

**APPROVED MINUTES
PARKS & RECREATION COMMISSION
Tuesday, November 15, 2022 at 6:00 p.m.
Jackson Community Center
N165W20330 Hickory Lane
Jackson, WI 53037**



1. Call to Order and Roll Call

Chair Latz called the meeting to order at 6:00 p.m.

Members Present: Tr. Engelhardt, Casey Latz, Brittany Rathke, and Brian Mekka

Member Absent: Sue Rank

Staff Present: Parks & Recreation Director Kelly Valentino, and Recreation Supervisor Renee Fisher

2. Approval of the Board of JPR Commission Minutes of October 4, 2022 Meeting

Director Valentino made a correction in Agenda Item #9 to correct the spelling of Chief Swaney.

Motion by Brittany Rathke, second by Tr. Engelhardt to approve the Parks & Recreation Commission minutes from Oct 4, 2022 with the correction made to Chief Swaney's spelling of his last name.

Vote: 4 Ayes, 0 Nays, Motion carried

3. Hasmer Lake Park Master Plan – MSA will be at the meeting to review draft of the Hasmer Lake Park Community Information Survey and give update

Director Valentino explained the MSA representative was going to attend tonight's meeting but decided not to due to the snowstorm. Director Valentino made the presentation regarding the Community Survey that MSA put together. Director Valentino explained that herself and Recreation Supervisor Fisher went through the Survey and sent feedback to MSA. She asked the Committee to take the Survey over the next week and send feed back to her regarding it. Director Valentino stated that she will email the Commission the digital version of the flyer with the QR code. The Community Survey is set to go live Nov 28-Dec 21, 2022. A Story Map will also launch with the Survey. This will enable the public to link into the Story Map to keep up with progress on the Project. Also, at the Village Tree Lighting on December 2 there will be a table with information about the Survey. Director Valentino asked if there were any Committee members that would like to work the booth at the Tree Lighting? If anyone was interested to let her know. Director Valentino stated that herself, Director of Public Works Kober and two representatives from MSA met and walked the site at Hasmer Lake. They found that the best place to put a two story shelter up would be on the land off of Rosewood. The lower part of the shelter would be storage and the upper part of the shelter would be a 4-season room for rentals and events. The Village is working with the DNR to acquire this part of the property. An alternative to acquiring the property would be to maintain a cooperative agreement with

the DNR. Director Valentino also pointed out that the Jackson Legion and VFW are looking to make a Veterans Memorial and the best spot would be by the land by the Park in Ride.

4. Review Current Financial Stat Pak

Director Valentino reviewed the current Financial Stat Pak. Director Valentino pointed out that there have been some issues with the Work Horse Program but those are being addressed. She reported that the Park and Rec Dept is doing fine with Expenses and Revenues and is in the Black and the Village Board approved to make the Department whole covering the income loss from the Town of Jackson.

5. Update – Jackson Park Tennis/Pickleball/Basketball Courts & JCC Expansion

Director Valentino explained she met with the Director of Public Works Kober and the rebidding process will go out before the end of the year. The RFP will be sent to a list of larger bidders.

6. Update – JCC Expansion

Director Valentino explained the RFP went out to 11 vendors on November 14, 2022 and will be sent to 9 more vendors on November 16, 2022. The RFP was written covering two phases of the project to save time in the bidding process. Phase one is the Concept Plan and Cost Estimate. Phase two is Contractor Bids and Specs. This would allow us to possibly break ground on the project in the Fall. Director Valentino stated that she would email the RFP to the Commission. The timeline for the Project is: RFP bids are due back by January 10, 2023, Bids will come to the Commission at the January 17, 2023 meeting, Commission's recommendation will move to the Village Board meeting on February 17, 2023, Phase 1 to be completed by April 18, 2023 and Phase 2 by May 2023.

7. 2023 Budget Update

Director Valentino explained the Budget has been approved by the Village Board and will now be moved to the Public Hearing on November 28, 2022.

8. WBSD – 4k Contract & Program Changes

Director Valentino stated that the contract with the WBSD is up for renewal this year. The WBSD starting with the 2023-24 school year wants to make the 4k program Monday thru Friday (it is currently Monday thru Thursday). This will cause issues with hiring teachers at the partner sites since the program is set up to have the teachers as part-time staff employed by the partner sites. The partner sites cannot afford to pay the teacher full time benefits. The WBSD has reported that they will receive more money from the State for making the Program 5 days a week, but they will not collect the increase from the State for 3 years. Director Valentino reported with the time frame that the partner sites will get the new contracts from the WBSD they will have to sign them right away without any discussion regarding the contracts with the WBSD.

9. Review & Upcoming Events – Review: Glo Run & Ghoul Gala, Upcoming: Christmas Tree Lighting/Monte Carlo Night

Director Valentino stated that she does not have a financial report at this time on the Glo Run or Ghoul Gala. However, both events were well attended. Director Valentino reported the Christmas Tree Lighting is Friday, December 2, 2022 at the Village Municipal Complex. Thank you to West Bury Bank for sponsoring the event and thank you to the Jackson Business Alliance who will be sponsoring the photo booth and the cookies (they are having cookies made that look like the ornaments the Park & Rec is selling to put on the tree). She also reported that herself and Recreation Supervisor Fisher met with Equipment Rentals at the Fire Department to iron out the logistics of the pipe and drape for the event. Director Valentino also stated the information for Monte Carlo Night will be coming out soon and we will need help from the Commission in securing sponsorships and raffle prizes.

10. Director of Parks & Recreation Highlights

Report not given at this time.

11. Citizens/Village Staff to address the Board

Casey Latz reported that it was decided not to have the Friends Meeting tonight and it would be held on January 17, 2023 after the Commission meeting. Director Valentino also stated that we will not have a Parks & Recreation Commission meeting on December 19, 2022. But the Commission should keep open the third Tuesday of every month just in case a meeting is needed.

12. Adjourn – Next meeting: JPRC Tuesday, January 17, 2023 and Friends Group Annual Meeting & Election of Officers will be held after.

Motion by Brittany Rathke, second by Tr. Engelhardt to adjourn.

Vote: 4 ayes, 0 nays. Motion Carried. Meeting was adjourned at 6:45pm