**10. Discuss Bakken Park Shelter design.**

Brusegar presented preliminary park shelter design and site plans. He highlighted the way the shelter will tie into the path system, how the seating part of the shelter will have southern exposure and how the mechanical room and storage room will be separate because of the housing of the splash pad mechanicals. At this time, there are no preliminary numbers for the cost of the shelter, but Brusegar believes the cost will be higher than what was expected 4 years ago. No formal action was taken.

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

Recent programs that were well-attended were: Battledarts at Fireman's Park in May with 17 kids, Self-Defense in April with 9 attendees, Adult & Me Cupcake Decorating had 8 parent/child pairs, Adult & Me Mother's Day Treats also had 8 pairs of parent/child, Junior Golf Lessons have 14 kids, Adult Golf Lessons have 19 adults, Couch to 5K training has 9 runners, Learn to Ride program had 25 participants this year (11 last year), Pitch, Hit & Run had 18 participants

(with each winner moving on to sectionals in Whitewater), and the Ridge Road Relics Welcome Sign class had 11 adults attend at Doubledays. On May 4 & 5, we had a sponsor partnership with Dick's Sporting Goods where all Cottage Grove families could receive 20% off their purchase by mentioning the deal and in return, Cottage Grove Parks & Rec received \$400 in Dick's gift cards which went towards purchasing new equipment for summer programs.

Summer parks maintenance is in full swing. All seasonal staff are on board and have been working on prepping baseball fields, mowing and weed trimming. Brusegar would also like to discuss field reservations at next month's meeting, specifically how it relates to the different groups that utilize Village fields.

**12. Approve the minutes of the March 27, 2019 meeting.**

**Motion** by Pickel, seconded by Laufenberg, to approve the minutes from the March 27, 2019 meeting as presented. Motion carried with a voice vote of 3-0-1, with Murphy abstaining.

**13. Future Agenda Items**

- Discuss MG Soccer Club and field use.
- Discuss impact fees for parks.
- Discuss tree partnership project.
- Discuss tree inventory.
- Update on Bakken Park shelter and splashpad
- Update on bee houses.
- The next PRFC meeting is scheduled for **Thursday, June 20, 2019 at 6:30 pm.**

**14. Closed Session: The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; Negotiate terms involving recreational facilities between Village of Cottage Grove and Wisconsin Rugby Club.**

**Motion** by Murphy to enter into closed session at 8:10 p.m., seconded by Pickel. Motion carried with a roll call vote of Kiefer AYE, Laufenberg AYE, Murphy AYE, Pickel AYE.

**15. Reconvene into open session and possible consideration of closed session items.**

**Motion** by Laufenberg to reconvene into open session at 8:23 p.m., seconded by Pickel.

Motion carried with a roll call vote of Kiefer AYE, Laufenberg AYE, Murphy AYE, Pickel AYE.

No action taken at this time.

**16. Adjournment.**

**Motion** by Kiefer, seconded by Laufenberg, to adjourn the meeting at 8:25 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Parks and Recreation Administrative Assistant.

Approved on: 6/20/19

*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.*