

## 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 4<sup>th</sup> 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 6<sup>th</sup> Addition development, while the top 1/3 of the park would be dedicated later with the Westlawn 7<sup>th</sup> 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 6<sup>th</sup> 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.*