

PARKS, RECREATION & FORESTRY COMMITTEE

Thursday, August 25, 2022

5:00 PM

This meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/82113684909?pwd=RDhkc1k5QWxpM2U0QnBXK25BMVp0dz09>

You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: **821 1368 4909** When asked for your Participant ID, just press #. When asked for the Passcode, enter **221**

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

If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#)

AGENDA

1. Call To Order.
2. Roll Call And Confirm That The Meeting Was Properly Posted.
3. Public Appearances: Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item.
4. Discuss Parks & Open Space Plan.

Documents:

[NRPA DATA_2022-08-18_FINAL.PDF](#)

5. Discuss And Consider Pollinator Garden Locations In Village Parks.
6. 2022 Parks And Recreation Project Updates.
7. Discuss And Consider Allowing Boy Scout Troop 145 To Have A Two-Night Campout In Fireman's Park On September 9 And September 10, 2022.
8. Director's Report - Parks, Recreation And Forestry Update.
9. Approve The Minutes Of The July 28, 2022 Parks, Recreation And Forestry Committee Meeting.

Documents:

[7.28.22 PRFC MINUTES.PDF](#)

10. Future Agenda Items.

11. 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.

Residents per Park				
	Lower Quartile	Median	Upper Quartile	Actual
All Agencies	1,301	2,323	4,556	
Agencies Less than 20,000	761	1,233	1,924	
Village of Cottage Grove				885

Figure 1

8854 residents/10 parks

Acres of Parkland per 1,000 Residents				
	Lower Quartile	Median	Upper Quartile	Actual
All Agencies	5.1	10.4	18.2	
Agencies Less than 20,000	5.2	12.9	21.7	
Village of Cottage Grove				9.5

Figure 2

84.4 acres/8854 residents*1000

Outdoor Park and Recreation Facilities				
	% of Agencies with Facility	Median Residents per Facility		Actual Residents per Facility
		All Agencies	Less than 20,000	Village of Cottage Grove
Playgrounds	95%	3,750	1,986	984
Basketball Courts	86%	7,403	3,750	1,476
Baseball Fields - youth	79%	7,000	3,107	1,771
Tennis Courts	78%	5,608	2,723	4,427
Multi-Purpose Grass Fields	68%	9,622	4,362	2,214
Dog Parks	67%	43,586	11,100	N/A
Softball Fields - adult	65%	14,302	5,667	N/A
Softball Fields - youth	62%	11,339	5,339	N/A
Baseball Fields - adult	54%	20,127	7,954	8,854
Swimming Pools	53%	38,000	8,637	N/A
Community Gardens	51%	30,140	8,773	N/A
Soccer Fields - youth	50%	7,382	3,504	2,214
Multi-use Courts	48%	11,232	5,400	N/A
Tot Lots	45%	11,983	6,642	N/A
Soccer Fields - adult	44%	13,200	8,017	N/A
Skate Parks	39%	53,708	11,100	8,854
Football Fields	35%	26,493	8,004	N/A
18-Hole Golf Course	29%	86,277	9,183	N/A
Driving Range	26%	23,977	5,055	N/A
Multi-Purpose Synthetic Fields	22%	39,736	12,962	N/A
Ice Rinks	18%	16,887	7,997	N/A
Pickleball Courts	18%	14,714	3,446	2,214

Figure 3

8854/9

8854/6

8854/5

8854/2

8854/4

N/A

N/A

N/A

8854/1

N/A

N/A

8854/4

N/A

N/A

N/A

8854/1

N/A

N/A

N/A

N/A

N/A

8854/4

Miles of Trail				
	Lower Quartile	Median	Upper Quartile	Actual
All Agencies	5.0	14.0	39.0	
Agencies Less than 20,000	2.0	3.0	10.0	
Village of Cottage Grove				4.8

Figure 4

Indoor Park and Recreation Facilities				
	% of Agencies	Median Residents per Facility		Actual Residents per Facility
		All Agencies	Less than 20,000	Village of Cottage Grove
Recreation Centers (and Gyms)	64%	31,239	9,126	N/A
Community Centers	60%	29,036	8,504	N/A
Senior Centers	41%	59,603	12,935	N/A
Performance Amphitheatres	36%	68,181	9,291	N/A
Nature Centers	31%	114,696	11,821	N/A
Aquatic Centers	25%	53,025	11,375	N/A
Stadiums	17%	75,026	9,126	N/A
Teen Centers	14%	57,109	14,426	N/A
Indoor Ice Rinks	12%	50,863	8,002	N/A
Arenas	7%	65,466	6,137	N/A

Figure 5

Programming Offered by Park & Recreation Agencies		
	% of Agencies	Village of Cottage Grove
Themed special events	90%	✓
Social recreation events	88%	✓
Team sports	87%	✓
Fitness enhancement classes	82%	✓
Health & Wellness Education	80%	✓
Individual sports	76%	✓
Safety training	72%	✓
Racquet sports	71%	✓
Aquatics	70%	x
Performing arts	64%	x
Visual arts	63%	x
Natural & Cultural Hist. Activities	62%	x
Cultural crafts	62%	✓
Trips and tours	61%	✓

Figure 6

✓ yes
x no

Martial arts	59%	x
Running/cycling races	50%	✓
Golf	48%	✓
eSports/eGaming	12%	x

Targeted Programs for Children, Seniors, & People with Disabilities				
	% of Agencies		Village of Grove	Cottage
	All Agencies	Less than 20,000		
Summer camps	83%	61%	✓	
Specific senior programs	79%	65%	✓	
Specific teen programs	66%	46%	✓	
Programs for people w/ disabilities	62%	36%	x	
STEM programs	58%	40%	✓	
After-school programs	55%	47%	x	
Preschool	34%	25%	x	
Before-school programs	19%	16%	x	
Full daycare	7%	4%	x	

Figure 7

✓ yes
x no

Key Responsibilities of Park & Recreation Agencies				
	% of Agencies		Village of Grove	Cottage
	All Agencies	Less than 20,000		
Operate and maintain park sites	98%		✓	
Provide recreation programming and services	94%		✓	
Operate and maintain indoor facilities	91%		✓	
Have budgetary responsibility for its administrative staff	87%		✓	
Operate, maintain or manage trails, greenways, and/or blueways	81%		✓	
Conduct jurisdiction-wide special events	81%		✓	
Operate, maintain or manage special purpose parks and open spaces	73%		✓	
Include in budget the funding for planning and development functions	71%		✓	
Operate and maintain non-park sites	69%		✓	
Operate, maintain or contract outdoor swim facilities/water parks	67%		✓	

Figure 8

✓ yes
x no

<i>Operate, maintain, or contract racquet sport activities/facilities</i>	63%	✓
<i>Administer or manage tournament or event-quality outdoor complexes</i>	56%	×
<i>Administer community gardens</i>	45%	×

Other Responsibilities of Park & Recreation Agencies		
	<i>% of Agencies</i>	<i>Village of Cottage Grove</i>
<i>Manage large performance outdoor amphitheaters</i>	37%	×
<i>Operate, maintain or contract tourism attractions</i>	36%	×
<i>Operate, maintain or contract golf courses</i>	36%	×
<i>Operate, maintain or contract indoor swim facilities/water parks</i>	32%	×
<i>Maintain or manage beaches</i>	22%	×
<i>Administer or manage farmers markets</i>	21%	×
<i>Maintain, manage or lease indoor performing arts centers</i>	20%	×
<i>Administer or manage tournament or event-quality indoor complexes</i>	20%	×
<i>Operate, maintain, or contract campgrounds</i>	18%	×
<i>Operate, maintain, or contract marinas</i>	11%	×
<i>Maintain or manage professional or college-type stadiums/arenas</i>	9%	×
<i>Maintain or manage fairgrounds</i>	6%	×

Figure 9

✓ yes
 × no

Park & Recreation Agency Staffing (FTE's)				
	<i>Lower Quartile</i>	<i>Median</i>	<i>Upper Quartile</i>	<i>Actual</i>
<i>All Agencies</i>	17.3	49.4	127.3	
<i>Agencies Less than 20,000</i>	5.4	11.8	23.8	
<i>Village of Cottage Grove</i>				7.0

Figure 10

per Sean

Park & Recreation Agency Staffing (FTE's) per 10,000 Residents				
	Lower Quartile	Median	Upper Quartile	Actual
All Agencies	4.7	8.9	15.4	
Agencies Less than 20,000	6.4	11.3	21.1	
Village of Cottage Grove				7.9

Figure 11

10000/8854*7

Responsibilities of Park & Recreation Staff		
	All Agencies	Village of Cottage Grove
Operations/maintenance	45%	✓
Programmers	31%	×
Administration	17%	×
Capital development	3%	×
Other	4%	×

Figure 12

Annual Operating Expenditures				
	Lower Quartile	Median	Upper Quartile	Actual
All Agencies	\$1,969,110	\$5,079,256	\$14,157,797	
Agencies Less than 20,000	\$551,925	\$1,200,000	\$2,443,647	
Village of Cottage Grove				\$606,300

Figure 13

per 2022 budget

Operating Expenditures per Capita				
	Lower Quartile	Median	Upper Quartile	Actual
All Agencies	\$51.40	\$93.01	\$171.18	
Agencies Less than 20,000	\$67.73	\$117.36	\$226.43	
Village of Cottage Grove				\$68.48

Figure 14

606300/8854

Operating Expenditures per Acre of Park and Non-Park Sites				
	Lower Quartile	Median	Upper Quartile	Actual
All Agencies	\$3,648	\$7,823	\$18,379	
Agencies Less than 20,000	\$3,950	\$8,188	\$24,015	
Village of Cottage Grove				\$4,618

Figure 15

606300/84.4

all

\$7,184 parks

606300/131.3

Operating Expenditures per FTE				
	Lower Quartile	Median	Upper Quartile	Actual
All Agencies	\$75,933	\$102,530	\$143,389	
Agencies Less than 20,000	\$72,345	\$101,772	\$145,611	
Village of Cottage Grove				\$86,614

Figure 16

606300/7

Distribution of Operating Expenditures		
	All Agencies	Village of Cottage Grove
Personnel services	54%	✓
Operating expenses	38%	×
Capital expense not in CIP	5%	×
Other	3%	

Figure 17

Operating Expenditures Dedicated to Parks or Recreation		
	All Agencies	Village of Cottage Grove
Parks	45%	✓
Recreation	42%	✓
Other	13%	×

Figure 18

Sources of Operating Expenditures		
	All Agencies	Village of Cottage Grove
General fund tax support	61%	✓
Earned/generated Revenue	23%	×
Dedicated levies	8%	×
Other dedicated taxes	3%	×
Grants	2%	✓
Other	2%	✓
Sponsorships	1%	✓

Figure 19

Park and Recreation Revenues per Capita				
	Lower Quartile	Median	Upper Quartile	Actual
All Agencies	\$6.24	\$22.08	\$54.36	
Agencies Less than 20,000	\$9.23	\$34.55	\$76.26	
Village of Cottage Grove				\$23.15

Figure 20

205000/8854

Revenues as Percentage of Operating Expenditures (Cost Recovery)				
	Lower Quartile	Median	Upper Quartile	Actual
All Agencies	11.1%	23.6%	43.4%	
Agencies Less than 20,000	11.2%	25.0%	51.3%	
Village of Cottage Grove				33.8%

Figure 21

205000/606300

Five-Year Capital Budget Spending				
	Lower Quartile	Median	Upper Quartile	Actual
All Agencies	\$1,481,250	\$8,000,000	\$24,498,169	
Agencies Less than 20,000	\$363,250	\$1,022,750	\$3,872,635	
Village of Cottage Grove				\$7,000,000

Figure 22

Targets for Capital Expenditures		
	All Agencies	Village of Cottage Grove
Renovation	56%	✓
New Development	30%	✓
Acquisition	7%	×
Other	7%	×

Figure 23

Value of Deferred Maintenance Projects per Agency				
	Lower Quartile	Median	Upper Quartile	Actual
All Agencies	\$0	\$480,500	\$16,662,315	
Agencies Less than 20,000	\$0	\$100,000	\$804,959	
Village of Cottage Grove				\$300,000

Figure 24

Park and Recreation Agency Policies

Figure 25

	<i>Yes, at all locations</i>	<i>Yes, at select locations</i>	<i>No</i>	<i>Village of Grove</i>	<i>Cottage Grove</i>
<i>Has a policy barring the use of tobacco products in its parks and facilities</i>	53%	29%	19%	No	
<i>Has a policy that allows the consumption of alcohol by legal-aged adults on its premises</i>	15%	59%	26%	Yes	
<i>Agency sells alcoholic beverages to legal-aged on its premises (by agency or authorized concessionaire)</i>	3%	47%	50%	No	
<i>Agency provides healthy food options in its vending machines</i>	25%	42%	33%	No	
<i>Agency provides healthy food options in its concession stands</i>	25%	48%	28%	Yes	
<i>Agency charges a parking fee at its parks or facilities</i>	1%	16%	83%	No	
<i>Agency charges an admission fee to enter its parks</i>	1%	16%	83%	No	

Diversity, Equity, and Inclusion				
	<i>Yes</i>	<i>No</i>	<i>Village of Grove</i>	<i>Cottage Grove</i>
<i>Agencies with an expressed commitment to diversity, equity, and inclusion in their foundational documents</i>	80%	20%	Yes	

Figure 26

Diverse Workforce				
	<i>Yes</i>	<i>No</i>	<i>Village of Cottage Grove</i>	
<i>Agency has a hiring practices and policies promoting a diverse agency workforce</i>	8%	92%	Yes	

Figure 27

ASSUMPTIONS

Population (2022 WIDOA)	8,854
Budget (2022 proposed)	606,300
Revenues (2022 proposed)	205,000
Miles of off-street trail	4.8
Park & Rec FTE	7
No. of parks	10
Area of parks	84.4
Area of parks and open space	131.3

Village of Cottage Grove
PARKS, RECREATION and FORESTRY COMMITTEE
Meeting Minutes for Thursday, July 28, 2022

- 1. Call to order virtual Zoom meeting.** The meeting was called to order by Heidi Murphy at 5:00 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. Committee members present for the meeting were Heidi Murphy (chair), Penny Aguilera, Amy Brice and Jay Kiefer. Kevin Laufenberg arrived later and left early. Staff present were Parks, Recreation and Forestry Director Sean Brusegar, Village Planner Erin Ruth and Utility Clerk Kristen Krause. Also present were Nick Hess and Mike Collom of EnTech Solutions.
- 3. Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**
There were no public appearances.
- 4. Discuss and consider a solar EV charging station at Bakken Park.**
Mike Collom of EnTech Solutions presented information on solar EV charging stations and gave examples of some in the area. Collom explained that the Village would have the option to purchase the EV station or lease it. After some discussion, committee members were concerned with the price of the EV station and who would actually utilize it. At this time, committee members would prefer to look at EV charging stations in the future and focus on funding more immediate needs for Parks and Recreation. **Motion** by Kiefer, seconded by Aguilera, to table further discussion of this item until 2023 and to not include adding EV charging stations in the 2023 budget requests. Motion carried with a unanimous voice vote of 4-0-0.
- 5. Discuss and consider pollinator gardens in Village Parks.**
Nick Hess of the Public Works, Properties and Sustainability Committee was present to recommend adding pollinator gardens to the Village parks. As he explained, the pollinator gardens would include low maintenance, hardy perennial plants that could aid pollinators throughout the year. Committee members agreed to pursue placing pollinator gardens in the Village parks. It was also suggested that this could be a potential Eagle Scout project for the Boy Scouts, or possibly a project for other groups in the area. Brusegar will work with staff to identify areas in each park for potential placement of the gardens. **Motion** by Brice, seconded by Aguilera, to have Parks staff identify four (4) parks where pollinator gardens could be placed and to provide costs estimates for these gardens. Motion carried with a unanimous voice vote of 4-0-0.

6. Discuss Parks & Open Space Plan.

Ruth was present to go over the recent updates to the Parks and Open Space Plan. The most significant changes came in the form of additional charts and graphs that provided more data than the past plan. The charts included more population demographics and housing data. Ruth explained that this data could influence future park plans.

7. 2022 Parks and Recreation projects update.

Brusegar reported that not much has really happened yet on the current Parks and Recreation projects. Work may begin as early as next week on either Red Hawk or Community Park. All equipment for both parks has been ordered. The estimated installation date for the equipment will be mid-October. The skate park at Bakken Park recently received a change order and Brusegar will bring back more information as it becomes available. Murphy added that it is great time to complete the park projects as they can be wrapped in with other ongoing Village projects (i.e., road work, trail work, etc.), which ultimately saves money.

8. Director's Report.

In recreation news, the Fall/Winter Guide comes out on August 4. Summer programs are currently wrapping up for the season. Our CG 1 – 5th/6th grade baseball team recently took 2nd place in the Silver Bracket Championship Game held at Community Park. This upcoming Saturday (7/30), Program Coordinator Riley Berning and Recreation Supervisor Trista Taylor will be in Monona for the 3rd/4th grade Rookie Baseball Tournament. Next weekend, the Windmill Softball Tournament will be held. Playground Camp is winding down with a final field trip to the Madison Zoo on the last day of camp, August 5. Ultimate Frisbee Camp instructed by the Madison Radicals begins next week at Bakken Park. National Night Out will be held at GDS on Tuesday, August 2 from 5-7:30 pm. As summer programming ends, we look forward to the start of Flag Football in two weeks. Staff are also looking forward to utilizing the current cheer space for future programs. The cheer and tumbling program will be moving out of its current location (in the unit next to the Parks & Recreation office) on September 1.

In parks, staff recently removed the former ticket shed at Fireman's Park and have been working on restoring the grass. Staff have also been busy painting the storage shed along the 1st base side at Fireman's and the open-air shelter on the 3rd base side. At Community Park, the light poles were removed from the ice rink area to prepare for the new pickleball courts, maintenance was performed on the ballfield and some playground equipment was removed for safe keeping. At Northlawn Park, a new tennis backstop is being built for the tennis courts and should be installed very soon. Staff also recently cleaned up, trimmed and sprayed the area around the park & ride by the interstate.

9. Approve the minutes of the June 23, 2022, Parks, Recreation and Forestry Committee meeting.

Motion by Murphy, seconded by Brice, to approve the minutes of the June 23, 2022, meeting as presented. Motion carried with a unanimous voice vote of 4-0-0.

10. Future Agenda Items

- Discuss the places identified for pollinator gardens.
- Discuss and consider Parks & Open Space Plan.
- Update on Park Projects
- Discuss dog park.
- The next regular PRFC meeting is scheduled for **August 25, at 5:00 pm and will be a virtual Zoom meeting.**

11. Adjournment.

Motion by Brice, seconded by Kiefer, to adjourn the meeting at 6:17 pm. Motion carried with unanimous voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

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