

Village of Cottage Grove
PARKS, RECREATION and FORESTRY COMMITTEE
Meeting Minutes for Wednesday, January 18, 2017

- 1. Call to order meeting at Municipal Services Building.** Motion by Jay Kiefer, seconded by Kevin Laufenberg, to nominate Shane Genschaw as Chair Pro Tem in the absence of Chair Jennifer Pickel. Motion carried with a voice vote of 3-0-0. The meeting was called to order by Genschaw at 6:37 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 Shane Genschaw, Jay Kiefer, and Kevin Laufenberg. Jennifer Pickel arrived at 7:00 pm. Penny Aguilera was absent and excused. Staff present were Parks, Recreation and Forestry Director Sean Brusegar, Director of Planning and Development Erin Ruth and Parks and Recreation Administrative Assistant Kristen Krause.
- 3. Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**
None.
- 4. Forestry Report.**
Village Forester James Rothman has been busy trimming trees. At this time, he has trimmed approximately 100 trees and will continue as weather and time permits. Seasonal parks worker, Nick Maier also assisted Rothman with some tree trimming.
- 5. Discuss the Parks & Open Space Plan.**
Ruth went over the matrix and potential survey questions that were generated from the past meeting's discussion. Some ideas for minor modifications to the Goal Matrix were discussed, with Ruth taking note.

Committee members then gave some additional recommendations on the survey questions, which Ruth will incorporate into the updated survey. It was asked that splash pad be added under survey question #5. An additional question was also suggested: asking if a person would prefer to see the development of existing parks, or if they would prefer new parks to be created. Once the survey is complete, it will be put on Survey Monkey and will be accessible on the Village website, on the Parks & Rec Facebook page and hard copies can be distributed to the schools and at Village offices. The survey would be open for 1-2 months.
- 6. Discuss and consider the Capital Equipment Plan Changes.**
Brusegar went over the list of items that Ehlers indicated could be paid for with Park Development Funds. At this time, Brusegar recommended purchasing the park shelter timed locks, as the sod cutter is not a priority. The locks could be installed and ready for use by May. **Motion** by Kiefer, seconded by Pickel, to recommend the inclusion of the \$15,000 shelter timed-locks upgrade, to be funded by the Park Development Fund. Motion carried with a voice vote of 4-0-0.

7. Discuss and consider Zoozort Live Animal Show.

The Zoozort Live Animal Show is presented by the Dane County Library System. Zoozort is a nationwide company which will provide insurance for the event. This event provides people with a chance to have live interactions with a variety of animals. Brusegar is requesting that he be allowed to ask for a one-day waiver of the parks ordinance that prohibits animals in the Village parks. **Motion** by Laufenberg, seconded by Genschaw, to direct staff to request a waiver of the ordinance for Zoozort/Dane County Library for the July 5 Live Animal Show, contingent on Zoozort/Dane County Library providing insurance. Motion carried with a voice vote of 4-0-0.

8. Parks and Recreation Directors Report.

Due to the feedback from last year, some changes were made this year to the 2nd Grade Basketball League which is held on Wednesday nights. The new format is 25 minutes of practice and 30 minutes of 3 v 3 game play at Taylor Prairie. Currently enrolled are 22 kids or 4 teams. These are good numbers for the first year. In the K – 1st Basketball held on Saturday mornings, we have 50 kids in back to back sessions and Reese is running this program. There have been good reviews so far for this league. All other basketball leagues are going, with the numbers being down overall compared to last year. There is no 5th grade boys team this year, possibly due to a small class. Also lost teams this year to Badger Development League, Tri-county and tournament teams. Brusegar also noted that the ski trip on January 16 was cancelled due to the weather.

Senior Fitness is going well, with eight participants. Class is now held three days a week. Adult Fitness is still going strong. A Saturday morning Weekend Warrior class was recently added to the offerings. Class is held from 7:15-8:15 am on Saturdays. Have nine people already signed up. Surveys were recently sent out to all adult fitness participants. Have received some good feedback that was shared with the instructors.

The new program guide comes out on Feb 23rd. Information for the guide is due to the Herald on January 25th. Also new, Sundial will be used for all non-office Parks and Rec staff. It will allow for staff to do their time sheets from their smart phones. It costs \$1.50/month per employee. It is currently being used for the winter program season.

Kevin Connor was just announced as the new MG Varsity Baseball Coach. Brusegar will be meeting with him and former coach DJ Daggett in Feb to talk about Legion. Brusegar has also been talking with the CG Historical Society about the fire station at Fireman's Park. Water runoff from the Parks storage shed has been eroding land around the fire station and the Historical Society would like to make some improvements. A representative of the Historical Society will attend next month's meeting to discuss their plans.

For this summer, Brusegar is looking at the possibly of selling concessions at Fireman's for Legion games. He would like to create an enterprise fund just for Fireman's Park improvements. Home talent would like this as well.

The ice rink at Community Park is having a good season and has been open most days. It is currently closed, but if weather cooperates we will re-open. Nick Maier came back and worked for 2 weeks over his winter break. He helped with the ice rink and trimmed trees with James Rothman.

The ADA assessment for the Village Parks is scheduled for April or May or whenever the weather breaks. Bleacher updates and shade structures are scheduled for April or May.

Brusegar gave a brief update on the rugby club and their clubhouse campaign. Rugby representatives met with Brusegar, Village Administrator Matt Giese, Village Attorney Lee Boushea,

and Director of Planning and Development Erin Ruth and discussed where their campaign is at and where they would like it to go. Brusegar will continue to give updates as he receives them.

9. Approve the minutes of the November 16, 2016 meeting.

Motion by Pickel, seconded by Laufenberg, to approve the minutes from the November 16, 2016 meeting as presented. Motion did not carry due to a voice vote of 2-0-2, with Kiefer and Genschaw abstaining.

10. Future Agenda Items.

- Discuss Parks & Open Space Plan – surveys and questions.
- Discuss CG Historical Society's plan for the old fire station at Fireman's Park.
- The next PRFC meeting will be held on **Thursday, February 16, 2017 at 6:30 pm.**
Meetings will be held on the 3rd **Thursday** of each month at 6:30 pm going forward.

11. Adjournment.

Motion by Laufenberg, seconded by Aguilera, to adjourn the meeting at 7:45 p.m. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by Kristen Krause, Parks and Recreation Administrative Assistant

Approved on: 2/16/17

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.