



VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

Parks, Recreation & Forestry Committee

Thursday, October 20, 2022

5:00 p.m.

(please note date change)

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/81422681950?pwd=azJMV0pleUZ1bzYvNGllcHRWVHJzQT09>

You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: **814 2268 1950** 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 And Consider Creating The Community Guide By Staff.

Documents:

[COMMUNITY GUIDE MEMO.PDF](#)
[2022 COMMUNITY GUIDE SURVEY.PDF](#)

5. 2022 Parks And Recreation Project Updates.
6. Director's Report - Parks, Recreation And Forestry Update.
7. Approve The Minutes Of The September 29, 2022 Parks, Recreation And Forestry Committee Meeting.

Documents:

8. Future Agenda Items.

9. 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.



Staff Memo

Meeting Date: Oct 20, 2022

Memo Date: October 12, 2022
To: Parks, Recreation & Forestry Committee
From: Sean Brusegar, CPRP, CPO – Director of Parks, Recreation & Forestry
Subject: Production of Community Guide

Background

The Village contracts the production of the Community Guide with the Herald Independent. Twice yearly, the Herald distributes the guide in a free version of the paper to all homes in the 53527 zip code. This costs the Village \$2,100.00 for each guide. Approximately \$1,100 is paid for by the Parks & Recreation Department. Starting in 2023, with the help of the Communications Director, we would like to create the guide in-house using Canva. By creating the guide in-house, we will avoid unrealistic deadlines, unsightly advertisements and save budget money. We will share the guide digitally via our website, social media, and the weekly newsletter. Since Covid, our walk-in traffic has decreased. But we will print some copies to have at Village Hall and the MSB for anyone that wants a hard copy. We will also direct mail a hard copy if one is requested.

Recommendation

Staff recommends producing the Community Guide in-house starting in 2023.

Attachments

- 2022 Community Guide Survey

Village of Cottage Grove
PARKS, RECREATION and FORESTRY COMMITTEE
Meeting Minutes for Thursday, September 29, 2022

- 1. Call to order virtual Zoom meeting.** The meeting was called to order by Heidi Murphy at 5:31 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. Committee members present for the meeting were Heidi Murphy (chair), Penny Aguilera, Jay Kiefer and Kevin Laufenberg. Penny Aguilera and Amy Brice were absent. Staff present were Parks, Recreation and Forestry Director Sean Brusegar, Village Planner Erin Ruth, Recreation Supervisor Trista Taylor, Parks Maintenance Supervisor Josh Bennett, Recreation Program Coordinator Riley Berning and Utility Clerk Kristen Krause.
- 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 Parks & Open Space Plan.**
Ruth presented the updated amenities charts, updated school info, existing parks and open space facilities and the maps with the current and soon to be added amenities.
- 5. Discuss and consider a team placement request policy.**
Taylor gave some background on this policy and why it is needed for current and future programs. Complaints about stacking teams and player/coach requests have been steadily increasing over the years. This newly proposed policy will remind parents and players that our programs are recreation-based and not club-oriented. The policy will state that each league will have no more than two coaches per team and that the focus will be to balance the teams from 3rd grade and beyond. Participants will be randomly assigned to teams, unless all coaches agree on a draft process (which would be more likely for baseball and softball leagues). Committee members agreed with the policy and what it promotes. **Motion** by Laufenberg, seconded by Kiefer, to approve the team placement request policy as presented. Motion carried with a unanimous voice vote of 3-0-0.
- 6. 2022 Parks and Recreation project updates.**
After Brusegar spoke with Spohn Ranch representatives at the NRPA National Conference last week, the project manager for our Wheels Park reached out to him the next day and informed him that crews will be on site beginning the first week of October. Crews will remain on site as long as the weather permits. Spohn Ranch also provided an updated construction timeline which takes the project out through May 2023.

Community Park is seeing progress with the concrete being poured around the playground and the path through the park being paved. Shortly after the pickleball court net post holes were drilled, Brusegar received an email from a concerned citizen who noticed that the post

holes were placed incorrectly. When confronting the company on site at Community, it appeared they had no intention of bringing this error to our attention. Two different solutions to correct the mistake were presented, of which the contractor must choose. The first option would be to grind down approximately three (3) feet down the center and relay that portion of asphalt to blend with the existing court and the second option would be to resurface the entire court. The first option would extend the warranty of the surface to five (5) years, while the second option would remain a one (1) year warranty. If the second option is selected, the ramp to the court will be 1 ½ " lower than the court since the fence is already cemented in. Brusegar also stated that because of this error and the 30-day waiting period after the court is poured before painting can occur, it is unlikely that the pickleball courts will be playable this year. The playground at Community is still scheduled to be installed the week of October 10th.

Ground has been excavated at Red Hawk Park, concrete will be poured soon, the gazebo will be installed, and the zip line and swings will be put in the week of October 10th.

Pier and benches have been ordered for the outlots.

The new irrigation system has been installed at Fireman's Park and is currently being tested.

7. Discuss 2023 Budget.

Brusegar presented the operating and capital budgets. Some highlights in Fund 410 for the next couple of years include a new Parks and Rec staff admin vehicle, a field grooming tractor, some minor park projects and ADA projects. For Fund 411, 2023 highlights Parks equipment replacement/maintenance. Larger ticket items in Fund 412 are included for 2023; Bakken Park improvements (finishing off the park) and the engineering and design of a new park shelter at Community Park. Community Park improvements and design and engineering for Northlawn Park are slated for 2024. 2025 will include the improvements at Northlawn Park. The Homburg 6th Addition Park will likely be pushed out further in the budget since it will be driven by the development of that neighborhood. Murphy explained that items will need to be prioritized, and possibly scaled back or eliminated, in the extended financial management plan as there are many items proposed from different areas/committees.

For the Parks and Recreation operating budget, Brusegar explained the decreases in revenue and increases in expenditures. Revenues were affected this year by smaller concessions, less adult fitness classes and the departure of the cheer program. Increased fees, training and wages accounted for the rising expenditures. With the community growth, Brusegar is proposing hiring a 3-season parks staff person that would work approximately 1,100 hours per year. For the Forestry operating budget, Brusegar would like to see the numbers return to what they were in 2021, to be able to continue spring and fall plantings, as well as EAB treatments.

Motion by Laufenberg, seconded by Kiefer, to approve the 2023 budget as presented. Motion carries with a unanimous voice vote of 3-0-0.

8. Director's Report.

In recreation news, Touch-a-Truck had another successful year with 18 vehicles and lots of attendees. During the event, Taylor was able to go up in the Fire Department's ladder truck to get some incredible aerial photos of the event. Other seasonal events include the upcoming Kids Halloween craft class and adult craft projects. In-person fitness will return next week for the early morning classes. We are also looking to add more fitness instructors to increase class offerings. Staff are also working on bringing the designing of the program guide back in-house with the assistance of the new Communications Manager. With the departure of the cheer program, Taylor and Berning are getting ready to move into the former cheer space, which will also be used to program more classes. Next week, Parks and Recreation staff will all be attending the fall workshop in Brookfield.

In parks, staff have been busy with extending the backboard at Northlawn Park, winterizing the splashpad, adding wood chips to the parks and cleaning up graffiti on trees. Brusegar also reported that MG Baseball's Kevin Connor has secured donors for the new block dugouts at Fireman's Park.

9. Approve the minutes of the August 25, 2022, Parks, Recreation and Forestry Committee meeting.

Motion by Kiefer, seconded by Laufenberg, to approve the minutes of the August 25, 2022, meeting as presented. Motion carried with a unanimous voice vote of 3-0-0.

10. Future Agenda Items

- Discuss Bike and Pedestrian Plan.
- Update on Parks & Open Space Plan.
- Update on 2022 Park Projects.
- The next regular PRFC meeting is scheduled for **October 20, at 5:00 pm and will be a virtual Zoom meeting.**

11. Adjournment.

Motion by Laufenberg, seconded by Kiefer, to adjourn the meeting at 6:38 pm. Motion carried with unanimous voice vote of 3-0-0.

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.