

**Village of Cottage Grove**  
**PARKS, RECREATION and FORESTRY COMMITTEE**  
**Meeting Minutes for Thursday, April 16, 2020**

1. **Call to order virtual Zoom meeting.** The meeting was called to order by Heidi Murphy at 6:34 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. Present for the meeting were Heidi Murphy (chair), Penny Aguilera, Jay Kiefer, and Kevin Laufenberg. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Recreation Supervisor Brooke Franseen, Public Works Director JJ Larson, Utility Clerk Kristen Krause and Jennifer Pickel.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

Former Parks, Recreation and Forestry Committee member Jennifer Pickel was present to thank the committee for their hard work and to say goodbye as she has recently moved out of Cottage Grove.
4. **Discuss and consider the Village of Cottage Grove Parks & Recreation Department absorbing electrical and water fees for the Miracle Field.**

Brusegar explained that both the electrical and water costs that will be associated with the future Miracle Field at Bakken Park will be minimal (currently estimated at approximately \$200 or less) and he thought it would be appropriate to offer to absorb those fees for the field. Public Works Director JJ Larson agreed with Brusegar. Murphy was asked by a resident(s) if it would be worth fundraising for the electrical and water fees. After Brusegar presented the estimated fees, committee members agreed that fundraising wouldn't be necessary. Since the Village is currently working on the lease for the Miracle Field, Brusegar would like to include this absorption of fees in the lease if the committee thought it was feasible. **Motion** by Kiefer, seconded by Aguilera, to recommend approval for the Village of Cottage Grove to absorb the electrical and water fees for the Miracle Field. Motion carried with a voice vote of 4-0-0.
5. **Update on Bakken Park shelter and splash pad.**

Harmony Construction began work on the splashpad water and sewer connections earlier this week. They plan to dig the foundation for the shelter sometime next week. Brusegar noted that even though people are staying away from the park due to the Covid-19 crisis, the Kids Park area, along with the construction area, will be fenced off and closed during construction. Brusegar informed the committee that despite some budget issues and other items that have since popped up items (security cameras not being included in original proposal), construction on the splashpad and shelter is projected to wrap up by October of this year. If the project stays on schedule, Brusegar suggested the possibility of moving the grand opening to early June 2021. He will also continue to post updates on both the Village website and Parks & Rec Facebook page.
6. **Covid-19 Parks and Recreation update.**

**Recreation**  
All programs have been canceled through April, but we are still allowing registration for summer programs through a waitlist (non-monetary transactions). Fitness classes may soon return virtually via Zoom. The classes would be led by instructors filming at home. Meetings for baseball and softball coaches are currently being held using Zoom. At this point, we have to plan for summer activities and hope they will continue.

Virtual presence through virtual programming has increased our Facebook followers by more than 130. Current free virtual programs include weekly scavenger hunts, weekly virtual contests including Cake Wars with 13 submissions and 505 votes, and the pen pal program which includes 4-year-olds to senior citizens and has about 50 participants.

Our first fee-based program since canceling all programs, is the NOvid-19 50K Virtual Challenge. This program challenges participants to complete 31 miles or 620 minutes of activity by May 4<sup>th</sup> to earn a cool medal. It is open to all ages and abilities and even has a buddy/athlete system for those physically unable to complete the challenge themselves. All activities, including neighborhood walks, jumping on the trampoline, running, etc., count towards miles/minutes. This virtual challenge has spread across the nation and now includes 34 states and 235 participants as of today. The goal is to be in all 50 states. Cost of the program is \$15 per person and \$7 shipping fee for the medal. So far, we have been featured for this program in the Herald-Independent newspaper, on the radio and on Channel 3 news.

### **Parks**

All playgrounds and park shelters are currently closed. We have removed basketball rims per suggestion from Dane County Health. Tennis nets have not been installed and will not until the stay at home order is lifted. Brusegar anticipates opening things slowly once the order is lifted. Shelters and equipment will need to be thoroughly cleaned before they can be utilized. At this point, no one is sure what product to use for this type of cleaning. The parks mowing crew will resume mowing work starting next week. They will be working from the red shed at Fireman's Park and will not be sharing equipment.

Brusegar noted that there hasn't been an issue with congregating at parks other than a baseball team using the batting cage at Fireman's. The batting cage privilege has since been removed.

The March Parks and Recreation meeting that was scheduled as an open house for input on the new 22-acre park in Westlawn, was canceled. Brusegar has emailed the approximately 80+ people that responded to the previous survey for the park that want to be kept in the loop on the park.

#### **7. Approve the minutes of the February 20, 2020 meeting.**

**Motion** by Laufenberg, seconded by Kiefer, to approve the minutes from the February 20, 2020 meeting as presented. Motion carried with a voice vote of 4-0-0.

#### **8. Future Agenda Items**

- Future - 5<sup>th</sup> Addition to Westlawn master plan and open house.
- Update on Bakken Park shelter and splashpad.
- The next PRFC meeting is scheduled for **Thursday, May 21, 2020 at 6:30 pm.**

#### **9. Adjournment.**

**Motion** by Kiefer, seconded by Aguilera, to adjourn the meeting at 7:12 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 5/21/20

*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.*