

## 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 6<sup>th</sup> 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, 1<sup>st</sup> 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.*