

Approved Minutes
Park & Rec Committee Meeting
Tuesday, May 18, 2021 at 6:00pm
Jackson Community Center
N165 W20330 Hickory Lane
Jackson, WI 53095

1. Call to order and Roll Call

Pres. Latz called the meeting to order at 6:00pm.

Members Present: Laurie McGraw, John Bales, Brian Mekka, Sue Rank, Brittany Rathke, and Crista Weiss

Staff Present: Jenn Keller, Kelly Valentino and Renee Fisher

Absent: Renee Kreiter

2. Approval of Minutes – Park & Rec Committee meeting of September 16, 2020

Motion by Crista Weiss, second by Laurie McGraw to approve the Park & Rec Committee Minutes of September 16, 2020.

Vote: 7 ayes, 0 nays, Motion carried

3. Review of new Quarterly Meeting Dates per Committee Feedback

Kelly went over new meeting dates and day determined by the Survey sent out to Committee Members. Meeting dates were also determined by heavy event times for event planning purposes. The Tuesday meeting dates are as follows:

September 21, 2021 – This will be the Budget Meeting and Planning meeting for the Run. Also, the 2022 Meeting Schedule will be handed Out.

December 21, 2021 – This will be the Planning meeting for Monte Carlo Night

February 15, 2022 - This will be Monte Carlo wrap up and Spring Events Planning Meeting

April 12, 2022 - This will be the Planning Meeting for the Beer Garden and Action in Jackson

4. Budget

Kelly distributed the Stat Pack and discussed Revenue/Expenses and how to look at the Budget. Kelly also explained without having Monte Carlo Night in 2021 (due to COVID) the Park & Rec Dept will be about \$15,000 short in the Budget. For 2020 COVID money from the Government covered the loss of income from not being able to have the 2020 Monte Carlo Night. Kelly also stated that we will be doing the 2022 Budget Process earlier than usual. She also introduced the new Village Administrator Jen Keller.

5. Directors Report

Covid 19 Update – The JACC is still a WBSD site, and we have our 4k, 3k, and Headstart classes still in the building until the end of May. As of June 1, we will be adjusting our COVID precautions at

the JACC. After that date we will recommend that people wear masks and social distance. We will continue to monitor the Wash/OZ Health Dept and the CDC.

Community Center Building and Parks – Projects continue to be on hold, due to the unknown end of year for our budget. The Splash Park Group Policy will continue for the 2021 summer season as well as the sale of ice cream. We started the policy and selling of ice cream the summer of 2020, so the public was slowly eased into the new policies. Posters were put out last summer of the new policies and reminders have been sent to groups that we know attend the Splash Park each summer.

Annual Playground Safety Inspections were completed May 12 by Kelly and JPW.

Administrative & Program Highlights - The Park & Rec Dept is estimated to have ended 2020 with at least \$10,000 going into reserves. The official Village Audit which will finalize the amount will not be completed until this summer due to the new auditors and the new staff.

Community Center Expansion Concept - was put on the back burner in 2020. We hope to start thing moving again in mid-2021. The expansion is in partnership with Kettlebrook Church and the Boys and Girls Club.

Summer Activity Guide – The Guide is on-line, and registration is open. Due to COVID and the constant changes that needed to be made because of COVID the 2020 Summer Guide and 2020-2021 Fall/Winter Guide were not printed. This Summers Guide was also not printed due to foreseeable changes that we will need to make. We will be evaluating mailing the guides in the Fall/Winter 2021-2022 as we have done in the past.

Special Events – As of May, all Special Events and programs are running. We had the Easter Egg Hunt on March 27 and Fishing Derby on May 1. We will still be out \$15, 000 from missing Monte Carlo Night which will affect our 2021 end of the year.

The Head Start Partnership with the WBSD will be expanding in the fall of 2021 to full days, which will also serve as a feeder program to our 4k program. We are looking for someone to volunteer their time to make more storage cubbies for the programs (we will purchase the materials for it). Kelly will look into if this possibly could be an Eagle Scout project.

Leagues and concessions will be running on Wednesday and Thursdays in Jackson Park.

Friends Group/Volunteer Program Update

Volunteers are needed for our upcoming events (Beer Garden, Action in Jackson and Glo Run). The Fall/Winter Class Analysis Spreadsheet was handed out. This Analysis is done after each the Fall/Winter Session and the Spring/Summer Session.

Open Space Plan – Kelly presented the Open Space Plan. It is official and has been adopted. The 3 main areas of the plan that were present were: Analysis (stats, history, demographics, facility inventory); Public Input (which consists of the Survey Monkey Report, Friends Group and Park & Rec Committee); and Recommendations. Kelly reminded everyone that there has to be flexibility

with the plan. She also stated that Jackson Park needs to be updated and she would like a Professional Company to come in and look at the park and give us a recommendation of what needs to be done and how to go about doing it. Casey Latz has suggested a possible Zip Line, cement ping pong tables and other family activities in Jackson Park. Kelly also mentioned that there is a lot of new housing going up on the West Side of Jackson (Hwy P) and we do not have any parks on that end of town. She would like to look at possibly doing something at Hasmer Lake in conjunction with DNR permission and adding a possible dog park and park (per the survey). For the Sept 21 meeting she will bring a list of possible land to be used on that side of town as well as cost to build a park and a dog park.

Citizens/Committee Members Comments

Brian Mekka asked for a history of the Park & Rec's partnership with the Town. This will be discussed at the Sept 21 meeting as well as Kelly will have a timetable of all the dealings with the Town. Casey Latz thanked Kelly, Renee F, and Jessica for all their hard work and being able to run programs thru COVID.

Adjourn:

Motion by John Bales , second by Sue Rank to Adjourn. Vote: 7 ayes, 0 nays. Meeting was adjourned at 7:05pm.

Respectfully submitted:

Renee Fisher, Recreation Supervisor