

**VILLAGE OF COTTAGE GROVE
PUBLIC MEETING**

NOTICE OF

**Village of Cottage Grove
PARKS, RECREATION and FORESTRY COMMITTEE**

Thursday, February 18, 2021

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://zoom.us/j/92724460662?pwd=S3IDUUVxdDU4M2kvZnUzOWJ5cFMyZz09>

You can also participate via phone by dialing 1-312-626-6799 and use [Meeting ID](#): 927 2446 0662

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. Presentation By Continental Properties Regarding A Proposal For The Horizon Property Site.
5. Discuss And Consider Park Fee Comparison.
6. Discuss And Consider Park Naming Rights Policy.

Documents:

[NAMING RIGHTS POLICY-FINAL 1.27.2021.DOC](#)

7. Update On Westlawn 1-Acre Red Hawk Park Plans.
8. Update On 20-Acre Park Plans.
9. Discuss Bakken Park Master Plan.
10. Discuss And Consider Timeline For Projects In The Financial Management Plan.

Documents:

[2021-2027 FINANCIAL MANAGEMENT PLAN.XLSX](#)

11. Discuss And Consider Ideas For A Grand Opening For The Bakken Park Shelter & Splash Pad.
12. COVID-19 Parks & Recreation Update
13. Approve The Minutes Of The December 17, 2020 Meeting.

Documents:

[12.17.20 PRFC MINUTES.PDF](#)

14. Approve The Minutes Of The January 21, 2021 Meeting.

Documents:

[1.21.21 PRFC MINUTES.PDF](#)

15. Future Agenda Items.
16. 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 & Forestry Department Policy for Naming of Parks and Recreation Facilities

This Policy is intended to create consistency for the selection of names for parks or recreation facilities (collectively, "facility names") in the Village of Cottage Grove Wisconsin.

I. RESPONSIBILITY

The Park and Recreation Committee, or study group named by the Committee, shall be responsible for proposing facility names to the Village of Cottage Grove Board of Trustees. Input from concerned groups shall be sought and attention will be paid to diversity, balance, and creativity in the process of identifying and recommending facility names. Names selected by the Committee will be recommended to the Village Board for final approval. The Village Board may accept, reject, or replace recommended facility names.

II. CRITERIA

- A) The Committee shall select names that are: purposeful, suitable, symbolic, uncontroversial, and comply with the provisions of this Policy.
- B) If possible, names shall be adopted before dedication or acceptance of a facility, or before development begins on a new facility.
- C) The Committee shall not recommend a facility name in honor of a living person except when substantial donations are offered to the Village for park or recreational purposes conditioned on adoption of a particular name for a facility. In such cases, the Committee shall make a recommendation to the Village Board to accept or reject such a donation.
- D) Facility names honoring individuals may not be recommended by the Committee unless the individual was actively involved in the field of Parks and Recreation in the Village of Cottage Grove, the State of Wisconsin, or the United States. The name of an individual may not be considered unless the Committee determines that naming the facility in honor or the individual is strongly supported by the Village's residents.

III. SPONSORSHIP

A group may ask to sponsor a property or recreation facility, and in return, that the area or facility be named after the sponsor or sponsor's designee. A written agreement acceptable to the Village as to how and in what form the group will fulfill this sponsorship is required before the Village may allow sponsorship of a property.

IV. NAME CHANGES

When names become ineffectual or inappropriate due to lack of public acceptance or controversy, then changing of park or facility names may be undertaken by recommendation of the Committee followed by Village Board Approval or may be initiated by the Village Board.

V. NAMING OF SECTIONS WITHIN PARKS

Names for new facilities or areas within a park will be allowed when in compliance with this Policy.

VII. USE OF PLAQUES AND MARKERS

Plaques or markers may be used to honor individuals and organizations in the community or to explain the history of a property. Plaques and markers may be used to honor individuals and organizations that don't qualify for naming rights under this Policy, but have made substantial contributions to the community. All plaques, markers, memorials or monuments placed on parkland must be approved by the Village Board as to design and placement prior to placement.

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Meeting Minutes for Thursday, December 17, 2020

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, Jay Kiefer and Kevin Laufenberg. Staff present were Parks, Recreation and Forestry Director Sean Brusegar, Recreation Supervisor Trista Taylor, Public Works Director JJ Larson and Utility Clerk Kristen Krause. Also present was Dan Schmitt of MSA and two members of the public.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

None.
4. **Discuss and consider programming at Bakken park and use of the fields by the Monona Grove Soccer Club.**

Will Buckingham and Doug Parrot of the Monona Grove Soccer Club (MGSC) were present to discuss the possibility of having Bakken Park soccer fields become the home field for the club's games. The club would be willing to contribute funds to and help maintain the fields. Brusegar proposed having the club contribute \$2,000 per year for use of the fields in the spring and fall. He also explained that the Monona Grove School District and other entities are looking at utilizing the fields as well. Buckingham and Parrot also stated that they would like to continue to use Northlawn Park soccer fields. Brusegar will work on an agreement with the MGSC for both Bakken and Northlawn Park soccer fields. **Motion** by Kiefer, seconded by Aguilera, to support the Monona Grove Soccer Club's use of the Bakken Park and Northlawn Park soccer fields with the understanding that an agreement of use will be arranged between the Parks and Recreation Department and the soccer club. Motion carried with a voice vote of 5-0-0.
5. **Discuss and consider Westlawn 1-acre Red Hawk Park plans.**

After a second public information meeting was held on December 3, some minor modifications were made to the plans. Overall, the 12 members of public in attendance at the meeting approved of the plans. Dan Schmitt of MSA took the public's comments into consideration when making the minor adjustments such as aligning the trail connection to the new 20-acre park, centrally locating both the hockey rink and playground and utilizing the north side of the park's existing vegetation. Brusegar explained that the park development funds are currently too low to complete the Red Hawk Park all at one time. With the current

funds, the playground, the concrete around the playground and a modified path into the park could be completed in 2021.

Also discussed at the December 3 public information meeting were the outlots in Westlawn. Based on comments from the meeting, Outlot 9 preferences included a path extension, fishing pier and some type of centralized gathering space. Outlot 8 could include a swing bench on a concrete pad that would be ADA accessible and a trail connection. Outlot 7 could also contain a swing bench and possibly a fitness station.

Motion by Laufenberg, seconded by Kiefer, to approve the Westlawn 4th Addition park land and outlot concepts as presented. Motion carried by a unanimous voice vote of 5-0-0.

6. Discuss and consider the 20-acre park plans.

Brusegar presented the plans and stated that the southern 2/3 of the park would be dedicated with the Westlawn 6th Addition development, while the top 1/3 of the park would be dedicated later with the Westlawn 7th Addition development. He further noted that 1-acre in the top northeastern corner of the park is currently owned by the Jensen family and if that acre is not able to be added to the overall park land, the plans could shift westward. Schmitt explained that the overall plans have not changed very much since the last meeting. He did say that road access and a parking lot would be able to be included in the first dedication. Depending on funds, the amenities may change in the park plans. Some additions to the plans included angled parking along London Avenue and a possible open-air park shelter. The connection to the Red Hawk Park Trail has not been completely determined yet. Parking expansion areas were also shown. The possibility of fitness pods along the trail throughout the park were discussed as well as adding trail distance markers. Schmitt also noted the Westlawn 6th Addition is still approximately five years out, with the bottom park construction approximately 10-15 years away. **Motion** by Kiefer, seconded by Aguilera, to approve the 20-acre community park concept plans as presented. Motion carried with a unanimous voice vote of 5-0-0.

7. Update on the bike path plan along Clark Street and through Bakken Park.

JJ Larson, who was part of the bike path committee stated that the plans for the bike path were officially recommended by the committee and that little had changed in the plans over the last year. Some of the items included in the plans were flash beacons and wide, white painted bars across the road near the intersection of Clark Street and Main Street. Stop signs will be added to the trail at Grove Street. One block of parking will also be removed on the north side of Clark Street off of Main Street, however, many parking spots will be added along the trail and Clark Street. Construction on the path will begin in March and will hopefully be completed by Fall 2021.

8. Discuss and consider ideas for a grand opening for the Bakken Park shelter and splash pad.

The date that was tentatively planned for the grand opening of the park shelter and splash pad coincides with the high school rugby tournament, so Brusegar recommended changing the date to the Saturday of Memorial Day weekend, May 29, 2021. Committee members

were okay with this change. Some ideas for the opening included a brief ceremony, light refreshments and a contest for area elementary students to determine who gets to push a button to officially open the shelter/splashpad. Committee members also suggested adding a movie in the park and having a student push the “opening” button and a student to stand under the large bucket of water and get splashed on. No formal action was taken.

9. Discuss and consider purchasing 2 sunshades for the splash pad.

Brusegar stated that the Bakken Park project came in about \$21,000 under budget. He would like to use those funds to purchase sunshades for the splash pad. **Motion** by Kiefer, seconded by Laufenberg to recommend purchasing the sunshades for the splash pad. Motion carried with a unanimous voice vote of 5-0-0. .

10. Covid-19 Parks and Recreation update.

With the new Dane County Public Health Order, which once again allows for 10 individuals indoors and 25 outdoors, we have resumed programming. There will be cookie decorating class on 12/21 and we were able to reschedule a Paint n’ Sip, adult cookie decorating class, an adult & child cookie decorating class and a computer class. Taylor is currently working on new programming for 2021 and the Spring/Summer Resource Guide which will come out in February. Taylor and Program Coordinator Sam Frederickson have also been working on “Elfed” gift boxes to be delivered next Monday and Tuesday. Santa on the Line was held recently with the help of the Cottage Grove Lions Club members. 24 calls went out to area children and the Department received positive feedback from parents.

11. Approve the minutes of the November 19, 2020 meeting.

Motion by Laufenberg, seconded by Aguilera, to approve the minutes from the November 19, 2020 meeting as presented. Motion carried with a voice vote of 4-0-1 with Kiefer abstaining.

12. Future Agenda Items

- Update on Bakken Park shelter and splashpad.
- Covid-19 update.
- Discuss Bakken Park master plan.
- Discuss grand opening for Bakken Park shelter and splashpad in June 2021.
- Update on Westlawn Red Hawk Park and Westlawn 20-acre park .
- The next PRFC meeting is scheduled for **Thursday, January 21, 2021 at 5:00 pm and will be a virtual Zoom meeting.**

13. Adjournment.

Motion by Kiefer, seconded by Laufenberg, to adjourn the meeting at 6:31 pm. Motion carried with a voice vote of 5-0-0.

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.

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Meeting Minutes for Thursday, January 21, 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 Kevin Laufenberg. Jay Kiefer was absent and excused. Staff present were Parks, Recreation and Forestry Director Sean Brusegar and Village Planner Erin Ruth. Also present were Dan Schmitt of MSA and Mindy Habecker of Dane County UW Extension.
- 3. Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

None.
- 4. Presentation on Pollinator Protection and Plantings – Mindy Habecker, Natural Resources/Community Development Educator with Dane County/UW-Madison Division of Extension.**

Mindy Habecker was present to discuss the importance of Pollinator habitats in our community. Pollinator species decline, habitats and the importance of communities to encourage new pollinator habitats were discussed. Ms. Habecker explained that the native bee species in Wisconsin are great pollinators and she offered tips on the types of habitats that could be incorporated into parks. She recommended looking at McCarthy Park for an example of a pollinator garden and the interpretive signage that goes with it.
- 5. Discuss and consider park fee comparison.**

Village Planner Erin Ruth discussed the recent issue of a multi-unit/multi-family development and the amount of park development impact fees that were paid. This situation raised the question of the need to adjust park development fees. Ruth explained that some other area communities have different impact fee rates for multi-family units, senior citizen units and affordable housing units. Currently, a planned unit development in the Village has the opportunity to negotiate park development fees. If the Village creates a chapter in the ordinances that establish park development fees, those developments would no longer have the option to negotiate. Ruth wanted to introduce these issues to the committee and ask if they preferred to make any adjustments to the fees the Village currently has for park development. Brusegar further explained the importance of the park development funds and that they allow the Village to add amenities to parks without having to affect the tax levy. After some discussion, the committee would like Brusegar and Ruth to work together and come up with some numbers based on the survey. The committee also agreed that removing

the possibility of negotiating park development fees is needed. **Motion** by Murphy, seconded by Brice, to table the park fee updates. Motion carried by a unanimous voice vote of 4-0-0.

6. Update on Westlawn 1-acre Red Hawk Park plans.

Dan Schmitt presented the plans for Red Hawk Park and explained what portion could be completed in 2021; the playground, surrounding sidewalks and the start/placement of a rain garden are now slated for 2021. A grading plan will also be incorporated for the entire site. The final site and grading plan will be brought back to the committee in February. Brusegar is currently working on getting cost estimates for the concrete work. Once he receives those numbers, he will reach out for playground equipment cost estimates.

7. Update on 20-acre park plans.

Schmitt has finalized the plans for the 20-acre park based on recent Village Board comments. The only change that was recommended was the addition of a small restroom on the southern edge of the park. Once Schmitt added the restroom to the plans, he worked on developing a preliminary phasing plan. Phase 1 will be the southern 13.5 acres of the park that will be dedicated with Westlawn 6th Addition and will include areas to the south of the western park entrance. This phase will include a band shell, amphitheater, sled hill, parking, developing the pond, open air shelter, 1st loop of the trail system and a shade shelter. The projected construction of Phase 1 is slated for 2025 and has a cost estimate of \$2,898,000. Phase 2 would consist of the northern 5.8 acres, plus the 1-acre of Jensen property, and would include the large community park shelter, inclusive playground, tennis courts, hockey rink, basketball and volleyball courts and an athletic field. Estimated construction and cost for this phase would be 2030 for \$9,896,000. Schmitt noted that the phasing could be changed if the dedications change. Changes to the amenities could also occur. Brusegar and Schmitt will refine cost estimates for the park annually.

8. Discuss Bakken Park Master Plan.

Changes to the Bakken Park Master Plan have now been made since the final placement of the Miracle Field and splash pad. Schmitt explained that adjustments were made along the eastern edge of the park. Some of those changes include additional athletic field space, additional tennis courts and the addition of the Glacial Drumlin bike trail through the park. Schmitt started putting together cost estimates for rough grading this portion of the park and showed what types and sizes of athletic fields could be incorporated. Outside of the athletic field space, tennis courts, parking, at least 2 basketball courts, a smaller park shelter with restroom, a stormwater facility and skatepark were included the updated plans. A bike track was kept as optional. To allow for parking at the Fireman's Festival, Schmitt explained that the greenspace on the eastern edge of the park along with 79 parking spots along Grove Street could be utilized. He also said that the athletic field space could be used for parking. The next steps will be to refine some of the preliminary shaping of the plan, map out some rough cost estimates for amenities and refine parking counts.

9. Discuss and consider ideas for a grand opening for the Bakken Park shelter and splash pad.

Brusegar was just informed that the high school rugby tournament will no longer take place on June 5, 2021 and he would like to move the grand opening at Bakken Park back to that date. Brusegar also explained that a contest has been decided to determine who will officially open the splash pad at the grand opening. A t-shirt design contest will be held, and the winner of that contest will “push the button” to open the splash pad. The winning t-shirt design will also be printed on 100 shirts and given out to individuals at the grand opening on a first-come, first-serve basis. Sponsors for the t-shirts have already been lined up.

10. Covid-19 Parks and Recreation update.

Classes have been running recently in both the fitness and conference rooms. Recent programs that ran were the babysitting class, cookie decorating class, Paint n’ Sip, and adult and child cookie decorating class. Upcoming classes include another babysitting class, cookie decorating class and Paint n’ Sip. The community resource guide is in the final editing phase and will go out to residents on February 18. Recreation Supervisor and Program Coordinator Trista Taylor and Sam Frederickson have also been researching and working on some March/April activities.

11. Approve the minutes of the December 17, 2020 meeting.

The December 17, 2020 minutes will be included with next month’s packet.

12. Future Agenda Items

- Discuss park fee changes.
- Update on Bakken Park shelter and splashpad.
- Covid-19 update.
- Discuss Bakken Park master plan.
- Discuss grand opening for Bakken Park shelter and splashpad in June 2021.
- Update on Westlawn Red Hawk Park and Westlawn 20-acre park .
- The next PRFC meeting is scheduled for **Thursday, February 18, 2021 at 5:00 pm and will be a virtual Zoom meeting.**

13. Adjournment.

Motion by Laufenberg, seconded by Aguilera, to adjourn the meeting at 6:35 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.