VILLAGE OF COTTAGE GROVE *NOTICE OF PUBLIC MEETING*

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Thursday, February 20, 2020 **6:30 P.M.** **Municipal Services Building**
210 Progress Drive

AGENDA

1. Call to order.
2. Roll call and confirm that the meeting was properly posted.
3. **Public appearances**: Public's opportunity to speak about any subject that is not a specific agenda item.
4. Discuss 5th Addition to Westlawn Master Plan.
5. Discuss and consider purchase of a new Parks Maintenance vehicle with savings from CIP purchases.
6. Discuss vaping laws in public places/parks.
7. Discuss pickle ball court at Community Park.
8. Update on Willow Run Park residents meeting.
9. Discuss and consider Miracle Field lease.
10. Update on Bakken Park bids.
11. Update on Bakken Park shelter and splash pad.
12. Parks and Recreation Directors Report.
13. Approve the minutes of the January 16, 2020 meeting.
14. Future Agenda Items
15. Adjournment.

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
3. Any item on the agenda is subject to final action.

WE NEED YOUR INPUT!

The Village is Developing a Master Plan for a future community park. Please take a few minutes to complete a short on-line survey to help the Village choose the type of amenities to include in the park.

Enter the following url:

https://www.surveymonkey.com/r/CottageGroveParks

or scan the QR code to access the survey.

...THE BAKKEN PARK SPLASH PAD COMING IN 2021!

ITEM 5

Parks, Recreation & Forestry STAFF REPORT

MEMO DATE: February 12, 2020
MTG. DATE: February 20, 2020

TO: Parks, Recreation & Forestry Committee
CC:
FROM: Sean Brusegar, CPRP - Director of Parks, Recreation & Forestry

RE: Parks Truck Purchase with Capital Purchase Savings

BACKGROUND:

Per the Capital Plan, the Parks & Recreation Department budgeted $122,000 on the purchase of a zero-turn replacement mower, a sidewalk snow removal machine and a tractor with attachments. After making some adjustments to our purchases, the total cost of the equipment was $57,808.53. A savings of $64,191.47. The Parks Dept. only has one vehicle at its disposal. We would like to use $42,680 to purchase an additional dedicated Parks vehicle. This would still leave a savings of $21,511.47.

STAFF RECOMMENDATION:

Use Capital Plan equipment purchase savings on the purchase of a dedicated Parks Dept. Truck.

ITEM 5

Equipment	Quote	Actual Cost
Zero Turn	$ 25,000.00	$ 20,573.60
Polar Trac	$ 25,000.00	$ -
Garden	$ 7,000.00	$ 21,026.78
Tractor W Attachments	$ 65,000.00	$ 16,208.15
Total	**$ 122,000.00**	**$ 57,808.53**

Total Available	**$ 64,191.47**
Truck Purchase	**$ 42,680.00**
Remaining Money	**$ 21,511.47**

ITEM 6

To: Parks, Recreation & Forestry Committee
Date: February 13, 2020
Meeting Date: February 20, 2020
From: Heidi Murphy
Re: Vaping and Smoking in Village Parks

The State Health Officer has issued a Public Health Advisory regarding the use of vaping devices, particularly among youth. The State wide smoking ban has been in place since 2009's Act 10. However this legislation has not been changed to include electronic smoking devices also known as vaping.

The Wisconsin Department of Health Services has a multi-level approach regarding this epidemic. Here are a few recommendations they have for those in Public Office (https://www.dhs.wisconsin.gov/tobacco/advisory.htm):

Community and State Leaders

- Update definitions in local smoke-free workplace ordinances to include e-cigarettes and other nicotine smoking devices.
- Implement strategies to curb e-cigarette advertising and marketing that appeal to youth.
- Implement strategies to reduce youth access to flavored tobacco products.

I have attached two examples of Ordinances regarding vaping. One is Waunakee that added to the state statutes banning smoking to include vaping products. The second example from the City of Monona adds a smoking and vaping ban in city parks.

In addition, the City of Verona simply adds the text: "***City Parks.*** Smoking is prohibited in City Parks." to the list of places where smoking is prohibited.

Action: discuss and consider adding language to a recommended new ordinance banning vaping in the same places where smoking is banned and also include Village Parks.

ITEM 6

ARTICLE V. - SMOKING

Sec. 26-111. - State statutes adopted.

(a) The provisions of Wis. Stats. § 101.123 relating to the regulation of smoking and clean indoor air, except provisions therein relating to penalties to be imposed, are adopted by reference and made a part of this article as if fully set forth in this section. Any act required to be performed or prohibited by any statute incorporated by reference in this section is required or prohibited by this article. Any future amendment, revisions or modifications of the statutes incorporated in this section are intended to be made a part of this article.

(b) The prohibitions contained in subsection (a) relating to smoking shall include, but are not limited to, the use of an electronic delivery device. Electronic delivery device means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

(Code 1988, § 11-2-14(a); Code 1998, § 34-131; Ord. No. 19-01, § 1, 3-4-2019)

Sec. 26-112. - Smoking prohibited in all buildings and equipment owned, leased or rented by village.

(a) In recognition of a need to protect the health and comfort of the public and village employees from the detrimental effects of smoking, pursuant to the authority granted to the village by Wis. Stats. § 101.123(2)(c), smoking, as defined by Wis. Stats. § 101.123(1)(h), is prohibited by any person within or upon all buildings and enclosed equipment owned, leased or rented by the village, except in places specifically designated as smoking areas by action of the village board.

(b) Facilities specifically included within the scope of this section, but not limited thereto, are village-owned facilities such as the village hall, police department and fire department headquarters and the public library.

(c) The prohibitions contained in subsections (a) and (b) include, but are not limited to, the use of an electronic delivery device. Electronic delivery device means any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

(Code 1988, § 11-2-14(b); Code 1998, § 34-132; Ord. No. 19-01, § 2, 3-4-2019)

Secs. 26-113—26-137. - Reserved.

ITEM 6

Ordinance No. 12-18-710
Monona Common Council

AN ORDINANCE RELATING TO VAPING IN CITY PARKS

WHEREAS, the Common Council finds it in the public interest to protect public health, safety and welfare to prohibit smoking by use of electronic delivery devices in City parks; and

NOW, THEREFORE, the Common Council of the City of Monona, Dane County, Wisconsin, do ordain as follows:

SECTION 1. Subsection 21 of Section 321-1 of the Code of Ordinances is hereby amended to read as follows:

> (21) Smoking. No person shall smoke or hold a lighted cigarette, cigar or pipe within any park, or portion thereof, where notices prohibiting smoking are posted. The Park and Recreation Board is authorized to designate the parks, or portions thereof, where smoking is prohibited and to implement the installation of appropriate notices. The term "smoke" includes the use of any electronic delivery device containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or any other product name or descriptor. Electronic delivery device does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product and is being marketed and sold solely for such an approved purpose.

SECTION 2. This ordinance shall take effect upon passage and publication as provided by law.

Adopted this 3rd day of December, 2018.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

_____
Mary K. O'Connor
Mayor

ATTEST: _____
Joan Andrusz
City Clerk

Requested By: Jake Anderson, Parks & Recreation Director – 10/15/18
Drafted By: William S. Cole, City Attorney – 11/9/18, revised 11/20/18
Approved As To Form By: William S. Cole, City Attorney – 11/9/18

REDLINE VERSION:

(21) Smoking. No person shall smoke or hold a lighted cigarette, cigar or pipe within any park, or portion thereof, where notices prohibiting smoking are posted. The Park and Recreation Board is authorized to designate the parks, or portions thereof, where smoking is prohibited and to implement the installation of appropriate notices. The term "smoke" includes the use of any electronic delivery device containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. This includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or any other product name or descriptor. Electronic delivery device does not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product and is being marketed and sold solely for such an approved purpose.

RE: Pickleball

RG

Raine Gardner <rgardner@msa-ps.com>
To Sean Brusegar

You replied to this message on 11/27/2019 3:36 PM.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Mobilization, bonds, insurance	1	LS	$ 12,000.00	$ 12,000.00
2.	Erosion control	1	LS	$ 4,000.00	$ 4,000.00
3.	Turf & Site Restoration	1	LS	$ 8,000.00	$ 8,000.00
4.	3.5-inch asphalt pavement	200	TON	$ 125.00	$ 25,000.00
5.	12-inches base course	625	TON	$ 12.00	$ 7,500.00
6.	Textured acrylic surfacing	1	LS	$ 10,000.00	$ 10,000.00
7.	Pickleball court striping	4	EA	$ 800.00	$ 3,200.00
8.	8-foot high chain link fencing	450	LF	$ 35.00	$ 15,750.00
9.	Chain link fence double gate	1	EA	1800	$ 1,800.00
10.	Chain link fence single gate	2	EA	$ 1,000.00	$ 2,000.00
11.	4-inch underdrain piping	400	LF	$ 15.00	$ 6,000.00
12.	Court nets posts, anchors, and nets	4	EA	$ 1,200.00	$ 4,800.00
13.	Court lighting	1	LS	$ 85,000.00	$ 85,000.00
				Sub-Total Cost=	**$ 185,050.00**
				15% Contingency =	$ 27,757.50
				Engineering=	$ 31,921.13
				TOTAL COST=	**$ 244,728.63**

ITEM 7

ITEM 13

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Meeting Minutes for Thursday, January 16, 2020

1. **Call to order meeting at Municipal Services Building.** The meeting was called to order by Heidi Murphy at 5:30 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. Jennifer Pickel was absent and excused. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Parks and Recreation Administrative Assistant Kristen Krause, Village Trustee Melissa Ratcliff and Jerrod Rossing of the Monona Grove School District.

3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**
No public appearances.

4. **Discuss and consider Monona Grove School District request to use Dublin Park as a short-term evacuation site.**
Jerrud Rossing of the Monona Grove School District was present to answer any questions regarding the school district's request to have Dublin Park designated as a short-term evacuation site for the Glacial Drumlin School. He explained that this site is one of a few sites around Cottage Grove that would be utilized by the schools in a worst-case scenario. If the site was needed, the school district would immediately dispatch busses to the park to pick up students. **Motion** by Kiefer, seconded by Aguilera to recommend approving Dublin Park as a short-term evacuation site for the Monona Grove School District. Motion carried with a unanimous voice vote of 4-0-0.

5. **Discuss and consider location for the National Fitness Campaign court.**
Brusegar recently sent letters to eight (8) residences that may be affected by the proposed site of the National Fitness Campaign court. He received responses back from three (3) of those. Those that responded didn't feel that the proposed location by the northern pond of the 4th Addition to Westlawn was the best location for fitness court. After some discussion, the committee suggested locating the fitness court in a higher traffic area, either the 1-acre park in the northwest corner of the development or the 22-acre park proposed in the future development of Westlawn. Brusegar would like to hold off on the fitness court for now, and instead include it with the master plan for the 5th Addition to Westlawn. Brusegar will also contact the National Fitness Campaign Group and let them know that the original proposed location would not work. No formal action was taken at this time.

6. **Discuss 5th Addition to Westlawn Master Plan.**
Last week, Brusegar and Murphy met with MSA last week to discuss the 5th Addition to Westlawn Master Plan. Murphy explained how MSA laid out the process which included surveys and in-person meetings. The goal is to have a plan put together before budget time. Brusegar would like to include both the 1-acre and 22-acre parks in the plan. He stated that the 1-acre park will coincide with the amenities that go into the 22-acre park, and that the school amenities will also be taken into

DRAFT

consideration. Brusegar said this initial meeting with MSA went well and that they will continue to work with the school district going forward. He will also bring any updates back to the committee.

7. **Discuss and consider Zoozort live animal show at Northlawn Park on July 1, 2020.**
   The Dane County Library Service will once again be bringing the Zoozort live animal program to Northlawn Park on Wednesday, July 1st. Brusegar requested that the committee suspends the animals in the park ordinance for this program. **Motion** by Laufenberg, seconded by Aguilera, to approve suspending *Ordinance §230-2 Pets in Parks* for the Zoozort live animal show on July 1, 2020 from 12:00 pm to 4:00 pm at Northlawn Park. Motion carried with a unanimous voice vote of 4-0-0.

8. **Discuss and consider suspending no alcohol in parks ordinance for Music in the Grove 2020 events.**
   Brusegar asked the committee to once again suspend the no alcohol in the parks ordinance for the 2020 Music in the Grove events. He also stated that there haven't been any issues with regards to drinking during past Music in the Grove events. One note, the June date on the memo was incorrectly listed as June 11 instead of June 18; Brusegar will make this correction. **Motion** by Kiefer, seconded by Laufenberg, to approve sound amplification and suspending *Ordinance §109-28 Alcoholic beverages in Village parks and public buildings* for the 2020 Music in the Grove events as listed, with the correction of the June 18th date. Motion carried with a unanimous voice vote of 4-0-0.

9. **Discuss and consider the TDS proposal for internet service at Bakken Park.**
   With the construction of the new park shelter at Bakken Park in 2020, Brusegar would like to have cameras installed that can be remotely accessed by Parks and Rec staff and the Police Department. Having cameras would require an internet connection. Brusegar got a quote from Charter/Spectrum for $20,000-$25,000 to run internet services to the park. TDS was very interested in providing service and would run service to the park. They quoted $109.00 per month for service. Brusegar said that the cost for internet at Bakken wouldn't impact budget funds until October of this year at the earliest and that they would be budgeted for in 2021. Murphy also mentioned another benefit to internet at Bakken park; she said that it would be nice for out of town family and friends of Miracle Field participants to have video access to their games. **Motion** by Kiefer, seconded by Aguilera, to approve staff to enter into a contract with TDS for internet service at Bakken Park. Motion carried with a unanimous vote of 4-0-0.

10. **Update on Bakken Park shelter and splash pad.**
    The work on the Bakken Park shelter and splash pad officially went out for bid starting today. Bids will be accepted until the formal bid opening at MSA on February 12, 2020 at 2:00 pm. Brusegar has already received a couple of calls today regarding the bid. He is looking at a possible grand opening of both the shelter and splash pad after the Fireman's Festival in June 2021.

11. **Parks and Recreation Director's Report.**
    In Recreation news, we tried a new event this year; Santa on the Line, where 8 Cottage Grove Lion's Club members volunteered their time and were fantastic. There was a total of 55 kids signed up who received a call from "Santa". We will continue this annually. The recent Paint & Sip, "Let it Snow" had 35 participants and was held at the Oaks Golf Course. Recreation Supervisor Brooke Franseen taught the Safe Kids 101 class on December 17th which maxed out at 10 kids. Over the

holiday break (week of Christmas and New Year's), we offered a special Senior Fitness session, which had 21 participants. In the past, these two weeks typically did not have class.

Other winter programs are looking strong; Rookie Basketball has 6 more kids enrolled this year, with a total of 46; 2nd grade Basketball has 1 more than last year, at 27 kids; 3rd/4th Grade Basketball has slightly less that last year, with 33 for boys and 16 for girls. The Start Smart Basketball league has 13 kids currently (2 short of maxing out). There are 8 adults signed up for the new computer class, Microsoft Excel 101. The Glass Fusing class at GDS has 13 kids signed up for the session that just began this week; the last class had 10. We are maxed out for all 3 after-school GDS Ski Club trips. The first trip was on January 10 and had 43 kids enrolled and the January 31 and February 7 trips both have 40 kids enrolled with 15 on the waitlist. The Chess through Youth Enrichment League session 2 is a go with 7 kids at Taylor Prairie and 11 kids at Cottage Grove School. Brick Builders through Youth Enrichment League session 2 begins this week at Cottage Grove School and has 11 enrolled.

The Parks & Recreation social media presence is improving. Facebook Analytics showed that we now have a total of 1,379 followers, up from last year when we had 1,099 followers. We also now have an Instagram page and are starting to "tweet" again on Twitter. The Instagram account is Instagram/com/cg_parksrec and the Twitter page is twitter.com/CGParksRec.

Under Parks, staff are conducting playground inspections and replacing a lot of broken clamps. They also removed outside partitions at the Lions Shelter. We are currently getting quotes to fix concrete at the Lions Shelter, as we need to meet ADA standards.

12. Approve the minutes of the November 21, 2019 meeting.

Motion by Kiefer, seconded by Murphy, to approve the minutes from the November 21, 2019 meeting as presented. Motion carried with a voice vote of 2-0-2 with Aguilera and Laufenberg abstaining.

13. Future Agenda Items

- Discuss 5th Addition master plan.
- Discuss Bakken Park bids.
- Update on Bakken Park shelter and splashpad.
- Discuss vaping laws in public areas/parks and changes to occur.
- Discuss pickleball court in Community Park.
- Update on Willow Run Park neighborhood meeting.
- The next PRFC meeting is scheduled for **Thursday, February 20, 2020 at 6:30 pm**.

14. Adjournment.

Motion by Kiefer, seconded by Aguilera, to adjourn the meeting at 6:27 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.
Approved on: ___

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.