

## Village of Cottage Grove

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

1. **Call to order meeting at Municipal Services Building.** The meeting was called to order by Jennifer 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 (chair), Penny Aguilera, Shane Genschaw, and Kevin Laufenberg. Jay Kiefer was absent and excused. Staff present were Parks, Recreation and Forestry Director Sean Brusegar, Public Works Director JJ Larson and Parks and Recreation Administrative Assistant Kristen Krause. Two 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 is currently on leave. The spring tree order has been ordered and paid for. The bucket truck is expected to arrive in December of this year.
5. **Discuss allowing part of Bakken Park to be used as a Village resident brush drop-off spot.**

Public Works Director JJ Larson explained that the Public Works Committee would like to formally make the area on the hill on Grove Street at Fireman's Park a brush drop-off site for Village residents. He noted that the tub grinder that was used last year could be utilized for this site and remain within budget. Larson also made the committee aware that it will be difficult to take this location away as a drop-off site once people begin using it. The committee would, however, need to find a new spot for the brush drop-off site when the parkland became developed. Pickel thought this proposal was for a temporary drop-off site and believes it will be difficult for people to switch to a new site once the parkland develops at this site. Genschaw wondered if it would be better to put the brush drop-off site at the compost drop-off site on Bonnie Road, to avoid confusion. He also said he is reluctant to locate the site at Fireman's, but said it would be okay since it is not currently being used. Brusegar thought the location was okay since the park is not utilizing that space right now. Aguilera asked if re-locating the site in the future would be possible. Larson explained that it would be difficult and costly to locate the brush at the Bonnie Road location. Planning for this site in the future could be possible. Laufenberg would like to have the brush drop-off located at Fireman's Park and feels that we should use the space while we have it. Pickel disagreed, stating that she wants to create a brush-drop off site correctly the first time and not have to move it because she believes residents will continue to bring brush to the park even after it's developed. **Motion** by Pickel, seconded by Aguilera, to instruct JJ Larson to go back to the Public Works Committee and see if they can make a brush drop-off site work at the Bonnie Road location, and have Larson bring back cost estimates to the Parks, Recreation & Forestry Committee. Motion carried with a voice vote of 3-1-0, with Laufenberg voting nay.
6. **Update on Parks & Open Space Plan survey.**

Pickel has heard positive feedback on the survey. Brusegar stated that as of today, there have been 312 responses to the survey. He went over the results of the surveys that have been submitted and

noted that Director of Planning and Development Erin Ruth was pleased with the amount of responses. An email blast and Facebook post were done this week to promote the survey. The largest response day was the first day that the survey was available. Jake Winkler of the rugby club would also like to have Brusegar forward him the survey results as the club continues to plan for the future.

## **7. Parks and Recreation Directors Report.**

The 7<sup>th</sup>/8<sup>th</sup> grade basketball tournament was held in Cottage Grove last weekend. Cottage Grove teams took either 1<sup>st</sup> or 2<sup>nd</sup> place in the tourney. The spring/summer resource/program guide went out in the end of February and was missing the show choir camp offerings. Brusegar and MacAskill will be meeting with the Herald-Independent to discuss the missing program and that there was no price adjustment in our total cost, even though we ordered 200 less guides this year. On a positive note, there have been a large number of submitted job applications for summer positions and the Music in the Grove lineup is complete with the exception of the last concert. Chris Nelson continues to work diligently to fill this last spot. Sponsorships for both the Music in the Grove and team sponsorships are starting to come in. Brusegar recently met with MG softball and school facility representatives to discuss the spring/summer needs. On April 4, there will be a facility agreement meeting with the Monona Grove School District and Cottage Grove Parks & Recreation to discuss a formal agreement which guarantees future usage of facilities between both entities. Brusegar and MacAskill will also be attending the WPRA Spring Conference the first week of April.

There are five applications for the parks maintenance position that works between April and November. Brusegar and Public Works Director JJ Larson will be conducting interviews on Monday, March 20. Brusegar is also compiling data on various communities' park rental fees. In this data, he has noticed that some communities offer different weekday and weekend rental rates. He will continue to look into the possibility of updating our shelter rental fees. This summer, he would also like to level the ice rink at Community Park since the north end of the rink is currently sitting 6 inches lower than the south end. The ice rink boards also had to be thrown away this year because of rotting. Brusegar hopes to tie the leveling of the ice rink into the Seldal project this summer. Brusegar recently met with Judy Klondland, mother of Linda Vial, and she will be donating a picnic table and bench at Bakken Park in memory of Linda. The family would like both installed at the park before Mother's Day this year as they will be having a gathering there with all family members on Mother's Day.

## **8. Approve the minutes of the February 16, 2017 meeting.**

**Motion** by Genschaw, seconded by Laufenberg, to approve the minutes from the February 16, 2017 meeting as presented. Motion carried with a voice vote of 3-0-1 with Pickel abstaining.

## **9. Future Agenda Items**

- Update on Open Space Plan Surveys.
- Discuss the park land at the proposed new development, Drumlin Grove.
- The next PRFC meeting will be held on **Thursday, April 20, 2017 at 6:30 pm.**

## **10. Adjournment.**

**Motion** by Genschaw, seconded by Laufenberg, to adjourn the meeting at 7:03 p.m. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Parks and Recreation Administrative Assistant

Approved on: 4/13/17

*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.*