

Village of Cottage Grove
PARKS, RECREATION and FORESTRY COMMITTEE
Meeting Minutes for Thursday June 20, 2019

1. **Call to order meeting at Municipal Services Building.** The meeting was called to order by Heidi Murphy at 6:31 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 Heidi Murphy (chair), Penny Aguilera, Jay Kiefer, and Kevin Laufenberg. Jennifer Pickel was absent and excused. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Parks and Recreation Administrative Assistant Kristen Krause, Director of Planning and Development Erin Ruth, Village Forester James Rothman and three (3) members of the public.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**
No public appearances.
4. **Discuss and consider future MG Soccer Club field reservations.**
Monona Grove Soccer Club (MGSC) President Scott Dubenske was present to discuss soccer field reservations for the club. He explained that the club would like to collaborate and expand their relationship with the Village. Brusegar gave some history on how the soccer club and the Village have handled field reservations in the past, and then explained that this year had a change in leadership, and knowledge of how fields were reserved was not passed along. Since the club did not reserve Bakken fields for this year, they were rented out by another entity. The club would like to discuss contributing more to the parks and community so that they have a more vested interest in the fields. Dubenske also noted that the soccer club has resources that may be utilized, including volunteers, equipment and some funds. Committee members felt that this discussion was a good starting point and they would like to revisit this matter in either August or September. No formal action was taken.
5. **Discuss and consider parkland dedication for the 5th Addition to Westlawn subdivision.**
Andrew and Chris Homburg presented the updated plat for the 5th Addition to Westlawn. Andrew explained that the parkland moved based on their findings from their test boring holes. The new parkland area of approximately 22 acres will be significantly larger than originally planned. There will be 4 inlets to the park, with the main all-street frontage facing the south towards Street 1. Since the location of the parkland changed, the timeline for the park has been pushed out and will be developed in the next plat. This will also allow more time to create a master plan and budget for the park. Committee members approved of the new size and location of the proposed parkland. **Motion** by Laufenberg, seconded by Murphy, to approve the parkland dedication for the 5th Addition to Westlawn as presented. Motion carried with a voice vote of 4-0-0.

6. Discuss tree inventory.

Village Forester James Rothman and Brusegar gave the committee some information on the last tree inventory which was completed in 2007. The Village wanted to wait until some major developments were complete before initiating a new inventory. Brusegar contacted a company that specializes in tree inventories and was quoted \$18,500.00. He will reach out to other companies for more quotes. He also stated that the Village would apply for a DNR grant for 50% of the tree inventory cost. The inventory would be loaded into GIS. Rothman would then be able to update the inventory live when he is in the field. **Motion** by Murphy, seconded by Laufenberg, to recommend to the Village Board setting aside up to \$20,000 for a tree inventory in 2020 and to pursue a DNR grant for the project. Motion carried with a voice vote of 4-0-0.

7. Discuss and consider impact fees for parks.

Every year, Brusegar surveys other area communities to see what they receive in park impact fees. The survey shows that Cottage Grove's park impact fees are much lower than other communities. Ruth explained that the impact fees are based on two parts: the park improvement fee which is collected in each phase of a subdivision and the park development fee which is collected along with the building permit. Brusegar also showed what will be coming out of the funds for park maintenance/improvements and equipment replacements in the near future. Ruth recommended that the committee look at what kind of improvements or equipment they would like to see in the Village's parks and determine a fee based on costs of those projects. **Motion** by Laufenberg, seconded by Aguilera, to recommend to the Village Board to increase the impact fees for parks to \$2,100 per unit. Motion failed with Aguilera voting no, Kiefer voting no, Laufenberg voting no and Murphy voting no. After some more discussion, it was decided that more information was needed before recommending a fee change. **Motion** by Laufenberg, seconded by Kiefer, to table this item until the next meeting. Motion carried with a voice vote of 4-0-0.

8. Update on Bakken Park Shelter and splash pad.

Not much to update at this time. Currently working on the splash pad water drainage. MSA is working on numbers for this and hope to have them for the committee within the next month or so. Brusegar also said that we will find out in September if we are receiving the grant for the splash pad and shelter.

9. Update on bee houses.

No new updates.

10. Parks and Recreation Director's Report.

Summer baseball and softball are in full swing. This year we have 41 kids in Start Smart Tee Ball (compared to 28 last year), 39 kids in Kindergarten Tee Ball, 55 kids in Coach Pitch, 26 kids in Rookie Baseball, 39 kids in ESYBL/5th-6th grade baseball (compared to 14 last year), 12 kids in 8th Grade Baseball, 130 kids in U8-U14 Softball Leagues (compared to 102 last year) and 32 kids in Legion Baseball. Other summer programs going well include: Archery with 10 kids signed up this first session and maxed out at 12 for the second session, Tennis (ages 5-14) with 26 kids in the first session, and Playground Camp with 27 kids in the 2-Day program and 25 in the 5-Day program. We also had 6 of the 9 counselors return from last year. A new program this summer that is going well is Youth Flag Rugby with 19 kids signed up and

coaches from the Madison United Rugby Club. Our adult Paint and Sip class that will be held tonight at Doubledays has 15 participants enrolled.

The Parks & Rec Department is once again selling the Green Bay Packers Family Night tickets for the annual event that will occur on Friday, August 2 at Lambeau Field. Tickets are \$10 per person with a portion of the proceeds benefiting the Parks and Rec Department. Music in the Grove had its second concert of the season on June 13 at the Fireman's Festival with Gin, Chocolate and Bottle Rockets performing. The next concert will be Rusty Hearts on July 11 at Dublin Park. Another event this summer will be the ZooZort exhibit at noon on Wednesday, July 3rd at Northlawn Park. This event is put on by the Dane County Library organization.

In parks news this summer, the tennis courts at Northlawn Park will be resurfaced the week of June 24. No tennis lessons will be impacted by this work. The area previously taken offline at Northlawn Park was restored and is now open and ready to use. Parks staff have been very busy mowing and prepping baseball and softball fields. A new full-time Operations Foreman was also recently hired after four qualified candidates were interviewed. Timm Taylor, current Village of Cottage Grove Public Works Technician, was the person selected and comes with a large depth of fundamental knowledge that will be very useful in this position.

Brusegar informed the committee that the Madison United Rugby Club recently paid the Village the \$50,000 that was promised for the new shelter at Bakken Park. He also told committee members about the Miracle League fundraiser that will occur at July 9 with the Madison Mallards baseball game. A portion of each ticket sold with the Miracle League code will go towards the building of the Miracle League Field in Cottage Grove.

11. Approve the minutes of the May 22, 2019 meeting.

Motion by Murphy, seconded by Kiefer, to approve the minutes from the May 22, 2019 meeting as presented. Motion carried with a voice vote of 3-0-1, with Aguilera abstaining.

12. Future Agenda Items

- Discuss MG Soccer Club and field use in August/September
- Discuss impact fees for parks.
- Discuss Cambridge Tree Project.
- Update on Bakken Park shelter and splashpad
- Update on bee houses.
- The next PRFC meeting is scheduled for **Thursday, July 18, 2019 at 6:30 pm.**

13. Adjournment.

Motion by Laufenberg, seconded by Kiefer, to adjourn the meeting at 8:08 pm. Motion carried with a voice vote of 4-0-0.

Respectfully submitted by Kristen Krause, Parks and Recreation Administrative Assistant.
Approved on: 7/18/19

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.