

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Meeting Minutes for Thursday, June 18, 2020

- 1. Call to order virtual Zoom meeting.** The meeting was called to order by Heidi Murphy at 6:31 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. Amy Brice was absent. Also present were Parks, Recreation and Forestry Director Sean Brusegar.
- 3. Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

None.
- 4. Discuss and consider programming and shelter reservations.**

There is not much new to report for programming since almost all classes, programs and events were cancelled for the summer. Even with entering Phase 2 of the Bounce Back Plan, softball and baseball are considered medium risk and will not be played this summer. Home Talent baseball is also canceled for this summer. We are hoping to be able to run a couple of programs in August, including archery and tennis. Brusegar is meeting every other week with a Dane County parks and recreation group and Dane County Public Health to keep up to date with guidelines. The group is currently asking Dane County Public Health to stop classifying flag football as the same as tackle football. Since flag football begins in later August, we are hoping it will be able to run. At this time, we are accepting shelter reservations and advising renters of the safety/health rules and guidelines when they come in to pick up the shelter key. Shelters will remain closed except for reservations, but Brusegar will continue to look at feedback from residents and may open a couple of shelters if the parks continue to get busier. Brusegar also stated that we are doing our best to clean and sanitize playground equipment, despite other communities electing not to clean their equipment.
- 5. Discuss and consider allowing Music in the Grove beginning in July and moving all concerts to Fireman's Park.**

Brusegar noted that there are five Music in the Grove performance dates on the calendar for July and August. After studying possible locations that would be appropriate for maintaining social distancing, he feels that the Lions Shelter at Fireman's Park seemed to be the best place for the concerts. Bands could set up on the concrete driveway path to the shelter and guests could spread out in the green space to the east of the shelter. Committee members feel that the July 9 concert is too close to make the arrangements for this new location but believe it would be okay to start on July 23, especially since there is an act already slated for that date. **Motion** by Laufenberg, seconded by Kiefer, to approve beginning Music in the Grove concerts on July 23 while emphasizing proper social distancing. Motion carried with a voice vote of 4-0-0.

6. Update on Bakken Park shelter and splash pad.

Brusegar showed the committee recent drone/aerial photos of the progress on the shelter and splash pad. Tresses will be added to the shelter starting next week. Since Vortex was temporarily shut down, there has been a delay in receiving splash pad components from Canada and the splash pad is at a standstill until the second week of August. The timeline is still good according to Brusegar.

Brusegar also asked the committee their thoughts on a new park sign for Bakken Park. He showed committee members two different possibilities. After he gets some cost estimates, he will bring the signs to next month's meeting for consideration.

7. Covid-19 Parks and Recreation update.

Recreation

We are currently continuing adult virtual fitness classes and looking to do online enrichment classes, but it is getting more difficult to engage people online over the summer. Due to the high amount of program/event cancellations this summer, processed refunds are approaching \$16,000.

The Recreation Supervisor has been posted for a few weeks now and there are currently 14 applications received so far. Applications will be accepted up until July 5, with a potential start date of mid-August. Brusegar is looking for a candidate that will be able to expand upon what the former Recreation Supervisor Brooke Franseen created and help successfully grow our enrichment activities and special events.

The tree inventory is about 2/3 done and Brusegar is currently writing his mid-point report for the DNR.

Last week Brusegar received an email from the DNR stating that the Village has qualified for a passive recreation DNR grant in the amount of \$249,000.00. The grant could only be used towards the park shelter at Bakken Park. Once this grant is official, Brusegar will let the committee know.

RFPs have been sent out for the Willow Run Park playground equipment. Brusegar said that the install date deadline for the equipment is September 25, 2020.

8. Approve the minutes of the May 21, 2020 meeting.

Motion by Kiefer, seconded by Laufenberg, to approve the minutes from the May 21, 2020 meeting as presented. Motion carried with a voice vote of 4-0-0.

9. Future Agenda Items

- Update on Bakken Park shelter and splashpad.
- Update on the Miracle League Field.
- Update on Willow Run Park equipment.
- Discuss and consider the new park sign for Bakken Park.
- Westlawn Master Plan – public meeting.
- The next PRFC meeting is scheduled for **Thursday, July 16, 2020 at 5:00 pm and will be a virtual Zoom meeting.**

10. Adjournment.

Motion by Kiefer, seconded by Laufenberg, to adjourn the meeting at 7:25 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Sean Brusegar (kk) Parks, Recreation & Forestry Director.

Approved on: 7/16/20

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.