

MINUTES
PARKS & RECREATION COMMISSION
Tuesday, September 19, 2023 at 6:00 PM
Jackson Community Center
N165W20330 Hickory Lane
Jackson, WI 53037



1. Call to Order and Roll Call

The meeting was called to order at 6:00 PM by Chair Casey Latz.

Members Present: Chair Casey Latz, Tr. Engelhardt, Susan Rank, and Brittany Rathke

Members Excused: Brian Mekka

Members Absent: None

Staff Present: Parks & Recreation Director Kelly Valentino, Village Administrator Jen Keller, and Recreation Supervisor Renee Fisher

Trustees Present in Audience: President Brian Heckendorf

2. Approval of the Parks & Recreation Commission Minutes from August 15, 2023

The motion to approve the minutes for the Parks & Recreation Commission meeting of August 15, 2023 was made by S. Rank and seconded by Tr. Engelhardt.

Vote: 4 ayes, 0 nays. Motion carried.

3. Review Current Financial Stat Pak

Overall year-to-date is 73% revenue, 69% expenses. It was indicated that this is looking great for the year.

4. Department Goals Overview for 0-3 Years, 4-10 Years, and 10+ Years

This matter was covered within the item #6.

5. Revised Full-Time Job Description, Including Potential 2024 Full-Time Recreation Support

This matter was covered within the item #6.

6. 2024 Jackson Parks & Recreation Operations and Maintenance Budget Presentation

The goals and objectives for 2022/2023 have been completed or are in progress and on track to be finished. Goals for 2024 include, but are not limited to, the additional property acquisition around Hasmer Lake, Jackson Community Center expansion proposals, hiring of a new Recreation Supervisor, Request for Proposal to create a Park Master Plan for Jackson Park, and a timeline for the revision of the Parks, Recreation, and Open Space Plan for the Village.

Proposed staffing adjustments going into 2024/2025. New job posting to help split duties up to focus more on growing programming and events. Both titles of Supervisor with one focusing on the youth and senior activities/events and the other focusing on the adult side of programs. Having these two positions will allow the Parks and Recreation department to grow. Getting these positions up to speed before the possible retirement of two long-time employees will be instrumental in the success and growth of the future department.

Expenses for the next year are dependent on the addition of the new position. With the new position, 2024 is looking at an increase of 12% for the Village and a 10% in budgeting for the Parks and Recreation Department.

Utilization stats for the rentable rooms continue to increase and are on track to surpass 2022 numbers. The center is being used more.

The motion to recommend the draft proposal and job descriptions was made by S. Rank and seconded by B. Rathke.

Vote: 4 ayes, 0 nays. Motion carried.

7. Project Update on the Jackson Community Center Expansion

Meetings have continued to take place for the Jackson Community Center expansion project. Recent topics of concern included the interior, electrical, and security of the front desk. They have been searching for low-maintenance, low-cost, high-quality options. It was reported that Zimmerman Architectural Studios, Inc. has been great to work with and the final plan is tentatively set to be out in October 2023.

8. Jackson Park Courts - Update on Dedication/Ribbon Cutting, Wanda Gindt Memorial

As of the date of this meeting, they were still waiting on a table from the Jackson Business Alliance prior to the ribbon-cutting ceremony. The table will include ADA-accessible options. It was anticipated that the table would be installed in early October 2023 and the ribbon cutting ceremony would take place some time after the installation. It was explained that the Wanda Gindt Memorial is for an avid pickball player that passed away. Her husband wanted to make a memorial for her. The plan includes an area of trees surrounded by mulch, with a bench for sitting.

9. Upcoming Events - Beer Garden, Glo Run/Beer Garden, and Village Tree Lighting

It was reported that the Glo Run will coincide with the Beer Garden, to be held on October

20, 2023. There will also be a Beer Garden on the evening of October 19, 2023.

The Village of Jackson tree lighting will be located at the Jackson Municipal Complex and will utilize the training and board rooms to accommodate the crowd and activities.

The Ghoul Gala will be held October 27, 2023 at the Jackson Community Center. They reported they are always looking for volunteers to help with the event.

10. Director of Parks and Recreation's Highlights

Director Valentino reported. She explained the new activity guide is anticipated for online release by the end of the week. The early learners' classes have begun. They are co-taught classes, with one morning class and one afternoon class. The morning class has 17 children and the afternoon class has 16. Five teachers oversee these classes. The 3K program has been full since June and it continues to grow. The Head Start program is full as well.

11. Citizens/Village Staff to address the Board

None.

12. Adjourn

A motion to adjourn the meeting was made by C. Latz and seconded by Tr. Engelhardt.

Vote: 4 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:52 PM.

Respectfully Submitted,
Brittany Rathke - Parks & Recreation Commission Member

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.