

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Thursday, July 16, 2020

5:00 P.M – NOTE TIME CHANGE

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please joining the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/95850725031> You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 958 5072 5031# When asked for your Participant ID, just press #

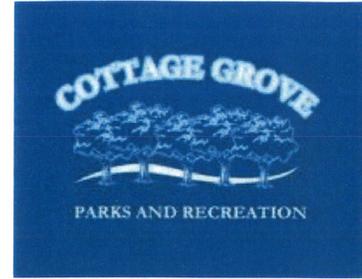
You may also choose to participate by providing public comment prior to the meeting vial email to the Director of Parks, Recreation & Forestry Sean Brusegar sbrusegar@village.cottage-grove.wi.us

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. Miracle Field update with Bill Schultz.
5. Discuss and consider a new Bakken Park sign.
6. Discuss and consider The Ride cycling event using Community Park as a rest stop on September 27th, 2020.
7. Discuss and consider awarding Willow Run Playground contract.
8. Discuss and consider programming and shelter reservations.
9. Update on Bakken Park shelter and splash pad.
10. COVID-19 Parks & Recreation Update
11. Discuss and consider August Music In The Grove events.
12. Approve the minutes of the June 18, 2020 meeting.
13. Future Agenda Items
14. 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.



Parks, Recreation & Forestry STAFF REPORT

MEMO DATE: July 9, 2020

MTG. DATE: July 16, 2020

TO: Parks, Recreation & Forestry Committee

CC:

FROM: Sean Brusegar, CPRP - Director of Parks, Recreation & Forestry

RE: New Bakken Park Sign

BACKGROUND:

With the construction of the Bakken Park shelter, splash pad, the rugby pavilion and the Miracle League ballfield all schedule for construction in 2020, a new park sign that recognizes Bakken Park as the home of MUR and The Miracle League of Dane County has been developed. The total cost of the sign is \$1,764.00 (see attached). MUR and The Miracle League of Dane County will each contribute \$440.00 and the Village will pay \$884.00.

STAFF RECOMMENDATION:

Staff recommends replacing the existing Bakken Park sign with the new design.



QUOTE: 16367 - Bakken Park Sign (147545)

Account Name Village of Cottage Grove Contact Name Sean Brusegar Phone (608) 839-8968 x210 Email sbrusegar@village.cottage-grove.wi.us		Ship Via - Terms Net 30 PO Number - Tracking Email -		Rep 7GOV1 Created By Ryn Soper Created Date 6/12/20 Expiration Date 1/31/-1999	
Bill To: sbrusegar@village.cottage-grove.wi.us Village of Cottage Grove 210 Progress Drive Suite #2 Cottage Grove, Wisconsin 53527 United States		Ship To: Village of Cottage Grove 210 Progress Drive Suite #2 Cottage Grove, Wisconsin 53527 United States		Shipping Contact Information: Full Name Sean Brusegar Phone Number (608) 839-8968	
Qty.	Product	Description	Unit Price	Line Total	
1	SIGN	[X-40993] INFORMATIONAL SIGN-SHAPE I-SINGLE SIDED-0.75X84X48-BEIGE GREEN BEIGE LAMINATE-INSET BORDER-DOUBLE (BOTH SIDES) POST OUTER POSTS ON DOUBLE POST MOUNT TO BE 4X4X84	\$1,764.00	\$1,764.00	
CUSTOMER PICK UP			Subtotal		\$1,764.00
CUSTOMER PICK UP			Grand Total		\$1,764.00

Starting January 1, 2019, due to the new US tax law, we are required to collect sales tax in the majority of states. If applicable, sales tax will be applied upon invoice.

My signature on this quote verifies that I have approved this order and all information is accurate

SIGNATURE _____

DATE _____

Company Address: W248N5499 Executive Drive
 Sussex, Wisconsin 53089
 USA

Phone: (800) 505-7926
 Organization (Fax): 888-868-7184

Spec Sheet For Informational Sign X-40993

Village of Cottage Grove | Qty: 1 | \$1,764.00 Each | \$1,764.00 Total

Custom Request: Outer posts on double post mount to be 4x4x84

<p>Sign Style Panel Shape Panel Size Panel Color Sign Border Mount Method Post Size Post Color Post Configuration Primary Post Height Secondary Post Height Post Top Style Front Side Content</p>	<p>Informational I 84"x48" BeigeGreenBeige Inset - Green Post 5.5" X 5.5" Green Two Per Side (4 Total) 95" 83" Bevel Custom Layout. See Sections Below</p>
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<p>Front Section 1</p>	<p>Section Type Graphic Type Graphic Type Graphic Application Type Overlay Color</p> <p>Graphic Custom Graphic tree logo- see proof Overlay Default - Custom PantoneText Color / Custom Pantone Background Color</p>
<p>Front Section 2</p>	<p>Section Type Graphic Type Graphic Type Graphic Application Type Overlay Color</p> <p>Graphic Custom Graphic Wisc Rugby Logo Overlay Default - Custom PantoneText Color / Custom Pantone Background Color</p>
<p>Front Section 3</p>	<p>Section Type Graphic Type Graphic Type Graphic Application Type Overlay Color</p> <p>Graphic Custom Graphic Miracle League Logo Overlay Default - Custom PantoneText Color / Custom Pantone Background Color</p>

Front Section 4	<p>Section Type Text</p> <p>Application Type Engrave</p> <p>Message Type Custom Message</p> <p>Content WELCOME TO</p> <p>Engrave Color Green</p>
Front Section 5	<p>Section Type Text</p> <p>Application Type Engrave</p> <p>Message Type Custom Message</p> <p>Content PHOEBE BULMAN BAKKEN</p> <p>Engrave Color Green</p>
Front Section 6	<p>Section Type Text</p> <p>Application Type Engrave</p> <p>Message Type Custom Message</p> <p>Content MEMORIAL PARK</p> <p>Engrave Color Green</p>
Front Section 7	<p>Section Type Text</p> <p>Application Type Engrave</p> <p>Message Type Custom Message</p> <p>Content EST 2010</p> <p>Engrave Color Green</p>
Front Section 8	<p>Section Type Text</p> <p>Application Type Engrave</p> <p>Message Type Custom Message</p> <p>Content COTTAGE GROVE PARKS & RECREATION</p> <p>Engrave Color Green</p>



THE ORDER PROCESS

1

DISCOVERY

We'll learn about your project needs, as well as your organization's overall goals.

2

RECEIVE QUOTE & CONCEPTUAL RENDERINGS

We'll provide quotes, and when necessary, conceptual renderings. Depending on the size of the project, renderings may take up to a week to complete.

3

QUOTE APPROVAL

You approve the quote.

4

FINAL ARTWORK APPROVAL

All custom configured products require a detailed proof approval before the order is released into production. In addition, you may receive engineering drawings for modified or custom products. The detailed proof/engineering drawings must be approved via our online proofing software, ProofHQ.

5

ORDER CONFIRMATION & PAYMENT

After the quote has been approved, you'll receive an order confirmation that includes product details, shipping and billing information, and any special delivery instructions. Orders over \$20,000 require 2/3 down payment. First time orders require payment in full.

6

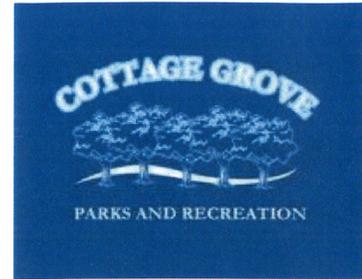
PRODUCTION BEGINS

Your order is scheduled with an estimated ship date (usually 4-6 weeks following the artwork approvals, depending on workload). If necessary, the deposit is due before production. During the production process, you can contact us at any time for order status updates.

7

SHIPPED WITH TRACKING INFO

After the items are complete and ready to be shipped, you will receive tracking information for the delivery. All items are shipped from our headquarters in Sussex, WI. Transit time is approximately 2-4 days, depending on location.



Parks, Recreation & Forestry STAFF REPORT

MEMO DATE: July 9, 2020

MTG. DATE: July 16, 2020

TO: Parks, Recreation & Forestry Committee

CC:

FROM: Sean Brusegar, CPRP - Director of Parks, Recreation & Forestry

RE: The Ride Cycling Event

BACKGROUND:

The Ride is a cycling event that raises money for cancer research and treatment. This annual event typically uses Bakken Park parking lot as a rest stop. Due to COVID-19, the route and the structure for the 2020 event has changed. The route will bring riders into the Village on Taylor street and exit the Village on Weald Bridge Rd. before it heads north on Vilas Rd. (see attached map). The Ride would like to use Community Park as a rest stop. They would like to use the grass area to the south of the baseball diamond to set up one or two 10'x10' pop up tents to serve as a brief rest area. They are expecting as many as 500 riders to pass through the Village in periodically during the day. The riders will start individually instead of in a mass setting.

STAFF RECOMMENDATION:

Staff recommends allowing The Ride to use Community Park as a rest stop.

Fullscreen

PIZZA HUT



Ollie St

Settings

Map



St Patrick Catholic Church

Bonnie Rd

Carriage Dr

Vintage Ln

N Main St

Visa Dr

Foreston Dr

Yarrow Hill Dr

Heather Dr

Farm Golf Course

Huston Park

Creative Kids Nursery & Daycare

Hydrite Chemical

Fireman's Park

Cottage Grove

Wisconsin Rugby Club

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Meeting Minutes for Thursday, June 18, 2020

1. **Call to order virtual Zoom meeting.** The meeting was called to order by Heidi Murphy at 6:31 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. Amy Brice was absent. Also present were Parks, Recreation and Forestry Director Sean Brusegar.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

None.
4. **Discuss and consider programming and shelter reservations.**

There is not much new to report for programming since almost all classes, programs and events were cancelled for the summer. Even with entering Phase 2 of the Bounce Back Plan, softball and baseball are considered medium risk and will not be played this summer. Home Talent baseball is also canceled for this summer. We are hoping to be able to run a couple of programs in August, including archery and tennis. Brusegar is meeting every other week with a Dane County parks and recreation group and Dane County Public Health to keep up to date with guidelines. The group is currently asking Dane County Public Health to stop classifying flag football as the same as tackle football. Since flag football begins in later August, we are hoping it will be able to run. At this time, we are accepting shelter reservations and advising renters of the safety/health rules and guidelines when they come in to pick up the shelter key. Shelters will remain closed except for reservations, but Brusegar will continue to look at feedback from residents and may open a couple of shelters if the parks continue to get busier. Brusegar also stated that we are doing our best to clean and sanitize playground equipment, despite other communities electing not to clean their equipment.
5. **Discuss and consider allowing Music in the Grove beginning in July and moving all concerts to Fireman's Park.**

Brusegar noted that there are five Music in the Grove performance dates on the calendar for July and August. After studying possible locations that would be appropriate for maintaining social distancing, he feels that the Lions Shelter at Fireman's Park seemed to be the best place for the concerts. Bands could set up on the concrete driveway path to the shelter and guests could spread out in the green space to the east of the shelter. Committee members feel that the July 9 concert is too close to make the arrangements for this new location but believe it would be okay to start on July 23, especially since there is an act already slated for that date. **Motion** by Laufenberg, seconded by Kiefer, to approve beginning Music in the Grove concerts on July 23 while emphasizing proper social distancing. Motion carried with a voice vote of 4-0-0.

6. Update on Bakken Park shelter and splash pad.

Brusegar showed the committee recent drone/aerial photos of the progress on the shelter and splash pad. Tresses will be added to the shelter starting next week. Since Vortex was temporarily shut down, there has been a delay in receiving splash pad components from Canada and the splash pad is at a standstill until the second week of August. The timeline is still good according to Brusegar.

Brusegar also asked the committee their thoughts on a new park sign for Bakken Park. He showed committee members two different possibilities. After he gets some cost estimates, he will bring the signs to next month's meeting for consideration.

7. Covid-19 Parks and Recreation update.

Recreation

We are currently continuing adult virtual fitness classes and looking to do online enrichment classes, but it is getting more difficult to engage people online over the summer. Due to the high amount of program/event cancellations this summer, processed refunds are approaching \$16,000.

The Recreation Supervisor has been posted for a few weeks now and there are currently 14 applications received so far. Applications will be accepted up until July 5, with a potential start date of mid-August. Brusegar is looking for a candidate that will be able to expand upon what the former Recreation Supervisor Brooke Franseen created and help successfully grow our enrichment activities and special events.

The tree inventory is about 2/3 done and Brusegar is currently writing his mid-point report for the DNR.

Last week Brusegar received an email from the DNR stating that the Village has qualified for a passive recreation DNR grant in the amount of \$249,000.00. The grant could only be used towards the park shelter at Bakken Park. Once this grant is official, Brusegar will let the committee know.

RFPs have been sent out for the Willow Run Park playground equipment. Brusegar said that the install date deadline for the equipment is September 25, 2020.

8. Approve the minutes of the May 21, 2020 meeting.

Motion by Kiefer, seconded by Laufenberg, to approve the minutes from the May 21, 2020 meeting as presented. Motion carried with a voice vote of 4-0-0.

9. Future Agenda Items

- Update on Bakken Park shelter and splashpad.
- Update on the Miracle League Field.
- Update on Willow Run Park equipment.
- Discuss and consider the new park sign for Bakken Park.
- Westlawn Master Plan – public meeting.
- The next PRFC meeting is scheduled for **Thursday, July 16, 2020 at 5:00 pm and will be a virtual Zoom meeting.**

10. Adjournment.

Motion by Kiefer, seconded by Laufenberg, to adjourn the meeting at 7:25 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Sean Brusegar (kk) Parks, Recreation & Forestry Director.

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