

**APPROVED MINUTES
PARKS & RECREATION COMMISSION
Tuesday, October 4, 2022 at 6:00 p.m.
Jackson Community Center
N165W20330 Hickory Lane
Jackson, WI 53037**



1. Call to Order and Roll Call

Chair Latz called the meeting to order at 6:00pm

Members Present: Tr. Engelhardt, Casey Latz, Brittany Rathke, Brian Mekka, and Sue Rank.

Staff Present: Administrator Jen Keller, Parks & Recreation Director Kelly Valentino, and Parks, Operations Director Jessica Loomans by ZOOM and Recreation Rec.

Supervisor Renee Fisher

2. Approval of the Board of JPR Commission Minutes of May 17, 2022 Meeting

Motion by Brian Mekka , second by Sue Rank to approve the Parks & Recreation Commission minutes from May 17, 2022.

Vote: 5 Ayes, 0 Nays, Motion carried.

3. Approval of the JPR Commission and Public Work Committee Joint Meeting Minutes of May 31, 2022 Meeting

Motion by Sue Rank , second by Brian Mekka to approve the JPR Commission and Public Work committee minutes from May 31, 2022.

Vote: 5 Ayes, 0 Nays, Motion carried.

4. Review Current Financial Stat Pak

Director Valentino reviewed the current Financial Stat Pak. Director Valentino pointed out that the Stat Pak is a 5- year Comparison. Director Valentino stated that most of the information in the Stat Pak will be presented in the Budget Presentation.

5. Proposal Selection for the Park Master Plan of Hasmer Lake Park Area – Review & Recommendation

Director Valentino explained that (7) companies inquired about the RFP, and (3) submitted proposals. The evaluation criteria spreadsheet was reviewed comparing each proposal, along with an explanation of results memo. Motion by Sue Rank, second by Brittany Rathke to recommend the Village Board approve MSA for the Hasmer Lake Park Master Plan.

Vote: 5 Ayes, 0 Nays, Motion carried.

6. Update – Jackson Park Tennis/Pickleball/Basketball Courts

Director Valentino explained at the Joint Meeting on May 31, 2022, only 1 submittal was made. It was decided at the meeting to send the proposal out for rebidding after the first of the year. Sue Rank asked if fund raising would need to be done for the project. Director Valentino stated that fund raising could be done and it would be an opportunity for the Friends Group to get involved.

7. Update - JCC Expansion

Director Valentino explained that the RFP needs to be written and that she will have it at the November Parks and Recreation Commission Meeting.

8. 2023 BUDGET PRESENTATION – Review & Recommendation

Director Valentino provided a slide show presentation which included the 2022 review and the 2023 proposed JPR Budget. Items covered in the budget proposal included the impact of the loss of Town Revenue due to the termination and the importance of the Village making the department whole with a (1) time amendment. Also discussed were the Village-wide wage adjustments, and the adding of full-time position in the 4th quarter of 2023 to carry into 2024. Director Valentino also discussed the Capital Projects Sheet. Motion by Casey Latz, Second by Brian Mekka to recommend to the Village Board to approve the 2023 budget as presented.

Vote: 5 Ayes, 0 Nays, Motion carried.

9. Upcoming Events – Glo Run, Ghou! Gala, Tree Lighting

Director Valentino stated that the Glo Run is this Saturday and volunteers are still needed as well as for the Ghou! Gala and the Tree Lighting. Director Valentino stated that the Tree lighting will be at the Jackson Fire Department in the Apparatus Bay. Director Valentino, Recreation Supervisor Fisher and Chief Swaney met on Monday to lay out the event. Director Valentino stated that Westbury Bank will be the Corporate Sponsor of the event and the Jackson Business Alliance will be handing out cookies and running a photo booth.

10. Director of Parks & Recreation Report/2022-2023 Fall/Winter Guide

Report not given at this time. Director Valentino stated that the Fall/Winter Guide is online as well as printed once again in limited quantities.

11. Citizens/Village Staff to address the Board

No comments or questions.

12. Adjourn – Next meeting: JPRC Tuesday, November 15 and (Friends Group Annual Meeting & Election of Officers)

Motion by Sue Rank, second by Tr. Engelhardt to adjourn.

Vote: 5 ayes, 0 nays. Motion carried.

Meeting was adjourned at 6:52 p.m.

Support materials provided at the meeting, unless emailed prior.

FRIENDS OF JACKSON PARKS & RECREATION may meet following the JPR Commission meeting.

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.