

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE Meeting Minutes for Wednesday, February 17, 2016

1. **Call to order meeting at Municipal Services Building.** The meeting was called to order by Pickel at 6:30 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 Jennifer Pickel, Jay Kiefer, and Kevin Laufenberg. Shane Genschaw arrived at 6:32 pm. Staff present were Parks, Recreation and Forestry Director Sean Brusegar and Parks and Recreation Administrative Assistant Kristen Krause. Recreation Supervisor Reese MacAskill arrived at 6:45 pm. Also present were two (2) members of the public.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

None.
4. **Forestry Report.**

No report.
5. **Discuss Fireman's Festival.**

Paula Severson was present to discuss plans for this year's Fireman's Festival. Some changes she highlighted include: no rodeo, an expanded BBQ competition, arts & crafts, and the return of fireworks. The fireworks show will be held on Saturday, with a rain date of Sunday. Severson wanted the committee's approval for the location of where the fireworks will be launched. The proposed location for the launch is the grassy area just to the west of the Kids Park. Due to the spring/summer seeding of the proposed area and the possibility of risk to the Kids Park equipment, Committee members would prefer to see the location moved to the grassy area to the south and east of the Kids Park, directly east of the soccer fields. Severson will discuss the newly proposed location with the fireworks coordinator, but doesn't foresee an issue. No formal action was taken.
6. **Update on the Dog Park.**

Nothing new to report at this time.
7. **Parks and Recreation Directors Report**

The Spring/Summer Community Resource Guide (which includes Parks & Rec programs), will be coming out on February 25. There was a lot of information added to this guide regarding the community, and the cost remained the same as the last guide. Brusegar had 100 donation catalogs printed up recently to coincide with the release of the resource guide. Catalogs will be hand-delivered to area businesses as well as posted on the website. The dates for the Music in the Grove concert series, which is one of the sponsorship options in the donation catalog, are set for the summer. All concerts will be on the 3rd Thursday of each month May through September.

In programs, Adult Archery begins tonight in the back of the building with six (6) people registered. Cottage Grove Parks and Rec will be hosting the 6th grade boys' basketball tournament on Saturday, March 5. So far this winter, roughly 270 participants have attended youth open gym on Wednesday nights at Taylor Prairie. The reorganization of the program has been successful with there being a designated time for K-4th grade and a separate time for 5th-8th grades. GDS After-School

programs/clubs are continuing to grow. Clubs that we are running now are Ski Club, Model Club, and Gaming Club. Clubs to be starting soon are the Chess club and Crocheting Club. This years' ski club has been a little difficult with weather, as we finally ran our first trip on Friday, February 5th to Tyrol Basin and have another trip scheduled for this Friday. Some of the participants for the ski club have need full scholarships. Glacial Drumlin will be paying for half their registration and we will cover the rest of the cost. These clubs are providing opportunities to some kids who would never be able to participate otherwise.

MacAskill recently went and observed the Storytime Program at Flynn Hall. She feels it is a very worthwhile program. There were discussions of moving the program to our new building, so the instructor is going to come by and see if that would be possible. MacAskill would like to send out a mass email to the Parks & Rec mass email list to see if people would be willing to donate old children's books or toys for the program. This would eliminate the need for the instructor to go into Monona to rent books every week.

Participants/Parents have begun filling out program evaluations and surveys. We will be looking to make some changes to our programs next year based on some of the data that we have collected.

Summer hiring is underway. All open spring/summer Parks and Rec positions are posted on the Village website. At this time, for the 3-season parks position, there have only been two (2) applicants. Brusegar would like to hire three (3) people in that position.

Bleachers at Northlawn Park will be retrofitted with safety caging this spring to comply with bleacher safety standards. Brusegar is also gathering information to compare area impact fees. Parks and Rec is also looking into using the GIS Mapping Software as a tool for a parks maintenance program. MSA would be able to create an app for this, which would allow department staff to use tablets in the field.

8. Approve the minutes of the January 21, 2016 meeting.

Motion by Laufenberg, seconded by Kiefer, to approve the minutes from the January 21, 2016 meeting as presented. Motion carried with a voice vote of 4-0-0.

9. Future Agenda Items.

- Update on dog park
- Discuss Dublin Park concrete
- Discuss turf maintenance
- The next PRFC meeting will be held on March 17, 2016.

10. Adjournment.

Motion by Kiefer, seconded by Laufenberg, to adjourn the meeting at 7:40 p.m. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Parks & Recreation Administrative Assistant and Sean Brusegar, Parks, Recreation & Forestry Director

Approved on: 3/17/16

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.