

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE Meeting Minutes for Wednesday, March 28, 2018

1. **Call to order meeting at Municipal Services Building.** The meeting was called to order by James Elmore 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 James Elmore (chair), Jay Kiefer, and Kevin Laufenberg. Penny Aguilera and Jennifer Pickel were absent and excused. Staff present were Parks, Recreation and Forestry Director Sean Brusegar, Recreation Supervisor Brooke Friess and Park and Recreation Administrative Assistant Kristen Krause. One (1) member of the public was also in attendance.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

Brusegar introduced the new Recreation Supervisor Brooke Friess.
4. **Discuss and consider Parks and Open Space Plan.**

Brusegar shared the positive feedback that Village Planner Erin Ruth received via email from the Wisconsin DNR regarding the Parks and Open Space Plan. The three (3) bullet points (suggested changes) noted in the email from the DNR should be added to the plan. Ruth had also updated the plans by adding the recommended parks M6 & M7, in the proposed Parkside Ridge development and the area formerly known as the Drumlin Grove development. **Motion** by Elmore, seconded by Kiefer, to recommend the approval of the Parks and Open Space Plan updates with the inclusion of the bullet points/suggested changes made by the DNR. Motion carried with a voice vote of 3-0-0.
5. **Discuss and consider ZooZort live animal show.**

Once again, the Dane County Library and Bookmobile are partnering with ZooZort to host a hands-on wildlife show at Northlawn Park on July 18th. At this time, it has not been decided which animals will be included in the show that day. Brusegar asked the committee to recommend suspending the ordinance that prohibits live animals in Village parks for 4 hours on July 18 at Northlawn Park. **Motion** by Kiefer, seconded by Laufenberg, to recommend approval of suspending the Pets in Park Ordinance (§230-2) at Northlawn Park for July 18, 2018 from 12:00 pm – 4:00 pm for the ZooZort Live Animal Show. Motion carried with a voice vote of 3-0-0.
6. **Discuss and consider Fireman's Park playground.**

Brusegar went over the plans and options that were created by Boland Recreation and explained that the committee is not locked into this design. He felt that it was a good design that would also meet ADA accessibility requirements with the poured in place surfacing. Funds to pay for the playground would come from the Park Development Fund, which currently has a balance of approximately \$133,000.00. After looking at the plans, Elmore questioned if the existing swing set could still be utilized, rather than replaced. He suggested that it be sandblasted and repainted. Brusegar said that the current swing set is still functional and could still be used. **Motion** by Laufenberg, seconded by Elmore, to recommend the approval of spending funds from the park development fund, not to exceed \$59,000.00 to be used for updating the Fireman's Park playground structure. Motion carried with a voice vote of 3-0-0.

7. Parks and Recreation Directors Report.

Basketball has ended. We hosted a tournament for 8th grade boys which went well, with 7 teams scheduled. The winter volleyball session recently wrapped up as well. There were 40 participants in the 3rd/4th grade league and 30 in the 5th/6th grade league. The 5th/6th graders played in tournaments each Sunday, and last weekend we hosted and all went well. A program survey went out to all participants. As of right now, we have 98 participants signed up for the Windmill Softball League (8U-14U). Baseball numbers are a bit low right now at 52, but registration is open for a while longer. There has been a trend for baseball players to move towards club teams which would also explain the lower numbers. Spring Adult Fitness classes have begun and are going well: morning classes have a total of 51 participants split between 4 classes, evening classes have 32 participants split between 3 classes and senior fitness has 14 participants enrolled. The two (2) pebble art classes had good attendance in March, with 17 enrolled in total, and the instructor is looking to add another class in May at the Outpost. Friess is also working on setting up a paint and sip event in either May or June at the 1855 restaurant. The additional recreation space next door is now being utilized for pop-up fitness classes, a 5K/10K training class starting next week, and for the Battledarts program scheduled for April 10. Battledarts filled up in less than a day with 20 participants enrolled and 11 on the waitlist. Friess is looking to add another Battledarts class this summer which would be held outdoors. A new adult CPR/First Aid course has been added for June 5-6 and will qualify for a 2-year certification.

The Cottage Grove Fitness Facebook page is up to 78 members. Fitness instructors will also be using the page to create fitness challenges for members. Another source of communication will be bag stuffers at Piggly Wiggly which will advertise upcoming programs. Friess is also in the process of hiring summer staff for playground camp, umpires, tennis instructors and Start Smart programs.

Sam Frederickson, previously known as the Rec Intern has a new job title, Recreation Program Coordinator. Brusegar explained that Frederickson was instrumental in the transition time between Reese MacAskill's departure and Brooke Friess' arrival. Frederickson is also a great help to the department and a valuable staff member. The position change has no impact on the budget.

Brusegar is in the process of hiring for parks. He is looking for another 1199-hour parks member as well as two (2) college-aged kids for the summer parks crew. Brusegar recently attended the newly created Ad-Hoc Glacial Drumlin Bike Path Committee meeting which went well and said that they are looking to schedule their next meeting sometime soon.

In other parks news, Northlawn Park tennis courts will have their nets up soon. This summer the tennis courts will be refinished. Bakken Park soccer fields have been taken offline this summer for maintenance and re-seeding, and will reopen in the fall.

Forester James Rothman will be assisting in trimming and cleaning out at the Vethe School Forest located behind Cottage Grove School on April 6. He will also be helping plant three (3) trees at Cottage Grove School for Arbor Day on April 27. Seven (7) classes of 4th graders will help Rothman plant the trees.

8. Approve the minutes of the February 28, 2018 meeting.

Motion by Kiefer, seconded by Laufenberg, to approve the minutes from the February 28, 2018 meeting as presented. Motion carried with a voice vote of 3-0-0.

9. Future Agenda Items

- Parks and Open Space Plan update.
- Bike Plan update.
- Fireman's Park playground update.
- The next PRFC meeting is scheduled for **Wednesday, April 25, 2018 at 6:30 pm.**

10. Adjournment.

Motion by Kiefer, seconded by Laufenberg, to adjourn the meeting at 7:11 p.m. Motion carried with a voice vote of 3-0-0.

Respectfully submitted by Kristen Krause, Parks and Recreation Administrative Assistant

Approved on: 5/23/18

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.