



COTTAGE GROVE PARKS, RECREATION AND
NATURAL RESOURCES COMMISSION

March 11, 2024

12800 RAVINE PARKWAY SOUTH
COUNCIL CHAMBER- 7:00 PM

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of Minutes
 - 4.A February 12, 2024
5. Open Forum
6. Presentations
7. Action Items
 - 7.A Pickleball Program
8. Presentation of Information
9. Action Updates - Receive information
 - 9.A Mississippi Dunes Park Naming
 - 9.B Mississippi Dunes Building
 - 9.C Community Garden
 - 9.D Bike Park Project
 - 9.E Cottage Grove Trailway Corridor Habitat Restoration Grant
 - 9.F Strawberry Fest
10. Donations Acknowledgements
 - 10.A Memorial Benches and AED Units
11. Staff Reports and Materials
 - 11.A Recreation Update
 - 11.B Parks Update
 - 11.C River Oaks Update
 - 11.D Ice Arena Update
12. Commission Comments
13. Council Comments
14. Adjournment

15. Workshop



Minutes

City of Cottage Grove Parks, Recreation and Natural Resources Commission Meeting February 12th, 2024

Pursuant to due call and notice thereof, a Cottage Grove Parks, Recreation and Natural Resources Commission Meeting was held on February 12th 2024.

I. CALL TO ORDER & READING OF MISSION

Meeting called to order at 7:00pm at City Hall

II. Roll Call

Members Present: Susannah Brown, Samantha Crabtree Adam Larson, Kelly Glasford, Debra Gustafson, Justin Waterman, Shane Waterman & David Olson

Members Absent: Monique Garza-City Council Liaison

Others Present: Zac Dockter Parks & Recreation Director, Jim Fohrman Parks Supervisor, & Molly Pietruszewski Recreation Manager

III. Approval of Agenda

A Motion to approve agenda made by Commissioner Crabtree & Seconded by Commissioner Glasford. Agenda approved.

IV. Approval of Minutes

A Motion to approve minutes from December 11th, 2023, meeting made by Commissioner Gustafson & Seconded by Commissioner S. Waterman. Minutes approved.

V. Open Forum- None

VI. Presentations – None

VII. Action Items

a. Grant Letter of Recommendation

- i. We currently have a grant application for Mississippi Dunes Park Development submitted with the state. Zac has submitted a letter of recommendation to the Commission. Looking to see if the Commission would include the letter of support along with the grant application. This grant is for the future development of the smaller active portion of the park located in the southwest corner of the property. This grant is 100% match that is approved for 2 years, 3 including processing. Commissioner Brown motioned to approve adding the letter of recommendation to the grant application. Commissioner Gustafson seconded. Motion carried.

b. Mississippi Dunes Park Naming

- i. The top three names for the park are the following: Rivers Landing Park, Mississippi Dunes Park, & Dunes Park on the Mississippi. Commissioner Brown passed out ballots for each commissioner to pick their top choice. Commissioner Olson requested to have a conversation prior to voting, however Commissioner Brown wanted to see how close the Commission was to evaluate how much discussion needed to be had. The results were as follows:
 1. Mississippi Dunes Park - 4
 2. Rivers Landing Park - 2
 3. Dunes Park on The Mississippi -1
 4. One Commissioner abstained from the vote

Commissioner Brown asked if there were any strong reservations for moving forward with the name of Mississippi Dunes Park. Commissioner Larson motioned to recommend Mississippi Dunes Park for the park naming of Mississippi Dunes Park. Commissioner Gustafson seconded. A vote was taken resulting in 7 Yeas & 1 Nay. With majority rule the motion passed with the recommendation to name the park Mississippi Dunes Park.

c. E-Recreational Equipment Educational Messaging

- i. At the previous meeting educational signage was narrowed down to four signs. It was the recommendation of Zac to choose three signs or less that would be diversified around town. Looking for feedback from Commission. After discussion Commissioner Olson

made a motion to use signs 2, 3, & 4. Commissioner Glasford seconded. Motioned carried.

d. Community Garden

- i. The Hope Community Garden Committee has submitted a written report to the Commission proposing a location in Meadow Grass Park along with details regarding initial building, maintenance, etc. Looking for approval of plans from the Commission. Commissioner Brown expressed her appreciation for the detailed report that was submitted. Zac included the letter that was sent out to residents that were near the proposed location and at this time he received no questions or concerns from the community. A representative of the Washington Count Master Gardener's Association explained how funding and support would be distributed by the City of Cottage Grove (providing land and seasonal labor), The Master Gardens Association (\$2,500), & Washington County (Up to \$20,000). Commissioner Crabtree asked about timeline on being able to provide funds through the Commission's matching grant program. Zac explained that this would be an immediate action to distribute funds as needed once the Commission has approved issuing the grant. Commissioner Olson inquired about water usage and consumption. Zac stated that we would treat it like an irrigation account and monitor the usage but wouldn't charge for it. Commissioner Larson asked if there was any concern that we would not get water installation complete by May 1st. Zac stated that there shouldn't be an issue with stubbing into the water tower and installing irrigation, which would be done in house. Commissioner Crabtree motioned to approve the support of the Hope Garden Community Project. Commissioner Olson seconded. Motion carried.

e. Bike Park Project

- i. The Bike Park Volunteer Group is requesting consideration for approval of modifications to the current dirt pump track to a bike skills plaza. A master plan was submitted to the Commission for review. Some modifications would be grading, pouring a concrete slab, and purchasing and installing bike skills equipment. In the 2024/2028 CIP we have allotted \$50,000 for bike pump track improvements, so those funds will be available. In addition, the group is asking for \$2,500 from the matching funds program. A list

of the matching funds program journal was given to the committee for review. Commissioner Olson wanted clarification on if the matching portion would be something like volunteer labor. The group will be supplying some funds through sponsorship/donations to qualify matching the \$2,500 as well as many hours of volunteer labor. The Minnesota Offroad Cyclist will be contributing money towards this project, so there will be additional monetary funding. Overall, the cost estimate for this project is around \$125,000 for what was submitted as a site plan. This project completion will depend on community support and fundraising, so it's anticipated to take a few years. Commissioner J. Waterman motioned to approve the plans as submitted as well as the funding request. Commissioner Larson seconded approving plans as submitted. Motioned carried. Commissioner Crabtree seconded approving the funding request. Motion carried.

f. Commissioner Terms/Officer Positions

- i. It's that time of year that we re-appoint Commissioners. All Commissioners will be coming back for another term. We have two officer positions to appoint (Chair & Vice Chair). Chair Brown has requested to step back into a regular Commission role. The City Council Liaison makes a recommendation to City Council for who the next Chair should be. Councilman Khambata will be recommending Commissioner Larson to be appointed Chair. A motion or vote by the Commission is needed to appoint the Vice Chair position. Commissioner Brown motioned to re-appoint Commissioner Crabtree as Vice Chair. Commissioner Crabtree accepted the nomination. Commissioner Larson seconded. Motioned carried.

VIII. Presentation of Information-None

IX. Action Updates

a. Kingston Park Building

- i. Zac shared that the council was equally excited about the concept designs for this building. We hired Oertel Architects who developed the concept plans, to develop a master plan that will sit on file until the council is ready to move forward with a budget and a timeline.

b. Mississippi Dunes Building

- i. The potential developer who owns a portion of the land has reviewed our master plan and there has been some debate about different elements of regarding our master plan. These elements vary from trail location, grading, and parking lot locations. As we develop our concept plan for the building and surrounding area, these items will be addressed. City Council approved moving forward with ISG for the concept design work for the building. Commissioner Crabtree inquired about the timeline of this project. Zac stated the Local Option Sales Tax that will be on the November ballot will play a big role in when and how quickly we can build this building. There will be no construction this summer.

X. Donation and Acknowledgements -None

XI. Staff Reports & Educational Materials

- a. Submitted for Review
- b. Commissioner Olson requested an update on the RC Park. Jim Fohrman stated that we never actually approved the \$2,500 and they never came back requesting the money. At the time when we met at the park they were still putting their figures together. Jim stated that he will reach out to the group to see if they have any further plans.
- c. Commissioner Brown expressed that there was much gratitude from the community for the work put into the ice rinks this difficult and short season.

XII. Commission Comments

- a. Commissioner Olson directed the council to view page 43 of the Washington County Parks Commission Minutes. Washington County has requested the state of Minnesota for funding to bring lights to Cottage Grove Ravine trails. With this installation it will increase park usage during the shorter days of the year.

XIII. Council Comments-The new Council Liaison will be councilwoman Monique Garza who was unable to attend this evening.

XIV. Adjournment- Motioned by Commissioner Larson. Seconded by Commissioner Olson. Meeting Adjourned at 8:00pm.



Memo

To: Parks, Recreation and Natural Resources Commission
From: Brad Muckenhirn, Recreation and Arena Supervisor
Date: 2/29/2024
Subject: Pickleball Programming in Cottage Grove

Please feel free to call or email with any questions or comments, 651-458-3412.

Introduction/Background

Pickleball

The Recreation Department has taken over operations of the volunteer led Pickleball Club. Through collaboration with their advisory board, we were able create a game plan that will benefit many members of our community and spur the growth of participation. The department will be offering leagues for women, men, and co-ed teams as well offering 1 tournament in 2024.

The Recreation Department will handle all registration, promotion, and management of teams, leagues, and participants and budget. Working with the advisory board, changes and improvements will be made to the structure of clubs and leagues based upon recommendations and experience of the board.

Registration is open for the following:

Pickleball Club – 200 participants
Men’s League – 24 teams
Women’s League – 24 teams
Co-Ed League – 24 teams

Presentation to cover the following:

- Pickleball Club
- Leagues
- Tournament
- Scheduling
- Advisory Board
- Future Growth

Staff Recommendation

Receive information and support the development of pickleball in Cottage Grove
View current court schedule
Attached PDF of Parks and Rec Pickleball Schedule 2024.



Pickleball Schedule

Glacial Valley Park

6 TOTAL COURTS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Sunday

Granada Park

3 TOTAL COURTS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Sunday



Memo

To: Parks, Recreation and Natural Resources Commission

From: Molly Pietruszewski, Recreation Services Manager

Date: 2/29/2024

Re: 2024 Updates

Please feel free to call or email with any questions or comments, 651-458-3404.

2024 Planning in Progress

Each year we carefully plan the launch of our programs opening for registration, special event marketing, and facility use reservations accepted. Because we are small office in size providing services to massive groups, to keep our customer service levels high; our execution must be timed perfectly.

- Jan 17 Highway 61 Hockey Camp: 158 Registrations
- Jan 20 Grizzly 3on3 Hockey League: 16 Teams
- Feb 1 Egg Hunt: Open to 700
- Feb 6 Park Facility Reservations: Processed 111 Permits for 2024
- Feb 13 Supervised Playgrounds: Over 400+ Forms Submitted
- Feb 28 Pickleball Club: Open to 200
- March 15 Summer Programs & Events

We are looking forward to a great year of events, programs, and reservations.



To: Parks, Recreation and Natural Resources Commission
From: Jim Fohrman, Parks Superintendent
Date: March 2024
Subject: Park Maintenance Activity Update

Below are the projects for the Parks Maintenance division. The projects are either in the process of being completed or have been completed.

February 1-15

- Trash run
- Building maintenance
- Clean equipment and bay
- Organize storage areas
- Shed at Glacial Valley prices design
- Install tennis nets at Kingston
- Install pickleball nets at Granada
- Tree Cutting -Highlands open spaces
- remove hockey goals
- remove mats from buildings
- Post seasonal staff positions
- Plowing
- put snow blowers away
- Full time interviews
- put Zamboni away
- Remove Woodridge building safety net
- Stump grinding
- Weight room set up

February 16-29

- trash run
- Building maintenance: painting organizing
- River Oakes overlook: brushing/cutting
- building cleaning
- Tree cutting
- Stump grinding
- Build shelves at Glacial Valley-Molly
- stack logs at Woodridge
- Strawberry fields woods clean up

Fecon open area at Hamlet SW corner
new filters on drinking fountains
Trees at Hamlet

March 1-15

Storage at Hamlet South
Trash run
Weed whip/mower maintenance
Rock path at River Oaks overlook
plowing
Clean splash pad equipment
Order new trailers
Shelves at Oakwood
Lamar shelter
Open space on Jeffery
inspect summer equipment
tines on aerifier
Remove trees at dog park
fix washout at dog park

March 15-31

Stump grinding
Tree removals
remove ice on W rink (3/18)
Ice arena turf install (3/19 and 3/20)
install drags on tractors-inspect drags
Trash run
work on infields



To: Parks, Recreation and Natural Resources Commission
From: Jordan Hirman, Facility Services Manager
CC:
Date: March, 2024
Subject: Update on Ice Arena Activities

Below is an overview of Ice Arena Activities that are complete, projects/programs we are working on, and upcoming projects/programs:

COMPLETED PROJECTS/PROGRAMS

- Completed 2023/24 High School Hockey season.
- Scheduled shut down with contractor for the West Refrigeration on March 18th.
- Scheduled Park Girls and East Ridge Boys Summer tournaments.
- Winter Skating Lessons with 140 participants.
- Hosted District 8 15UB and Peewee A Regions with nearly \$10,000 in concession revenue during the 3 day Peewee A Regions.
- Formed and completed registration for our new 3v3 Grizzly League with 22 teams registered. Anticipated revenue of over \$30,000 for our newly formed league.
- Hired an Assistant Manager position that starts on March 25th.

CURRENT PROJECTS/PROGRAMS

- West Rink Ice removal is scheduled for March 19th.
- Completing Grizzly League schedule, answering team questions and scheduling referees.
- Booking Spring/Summer clinics and schools for 2024.
- Turf Install is scheduled for March 20th.
- Current scheduled turf time has 120 hours with revenue over \$10,000.
- Planning brochure for Summer Skating Lessons.
- Spring Skate School programming with 165 participants.
- Scheduling City programs for the Fall and Winter.
- Working with past customers to book Spring/Summer/Fall ice time.

UPCOMING PROJECTS/PROGRAMS

- 2023 Cottage Grove Ice Show "Gliding Through the Seasons" May 18th.
- Spring turf rentals.
- Install West Rink for week of June 3rd. Over 560 hours booked June 10th through August 28th.
- Promote Egg Hunt March 23rd held at the Ice Arena.
- Maintenance: clean rink glass/boards, wash bleachers and locker rooms, compressor maintenance, resurfacers maintenance, ice maintenance, miscellaneous lighting replacement.

If you have any questions, please feel free to call us at 651-458-3400.