

MINUTES
PARKS AND RECREATION COMMISSION
Tuesday, July 15, 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, Brian Mekka, Kim Powers, Brittany Rathke, and Traci Wells

Members Excused: None

Members Absent: None

Staff Present: Parks and Recreation Director Tyler Mentzel, Administrator Jen Heidtke, and Deputy Clerk Pamela Wolf

2. Approval of Minutes of the Parks and Recreation Commission Meeting of May 20, 2025

The motion to approve Minutes for the Parks and Recreation Commission Meeting of May 20, 2025, was made by Kim Powers and seconded by Brian Mekka.

Vote: 5 ayes, 0 nays. Motion carried.

3. Reports, Updates and Highlights

a. Financial Stat Pack

b. Park Projects

i. Jackson Community Center Expansion Project

ii. SPLASH Pad Re-Surfacing

iii. Jackson Park Picnic Tables

c. Program Updates

i. Current Programs

ii. Upcoming Programs

d. 2026 Event Calendar

e. Action in Jackson Update

Director Mentzel presented the Stat Pak, noting that the revenues will be balanced when registration begins for Fall events. He stated the ADA-compliant crosswalk, the Splash Pad Resurfacing and the installation of an additional 17 picnic tables at Jackson Park have been completed. Program updates include Safer@home and babysitter courses, and staff is coordinating 2026 events with local organizations to avoid scheduling conflicts. New events include Preschool Prom and Touch-A-Truck. Director Mentzel reported that 2025 Action in Jackson revenues surpassed 2024, and the event will run for three days in 2026.

The motion to place the Financial Stat Pak, highlights and updates on file was made by Brian Mekka and seconded by Brittany Rathke.

Vote: 5 ayes, 0 nays. Motion carried.

4. Review of Bids - Cedar Run Dog Park

The motion to recommend the Budget and Finance Committee and Village Board approve the Construction Contract for the Dog Park at Cedar Run Park to Lowe Underground, Inc., in the amount of \$217,614.10, was made by Tr. Wells and seconded by Brian Mekka.

Vote: 5 ayes, 0 nays. Motion carried.

5. 2025-2026 Contract Amendment #1 - MSA

The motion to recommend the Budget and Finance Committee and Village Board approve Contract Amendment #1 for MSA in the amount of \$15,550.00, with adjustments to the dates the contract covers being amended prior to doing so, was made by Brian Mekka and seconded by Tr. Wells.

Vote: 5 ayes, 0 nays. Motion carried.

6. Review of Membership Fees - Jackson Community Center

After further review and discussion, the Commission and Director Mentzel have decided not to proceed with the implementation of membership fees.

7. Citizens/Village Staff to Address the Parks and Recreation Commission

Chairperson Latz stated a representative with Wimmers spoke very highly of Parks and Recreation Operations Manager Jessica Loomans recently.

President Heckendorf, as part of the audience, said July is National Park and Rec Month, and he thanked Director Mentzel and his team for the outstanding work they are doing.

8. Adjourn to **FRIENDS MEETING**

The motion to adjourn the meeting was made by Chair Casey Latz and seconded by Brittany Rathke.

Vote: 5 ayes, 0 nays. Motion carried. The meeting adjourned at 6:17 PM.

Respectfully Submitted,

Pam Wolf
Deputy Clerk
Village of Jackson