

**MINUTES**  
**PARKS AND RECREATION COMMISSION**  
**Tuesday, March 18, 2025 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, Brittany Rathke, and Kim Powers, Tr. Engelhardt arrived at 6:02 PM

Members Excused: Brian Mekka

Members Absent: None

Staff Present: Parks and Recreation Director Kelly Valentino, Director Tyler Mentzel, Parks and Recreation Supervisor Jacob Caltagerone, Administrator Jen Heidtke, and Deputy Clerk Pamela Wolf

2. Approval of Minutes for the Parks & Recreation Commission Meeting of November 19, 2024

The motion to approve Minutes for the Parks and Recreation Meeting of November 19, 2024, was made by Brittany Rathke and seconded by Kim Powers.

Vote: 3 ayes, 0 nays. Motion carried.

3. Introductions: Tyler Mentzel, Jackson Parks and Recreation Director, and Jacob Caltagerone, Jackson Parks and Recreation Supervisor

Commissioner Casey Latz introduced Tyler and Jacob to the Commission and welcomed them to the Village.

4. Review Current Financial Stat Pak and 2024 Year-End Estimate

Director Valentino provided an overview of the current financial state of the Parks and Recreation Department, a forecast for the upcoming year, and reviewed the report in detail for new Director Mentzel.

The motion to place the Financial Stat Pak and 2024 Year-End Estimate on file was made by Casey Latz and seconded by Brittany Rathke.

Vote: 4 ayes, 0 nays. Motion carried.

5. Review Service Analysis and Financial Strategies Spreadsheet: Fall 2024 - Winter 2025

Director Valentino provided a brief overview of the report, and explained that the report and the 2025 Spring-Summer Catalog would be discussed with staff the following day. Director Valentino could not confirm if any programs would be removed or not.

6. Jackson Dog Park Update

Director Valentino explained the dog park project could not go to bid until the DNR and MSA wetland delineation was complete.

7. Jackson Community Center Expansion Update and Ribbon Cutting Ceremony/Open House

Director Valentino stated that although full occupancy would not yet be granted due to weather delays affecting project completion, the Ribbon Cutting would take place on March 28th, 2025. Discussion followed regarding increased IT costs due to extra licensing required to cross-train new staff.

8. Long-Term Rental Agreement Update

Director Valentino stated there are two 20-year long-term agreements with bi-annual billing cycles, both of which will be reviewed every five years for cost-of-living adjustments.

9. Review Monte Carlo Night Financials

Director Valentino thanked volunteers, sponsors, and attendees of the 2025 Monte Carlo night. She stated that despite a lower-than-anticipated attendance, proceeds remained just slightly lower than in previous years due to supportive sponsors.

10. Review 2025 Calendar of Events

Director Valentino recently became aware that Jackson Elementary is holding a winter carnival at the same time as the Easter Egg Hunt. Per Director Valentino, the Easter Egg Hunt will now begin at 4:45PM, with egg hunting beginning at 5:15PM sharp. The Culpepper Merriweather Circus has also been added to the Events Calendar to avoid this in the future.

11. Director of Parks and Recreation Highlights

Director Valentino reviewed the highlights provided in the supplemental packet. Director Valentino reminded the Commission this is her last meeting before she retires. She thanked the Commission for their support over the years and provided well-wishes for the future staff.

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

Administrator Heidtke expressed sincere gratitude to Director Valentino for her accomplishments over the years. Pres. Heckendorf echoed Administrator Heidtke's gratitude and added that her dedication to the Village is unsurpassed.

13. Adjourn to **FRIENDS MEETING**

The motion to adjourn the meeting was made by Tr. Engelhardt and seconded by Brittany Rathke.

Vote: 4 ayes, 0 nays. Motion carried. The meeting adjourned at 6:27 PM.

Respectfully Submitted,

Pam Wolf  
Deputy Clerk  
Village of Jackson

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.