

MINUTES
PARKS & RECREATION COMMISSION
Tuesday, September 17, 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, Brian Mekka, Brittany Rathke, and Kim Powers.

Members Excused: None.

Members Absent: None.

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

Trustees Present in Audience: President Heckendorf.

2. Approval of Minutes for the Parks & Recreation Commission Special Meeting of May 21, 2024

The motion to approve the minutes for the Parks and Recreation Commission meeting of May 21, 2024 was made by Brian Mekka and seconded by Brittany Rathke.

Vote: 5 ayes, 0 nays. Motion carried.

3. Review Current Financial Stat Pak

Director Valentino provided an overview of the financial stat pak, stating revenue is currently at 70% and expenses at 63% of the 2024 budget. The seven-year comparison was reviewed.

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

Vote: 5 ayes, 0 nays. Motion carried.

4. 2025 Capital Improvement Project and Operations & Maintenance Draft Budget Presentation

Discussion regarding the Capital Improvement Project spreadsheet occurred. Director Valentino mentioned the significant need to replace HVAC units. It was stated three HVAC units will be replaced by the JCC expansion project and those currently working will be repaired or replaced in the future.

A review was also reported to the commission of the projects completed, including pickle ball courts and picnic tables at Jackson Park. In the coming years, more tables will be replaced and rotated into the schedule until all tables are replaced. Splashpad non-slip surface is being looked into, as well as solar lights for the Hickory Park Path project.

The motion to place the Capital Improvement Project report on file was made by Chairperson Casey Latz and seconded by Brittany Rathke.

Vote: 5 ayes, 0 nays. Motion carried.

Discussion regarding the Operations and Maintenance Draft Budget ensued. It was also pointed out that the contract with Boys and Girls Club of Washington County is being drafted. Both agencies hope to consider approving a successor agreement in October or November.

The motion to place the Operations and Maintenance Draft Budget on file was made by Chairperson Casey Latz and seconded by Brian Mekka.

Vote: 5 ayes, 0 nays. Motion carried.

5. 2024 Village Playgrounds Inspection Report, Jessica Loomans

Jessica Loomans provided an overview of the 2024 Village Playground inspection report which was completed and reviewed with the Department of Public Works. Staff are working diligently to get the items taken care of. Tr. Engelhardt inquired of the process for inspection and follow up of repairs.

The motion to put the 2024 Village Playground Inspection Report on file was made by Brian Mekka and seconded by Tr. Engelhardt.

Vote: 5 ayes, 0 nays. Motion carried.

6. Jackson Dog Park Design Concept, MSA Emma Wenman

Emma Wenman of MSA was unable to attend. Director Valentino walked the body through the concept plan and explained the map attached to the packet. The DNR is for the location and the park, suggests the parking to be moved to the alternate location, more on the north end avoiding being parked on a curve which could cause traffic issues. There would be a small dog area and a large dog area, paths in theory would be eight feet wide in all areas of the proposed dog park plan.

The motion to place the Jackson Dog Park Design Concept on file was made by Chairperson Casey Latz and seconded by Brittany Rathke.

Vote: 5 ayes, 0 nays. Motion carried.

7. Fitness Center Equipment Donation by the Friends of Jackson Park & Recreation

Director Valentino reported several pieces of fitness equipment have been replaced, including a treadmill, two recumbent bikes and a spin bike. Director Valentino thanked the Friends of Jackson for the generous donation of fitness equipment to the Jackson Community Center.

8. Jackson Fall Festival of Fun October 18, 2024 - Glo Run, Indoor Beer Garden and Ghouls Gala

This year the three events will take place in one night. It was reported the friends group is working hard identifying sponsors and volunteers for the event.

9. Director of Parks & Recreation Highlights

Director Valentino reviewed the report, highlighting upcoming events and dates to remember.

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

None

11. Adjourn to **FRIENDS MEETING**

The motion to adjourn the meeting was made by Kim Powers and seconded by Brian Mekka.

Vote: 5 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:40 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.