

Village of Cottage Grove

PARKS, RECREATION and FORESTRY COMMITTEE

Meeting Minutes for Thursday, July 16, 2020

1. **Call to order virtual Zoom meeting.** The meeting was called to order by Heidi Murphy at 5:01 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, Amy Brice, Jay Kiefer, and Kevin Laufenberg. Also present were Parks, Recreation and Forestry Director Sean Brusegar, Program Coordinator Sam Frederickson, Utility Clerk Kristen Krause and Bill Schultz from the Miracle Field Group.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**

None.
4. **Miracle Field update with Bill Schultz.**

Schultz explained that Covid-19 has caused the Miracle Field group to shift their goals and timeframe for construction. They are now hoping to break ground mid to late August, but the group will need to raise approximately \$25,000 to complete their August 2020 items. These items include earthwork (excavating and grading) and putting down concrete. Schultz said that they are still in the process of negotiating with contractors for labor and are hoping for it to be donated. The group has received some generous donations recently from Summit Credit Union and Festival Foods but has found it difficult to ask for funds during Covid-19. If they are able to meet their goals this year and complete items in August, they are planning to start games in mid to late June 2021. It is planned to have the rubberized field surface put down over the concrete in the Spring 2021. Schultz stated that the group has also approached the YMCA of Dane County to form a possible partnership. The feedback he received is positive, with the YMCA very interested in partnering with the Miracle Field. The YMCA has an adaptive specialist who is really excited to work with the Miracle Field group, however, the YMCA will be holding off the partnership during Covid-19. Schultz also stated that the Miracle Field group has someone that is working on promoting the field on Facebook. The group will also be putting a 2-minute video out about the field. Schultz will let the Parks and Recreation Committee know when a firm groundbreaking date is set.
5. **Discuss and consider a new Bakken Park sign.**

Brusegar went over the proposed sign image and said that he received positive comments from both the Rugby Club and Miracle Field groups. Both groups together will cover half the cost of the sign with the Village picking up the other half. Brusegar said if the committee approves the new sign, he can get it ordered and installed this year. **Motion** by Brice, seconded by Aguilera, to approve the new Bakken Park sign. Motion carried with a voice vote of 5-0-0.

6. Discuss and consider The Ride cycling event using Community Park as a rest stop on September 27, 2020.

The Ride cycling event is a local area event that typically utilizes the parking lot at Bakken Park as a rest stop. Due to the construction at Bakken Park this year, they needed an alternate place to stop. Brusegar spoke with the organizer and they determined that the baseball outfield at Community Park would work. They will be pitching two – 10x10 tents. With anywhere from 200-500 participants, they will not be having a mass start this year due to Covid-19, so the group will be spread out a bit more. The group will also be providing signage and volunteers to help riders cross CTH N down by the Glacial Drumlin Trail heading into Cottage Grove. Police Chief Layber is also okay with this change. **Motion** by Murphy, seconded by Laufenberg, to allow The Ride cycling event to use Community Park as a rest stop on September 27, 2020. Motion carried with a voice vote of 5-0-0.

7. Discuss and consider awarding Willow Run Playground contract.

The playground equipment and design that were selected by the Willow Run neighborhood was presented to committee members. Brusegar highlighted the amenities. He also stated that the original plan of 200 feet of sidewalk was reduced to 50 feet. The savings from this reduction allowed for a 3rd swing set bay to be added. Playground colors were chosen to match the Monona Grove School District colors. Lee Recreation will be installing the new BCI Burke equipment. If the playground contract is approved, Brusegar will order the equipment next Tuesday and will be pulling the old equipment out next week. Kiefer asked if the old equipment can be donated, to which Brusegar replied no because of the difficulty of putting Burke equipment back together again. Instead, the equipment will be recycled in Madison. **Motion** by Kiefer, seconded by Aguilera, to approve the contract with Lee Recreation to install the BCI Burke playground equipment at Willow Run Park as presented. Motion carried with a voice vote of 5-0-0.

8. Discuss and consider programming and shelter reservations.

Brusegar stated that we are currently only opening the park shelters/restrooms for reservations. We have signs posted about capacity limits and have a guidelines/restriction notice that is handed to customers when they come to pick up their key. So far, we have had one reservation held this summer.

Program Coordinator Sam Frederickson created a chart for the upcoming programs that are scheduled to begin in August. The programs are ranked by how safe they are to run following safe distancing and other public health guidelines. Six of the programs were considered safe to run following the health guidelines; the YEL Chess Camp, 2-YEL Robotics Camps, tennis lessons, Start Smart Golf and Outdoor Yoga Flow. The Cheer/Tumbling class may be able to run, but the archery and Wood Sign Workshop will not be running. Flag Football is still up in the air at this point. Frederickson will be meeting with other communities to discuss the possibility of running flag football later in the month.

After going over all of the programs and Brusegar's recommendation on which programs are safe to run, committee members agreed with his recommendations and stated that they would leave the discretion on whether or not to run programs to the Parks & Recreation staff.

9. Update on Bakken Park shelter and splash pad.

Brusegar shared ground photos of the progress on the shelter. Tar paper has been placed on the roof, the dormers are adding quite a bit of natural light, and the construction is ahead of schedule as of today. The completion date for the shelter is slated for the first or second week of September. Even with the anticipated early completion date, the grand opening is still going to occur in 2021.

For the splash pad, the "M" beds are going to be shipped on Monday along with the recirculation tank. The "M" beds are pieces of equipment that the bigger equipment will attach to. Brusegar explained that the splash pad order had to be broken up so that we don't have to bring the concrete workers back at a later time.

10. Covid-19 Parks and Recreation update.

Nothing to report on programming other than the items under agenda item 8.

The budget process is starting soon and the direction from the Village Administrator is to keep operating expenses at 0%.

Brusegar said that he received 34 applicants for the Recreation Supervisor position. Six (6) interviews were given, two (2) virtually using Zoom and four (4) in-person at the Northlawn Park Shelter.

In the Financial Management Plan, Community Park is set to have its shelter replaced in 2022. Brusegar wants committee members to start thinking about what kind of shelter they want to see put in.

11. Discuss and consider August Music in the Grove events.

After cancelling the July Music in the Grove concerts due to maximum limits for in-person outdoor gatherings, Brusegar feels that August will have the same limit constraints. If this is the case, Brusegar proposed an alternative free community event. That alternative would be a drive-in movie experience at a park. He was thinking that Fireman's Park by the Lions Shelter or the overflow lot at Bakken Park would work for this type of event. He explained that Sun Prairie did one recently with a 50-car maximum. Most people remained in their cars and were able to see the LCD screen fine even during daylight hours. The LCD screen is elevated above the trailer that contains it and has outdoor speakers attached. An FM radio frequency is also used so participants can listen in their cars as well. Committee members thought that a drive-in movie was a great idea. Brusegar will contact the company that rents out the LCD screen to check for pricing and availability. A Sunday in August would probably work best for the movie. The rental cost will be approximately \$1,500-\$2,000. Brusegar will ask Music in the Grove sponsors if it is okay to transfer their sponsorship to this new event. Laufenberg said that he would like to help sponsor the event. Brusegar also asked that committee members help with set-up and parking on the day of the event if they are available. Brusegar will plan on cancelling the 8/6 Music in the Grove and will wait and see if anything changes for the two remaining performances. Aguilera suggested having the Music in the Grove performers play before the movies begin. Brice also recommended having a Music in the Grove Facebook live event. Brusegar will look into this and talk with the artists/performers.

12. Approve the minutes of the June 18, 2020 meeting.

Motion by Laufenberg, seconded by Brice, to approve the minutes from the June 18, 2020 meeting as presented. Motion carried with a voice vote of 5-0-0.

13. Future Agenda Items

- Update on Bakken Park shelter and splashpad.
- Covid update.
- Westlawn Master Plan – public meeting.
- The next PRFC meeting is scheduled for **Thursday, August 20, 2020 at 6:30 pm and will be a virtual open house Zoom meeting.**

14. Adjournment.

Motion by Kiefer, seconded by Laufenberg, to adjourn the meeting at 6:32 pm. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on: 8/20/20

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.