

MINUTES
PARKS & RECREATION COMMISSION
Tuesday, April 9, 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: Sue Rank

Members Absent: None

Staff Present: Parks & Recreation Director Kelly Valentino, Jessica Loomans, Renee Fischer, Administrator Jen Keller, Treasurer Darlene Smith, Fire Chief Aaron Swaney, and Clerk Anastasia Gonstead

Trustees Present in Audience: Tr. Kruepke

2. Approval of Minutes for the Parks & Recreation Commission Meeting of January 16, 2024

The motion to approve the minutes for the Parks & Recreation Commission meeting of January 16, 2024, was made by B. Mekka and seconded by Tr. Engelhardt.

Vote: 4 ayes, 0 nays. Motion carried.

3. Review Current Financial Stat Pak, Monte Carlo Financials

Director Valentino provided an overview of the information provided in the packet. B. Mekka asked for clarification on the calculation of the stat pak. Director Valentino provided clarification.

The motion to place the financial stat pak on file was made by Chairperson Latz and seconded by B. Rathke.

Vote: 4 ayes, 0 nays. Motion carried.

4. Adopt-A-Flower Bed Program

Director Valentino provided the body with an overview of the Adopt-A-Flower Bed program. Discussion ensued with the body and Director Valentino regarding what areas in particular this program would include and plant types.

This item was discussion only, no action was taken.

5. Jackson Dog Park Feasibility & Design Update

Director Valentino provided an update on the status of the project with MSA. Tr. Engelhardt

and B. Mekka both inquired about any alternative sites and if they have been located. Director Valentino explained what they have looked into and there has been nothing that has become apparent, short of acquiring land.

This item was discussion only, no action was taken.

6. Jackson Parks & Recreation Participation & Data Usage from 2015-2023

Director Valentino provided an overview of the statistics enclosed in the packet for this agenda item, including anomalies for cleaning up duplicate files and when the Town of Jackson separated from the Parks & Recreation program. She also emphasized these numbers do not include visitors that attend Jackson Community Center special events, partner groups programs, and 4K programs, which do also add significantly to the facility usage numbers. Tr. Engelhardt inquired if they needed to have a membership for usage. Director Valentino indicated they do not. Tr. Engelhardt asked for clarification as to how participation is determined in the information provided. Director Valentino provided clarification on how it is calculated.

This item was discussion only, no action was taken.

7. 2024 Jackson Community Center Expansion Project Bid Review, Presentation by Moore Construction

Representatives from Moore Construction and Zimmerman Architects provided a presentation pertaining to the 2024 Jackson Community Center Expansion project and bid review. Director Valentino provided an overview of the history that led to this point.

Jason with Moore Construction provided an overview of the proposed expansion as well as how the bids were broken down and the bid process.

Tr. Engelhardt asked for clarification of which bids would be considered for security upgrades. Jason with Moore Construction provided the requested information - bid numbers 6, 10, 11, 23 and part of 20. B. Mekka asked which bids would encumber the deferred maintenance matters. Moore Construction provided an overview of which bid items fall within that scope, such as HVAC, roofing, and painting.

Director Valentino directed the body to the presentation materials and an overview of the entirety of the cost of the project, pointing out some costs that typically show up additionally but are included in the pricing. She further discussed the items they will work to repurpose at the Community Center in lieu of spending additional funds on.

This item was discussion only, no action was taken.

8. Resolution #24-07 Accepting and Rejecting Bids for the 2024 Jackson Community Center Expansion Project

The motion to recommend to the Budget and Finance Committee and to the Village Board to approve Resolution #24-07 Accepting and Rejecting Bids for the 2024 Jackson Community Center Expansion Project was made by B. Mekka and seconded by B. Rathke.

Vote: 3 ayes, 1 nays. The motion carried with the dissenting vote from Tr. Engelhardt.

9. Rental Approval Required - Washington County Democratic Party Annual Picnic - September 14, 2024

Director Valentino provided an overview of this agenda item.

The motion to recommend to the Village Board to approve the rental application from the Washington County Democratic Party for their annual picnic on September 14, 2024, was made by Chairperson Latz and seconded by B. Mekka.

Vote: 4 ayes, 0 nays. Motion carried.

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

Jeff Spaeth of Gremmer and Associates spoke on his anticipated further support of the Monte Carlo Night and how impressed he was with the event this year.

11. Adjourn

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

Vote: 4 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:34 PM.

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.