VILLAGE OF COTTAGE GROVE *NOTICE OF PUBLIC MEETING*

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Thursday, October 15, 2020 **5:00 PM**
(Note – New Time)

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/95482643166.
You can also participate via phone by dialing 1-312-626-6799 and use Meeting ID: 954 8264 3166. 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.
4. Discuss and consider mowing of bike path on Main Street (CTH N).
5. Westlawn 22-acre park update.
6. Discuss and consider Bakken Park Master Plan changes.
7. Discuss and consider programming at Bakken Park.
8. Discuss and consider a grand opening for the Bakken Park shelter & splash pad.
9. 2021 budget update.
10. Update on Bakken Park shelter and splash pad.
11. COVID-19 Parks & Recreation Update
12. Approve the minutes of the September 17, 2020 meeting.
13. Future Agenda Items
14. 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, September 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. Present for the meeting were Heidi Murphy (chair), Penny Aguilera, Amy Brice, and Kevin Laufenberg. Jay Kiefer was absent and excused. Also present were Parks, Recreation and Forestry Director Sean Brusegar and Recreation Supervisor Trista Taylor.

3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**
   Brusegar introduced the new Recreation Supervisor Trista Taylor who comes to us from Fort Atkinson Parks and Recreation.

4. **Discuss 2021 budget.**
   In the Financial Management Plan for 2021, a playground for the Westlawn 4th Addition is planned. This one-acre park will be a neighborhood pocket park that will be designed similarly to Dublin, but on a smaller scale. In 2022, Community Park will get some updates which include new playground equipment, a pickleball court and engineering for a new shelter. In 2023, items at Bakken Park are planned, but Brusegar wants the committee to revisit the Bakken Park Master Plan first before proceeding with specific items.

   The Capital Equipment Plan for 2021 includes a new wing mower, with the old one being traded in or sold outright. Funds for bringing the parks up to ADA compliance and funds for Parks & Rec projects, including new fitness equipment, are also in the plan for 2021.

   The 2021 Parks Operating Budget will look the same as the budget for 2020. Brusegar moved all revenue items and amounts from 2020 forward to 2021. Actual revenues from this year were very low due to Covid-19 restrictions. Expenditures will also be copied from 2020 into 2021. There were still expenditures that occurred this year because of parks maintenance.

   The 2021 Recreation Operating Budget will also be the same as 2020 for both budgeted revenues and expenditures. The reason that the actual expenditures are high this year is because of the refunds that were issued due to cancellations from Covid-19.

   In the 2021 Street Trees/Forestry Operating Budget, Brusegar explained that 2020 budgeted expenditures were miscalculated, but will be brought back up to the $9,180 amount for 2021. Also, the actual amount for professional services were high this year at about $20,000 because of the tree inventory that was done. Next year, Brusegar has the amount for professional services budgeted for $6,800. There was a brief discussion about possibly adding more funds into the budget for 2022 to help diversify Village street trees.

Motion by Aguilera, seconded by Laufenberg, to approve the 2021 budget as presented. Motion carries with a voice vote of 4-0-0.

5. **Update on Bakken Park shelter and splash pad.**
   Brusegar shared aerial photos of the updates/progress of both the shelter and splashpad. The projects are nearing substantial completion and construction crews are currently working on punch list items. Items recently completed at the splashpad include the installation of the splashpad equipment, installation of benches, installation of the bike rack, and work on the block wall seating around the splashpad. The splashpad equipment functions were also tested recently. At the shelter, recently installed items include the patio tables, bike rack and bike service station. Landscaping around both projects will occur soon. A rain diverter was also placed near the splashpad. The shelter will be winterized soon and come spring, Brusegar, Trista Taylor and Timm Taylor, Parks Maintenance Foreman, will undergo splashpad training to certify them as pool operators. A grand opening of both the splashpad and shelter will be planned for the first week of June 2021. Brusegar also noted that the overall project is currently $2,000 under budget.

   The Miracle Field will be starting construction on the concrete slab and fencing next week. They were originally slated to break ground on October 14, but the construction company, R.G. Huston, mobilized early. Their fundraising is going well and will likely pick up once progress on the field/project begins.

6. **Covid-19 Parks and Recreation update.**
   Since we are still in Phase 2 for Covid-19 restrictions, we are currently only offering a few in-person programs including youth enrichment in the back fitness room, Smart Start Soccer, outdoor fitness classes, virtual fitness classes, and a limited/modified version of flag football that focuses on skills and drills. Coming up, we will be offering and adult enrichment computer class, the babysitting class and a Paint and Sip event.

   MG Soccer Club request to utilize Village fields for fall soccer was recently approved by the Village Board. They will be adhering to all of the health guidelines. Boy Scout Troop 145 recently contacted Brusegar about hosting a couple of campouts at Fireman's Park, as they have done in the past. September 25-26 and October 11-12 were the dates requested for the campouts. Since the committee didn't have any concerns about the campouts, Brusegar said the request will be put on the Village Board agenda to approve the extension of park hours for both campouts.

   The installation of the Willow Run playground equipment will commence on Monday, September 21 and will take approximately 1-2 days to complete. There is a 10-14 day waiting period to use the zipline once installed so that it can set properly with the concrete.

   Parks staff have had a break in mowing, however with the recent rain, they were back out mowing for the first time in three weeks.

7. **Approve the minutes of the August 20, 2020 meeting.**
   Motion by Laufenberg, seconded by Murphy, to approve the minutes from the August 20, 2020 meeting as presented. Motion carried with a voice vote of 4-0-0.

8. **Future Agenda Items**
   - Update on 2021 budget.
   - Update on Bakken Park shelter and splashpad.
   - Covid-19 update.
   - Discuss/Revisit Bakken Park Master Plan.
   - Discuss grand opening for Bakken Park shelter and splashpad in June 2021.
   - The next PRFC meeting is scheduled for **Thursday, October 15, 2020 at 5:00 pm and will be a virtual Zoom meeting**.

9. **Adjournment.**
   Motion by Murphy, seconded by Aguilera, to adjourn the meeting at 5:42 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