

**VILLAGE OF COTTAGE GROVE
MEETING**

NOTICE OF PUBLIC

PARKS, RECREATION & FORESTRY COMMITTEE

Thursday, September 30, 2021 (note date change)

5:00 PM

Due to the COVID-19 pandemic, 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/82105369493?pwd=eW00ZXpGdzBWZUlmVmRubzZYNENkUT09>

You can also participate via phone by dialing 1-312-626-6799 and use [Meeting ID: 821 0536 9493](#) 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

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 And Consider 2022 Budget.
5. Update On The Forestry Ordinance.
6. Update On Continental Properties Plans.
7. Director's Report - Parks, Recreation And Forestry Update.
8. Approve The Minutes Of The August 26, 2021 Parks, Recreation And Forestry Committee Meeting.

Documents:

[8.26.21 PRFC MINUTES.PDF](#)

9. Future Agenda Items.
10. 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.

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Meeting Minutes for Thursday, August 26, 2021

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 was absent and excused. Staff present were Parks, Recreation and Forestry Director Sean Brusegar and Utility Clerk Kristen Krause. Five members of the public were also in attendance.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

None.
4. **Discuss and consider a skate park and pump track at Bakken Park.**

Brusegar presented the Financial Management Plan as it currently is and also a proposed plan that would allow for a skate park and pump track in 2022. Items that he proposed moving further out in the plan include athletic field grading at Bakken Park, Community Park Shelter engineering, Community Park shelter, Northlawn Park basketball court reconstruction and improvements for the Outlots in Westlawn. With these proposed changes, he was able to add the skate park and pump track into the 2022 plan. Brusegar also went over the cost estimates for the next three years and showed that 2022 costs went down a bit with the proposed changes. Murphy explained that these changes, if approved, would be reviewed by the Finance Committee and then go to Village Board. The committee agreed that the items that were moved in the plan were appropriate and pleased that Brusegar found a way to include the skate park and pump track in the 2022 plan. **Motion** by Aguilera, seconded by Brice, to approve the updated Financial Management Plan as presented. Motion carried with a unanimous voice vote of 4-0-0.
5. **Discuss and consider fence and dugout improvements at Northlawn Park on field 1.**

Brusegar explained that the dugouts at Northlawn Park field 1 are looking to be improved by providing a bigger space and coverage for teams. Mike Hackel of the MG Softball Boosters was present to discuss the changes that the MG softball program would like to help invest in for the fields at Northlawn. MG is planning on utilizing Northlawn Park as the home fields for both the Varsity and JV softball teams for the foreseeable future. Hackel went over the plan for changes that the program would like to help make in both the dugouts and fencing. The varsity field dugouts and fencing would be the priority this year as they are in most need of repair. Committee members were pleased with the proposed updates and the investment of

the MG softball program in the fields. **Motion** by Kiefer, seconded by Aguilera, to approve the plan as presented. Motion carried with a unanimous voice vote of 4-0-0.

6. Discuss and consider replacing the damaged electrical line that services the open-air pavilion at Fireman's Park.

Since the last meeting, Brusegar and Erik Severson of the Cottage Grove Fire Department investigated which electrical meters serviced what at Fireman's Park. They found four separate meters; the first of which serviced the open-air pavilion and is currently paid for by the Fire Department, the second meter which is currently paid for by the Fire Department and is not used for anything, the third meter which is currently paid for by the Village and is the meter that powers the festival/carnival, and the fourth meter which is currently paid by the Village and powers the ballfield lights as well as the hamburger stand. The second meter will be pulled since it is not used, and the Fire Department is offering to pay for the third meter that provides power for the carnival during the Fireman's Festival. Brusegar recommended that the Village pay for the repair/replacement of the damaged electrical line that services the open-air pavilion, which would cost approximately \$8,000. He also said that he will request more bids for this work. **Motion** by Kiefer, seconded by Aguilera, to approve replacing the damaged electrical line that services the open-air pavilion at Fireman's Park. Motion carried with a unanimous voice vote of 4-0-0.

7. Update on the Westlawn 1-acre Red Hawk Park playground.

The Red Hawk Park officially opened for play today. Brusegar showed the committee pictures of the playground and said that work on the area finished up last night.

8. Discuss and consider new park sign at Red Hawk Park.

Committee members observed pictures of the new sign with the new Village logo that would be installed at Red Hawk Park. Brusegar stated that it will be smaller park sign. **Motion** by Kiefer, seconded by Aguilera, to approve the Red Hawk Park sign as presented. Motion carried with a unanimous voice vote of 4-0-0.

9. Discuss and consider allowing Pack 145 to have a campout in Fireman's Park on October 2, 2021.

Sue Mabie of Pack 145 contacted Brusegar about having an overnight camp out at Fireman's Park on October 2, 2021. Brusegar explained that the Troop/Pack did an overnight camp out of this nature in 2019. There will be 25-50 people in attendance, and they will follow Covid rules. **Motion** by Aguilera, seconded by Brice, to suspend park hours and allow Pack 145 to camp out at Fireman's Park on October 2, 2021. Motion carried with a unanimous voice vote of 4-0-0.

10. Update on the forestry ordinance.

Murphy reported that the Village attorneys are working on the ordinance language before it is finalized. It will then be brought back to the committee.

11. Update on Continental Properties plans.

Brusegar reported that work on the property is expected to begin this fall.

12. Discuss and consider meeting date for September.

Since Brusegar is planning on attending the National Parks and Recreation Conference in Nashville during the regular meeting date in September, he asked committee members if there is another date that would work. Committee members agreed on September 30.

Motion by Murphy, seconded by Kiefer, to move the September Parks, Recreation and Forestry Committee meeting to September 30, 2021 at 5:00pm. Motion carried with a unanimous voice vote of 4-0-0.

13. Director's Report.

In Recreation, summer programming is complete. The department has shifted into fall/winter mode and is currently in search of youth and younger adults for volleyball staff and the lead instructor position. Recreation Supervisor Trista Taylor has posted all jobs on the website. An events page was recently created on our Facebook page to help promote adult enrichment classes. Our instructors' businesses are also tagged on Facebook. The Kubb Tournament that was recently held was a success, with nine teams participating and fun had by all. Flag football also began this week. Taylor is currently working on the Touch-a-Truck event and has sent emails to all 2019 participants. At this time, she has seven establishments that have confirmed at least one vehicle each for the event. Taylor is also working with Adult Fitness Instructor Ron Dorr to grow our virtual class options and audiences. People will see more marketing in the next few weeks for all of the classes. Ron Dorr provides an excellent service and everyone in his classes receive full access to all of the workout recordings for the duration of the session that they are signed up for. With the future status of Covid unknown, the Department is researching more virtual class options in case the climate changes. Staff are trying to think outside the box, as it is becoming increasingly difficult to find "new" program ideas that restaurants, bars and other businesses are not currently offering.

In Parks, we are conducting continued maintenance and testing of the splash pad in the mornings and afternoons. The new donated Miracle Field sign was recently installed at Bakken Park. There has been more graffiti at Northlawn Park that needs to be cleaned and painted. Staff are also fixing two leaking water fountains at both Northlawn and Community Parks. Village Hall recently had a new donated bench installed near the sidewalk at the front entrance. Staff are also installing a new storage shelf at the Bakken Park shelter. The four football fields at Northlawn Park were recently measured out and painted for the upcoming flag football season. Painting of the fields will continue as needed. Staff are also maintaining all athletic fields through aeration and painting picnic tables at the parks. Recently, staff started heavy cleaning of Fireman's Park bathrooms and hamburger stand. Painting of the restrooms and hamburger stand will commence after they are thoroughly cleaned. Staff will also help with the new installation of Red Hawk and bench installation. Park shelters will be closed up and winterized for the season in mid to late October.

14. Approve the minutes of the July 22, 2021 Parks, Recreation and Forestry Committee meeting.

Motion by Aguilera, seconded by Murphy to approve the minutes of the July 22, 2021 meeting as presented. Motion carried with a unanimous voice vote of 4-0-0.

15. Future Agenda Items

- Update on Continental Properties plans.
- Discuss 2022 budget.
- Update on forestry ordinance.
- The next regular PRFC meeting is scheduled for **Thursday, September 30, 2021 at 5:00 pm and will be a virtual Zoom meeting.**

16. Adjournment.

Motion by Murphy, seconded by Brice, to adjourn the meeting at 5:53 pm. Motion carried with a 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