

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE Meeting Minutes for Thursday, February 16, 2017

- 1. Call to order meeting at Municipal Services Building.** Motion by Jay Kiefer, seconded by Shane Genschaw, to nominate Kevin Laufenberg as Chair Pro Tem in the absence of Chair Jennifer Pickel. Motion carried with a voice vote of 4-0-0. The meeting was called to order by Laufenberg at 6:32 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 Penny Aguilera, Shane Genschaw, Jay Kiefer, and Kevin Laufenberg. Jennifer Pickel 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. Six members of the public were also in attendance.
- 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 continued trimming trees. At this time, he has trimmed approximately 175 trees and will continue as weather and time permits. Since Rothman will be absent for the Arbor Day tree plantings with Cottage Grove School students this year, Brusegar and Public Works Director JJ Larson will take his place. The spring tree order and Governor Taylor Park maintenance are also being worked on.
- 5. Discuss and consider the Cottage Grove Historical Society plans for the old fire station at Fireman's Park.**

Jerry Rodefled of the Cottage Grove Historical Society was present to discuss restoring the old fire station located at Fireman's Park. The front part of the building was restored this past summer, but the side of the building facing the Parks Department storage shed has problems with drainage. Rodefled asked the committee for assistance in correcting this drainage issue since the water is flowing from the storage shed. Brusegar stated that he can have a gutter and downspout placed on the storage shed to help re-direct water away from the fire station. He also said that Parks and Public Works staff can help put gravel down to help with the drainage. Rodefled and Brusegar will continue to communicate about this issue. No formal action was taken.
- 6. Discuss potential new sub-divisions & parkland.**

Chad Wuebben of Encore Homes was present to discuss the concept plan for Drumlin Grove. Background on the potential development was given and Wuebben asked the committee if it would be willing to accept the approximately ten acres that was identified on the map he distributed, as parkland. Erin Ruth explained that per Village ordinance, wetland cannot be used as parkland and approximately two acres of the ten are wetlands. Wuebben then asked what the committee or the Village would like to see in this development. Since committee members just began looking at these plans during the meeting, they didn't want to make a formal decision at this time. Brusegar thinks it

could possibly be a park for the Village if the land is usable, but didn't want to make a decision tonight. Wuebben and his associate then explained that they need direction from the committee and Village before they can proceed with the development. No formal action was taken.

The next development discussed was Shady Grove. Ruth explained that this neighborhood development would not have easy access to other parks. He suggested asking for Outlot 1 combined with lots 8-12 to be used as parkland. After some discussion, committee members agreed with Ruth. Ruth will convey that the general direction from the committee is to have parkland in this development.

Since the Widen/Olson development is located across from Bakken Park, Ruth thought that the committee would probably ask for money in lieu of parkland in this neighborhood. The funds could then be put towards improvements at Bakken. Kiefer then asked Ruth what the approximate timeline would be for these developments to be approved, to which Ruth said it could happen as soon as the end of this summer.

Brusegar noted a change in the Quarry Ridge Development which will now begin with the south end of the addition (now listed as phase 1) and then build northward. The committee still feels that receiving funds in lieu of parkland in this development is the best plan as it would allow for improvements to already existing parks.

7. Discuss and consider the Parks & Open Space Plan, questions and survey.

Ruth went over the updated goal matrix, goal list and survey draft. Committee members agreed that that everything looked great. It was decided to have the survey go live next week and have it open through the spring elections. Laufenberg recommended handing out post cards at the election to remind people to take the survey. Once the survey results are in, Ruth can add that information into the plan. Ruth will come back to the committee meeting in April.

8. Parks and Recreation Directors Report.

Coming up this spring, we will be working with Madison College on a "Learn to Ride" program. It will take place on April 29 at Northlawn Park and is open to all children that are wanting to learn to ride a bike. We will help supervise the program, which will include bike security checks and distributing free helmets.

Spring and summer job postings are now out and advertised on the Village website. The Spring/Summer Resource Guide comes out on February 23 and registration will open that day as well. Surveys for the winter kindergarten, 1st and 2nd grade basketball went out recently and we received some good feedback, especially from the 2nd grade program. The last ski trip for the season is planned for February 24 at Cascade, weather permitting. After this fall/winter season, the MG school relationship seems to be improving and there are a lot less issues than this time last year.

Brusegar is working on getting the Parks & Rec Donation Catalog out and is communicating with area businesses about sponsorship. Brusegar also attended a Cvmic seminar and will be reviewing the department's concussion policy.

In parks news, the ice rink is officially closed for the season due to recent warm weather. Brusegar also recently placed an ad for summer maintenance workers. He says that most people inquiring about this job are looking for 20-25 hours a week, and because of this he may have to hire multiple people. For the seasonal parks crew, 3 of the 4 college kids will be returning this summer. Park shelter timed locks have been ordered and should be installed in early April, along with the shade

structures at Bakken Park. Brusegar is also currently reviewing park shelter fees and comparing them with other communities.

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

Motion by Kiefer, seconded by Genschaw, to approve the minutes from the November 16, 2016 meeting as presented. Motion carried with a voice vote of 4-0-0.

10. Approve the minutes of the January 18, 2017 meeting.

Motion by Kiefer, seconded by Aguilera, to approve the minutes from the January 18, 2017 meeting as presented. Motion carried with a voice vote of 4-0-0.

11. Future Agenda Items

- Update on Open Space Plan Surveys.
- The next PRFC meeting will be held on **Thursday, March 16, 2017 at 6:30 pm.**

12. Adjournment.

Motion by Kiefer, seconded by Aguilera, 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 and Recreation Administrative Assistant

Approved on: 3/16/17

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.