

Approved Minutes
Park & Rec Committee Meeting
Tuesday, September 21, 2021 at 6:00pm
Jackson Community Center
N165 W20330 Hickory Lane
Jackson, WI 53095

1. Call to order and Roll Call

Pres. Latz called the meeting to order at 6:00pm.

Members Present: Casey Latz, Laurie McGraw, John Bales, Brian Mekka, Sue Rank, Brittany Rathke, and Christa Weiss

Staff Present: Jenn Keller, Renee Fisher, Jessica Loomans, Kelly Valentino by Zoom

Absent: Renee Kreiter

2. Approval of Minutes – Park & Rec Committee meeting of May 18, 2021

Motion by Christa Weiss with a correction to the spelling of her name, second by Sue Rank to approve the Park & Rec Committee Minutes of May 18, 2021.

Vote: 5 ayes, 0 nays, Motion carried

3. Budget-2022 Budget Presentation

Kelly started the presentation going over the Town Formula (Formula sheet to be emailed to Committee Members). Most important to look at in the Formula is there was a population shift due to the Subdivisions that were Annexed in.

Revenue side of the Budget was presented which showed the year end budget for 2019, 2020, the budget for 2021, were the 2021 Budget is at as of July 31, 2021, the estimate year end budget for 2021 and the 2022 Town Formula Budget. Kelly stated that the 2020 budget was a Revenue budget was a challenge due to COVID. The money that came from the Government for COVID helped us out with the 2020 budget. The 2021 Revenue budget is being affected by COVID. Therefore, the 2022 Budget aligns with the 2019 Budget. The Revenue Budget was open for questions. Sue Rank inquired as to why the WPRA Ticket Fundraiser is declining? Kelly stated that the ticket program has been on the decline for years due to others (grocery stores, hardware stores etc.) selling reduced priced tickets and the venues themselves discounting admission at their sites. The Park & Rec Sept does make 75 cents per ticket sold so it is still a nice revenue generator. However, WPRA will be looking into if the reduced ticket program is still viable.

The Expense side of the budget was looked at for the same years as mentioned in the Revenue side. Kelly stated that the Expense looks a bit different this year than from the past due to the Village Auditor needed salaries/benefits divided out into its own line items for 2022. Kelly mentioned that there is a 2.5% increase in the overall budget for 2022 with an 8% increase in the Village Levy. Also, staff received a 2.5% increase on their salaries based on the JPD agreement. All the refund line item was moved to the software fees line per the auditor. The 2022 Phone Line Item has an increase due to the Village is replacing the current phone system with a new system that will connect all the Village Buildings. There is an increase in the printing budget for 2022. We will start printing the Park & Rec Guide again starting with the Spring/Summer 2022 Guide.

Motion was made by Sue Rank to recommend the 2022 Park & Rec Budget to the Village Board. Second made by Christa Weiss. Vote: 7 ayes, 0 nays, Motion carried

Kelly presented the 2022 Capital Projects/Long Term Planning Sheet. Line items highlighted in Red are projects that need to be addressed as a Priority. The line items highlighted in Yellow are projects that are overdue. Kelly mentioned that the resurfacing of the gym and dance studio floor need to be done as soon as possible (this is overdue by a few years). Also, the concrete floors in the JACC are long overdue to be Diamond Cut and polished as well as repainting/sealing of the exterior of JACC. Brian Mekka asked if repainting the exterior of the JACC was for aesthetics or maintenance? Kelly explained it is for maintenance. However, this could be paid for with the expansion project of the JACC. The Community Center Expansion Concept was put on the back burner in 2020. The expansion is in partnership with Kettlebrook Church and the Boys and Girls Club. Kelly has met with our partnering groups to get the proposal of the expansion back on track so that it can be taken to the Village Board. Kelly also mentioned another project that needs to get done is the resurfacing of the tennis courts at Jackson Park. Along with the resurfacing of the courts we will be adding Pickleball Courts. This is done by putting the Pickleball Line on the tennis courts so that the courts will be able to be used for both sports. Due to putting Pickleball Courts this project will be able to be paid for with Park Impact Fees.

4. Directors Report

No report.

5. Summer Service Analysis & Financial Strategies Report:

Renee Fisher handed out the Spring/Summer Class Analysis Spreadsheet. This Analysis is done after each the Spring/Summer Session and the Fall/Winter Session.

6. Citizens/Committee Members Comments

No Citizens comments. Kelly explained that Renee Kreiter has resigned from the Park & Rec Committee due to health issues. She will be missed. Staff and the Park & Rec Committee thank Renee for all her hard work and dedication not only to the Jackson Park & Rec Dept but to the whole Jackson Community. Sue Rank would like the Committee to acknowledge all Renee's years of dedication to Village & Town of Jackson. Discussion of this was tabled until the December meeting. Casey Latz asked if we will be holding the Ghoul Gala this year. Kelly stated as of now it is a go, but it is in a state of limbo depending on COVID. Kelly also informed the Committee that we have divested from the Kids Rummage Sale and will be doing a Community Tree Lightening Ceremony on Thursday, Dec. 9, 2021. More information to come.

7. Adjourn:

Motion by John Bales, second by Christa Weiss to Adjourn. Vote: 7 ayes, 0 nays. Meeting was adjourned at 6:45pm.

Respectfully submitted:

Renee Fisher, Recreation Supervisor