

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Meeting Minutes for Thursday, April 15, 2021

1. **Call to order virtual Zoom meeting.** The meeting was called to order by Heidi Murphy at 5:02 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 and Utility Clerk Kristen Krause. Also present were Village Board Trustee Melissa Ratcliff and Kevin Connor of MG Baseball.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

None.
4. **Update on Continental Properties plans.**

At the recent Plan Commission meeting with Continental Properties, Trustee Melissa Ratcliff brought up the proposed Village dog park. Ratcliff shared the concerns of Brusegar and the Parks and Recreation Committee that related to the dog park with Continental Properties. Those concerns included the distance to the parking lot, proximity to the smaller private dog park and having walking paths from both roads to the dog park. Continental Properties had stated at the meeting that they will be reaching out to Brusegar to discuss plans for the dog park. Continental is currently working on grading for the site.
5. **Discuss and consider allowing MG baseball to construct a scorers' building at Fireman's Park.**

Kevin Connor, coach of the MG baseball team, was in attendance to present plans for a scorers' building/shed. He explained that a number of community members have offered to donate materials and labor to construct the 8' x 8' shed. The shed would be used by persons scoring for both the MG high school and Home Talent games, as well as a place to store electronic/music equipment. Connor also stated that the shed could be put on skids so that it can be moved, or it could be made permanent. Brusegar and committee members had no issue with making it permanent. Brusegar did note that the building would need to be inspected by the building inspector since it will have electricity run to it. **Motion** by Kiefer, seconded by Laufenberg, to approve constructing a scorers' building at Fireman's Park for both scorers and equipment. Motion carried with a unanimous voice vote of 4-0-0.
6. **Westlawn 1-acre Red Hawk Park playground update.**

Brusegar shared four different playground configurations and said that the fourth configuration was the winner in a survey put out to residents. Swings were not included in any of the configurations due to size restrictions. Bids are currently open and will close on

April 29. Brusegar would like to hold a special meeting in the evening on April 29 to approve the playground configuration. Installation of the equipment would be installed this July. No formal action was taken.

7. Discuss CIP plan.

Brusegar went over the Capital Improvement Plan and noted that 2022 will be a busy year according to the plan. He explained that improvements at Bakken Park will be broken down over the next 6-7 years. 2022 will start the process with earthwork/grading. Community Park is also slated to get quite a few improvements. In 2022, a pickleball court will be constructed and the playground equipment will be replaced. Brusegar would like to reconfigure the playground equipment to be on the same side of the path and make it a poured-in-place playground, which would require utilizing some of the ice rink area. The committee was fine with using the ice rink to make more usable space for the playground. Engineering for a new Community Park shelter was also proposed to be included next year, if the committee wanted the new shelter to be a four-season shelter. Committee members preferred to keep the shelter as an open-air shelter, to which Brusegar stated that the engineering costs would be less and could be included with the shelter construction in 2023. Northlawn Park is slated to get a new full-size basketball court next year, replacing the existing court. The new Westlawn Red Hawk Park will add a shelter and inline hockey rink in 2022. Outlots at Westlawn are also scheduled for improvements.

Brusegar will get updated numbers for the Community Park shelter and bring the plan to the special April 29, 2021 meeting. Brusegar also mentioned that he was approached by a resident who has a group of 12-year-olds that would like to help fundraise for a skate park at Bakken. No formal action was taken.

8. Discuss and consider increasing the electrical service at Bakken Park for the 16'x9' Miracle Field scoreboard.

The Miracle Field will be installing a 16'x9' LCD screen scoreboard which will require at least 100-amp service. Brusegar explained that when electrical service was originally installed at Bakken Park, only 80-amps were available and that the Village had agreed to pay for the electrical service to the Miracle Field. Brusegar also recently met with the Miracle Field group and their electricians. He was informed that the Miracle Field will run their own electrical service and will not be tying into the Village's service going forward. The group also asked Brusegar if the Village would be interested in contributing towards their electrical service which would be approximately \$36,000. Committee members discussed this and agreed that there are not any funds available to contribute at this time. Kiefer asked if the scoreboard screen could be used to host a family movie night, to which Brusegar stated yes. Brusegar brought up the possibility of charging for the movie night and contributing funds raised to the Miracle Field.

Brusegar also stated that the Miracle Field is currently taking registrations and plans to open for the season by mid-June . They are currently looking for volunteers aged 16+ and are hoping for around 100 volunteers in total.

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

The t-shirt design contest was won by resident Lily Severson. Approximately 130 shirts will feature her design. Laufenberg stated that the EMS and Fire Department will be at the grand opening with a cooler of freeze pops and the possibly the new brush fire truck. Brusegar is still working on getting a DJ for the event. There will also be a popcorn giveaway.

10. Covid-19 Parks and Recreation update.

Program Coordinator Sam Frederickson began holding coaches' meetings last week for baseball and softball and informed coaches of the guidelines to follow this year. Hand sanitizer is being distributed to all teams/coaches. Both Frederickson and Rec Supervisor Trista Taylor have been in contact with Dane County Public Health to make sure they follow health order recommendations and communicate what is best for each of our programs. We have also experienced some last-minute withdrawals from our softball programs which is causing some issues.

The BeActiveWI Challenge ended on March 31st and Cottage Grove finished 17th out of 40 Wisconsin communities that participated. Overall, Cottage Grove had 26 people participate. Openings for late summer programs are starting to fill up. Both babysitting classes are full with a waitlist for one of them. Some of the Start Smart programs currently have wait lists. Taylor is still looking for a tennis instructor to teach lessons this summer. She has reached out to coaches, parents, schools and put an ad out on Indeed. Taylor recently contacted an organization out of Janesville that is able to teach tennis, but the cost is slightly higher than the registration fee for tennis.

Next month, Taylor will be focusing on the playground camp program. The main items she is working on include what to do in the event of inclement weather and capacity guidelines. She has also been participating in webinars with professionals from all over the U.S. to discuss how to best handle camps for the summer. Any feedback or ideas from committee members are welcome.

Water is on at Bakken Park and punch list items are being worked on. Restrooms will be opened up the last week in April. Staff training on the splashpad will occur on May 11 and May 18 and will be conducted by the splashpad design company Vortex. Activation of the splashpad will also occur during this time. The new Parks Maintenance Supervisor Josh Bennett began on April 5 and is certified to run the new splashpad. Brusegar is waiting to see what the health order in May says about attendance at splashpads. Signage encouraging social distancing will be placed around the park.

11. Approve the minutes of the March 18, 2021 meeting.

Motion by Murphy, seconded by Aguilera, to approve the minutes of the March 18, 2021 meeting as presented. Motion carried with a voice vote of 4-0-1 with Kiefer abstaining.

12. Future Agenda Items

- Discuss and consider Red Hawk Park playground equipment selections (Special Meeting 4/29/21).
- Discuss and consider CIP updates for 2022 (Special Meeting 4/29/21).
- Update on Continental Properties plans.
- Discuss grand opening for Bakken Park shelter and splashpad in June 2021.
- Covid-19 update.
- A special meeting will be held on **Thursday, April 29, 2021 at 5:00 pm and will be a virtual Zoom meeting.**
- The next regular PRFC meeting is scheduled for **Thursday, May 27, 2021 at 5:00 pm and will be a virtual Zoom meeting.** Meetings will be the 4th Thursday of each month going forward.

13. Adjournment.

Motion by Laufenberg, seconded by Aguilera, to adjourn the meeting at 6:07 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 5/27/21

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.