

Village of Cottage Grove
PARKS, RECREATION and FORESTRY COMMITTEE
Meeting Minutes for Thursday, June 23, 2022

- 1. Call to order virtual Zoom meeting.** The meeting was called to order by Heidi Murphy at 5:04 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. Amy Brice arrived at 5:40 pm. Staff present were Parks, Recreation and Forestry Director Sean Brusegar, Village Planner Erin Ruth and Parks Maintenance Supervisor Josh Bennett.
- 3. Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

Brusegar received an email from Janelle Martinson, 4090 Vilas Road. Martinson's property is adjacent to the south side of Bakken Park, and she is concerned with the noise from the PA system at Miracle Field and also privacy from those visiting the park.
- 4. Discuss and consider program fee increase due to Activenet price increase.**

Activenet recently communicated that they will be increasing the percentage that is charged in transaction fees by 4%. Since the Parks and Recreation Department absorbs those fees for the customer, Brusegar is proposing an across-the-board \$5 increase to program fees to help cover costs. If approved, the new fees would go into effect this fall. **Motion** by Kiefer, seconded by Aguilera, to increase program fees by \$5.00 to help offset the Activenet fee increase. Motion carried with a unanimous voice vote of 4-0-0.
- 5. 2022 Parks and Recreation projects update.**

Brusegar explained that the projects are broken into two different projects. The first project includes work at Community Park, Red Hawk Park and the trail system in the Westlawn 4th Addition. The second project is the Skate Park at Bakken Park. Project 1 includes everything and came in around \$768,0000, or about \$50,000 over budget. The Skate Park project came in around \$1.1 million which was about \$450,000 more than originally budgeted for. Since those numbers came in, Brusegar stated that approximately \$150,000 in savings have been found, bringing the price down a bit on the skate park. Also, with Public Works projects coming in under budget, the overages for the two Parks projects are offset. Village Board members approved both projects as presented at the June 20, 2022 meeting. Brusegar said that both projects will proceed as planned in the first part of July.
- 6. Discuss Parks and Open Space survey results.**

Erin Ruth presented the findings of the survey and compared them to the results from the 2017 Parks and Open Space survey which was similar in wording. Ruth pointed out that

there was an increase in interest for trails, natural areas and more passive recreation with this survey compared to the one in 2017. The current survey had 230 responses, while the 2017 survey had 492. For the next survey in a few years, Brusegar suggested having postcards with a QR code on them to hand out to program participants to help boost survey participation. Both Brusegar and the Committee felt that the overall survey results were aligned with what everyone had thought they would be. Kiefer reiterated this and said that the results would not require any drastic changes at this time. As for the interest in adding natural areas and trails, Ruth mentioned that a new development where the former Farm Golf Course was located, would have good potential for adding nature trails along the property's wetlands. Murphy also noted that the Village is currently working on connecting more paths/trails throughout the Village. Ruth will use the survey results to make updates to the Parks and Open Space Plan.

7. Director's Report.

In recreation news, summer programming is in full swing. Tennis, softball, baseball and Playground Camp are all up and running. Weather has made some days difficult for the outdoor programs, but Recreation Supervisor Riley Berning is doing a fantastic job rescheduling and working with teams to get the ball games in. For enrichment classes, a second babysitting class was added in June and quickly filled up. A second Safe Kids class is being offered this weekend and participation numbers are great. There is a plan to offer another one of these classes in the fall. Recreation Supervisor Trista Taylor has been busy working on the Fall/Winter Resource Guide. There will be some programs not offered this fall because of low enrollment in the past, including Barn Quilts and the World of Dance. Once the Parks and Recreation Department can shift into the Cheer programming space next door, more classes will be offered, including drop-in classes. Since our current fitness instructor Ron Dorr, is moving out of state, we are currently looking for a new certified instructor. Dorr will continue to offer virtual classes, but we also hope to have some in-person classes starting this fall.

In parks, staff were busy cleaning and performing maintenance on Fireman's Park ball diamond ahead of the Fireman's Festival. The ball field is also currently being irrigated. Staff installed landscaping around the new Red Hawk Park and Bakken Park/Miracle Field signs and fixed landscaping around the Fireman's Park sign. Weeds in the wood chips at all of the parks' playgrounds are being removed by hand. Daily splash pad maintenance is ongoing, and an update was recently made to the setpoints on the splash pad controller. This update will handle very busy days, as well as lighter days, better. Staff have also been busy maintaining the ball diamonds as they have been very busy this summer, often averaging about 12 games or more per week.

In forestry, three (3) Honey Locust trees were recently donated by the Lions Club and planted at Bakken Park between the trail and the shelter. Forester James Rothman also finished the spring planting of 20 replacement trees throughout the Village. He is now working on pruning and treating for EAB. There was also a lot of cleanup after the storm

damage from last week. A tree at Governor Taylor Park snapped off and landed on an adjacent homeowner's shed.

8. Approve the minutes of the May 5, 2022, Parks, Recreation and Forestry Committee meeting.

Motion by Laufenberg, seconded by Aguilera, to approve the minutes of the May 5, 2022, meeting as presented. Motion carried with a unanimous voice vote of 5-0-0.

9. Approve the minutes of the May 12, 2022, Parks, Recreation and Forestry Committee Special meeting.

Motion by Aguilera, seconded by Kiefer, to approve the minutes of the May 12, 2022, special meeting as presented. Motion carried with a unanimous voice vote of 5-0-0.

10. Approve the minutes of the May 26, 2022, Parks, Recreation and Forestry Committee meeting.

Motion by Kiefer, seconded by Laufenberg, to approve the minutes of the May 26, 2022, meeting as presented. Motion carried with a unanimous voice vote of 5-0-0.

11. Future Agenda Items

- Discuss and consider Parks & Open Space Plan.
- Update on Park Projects
- Discuss dog park.
- Update on Bike and Pedestrian Plan
- The next regular PRFC meeting is scheduled for **July 28, at 5:00 pm and will be a virtual Zoom meeting.**

12. Adjournment.

Motion by Laufenberg, seconded by Aguilera, to adjourn the meeting at 5:59 pm. Motion carried with unanimous 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.