

MINUTES
PARKS & RECREATION COMMISSION
Tuesday, December 5, 2023 at 6:00 PM
Special Parks & Recreation
Commission



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, Brian Mekka, Susan Rank, and Brittany Rathke

Members Excused: None

Members Absent: None

Staff Present: Parks & Recreation Director Kelly Valentino, Jessica Loomans of the Parks & Recreation Department, Renee Fischer of the Parks & Recreation Department, Administrator Jen Keller, and Clerk Anastasia Gonstead

Trustees Present in Audience: None

2. Approval of Minutes for the Parks & Recreation Commission Meeting of September 19, 2023

The motion to approve the minutes for the Parks & Recreation Commission meeting of September 19, 2023 was made by S. Rank and seconded by B. Mekka.

Vote: 5 ayes, 0 nays. Motion carried.

3. Review Current Financial Stat Pak

Director Valentino provided the body with the financial stat pak with an overview of the documentation provided in the agenda packet. B. Mekka asked for clarification/confirmation that they were within budget. Director Valentino confirmed it was correct.

The motion to put the financial stat pak on file was made by B. Rathke and seconded by S. Rank.

Vote: 5 ayes, 0 nays. Motion carried.

4. Revised Jackson Community Center Rental Forms and Fees for January 1, 2024

Director Valentino provided background pertaining to the proposed changes, as well as the specific changes in said documents. Tr. Engelhardt asked for the process of how the cleaning of the venue is verified. An explanation was provided by Director Valentino. S. Rank inquired if there are problems with people being timely for take down. Director Valentino provided an overview of their process.

The motion to recommend to the Village Board to approve the revised Jackson Community Center rental forms and fees was made by B. Mekka and seconded by B. Rathke.

Vote: 5 ayes, 0 nays. Motion carried.

5. Revised Departmental Structure and Job Descriptions

Director Valentino provided a background to the proposed departmental restructuring and revised job descriptions. The body has now been provided more details regarding this matter from the initial discussions had at the September meeting. A new permanent part-time position is being proposed to be hired in the spring of 2024. Director Valentino further explained that once the position is filled, the proposed job descriptions may have to be adjusted as they get in place.

Tr. Engelhardt asked for clarification on the janitorial work that shows up in each of the descriptions. Director Valentino explained that currently, all staff pitch in as needed on a day-to-day basis and will continue to do so until the time the department may pursue a janitorial position. Tr. Engelhardt inquired if the educational preference would limit applicants. Director Valentino explained the standard verbiage and the historical standards, as well as where they are able to be flexible on the educational requirements for the right candidate. Tr. Engelhardt inquired about compensation plans from the Village if a candidate is currently in school. Administrator Keller explained the Village does not have that currently in place. Tr. Engelhardt inquired what level of accounting knowledge is needed for what is requested in the job description. Director Valentino provided an overview of the sort of entry level accounting duties they would be expected to perform.

Discussion continued about pay structure for the proposed positions, with Director Valentino providing an expectation of what is anticipated. B. Mekka inquired what the process to implement this proposal would be. Director Valentino explained what had been presented to the Village Board through the budget. Administrator Keller further explained the hiring process.

The motion to recommend to the Village Board to approve the revised departmental structure and job descriptions was made by Chairperson C. Latz and seconded by S. Rank.

Vote: 5 ayes, 0 nays. Motion carried.

6. Jackson Community Center Expansion Project Update - Final Floor Plan and Bid Details

Director Valentino provided an overview of the final floor plan and bid details. She provided specifics regarding the security features and the measures they took to ensure their decisions were cost-effective and able to be maintained at a low cost. Artist renderings were shown to the body to better explain the proposed changes. Chairperson C. Latz stressed the need for security at the Community Center, especially given the amount of time young children are regularly in the building. B. Mekka asked about audio/visual needs for the meeting end of the building. Director Valentino provided an overview of what they have talked to contractors about, to point, and that the floor plans are set up in a manner in which they can be utilized, as well as the resources for obtaining some of those specific items.

No formal action taken/needed.

7. Jackson Dog Park - Request for Bid

Director Valentino provided an overview of where they are at in the process of the Jackson Dog Park request for bid, explaining it is for engineering, design, and feasibility study. She explained she brought this to the Commission for awareness. The requests for bids are due January 12, 2024, then they will be brought forward for review. B. Mekka asked for clarification on why they are looking for an alternate site as well. Director Valentino explained that the wetlands in Cedar Run Park could be problematic, and an alternative site would allow this project to continue should the preferred site not be feasible.

No formal action needed/taken.

8. Upcoming Events - Monte Carlo Night, February 24, 2024

Director Valentino provided an overview of where the planning and preparation for the Monte Carlo Night event is currently. She provided information on a corporate sponsor who has already come forward, as well as a change to an appetizer bar instead of a concession stand. Chairperson C. Latz inquired about the band. Director Valentino explained they will likely go with the band that was at the event last year. Chairperson C. Latz asked about a photo booth, as it was not utilized much last year. Director Valentino explained she can find items for a selfie booth to replace it.

No formal action taken/needed.

9. Director of Parks & Recreation Highlights

Director Valentino provided an overview of the events that have taken place, including the Glo Run and the Village of Jackson Tree Lighting.

10. Citizens/Village Staff to Address the Parks & Recreation Committee

None.

11. Adjourn to **FRIENDS MEETING**

A motion to adjourn the meeting was made by Chairperson C. Latz and seconded by B. Rathke.

Vote: 5 ayes, 0 nays. Motion carried. The meeting was adjourned at 7:06 PM. Chairperson C. Latz indicated that there would not be a Friends Meeting following the meeting.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk

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.