

Village of Cottage Grove
PARKS, RECREATION and FORESTRY COMMITTEE
Meeting Minutes for Thursday, January 26, 2023

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 and Jay Kiefer and Kevin Laufenberg. Amy Brice was absent. Staff present were Parks, Recreation and Forestry Director Sean Brusegar, Director of Planning and Development Erin Ruth and Utility Clerk Kristen Krause. Zach Simpson of Strand Associates and Blake Theisen of Parkitecture were also present.

3. Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.

There were no public appearances.

4. Discuss and consider Bakken Park design update.

Theisen presented the updated park design and went over the design changes. Changes that were noted include: replacing the basketball court with eight (8) pickleball courts, enlarging the northeastern storm water basin, reconfiguring the paved trail east of the Miracle Field, shifting tennis courts west, adding a drop off area in the parking lot, slightly shifting the shelter and restrooms, and adding landscape. While discussing the pickleball courts, the committee suggested that the color scheme include a dark blue court, and ice blue "kitchen" and green border around the court. For the tennis courts, committee members recommended having dark blue courts with green borders. As for the bidding process, Simpson anticipates that the project will go out for bid in March, with the bid opening in early April. Construction is expected to begin in May. Simpson also went over the budget and noted an increase of approximately \$380,000 with the updated design. Certain items have already been identified as an alternate bid, but Simpson noted that other items may also be added, such as the lighting for the tennis and pickleball courts and possibly the shelter. Simpson is hoping to provide some cost estimates at the February meeting. No formal action taken.

5. Discuss and consider Parks and Open Space Plan.

Ruth went over the Analysis of the Park and Open Space System, noting that this section is similar to the previous version, just with updated facts, figures, and maps. Ruth hopes to have the entire plan completed this spring.

6. Discuss event parking at Bakken Park.

Brusegar explained that there have been concerns with rugby utilizing the Bakken Park parking lot during their events, which has caused some issues with park users. One date of particular concern that was brought up will be occurring this April 15 during the Parkinson's

Fundraiser Run. The group is utilizing Bakken Park for their large-scale event and will need full access to the entire parking lot. Recently, rugby contacted us and stated that they are having a large event on April 15 as well. Brusegar informed rugby that they are not allowed to use the parking lot on that day due to the previously booked event. To avoid issues in the future, Brusegar is looking to add some formal language regarding the parking lot to the site plan that rugby is currently looking to amend for additional lighting. Brusegar will reach out to area communities to see how they handle private entities utilizing public park spaces and will report back to the committee next month. Committee members agreed that something needs to be done and suggested possible ideas such as utilizing shuttle busses for large events, having a shared parking agreement or having staff monitor parking lot visitors. No formal action was taken.

7. 2022 Parks and Recreation project updates.

Brusegar reported that the lights are up and operating at the Bakken Park Wheels Park. He also recently spoke with Spohn Ranch which informed him that their crew will be back on site the first part of April and that they are expecting completion the end of June. Since May 26, 2023 is the project completion extension date, liquidated charges would/could be added for time beyond this date.

There is nothing new to report at Community Park.

Red Hawk Park is open with the exception of the zipline, which will be finished this spring.

8. Director's Report.

In recreation news, Recreation Supervisor Trista Taylor has been working with Molly Hartshorn of GDS to coordinate a ski trip to Devil's Head Ski Resort tomorrow. There are 76 kids participating, with eight chaperones supplied by GDS. Since there was a lot work involved behind the scenes for this trip, staff will work with Hartshorn to improve logistics for next year. Basketball is up and running very well, and Program Coordinator Riley Berning has a full staff for his programs. There are approximately 70 kids in the Rookie Basketball program on Saturdays, about 40 kids in the 2nd grade basketball program on Wednesday nights and about 30 kids in the Start Smart Basketball program on Thursday evenings. Cottage Grove will be hosting the 7th/8th grade basketball tournament on February 25. Taylor is currently working on finishing up the Spring/Summer Community Guide which will go live on Thursday, February 9. Staff are also in the process of reviewing the Activenet registration software contract, which is up for renewal on February 23. Conversations have been had with Civic Systems, which offers the CivicRec registration software. A demo of their software is scheduled for February 8.

In parks, staff have been fixing a few items at Bakken Park including the concession stand door and some plumbing in the splash pad pump room. Staff have also been providing snow removal at the parks, trails and sidewalks throughout the Village. Prep work for the construction of the new dugouts at Fireman's Park was done. Vehicles and equipment have been serviced and staff have been helping set up the new parks and recreation offices. Parks Maintenance Supervisor Josh Bennett and Taylor recently attended a leadership conference. Bennett is also working on the new seasonal parks staff posting for this summer.

9. Approve the minutes of the November 16, 2022, Parks, Recreation and Forestry Committee meeting.

Motion by Aguilera, seconded by Laufenberg, to approve the minutes of the November 16, 2022, meeting as presented. Motion carried with a unanimous voice vote of 4-0-0.

10. Approve the minutes of the December 15, 2022, Parks, Recreation and Forestry Committee meeting.

Motion by Laufenberg, seconded by Aguilera, to approve the minutes of the December 15, 2022, meeting as presented. Motion carried with a unanimous voice vote of 4-0-0.

11. Future Agenda Items

- Update on Bakken Park Master Plan.
- Update on projects.
- Discuss Parks & Open Space Plan.
- Discuss Bakken Park parking issues.
- Discuss Shady Grove 1-acre park.
- The next regular PRFC meeting is scheduled for **Thursday, February 16 at 5:00 pm and will be a virtual Zoom meeting.**

12. Adjournment.

Motion by Aguilera, seconded by Laufenberg, to adjourn the meeting at 6:23 p.m. Motion carried with unanimous voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 2/16/23

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.