



**VILLAGE OF COTTAGE GROVE  
NOTICE OF PUBLIC MEETING  
Parks, Recreation & Forestry Committee  
Thursday, March 26, 2026  
5:00 p.m.**

This meeting will take place as a hybrid meeting both virtually via Zoom and in person at Village Hall at 221 E Cottage Grove Road. If you are utilizing Zoom, please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/88947156482?pwd=fgJ3qaq5Uvk2ojwL5si6vQyndbytgo.1> . You can also participate via phone by dialing 1 312 626 6799 and use [Meeting 889 4715 6482#](#) 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 via email to Village Deputy Clerk Kelly Cahill: [kcahill@villageofcottagegrove.gov](mailto:kcahill@villageofcottagegrove.gov) If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call To Order.
2. Determination Of Quorum 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 The Minutes Of The Parks, Recreation And Forestry Committee Meeting On February 26, 2026

Documents:

[2.26.2026 PARKS, REC, FORESTRY MINUTES.PDF](#)

5. Discuss Mower/Slope Safety Policy

Documents:

[CG 2026 MOWING SLOPE POLICY.PDF](#)  
[MAINTENANCE OF SLOPED MOWING AREAS 2026.PDF](#)

6. Shady Grove Park Update
7. Miracle League Playground Update
8. Director's Report

Documents:

9. Future Agenda Items

10. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Parks, Recreation and Forestry Committee for use at the meeting as listed above. Any item on the agenda is subject to final action.

Notice: Persons needing special accommodation should call 608-839-4704 at least 24 hours prior to the meeting. 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.

VILLAGE OF COTTAGE GROVE  
**Parks, Recreation & Forestry Committee**  
Thursday, February 26, 2026

**MINUTES**

**1. Call to Order**

Chairperson Murphy called the Parks, Recreation & Forestry Committee meeting to order at 5:02 pm. This was a hybrid meeting.

**2. Determination of quorum and that the agenda was properly posted.**

It was determined that there was a quorum of members present, and that the agenda was properly posted. Committee members present were Heidi Murphy, Jay Kiefer, Kevin Laufenberg and Amy Brice. Absent was Penny Aguilera. Staff members present were Parks, Recreation & Forestry Director Sean Brusegar, and Deputy Clerk Kelly Cahill

**3. PUBLIC APPEARANCES – *Public's opportunity to speak*- NONE**

**4. Discuss and Consider the Minutes of The Parks, Recreation and Forestry Committee Meeting on January 22, 2026**

**Motion** by Laufenberg to approve the minutes from January 22, 2026, seconded by Kiefer. **Motion** carried with a voice vote of 4-0-0.

**5. Discuss and consider restricting parking during Miracle League games on June 11th from 5pm to 8pm**

Laufenberg explained how parking will be conducted. He feels there is no need for any Police presence, the committee agrees. Laufenberg is confident he will have the parking under control for this event

**6. Discuss and consider tile wall options for the Bakken Park playground**

Brusegar reviewed information he just received today which determined the fate of the donation wall. No motion was needed or made

**7. Discuss and consider allowing for alcohol consumption from 5pm to 10pm at Bakken Park for Dinks n Drinks events**

**Motion** by Laufenberg to approve allowing alcohol consumption from 5pm to 10pm at Bakken Park for Dinks n Drinks Events, seconded by Brice. **Motion** carried with a voice vote of 4-0-0

**8. Director's Report**

Brusegar gave a high level rundown of programming, shelter rentals, introduced a picnic table dolly and construction status'. Mowing is now in GIS, and now has a map of all areas that are mowed, and have made a few adjustments to some of the routes. Parks and Rec staff attended an annual conference, great learning opportunity for all

**9. Future agenda items**

Update on Shady Grove  
Bakken playground updates

**10. Adjournment**

**Motion** by Laufenberg to adjourn at 5:39pm, seconded by Brice. **Motion** carried with a voice vote of 4-0-0

**Kelly Cahill, Deputy Clerk  
Village of Cottage Grove  
Approved:**

**These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.**



## Village of Cottage Grove Mower/Slope Safety Policy

<b>Issue Date:</b> March 9 <sup>th</sup> , 2026	<b>Revision(s):</b>	<b>Pages:</b>
<b>Policy Source:</b> -Cities and Villages Mutual Insurance Company -Occupational Safety and Health Administration (OSHA) SEC. 5 (a) (1) General Duty Clause -Wisconsin Department of Safety and Professional Services (SPS) Administrative Code SPS 332		
<b>Special Instructions:</b> This policy applies to all municipal employees who operate push mowers, riding mowers, tractor mowers, or specialty mowers.		

### POLICY

The Village of Cottage Grove is committed to providing a safe and healthy work environment for all our employees. In addition, The Village of Cottage Grove's goal is to comply with the OSHA SEC 5 (a) (1). General Duty Clause, incorporated by reference in SPS 332 for Public Employee Safety and Health.

### PURPOSE

The purpose of this policy is to ensure The Village of Cottage Grove's employees' safety and health while operating all types of mowing equipment.

### EVALUATING HAZARDOUS MOWING AREAS

The Village of Cottage Grove will take all measures necessary to identify the hazards employees may encounter while mowing. This will be done by surveying all locations mowing is conducted and identifying hazards. Slope angles will be identified using a (digital level, or any other accurate means), and hazardous angles will be determined and documented. The form in Appendix B will be used to identify and document all hazards.

Key hazards that will be identified:

- Slopes
- Drop offs
- Water

- Playgrounds
- High traffic areas
- Roadways and medians
- Other

Key control measures may include:

- Specific equipment use
- Specialized equipment use
- Increased safety/buffer zones (Ex: 5 feet around water)
- Specific mowing times (Ex: Early morning around playgrounds or late afternoon to avoid condensation)
- Specific mowing areas (Ex: Only mowing certain areas of a large slope. Indicated by visual cues)
- Contracted out (Ex: When we do not have the equipment to safely mow an area)
- Allowing natural growth (not mowing)
- Planting decorative flowers or plants
- Proper work zone set-up
- Other

Refer to Appendix A for completed survey of specific hazards and control measures.

### **SAFE MOWING OF SLOPES**

Performing mowing operations on slopes can be extremely dangerous. Therefore, The Village of Cottage Grove will make every attempt to eliminate the mowing of hazardous slopes. If that is not feasible, The Village of Cottage Grove will ensure employees perform this safely. It is recommended that employees consult the information provided in the list below to aid in selection of the proper mower (s) for the job.

Below are the mowers available for use and the angle limits specified by the manufacturer.

<b>Make</b>	<b>Model</b>	<b>Year</b>	<b>Maximum angle limit</b>
Toro Wing Mower	4000D	2019	15°
Toro Wing Mower	4000D	2021	15°
Toro Wing Mower	4000D	2024	15°
Toro Zero Turn w/bagger	7200	2016	15°
Toro Zero Turn	7200	2020	15°

**\*\*Do not operate mowers on slopes that exceed the angle limits specified by the manufacturer\*\***

If such information is not available, follow the general guidelines below:

0–15-degree slope: Riding mowers, tractor mowers, push mowers, and string trimmers may be used.

Greater than 15 degrees: Push mowers, slope mowers, string trimmers may be used or do not mow and allow natural growth.

**If the slope angle is so excessive that push mowing cannot be accomplished safely, the slope must not be mowed, and an alternate plan must be implemented.**

In general, on slopes, mow up and down when using riding mowers and side to side when using push mowers.

### **GENERAL SAFETY RULES**

All employees must follow the following safety rules:

- Do not use riding equipment in areas where the drive wheels are within five feet (measured from the outside wheel edge) of unprotected edges of retaining walls, embankments, levees, etc. Use a push mower or string trimmer in these areas.
- When using mowers near ponds, creeks, golf course water hazards, or other bodies of water, establish a safety zone to ensure the mower is a safe distance from those hazards.
- Use caution when operating equipment near playgrounds, roadways, paths, sidewalks, athletic fields, or any areas where pedestrians are present.
- Use extreme caution on wet grass. Reduce speed and avoid sudden or sharp turns. Early morning mowing when the grass is wet (or after rain) should not be attempted on a slope.
- Roll over protection structures such as guards, bars, and shields must be securely in place before mowing begins. If the operator must lower the structure for clearance, they must put them back into service as soon as possible after clearing the area.
- When turning a push mower on a slope, while mowing side to side, ensure the blade faces downhill.
- Do not exit the mower (from seated position) until the blades have fully stopped.
- Seatbelts must always be worn.
- Use 3 points of contact when getting on/off riding equipment.
- Conduct pre and post use inspections.
- Survey the terrain for hazards such as large rocks, garbage, signs, tree stumps, wet spots, soft spots, etc. before mowing.
- Read and understand equipment manuals before first use.
- Decrease speed when the mower is traveling down slopes and around sharp corners.
- Pay increased attention when backing.
- Pay increased attention in low-light situations.
- Never leave a mower unattended on a slope
- Follow the safe shutdown procedure if you are leaving a mower unattended.
- Do not alter or remove any safety devices.
- Do not bungee cord or otherwise secure the lawn chute/deflector in the upright position.
- Do not use your hands to clear debris from underneath the mower. Use a stick or other object.

- Halt mowing activity and talk to your supervisor if you think any situation is too dangerous.

## PERSONAL PROTECTIVE EQUIPMENT

The personal protective equipment (PPE) required will vary based on the hazards present and equipment being used. Refer to The Village of Cottage Grove’ PPE Hazard Assessment as well as the owner’s manual for specific information on required PPE. The chart below can be used as a quick reference.

<b>Equipment</b>	<b>Required PPE</b>
Toro Wing Mowers	Safety glasses, hearing protection, long pants, safety shoes/boots
Toro Zero Turn with bagger	Safety glasses, hearing protection, long pants, safety shoes/boots
Toro Zero Turn	Safety glasses, hearing protection, long pants, safety shoes/boots
All string trimmers	Safety glasses, hearing protection, long pants, safety shoes/boots, protective gloves
All normal push mowers	Safety glasses, hearing protection, long pants, safety shoes/boots

Employees must wear all required PPE. If there are any questions or concerns, talk with your immediate supervisor. Reference The Village of Cottage Grove’s PPE policy for additional information regarding proper fit, maintenance, cost, and use of PPE.

## TRAINING

The Village of Cottage Grove will train employees in the following:

- Safe operation of any equipment they will be operating
- Pre and post use inspections
- Different terrain and hazardous terrain conditions
- Hazards they will encounter (See Appendix A)
- Control measures on the specific hazards they will encounter (See Appendix A)
- All general safety rules to be followed
- Hazard recognition
- Avoidance of unsafe conditions
- Personal Protective Equipment
- All other areas of this policy

In-depth training will take place before an employee performs any mowing operation. Annual refresher training will take place thereafter before mowing season begins.

## **POLICY REVIEWS**

This policy will be reviewed on an annual basis by the Park Superintendent to ensure that any changes in applicable safety standards, operational procedures, or safe practices that have occurred will be incorporated to ensure compliance.

## **APPENDIX REFERENCE INFORMATION**

- Appendix A Hazardous Mowing Areas
- Appendix B Hazardous Mowing Area Evaluation Form
- Appendix C Implementation Guide

**Hazardous Mowing Areas**

**Location:** Bakken Pickleball Detention area

**Hazard:** 17° slope

**Control:** Use slope mower, push mower, string trimmer, or do not mow and allow natural growth.

Hazard areas identified

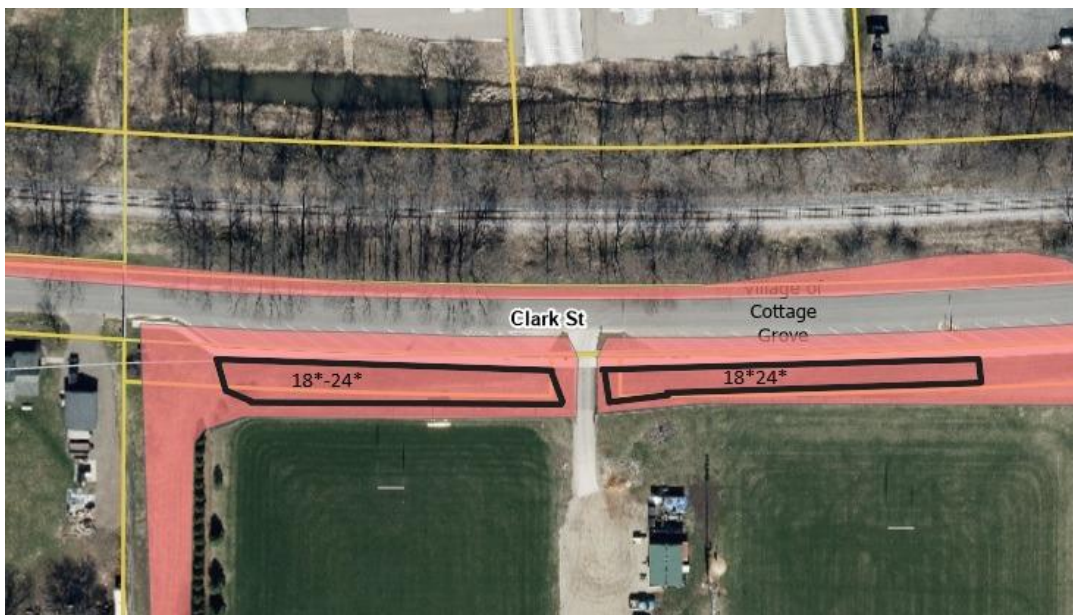


**Location:** Rugby hill on Clarke St.

**Hazard:** 18 - 24° slope

**Control:** Use slope mower, push mower, string trimmer, or do not mow and allow natural growth.

Hazard Areas Identified



**Location:** Bark Park- Large dog area, Large Hill

**Hazard:** 15°- 17° slope

**Control:** Use slope mower, push mower, string trimmer, or do not mow and allow natural growth.

Hazard Areas Identified



**Location:** Bark Park- Large dog area between fences

**Hazard:** 24° slope

**Control:** Use slope mower, push mower, string trimmer, or do not mow and allow natural growth.

Hazard Areas Identified



**Location:** Bark Park- Ditch next to trail

**Hazard:** 18°- 19° slope

**Control:** Use slope mower, push mower, string trimmer, or do not mow and allow natural growth.

Hazard Areas Identified



**Location:** Summit Credit Union- Slope next to trees

**Hazard:** 20 - 22° Slope

**Control:** Use slope mower, push mower, string trimmer, or do not mow and allow natural growth.

Hazard Areas Identified

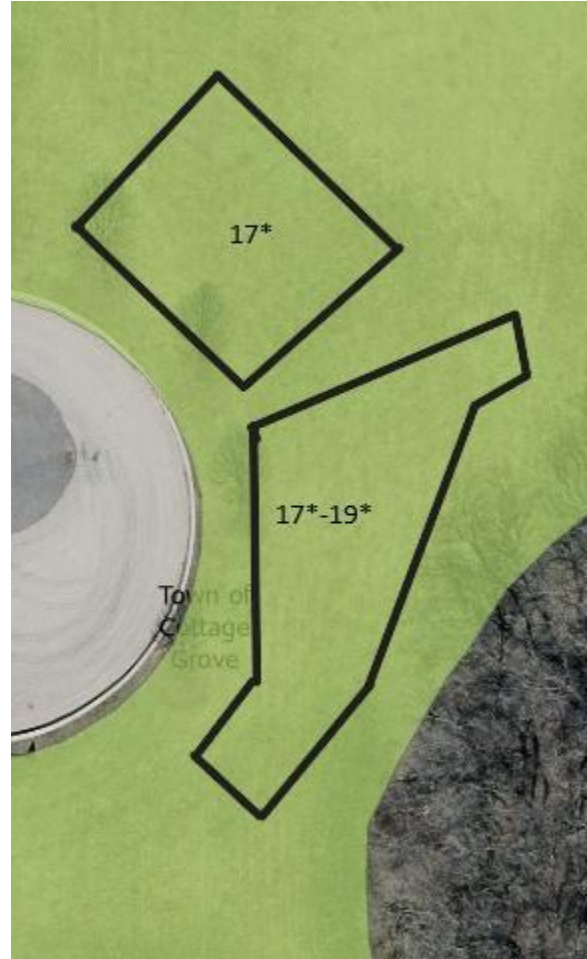


**Location: Town of Cottage Grove Fire Station (East side)**

**Hazard:** 17°- 19° Slope

**Control:** Use slope mower, push mower, string trimmer, or do not mow and allow natural growth.

Hazard Areas Identified



**Location: Fireman's Ballpark Seating Area**

**Hazard:** 22° - 26° Slope

**Control:** Use slope mower, push mower, string trimmer, or do not mow and allow natural growth.

**Hazard Areas Identified**



**Location:** Lake Ridge Bank- Intersection of W. Cottage Grove Rd. and W. Oak St.

**Hazard:** 18° - 26° Slope

**Control:** Use slope mower, push mower, string trimmer, or do not mow and allow natural growth.

Hazard Areas Identified



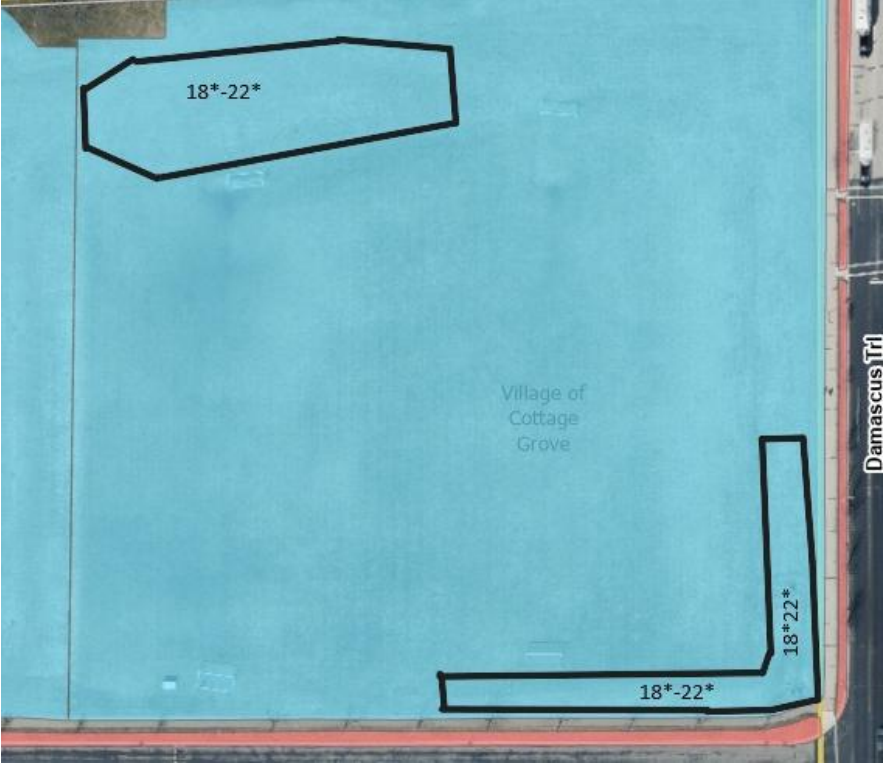
**Location:** Glacial Drumlin School – Soccer fields

**Hazard:** 18° - 22° Slope

**Control:** Use slope mower, push mower, string trimmer, or do not mow and allow natural growth.

Hazard Areas Identified





**Hazardous Mowing Area Evaluation Form**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

<b>Key hazards that will be identified:</b>	<b>Key control measures may include:</b>
<ul style="list-style-type: none"> <li>• Slopes</li> <li>• Drop offs</li> <li>• Water</li> <li>• Playgrounds</li> <li>• High traffic areas</li> <li>• Roadways and medians</li> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• Specific equipment use</li> <li>• Specialized equipment use</li> <li>• Increased safety/buffer zones (Ex: 5 feet around water)</li> <li>• Specific mowing times (Ex: Early morning around playgrounds or late afternoon to avoid condensation)</li> <li>• Specific mowing areas (Ex: Only mowing certain areas of a large slope. Indicated by visual cues)</li> <li>• Contracted out (Ex: When we do not have the equipment to safely mow an area)</li> <li>• Allowing natural growth (not mowing)</li> <li>• Planting decorative flowers or plants</li> <li>• Proper work zone set-up</li> <li>• Other</li> </ul>

**Identified Slopes**

*If a slope has multiple angles, indicate which section of the slope you are referring to. Or use the highest angle of the entire slope.*

No slopes in this location: \_\_\_\_\_

Location of slope:  
Slope angle:  
Control:

Location of slope:  
Slope angle:  
Control:

Location of slope:  
Slope angle:  
Control:

Location of slope:  
Slope angle:  
Control:

Location of slope:  
Slope angle:  
Control:

Location of slope:  
Slope angle:  
Control:

**Other Identified Hazards**

No hazards in this location: \_\_\_\_\_

Hazard:  
Location of Hazard:  
Control:

Hazard:  
Location of Hazard:  
Control:

Hazard:  
Location of Hazard:  
Control:

Hazard:  
Location of Hazard:  
Control:

Hazard:  
Location of Hazard:  
Control:

Hazard:  
Location of Hazard:  
Control:

Hazard:  
Location of Hazard:  
Control:

Hazard:  
Location of Hazard:  
Control:

Hazard:  
Location of Hazard:  
Control:

Hazard:  
Location of Hazard:  
Control:

Hazard:  
Location of Hazard:  
Control:

Hazard:  
Location of Hazard:  
Control:

## Implementation Guide

**Step 1-** Review the policy to become familiar with the contents.

**Step 2-** Identify all mowing areas that may meet the requirements of more than 15°.

**Step 3-** Survey each mowing location to determine hazards. This can be accomplished by using Appendix B for each location. Slopes can be determined by using the process in step 3A or any other effective and accurate means.

### **Step 3A-**

1. Purchase the recommended equipment to use: 4' long level that reads degrees or percentages or a digital protractor.
2. Look at the entire slope from multiple vantage points.
3. Select a minimum of 3 of the steepest areas on the entire slope. If needed, more areas should be measured.
4. Once at the specific area, place the level down and push flat against the surface.



5. Place the angle gauge in the center of the level to obtain the reading. Always round up to the whole number. Ex- Reading says 20.2, round up to 21.0



6. Repeat steps 4 and 5 at all other selected areas.

7. Review the data collected and use the highest reading to determine the angle of the entire slope.

- a. If you do not want to designate the entire slope using the highest reading, you may divide the slope into sections. The angle must be determined for each section, and the sections must be separated by visual markers. This will allow certain sections to be mowed with equipment that is suitable for the determined slope angle.

**Step 4-** Transfer all information from each evaluation form to appendix A. After all the evaluation forms have been transferred into the policy (appendix A), save them for your records.

**Step 5-** Completely fill out the chart in the “SAFE MOWING OF SLOPES” section. If you do not have the specific information needed, contact the manufacturer. If the information cannot be found, follow the general guidelines in the policy.

**Step 6-** Add any safety rules to the “GENERAL SAFETY RULES” section that you feel should be added. Delete anything that does not apply to your municipality.

**Step 7-** Ensure that you have completed a PPE hazard assessment for each task/piece of equipment. Then fill in the chart in the PPE section.

**Step 8-** Add any information that may be missing to the overall policy and delete anything that does not fit.

**Step 9-** Review the policy and finalize.

**Step 10-** Train employees on the policy and then implement.

**Step 11-** Conduct the safety training outlined in the policy. The CVMIC eLearning on mower and slope safety can be used to cover the general topics. The municipality should create their own training for specific topics (i.e. safe operation of their equipment). Annual refresher training should occur thereafter.

**Step 12-** Review the policy annually and make necessary changes.

## Maintenance of sloped mowing areas 2026

- Bakken Pickleball Detention pond- Allow natural growth while string trimming areas around inlets and outlets.
- Rugby Club hill on Clarke St.- Allow natural growth while string trimming and push mowing certain areas.
- Bark Park, Large dog area- Allow natural growth.
- Bark Park, Large dog area between fences- Allow natural growth.
- Bark Park, ditch next to trail- Allow natural growth, string trim, and push mow.
- Summit Credit Union- Allow natural growth.
- Cottage Grove Fire Station (East side)- Allow natural growth or push mow.
- Fireman's Ballpark seating area- Allow natural growth.
- Lake Ridge bank, Intersection of W. Cottage Grove Rd. and W. Oak St.- Allow natural growth or string trim.
- Glacial Drumlin School, Soccer fields- Notify the school that per policy we will not mow this area.



## Director's Monthly Report to the Parks, Recreation & Forestry Committee March 26, 2026

---

### **Registrations**

Registration continues to flow in for Spring/Summer programming. Summer camp – 1<sup>st</sup> session filled within minutes, waiting list is currently up to 35 kids. Full summer registration is at 30/40 kids. A lead instructor is hired. Inga and Trista are building a work plan, online training modules are for all staff to complete, and they will take part in [WPRA Summer Camp Training](#) in New Berlin again on May 30<sup>th</sup>.

Softball registrations continue to come in. Teams will be created by the 1<sup>st</sup> week of April.

### **Shelter Reservations**

Park rentals continue to filter in, and we have begun communicating the project details on social media for the playground/Miracle League project.

### **Hiring**

All summer positions have been posted. We will continue to market. We need a morning fitness instructor (strength-based) experience would be preferred. We could be back operating 4/5 days a week if we find someone. Also looking to fill summer parks maintenance positions.

### **Parks**

Parks maintenance has been busy with snow removal damage in parks, updating and repairing picnic tables and of recent, snow removal.