

Village of Cottage Grove
PARKS, RECREATION and FORESTRY COMMITTEE
Meeting Minutes for Thursday, February 16, 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 arrived later. Staff present were Parks, Recreation and Forestry Director Sean Brusegar and Utility Clerk Kristen Krause. Jason Kudrna from the CG Fire Department was 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 the parking configuration in Bakken Park for the Fireman's Festival.

Brusegar presented the proposed parking map that was derived from discussions with the Fire Department. The overflow lot would be placed in the area of the future soccer fields and Jason Kudrna from the Fire Department explained that the overflow lot would only be used for festival patrons and not carnival employees/vehicles. He also noted that vehicles would use the bike path/trail to enter and exit the overflow area. Committee members agreed that this parking solution would work for this year before the fields are constructed but wondered about future use of the fields and possible damage. Brusegar noted that if the fields are used for parking in the future, there may need to be compensation for restoration of the fields. Committee members also suggested other parking alternatives, such as the empty lot on Huston's property or utilizing a shuttle service. **Motion** by Aguilera, seconded by Laufenberg, to approve the proposed parking plan for the Fireman's Festival as presented. Motion carried with a unanimous voice vote of 4-0-0.

5. Discuss and consider a sound amplification permit and an alcohol in the parks exemption for the Music in the Grove events.

Motion by Kiefer, seconded by Aguilera, to accept the sound amplification permit and allowing alcohol in the parks for the 2023 Music in the Grove events. Motion carried with a unanimous voice vote of 4-0-0.

6. Discuss event parking at Bakken Park.

Brusegar sent out an email to area communities to see how they managed private entities utilizing public parking at parks. It was found that there were no other communities that have encountered a similar parking situation. Brusegar is currently working with the Village legal team to come up with appropriate rules/language, which will be brought back to the

committee. He has also met with Police Chief Mark Garry and the rugby club to discuss April 15th event parking. The rugby club is very willing to do whatever is needed on their end. Parking on Progress Drive was also discussed.

7. 2023 Parks and Recreation project updates.

Village engineers at Strand are putting a bid package together for Bakken Park with bid opening the end of March. Included in the main bid will be grading, tennis courts, pickleball courts, fencing, asphalt trail and parking lot construction, and parking lot lights. Project bid alternates will include tennis and pickleball court lighting, shelter and restroom, and removal of a portion of the path/trail.

There will be a meeting in March regarding pickleball at Community Park.

8. Director's Report.

In recreation news, the Village Guide came out last week. We are asking customers for feedback on having the guide presented digitally. One main advantage to having a digital guide is that it is a living document and can be updated as needed. The Department is also looking at discontinuing the Activenet registration/reservation software. Staff have recently observed demos of other recreation software and have liked the web-based CivicRec software. This software is more user-friendly and interactive. If staff decide this is the route to go, a termination notice must be provided to Activenet by February 27.

9. Approve the minutes of the January 26, 2023, Parks, Recreation and Forestry Committee meeting.

Motion by Aguilera, seconded by Brice, to approve the minutes of the January 26, 2023, meeting as presented. Motion carried with a unanimous voice vote of 5-0-0.

10. Future Agenda Items

- Update on Bakken Park event parking.
- Update on projects.
- Discuss Parks & Open Space Plan.
- The next regular PRFC meeting is scheduled for **Thursday, March 23, 2023 at 5:00 pm and will be a virtual Zoom meeting.**

11. Adjournment.

Motion by Laufenberg, seconded by Aguilera, to adjourn the meeting at 5:27 p.m. Motion carried with unanimous voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 3/23/23

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.