

**MINUTES**  
**PARKS & RECREATION COMMISSION**  
**Tuesday, January 16, 2024 at 6:00 PM**  
**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 and Brittany Rathke

Members Excused: Susan Rank

Members Absent: None

Staff Present: Parks & Recreation Director Kelly Valentino, Renee Fisher, Jessica Loomans and Deputy Clerk Pamela Wolf

Trustees Present in Audience: President Heckendorf

Note - Trustee Engelhardt arrived at 6:02 PM

2. Approval of Minutes for the Special Parks & Recreation Commission Meeting of December 5, 2023

The motion to approve minutes for the Special Parks & Recreation Commission meeting of December 5, 2023 was made by Brian Mekka and seconded by Brittany Rathke.

Vote: 3 ayes, 0 nays. Motion carried. Tr. Engelhardt was not yet in attendance.

3. Review Current Financial Stat Pak

Director Valentino explained to the body that the auditors will be present in March, but presently she conservatively estimates approximately \$15,000 under budget for 2023.

The motion to put on file the current Financial Stat Pak was made by Brian Mekka and seconded by Brittany Rathke.

Vote: 4 ayes, 0 nays. Motion carried.

4. Project Update - Jackson Community Center Expansion

Director Valentino provided the commission with an overview and timeline for the next steps of the project. They have finalized the last few documents to go for bid. The bid opening is to take place on Monday, February 19th at 2:00PM with Zimmerman & Moore Construction and Director Valentino. The Parks & Recreation Commission will review the bids at the next meeting.

5. Jackson Dog Park Feasibility and Design - Request for Proposal Selection and Recommendation

Director Valentino provided an overview of the request for proposal. It was sent to 17 vendors and 2 responded, MSA and Harwood. Director Valentino provided the Commission with copies of the two proposals received for the Jackson Dog Park Feasibility and Design. Both are in the supplemental attachments to this meeting. The Commission was given time to review them both and complete a rubric to compare.

The motion to recommend the Village Board approve the proposal from MSA was made by Brian Mekka and seconded by Chair Casey Latz.

Vote: 4 ayes, 0 nays. Motion carried.

Discussion regarding the reason for the choice, Brian Mekka stated MSA has more experience with dog parks, and was the preferred proposal. Director Valentino commented that the public engagement survey could be done in-house, removing \$2,600 from the MSA total proposal price.

6. Review Upcoming Events - 2024 Calendar of Events and Monte Carlo Night, February 24, 2024

Director Valentino provided an overview of the upcoming Monte Carlo Night and what is still being worked on. She went on to highlight upcoming events in 2024 and what changes are being made. No formal action needed/taken.

7. Director of Parks & Recreation Highlights

Director Valentino stated the highlights were covered in previous agenda items.

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

None

9. Adjourn to **FRIENDS MEETING**

A motion to adjourn the meeting was made by Brittany Rathke and seconded by Brian Mekka.

Vote: 4 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:19 PM.

Respectfully Submitted,  
Pamela Wolf - Village Deputy 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.