

**APPROVED MINUTES
PARKS & RECREATION COMMISSION
Tuesday, May 17, 2022 at 6:00 p.m.
Jackson Community Center
N165 W20330 Hickory Lane, Jackson, WI 53037**



1. Call to Order and Roll Call

Chair Latz called the meeting to order at 6:02pm

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 & Recreation Rec. Supervisor Renee Fisher

2. Approval of the Board of JPR Commission Minutes of February 15, 2022 Meeting

Sue Rank wanted to make the following changes made to the February 15, 2022 minutes: #3 under the vote it should be 5 Ayes instead of 4 Ayes; #3 using the word "agency" did not describe what agency-to change wording; and #9 the date for Monte Carlo Night should be Saturday, May 5, 2023 instead of May 4th.

Motion by Sue Rank , second by Brian Mekka to approve the Parks & Recreation Commission minutes from February 15, 2022 with the changes.

Vote: 5 Ayes, 0 Nays, Motion carried.

3. Review Current Financial Stat Pak

Director Valentino reviewed the current Financial Stat Pak. Director Valentino stated the Jackson Parks & Recreation Department is at 37% Revenue and 34% Expenses right now and the Department is holding our own.

Tr. Engelhardt asked why revenues are so different from month to month and not consistent. Director Valentino explained that a Park & Recreation Budget does not work like a Corporate Budget. It has ebbs and flows. Tr. Engelhardt and Sue Rank inquired if there have been any issues with the non-residency fees that Town Residents have to pay as of May 1, 2022 and if there was an impact on programming fees to the Recreation Department yet. Director Valentino explained there have been Town Residents that have expressed their concerns about being non-residents and Park & Recreation staff direct them to phone the Town of Jackson. Currently it is too soon to see an impact on the programming fees.

Brian Mekka asked for more clarification as to why Jackson Soccer Association will be paying rental fees starting in May of 2023. Director Valentino explained that the 2022 park rental schedule itself was amended in February by the Commission and approved by the Village Board in March. While Staff were going through the fee revision process, it was recognized at the time, they unlike other community groups using the parks, the soccer

group was not contributing to operational costs associated with park amenities they reserve and should be phased into a payment cycle for their respective use. Director Valentino explained that Recreation Supervisor Fisher has been working with Adam Wendorf, President of the Jackson Youth Soccer Association to make the adjustments to begin in the Spring of 2023.

Sue Rank also inquired how the changing of addresses has been going in the Rec Desk Software. Director Valentino explained it is a slow process due to each address has to be changed individually.

4. Draft of RFP for Park Master Plan of Hasmer Lake Park Area – Review & Recommendation

Director Valentino explained that the RFP's goal is to get a master Plan, get Community input and other stakeholder's input. Director Valentino also explained that this is a general RFP, and it is a guide for the future. The Draft RFP was reviewed. Director Valentino stated she would like the RFP to go out for bid on May 25; all bids due by August 5 and on August 16 this Commission would make their recommendation.

Motion by Casey Latz, a second by Sue Rank to move the RFP forward.

Vote: 5 Ayes, 0 Nays, Motion carried.

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

Director explained the diagram of the Courts. 4 pickleball only courts, 1 court that can be used for both pickleball and tennis, and 1 court just for tennis. 3 new basketball courts. Director Valentino explained there would be an asphalt path from the parking lot to the courts. Director Valentino reminded the Commission that there is a special Commission meeting with the Board of Public Works on May 31.

Discussion of the Tennis/Pickleball/Basketball Courts will be discussed as well as starting a Feasibility Study for the Jackson Community Center.

6. JCC Expansion Needs Assessment & Recommendation

Director Valentino explained that a Feasibility Assessment is needed to go to the next step of the expansion of the JCC. Director Valentino stated that she has been in discussion with two of the partners in the JCC for the expansion to happen. These partners have been the driving force for the expansion to happen as well as the Park and Recreation Department needs more room for programming. Director Valentino explained that she would like to take the Expansion needs Assessment to the Village Board Meeting on June 14. Tr. Engelhardt inquired about if Park Impact Fees could be used. Director Valentino recommended sending the JCC Expansion Needs Assessment to the Village Board at the June 14 meeting.

Motion by Tr. Engelhardt, second by Sue Rank to send the JCC Expansion Needs Assessment to the Village Board with a recommendation to approve.

Vote: 5 ayes, 0 nays Motion Carried.

- 7. Review – 2021-2022 Fall/Winter Program Analysis Spreadsheet**
Recreation Supervisor Fisher explained the 2021-2022 Fall/Winter Program Analysis Spreadsheet. This tool is used after every session to analyze Programs to see what programs are working and what programs need to be adjusted or changed. Director Valentino explained that not all programs are revenue driven that some are Community based.
- 8. 2022 Monte Carlo Recap**
Director Valentino thanked all those helped and volunteered. Director Valentino stated that almost \$20,000 was brought in from the event. Director Valentino stated that Monte Carlo Night will take place on Saturday, February 25, 2023.
- 9. Upcoming Events – Beer Gardens and Action in Jackson**
Director Valentino explained that we are still in need of volunteers for the Beer Garden for Thursday, May 19 and Friday, May 20. We will also need volunteers to help with the Thursday, July 14 and Friday, July 15 Beer Garden. Director Valentino explained that this is the first year that the Park & Recreation Department is doing the Beer Gardens instead of hiring Gordon Goggins. Director Valentino also mention that Action in Jackson is in need of volunteers. If anyone is interested in helping out to contact Debbie Zeinert or go to the awesome website that Debbie has created to sign up to volunteer.
- 10. Director of Parks & Recreation Report**
Report not given at this time.
- 11. Meeting Calendar Adjustment for the remainder of 2022**
Director Valentino stated that the next meetings would be May 31 at the Municipal Complex with the board of Public Works; a Meeting on August 16, 2022 and November 15, 2022.
- 12. Citizens/Village Staff to address the Board**
Director Valentino invited the Commission to the 4k graduation being held at Hickory Lane Park on May 25, 2022 at 10:30 a.m. and 1:00 p.m. Director Valentino also thanked Gloria for her years of service. Director Valentino also Stated we will need a new Treasurer for the Friends Group. Brian Mekka volunteered to be the new Treasurer of the Friends Group as well as his duties as Vice President of the group.
- 13. Adjourn**
Motion by Tr. Engelhardt, second by Brittany Rathke to adjourn.
Vote: 5 ayes, 0 nays. Meeting was adjourned at 7:18 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 Administration Department at 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.