

## Village of Cottage Grove

### **PARKS, RECREATION and FORESTRY COMMITTEE**

Meeting Minutes for Thursday, February 18, 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, Jay Kiefer and Kevin Laufenberg. Staff present were Parks, Recreation and Forestry Director Sean Brusegar, Village Planner Erin Ruth and Utility Clerk Kristen Krause. Also present were Dan Schmitt of MSA , Eric Thom of Continental Properties and one member of the public.
- 3. Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

Committee member Amy Brice spoke on behalf of some residents at the Drumlin Residences. They wanted to express their desire to have the Music in the Grove concert series happen this summer.
- 4. Presentation on Continental Properties regarding a proposal for the Horizon Property site.**

Eric Thom of Continental Properties came before the committee to present plans for the newly proposed multi-family development which would be located east of Wisconsin Bank and Trust on East Cottage Grove Road. Many amenities would be included in the development but only for the sole use of their residents. Those items include a clubhouse, 24-hour fitness facility, Click Café, outdoor pool and pet playground. Based on the size of the development, approximately 11 acres would be dedicated as park land to the Village. Committee discussion centered around the preference of adding a community dog park within the 11 acres and parking for the park users. Thom and Brusegar will continue to meet and will make sure that the committee's ideas are included as the plans for the development advance.
- 5. Discuss and consider park fee comparison.**

Brusegar surveyed other area communities park fee requirements and how they handle private amenities in multi-family developments. In an effort to more closely align Cottage Grove's park fees with other area communities, Brusegar and Ruth used the survey information to come up with a new park fee structure. Ruth presented the proposed changes in the park fee structure. Instead of having a park development fee and a park improvement fee, staff are proposing that the park development fee be eliminated and replaced with only a park improvement fee due prior to the issuance of a building permit. The new single-family home park improvement fee would equal \$2,100 (which is the combination of both fees

currently charged). For multi-family units, shall be based on the number of bedrooms in each unit; \$525 for a studio, \$525 per bedroom up to four bedrooms and \$2,100 for four or more bedrooms. The parkland dedication rate of .067 acres will remain unchanged for all units. The proposed fee in lieu of parkland dedication for a typical multi-family unit would be 75% of the single-family unit fee and would equal \$2,088. The fee is lieu of parkland for affordable multi-family units and licensed assisted-living units would be reduced to 50% of the single-family unit fee and would equal \$1,392 per unit. No park fees will be required for licensed memory care or nursing home facilities. The Village Board may consider credits to the developer for providing private recreational amenities. After some discussion, committee members agreed with the proposed changes in fees, but would like to eliminate credits for private amenities. Ruth will make the adjustments and bring the final language on park fees back to the committee in March. No formal action was taken.

**6. Discuss and consider Park Naming Rights Policy.**

Brusegar worked with the Village Attorney on a formal policy for park naming. The proposed policy will be a tool that staff can work with if someone requests to name a park. **Motion** by Kiefer, seconded by Laufenberg, to approve the Park Naming Rights Policy as presented. Motion carried with a voice vote of 5-0-0.

**7. Update on Westlawn 1-acre Red Hawk Park plans.**

Dan Schmitt presented the final site and grading plans. The only minor change was a slight bend along the property line with 3019 Red Hawk Trail. A playground, surrounding path and bench pads are slated for 2021 and will be considered the first phase. The park access point will be from Red Hawk Trail. Schmitt will wrap up the final plans next week.

**8. Update on 20-acre park plans.**

There are no new updates.

**9. Discuss Bakken Park Master Plan.**

Schmitt presented the working document. After further review of the northeastern edge of the park, it was noted that the slope is too steep for some of the amenities that were previously placed there. Items that were moved south include a 76-stall parking lot, four tennis courts, shelter with restroom, two basketball courts, and pond. Multi-use athletic fields were positioned west of the pond, tennis courts and basketball courts. A skatepark, pump track and possible small shelter were able to be placed on the northeastern, steeper portion of the park. Other items discussed were the removal of some scrub trees, using the path as a cutoff for grading the athletic fields, possibly creating another loop in the paved trail system and lighting the tennis courts for expanded evening use. **Motion** by Laufenberg, seconded by Aguilera, to approve the Bakken Park Master Plan as presented. Motion carried with a unanimous voice vote of 5-0-0.

**10. Discuss and consider timeline for projects in the Financial Management Plan.**

Brusegar reported that 2022 will be a busy year for the parks. Community Park playground replacement, shelter engineering and pickleball court construction are slated for 2022. Also scheduled for 2022 is the Northlawn Park basketball court reconstruction. Brusegar would

also like to concentrate on creating usable space at Bakken Park beginning next year. He proposed taking the \$300,000 originally slated for tennis courts at Bakken Park in 2024 and moving those funds to 2022 for Bakken Park grading which is estimated at \$450,000. Murphy also recommended adding in a dog park if the Continental Properties plans advance, and also adding in the second phase for the Red Hawk Park which includes the hockey rink. Brusegar agreed and said that these items will be discussed at budget time. **Motion** by Laufenberg, seconded by Kiefer, to approve moving the \$300,000 in tennis court funds from 2024 into the 2022 budget for Bakken Park grading. Motion carried with a unanimous voice vote of 5-0-0.

**11. Discuss and consider ideas for a grand opening for the Bakken Park shelter and splash pad.**

Looking at June 5, 2021 for the grand opening of the park shelter and splash pad at Bakken Park. Starting tomorrow, we will be promoting the t-shirt contest that will determine who gets to officially open the splash pad. We currently have three sponsors for the t-shirt contest and are going to have 100 t-shirts with the winning design on hand at the grand opening.

**12. Covid-19 Parks and Recreation update.**

The new Spring/Summer Resource Guide came out today and registration is open. Most programs allow payment at the time of registering, but there are a few that will require payment after there is confirmation that the program will actually be able to run (baseball, softball, flag football). A new health emergency order now limits indoor gatherings to 50 people with no food/drink and 25 with food/drink. Outdoor gatherings will now be 150 with no food/drink and 100 with food/drink.

A barn quilt painting class is scheduled for March 27, but we are still working out where it will be held since it requires 4-5 classes to complete. We are also working with UW Extension on some garden and plant workshops that will likely occur this summer. These workshops offer a variety of options and are different from other programs that we currently offer.

Planning on a full Music in the Grove season (seven events), starting out at Bakken Park on May 27. We will be highlighting and taking advantage of the new facility at Bakken.

Our Parks Operation Foreman, Timm Taylor, retired as of February 12, 2021. The position was posted on Tuesday and closes on March 5. Brusegar is hoping to have someone in place by April.

**13. Approve the minutes of the December 17, 2020 meeting.**

**Motion** by Murphy, seconded by Aguilera, to approve the minutes of the December 17, 2020 meeting as presented. Motion carried with a unanimous voice vote of 5-0-0.

**14. Approve the minutes of the January 21, 2021 meeting.**

**Motion** by Murphy, seconded by Brice, to approve the minutes of the January 21, 2021 meeting as presented. Motion carried with a voice vote of 4-0-1, with Kiefer abstaining.

**15. Future Agenda Items**

- Update on Continental Properties plans.

- 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, March 18, 2021 at 5:00 pm and will be a virtual Zoom meeting.**

**16. Adjournment.**

**Motion** by Kiefer, seconded by Laufenberg, to adjourn the meeting at 6:55 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.*