

MINUTES
PARKS & RECREATION COMMISSION
Tuesday, May 21, 2024 at 6:00 PM



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, Brittany Rathke, and Kim Powers

Members Excused: Brian Mekka

Members Absent: None

Staff Present: Parks & Recreation Director Kelly Valentino, Jessica Loomans, Renee Fischer, Administrator Jen Keller and Deputy Clerk Pamela Wolf

Trustees Present in Audience: President Brian Heckendorf

2. Approval of Minutes for the Parks & Recreation Commission Meeting of April 9, 2024

The motion to approve the minutes for the Parks & Recreation Commission meeting of April 9, 2024 was made by Chairperson Latz and seconded by Tr. Engelhardt.

Vote: 4 ayes, 0 nays. Motion carried.

3. Review Current Financial Stat Pak

Director Valentino provided an overview of the information encompassed in the financial stat pak. For January through April, the numbers reflect being at 42% revenue and 32% expenses. This fluctuates throughout the year. Director Valentino pointed out the numbers reflect the Parks and Recreation Department is stable.

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

Vote: 4 ayes, 0 nays. Motion carried.

4. Review Service Analysis & Financial Strategies Spreadsheet: Fall 2023 - Winter 2024

Director Valentino provided background of the report, explaining how twice per year staff will analyze the programs and events provided to determine which will continue, be adjusted or be divested from moving forward. Tr. Engelhardt inquired about pricing determination and how the Village's department compares to other communities. Director Valentino provided an overview of the processes involved.

The motion to put the Service Analysis Financial Strategies Spreadsheet for Fall 2023 through Winter of 2024 on file was made by Chairperson Latz and seconded by Brittany Rathke.

Vote: 4 ayes, 0 nays. Motion carried.

5. Jackson Dog Park Update

Director Valentino explained there was no substantial update as of the time of the meeting. The body had questions about the location and the needs for the park. Director Valentino expressed there are still multiple locations being considered, but the emphasis is to see if Cedar Run Park will be viable. She further explained the elements that will be needed for a successful dog park. She anticipates having more information by the next meeting after meeting with the DNR.

No formal action taken/needed

6. Presentation for Jackson Community Center Expansion Logistics for Staff, Instructors, and Partners and Public Information FAQs

Director Valentino provided an update regarding the upcoming construction at the Jackson Community Center. Construction on the west side will begin June 3rd. The intent is to complete that work prior to September, when the students will return for the school year, to cause minimal disruption to staff and students. The entire project has a predicted timeframe of nine months. Tr. Engelhardt inquired about security for the children during construction. Director Valentino reiterated the current process in place.

No formal action taken/needed.

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

Administrator Keller extended a welcome to new committee member, Kim Powers.

8. Adjourn

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

Vote: 4 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:29 PM.

Respectfully Submitted,
Pam Wolf - 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.