

**APPROVED MINUTES
PARKS & RECREATION COMMISSION
Tuesday, February 15, 2022 at 6:00 p.m.
Jackson Community Center
N165 W20330 Hickory Lane
Jackson, WI 53037**



- 1. Call to Order and Roll Call**

Director Valentino called the meeting to order at 6:05pm
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 – No Minutes/1st Meeting**
- 3. Action – Election of JPR Commission Chairperson**

Director Valentino asked for a nomination for Commission Chairperson.
Motion by Sue Rank to nominate Casey Latz for JPR Commission Chairperson, Second by Brittany Rathke.
Vote: 4 ayes, 0 nays. Motion carried
Director Valentino thanked everyone for transitioning to the JPR Commission from the Jackson Park & Recreation Committee and thanked Tr. Engelhardt for joining.
- 4. Review – 2021 Year End Recap and Current Financial Stat Pak**

Director Valentino reviewed the year end 2021 Recap and the current Financial Stat Pak which includes Rec Desk – Registration/Scheduling Software, to date cash distribution by account revenue report, Village Budget Comparison Report – revenues & expenses, and the 5-year comparison spreadsheet.
- 5. Discussion & Action Rental Form Revision - Park Rentals & JCC Rentals**

Director Valentino reviewed the JCC Rental Application and Park Rentals Application. Director Valentino explained that both Rental Applications need to be revised due to the Town of Jackson withdrawing from the joint agreement in relation to the Jackson Area Community Center and the Joint Recreation Department. Director Valentino explained the changes to both forms. The changes to the Jackson Community Center Rental form are: "Area" has been removed from the name of the Community Center. The Community Center will now be known as the Jackson Community Center (JCC), under Residency Requirements as of 5/1/2022, Town of Jackson Residents are considered "non-residents" (this change is in both Rental Agreements), cleaning up verbiage in the form and a change in logo. On the Park Rental

Form there is a small increase to park rental fees and at Jackson Park - Shelter #3, the rental fee has been reduced to \$30 due to the poor condition of the Shelter (Shelter #3 will only be rented as a last resort) and the price of the kitchen in Jackson Park has been lowered due to not all equipment in the kitchen can be used by the renter.

Motion by Casey Latz, seconded by Brain Mekka to approve the changes to the Rental Applications and move to the Village Board with a recommendation to approve.

Vote: 5 ayes, 0 nays Motion Carried

6. **Discussion & Action – RFP for Concept Plan of Lake Hasmer Park Area**

Director Valentino explained the Concept Plan and handed out the Hasmer Lake Park Concept Packet. Director Valentino explained the different phases of the plan as well as the RFP process. Brain Mekka inquired about using Stewardship money in Phase 1. Director Valentino explained that an agency wants to use Stewardship money for “bigger price tag” items. Director Valentino will also ask the Friends Group to think about what they can contribute to the project. Director Valentino recommended sending out an RFP for a Concept/Design Plan, so the Commission & Board have some form of direction for future development of the site.

Motion by Sue Rank, second by Brian Mekka to create an RFP for Concept/Design Plan of Lake Hamer Park Area and to move it to the Village Board with a recommendation to approve.

Vote: 5 ayes, 0 nays Motion Carried

7. **Update – Jackson Park Tennis/Pickleball/Basketball Courts**

Director Valentino explained the need for the Tennis Courts to be renovated As well as the Basketball Courts at Jackson Park. With the renovation of the Tennis courts we will also be creating courts for Outdoor Pickleball.

Director Valentino also explained that Park Impact Fees can be used for this Renovation. Sue Rank inquired why Cedar Corp is drawing up tentative plans and was wondering if this project needs to go out for an RFP?

Director Valentino explained details will be presented at the Board of Public works meeting on February 22, 2022 by the Director of Public Works Brain Kober.

8. **Review – 2021 Spring/Summer Program Analysis Spreadsheet**

Recreation Supervisor Fisher explained the 2021 Spring/Summer 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.

9. **2022 Calendar of Events – Monte Carlo & Beer Gardens**
Director Valentino reviewed the 2022 Calendar of Events. The two major events coming up are Monte Carlo Night on Saturday, April 2, 2022 and the Beer Garden. Our Corporate Sponsors for the 2022 Monte Carlo Night are Cedar Corp and Kerry Ingredients. As of 2023, Monte Carlo Night will be held first Saturday in March (2023 Monte Carlo Night will be Saturday, March 5).
10. **Quarterly Meeting Schedule: 3rd Tuesday of the Month** – May 17, Sept. 20, Dec. 20 and 2023 Feb. 21, May 16, Sept. 19 and Dec. 19.
Director Valentino explained the dates are decided by the existing Village Ordinance.
12. **Director of Parks & Recreation Report**
Director Valentino went through the Report. Director Valentino stated that certain playground equipment needs to be repaired and she will be discussing this with Russ Krueger in the Public Works Department.
13. **Citizens/Village Staff to address the Board**
Sue Rank inquired about the health of a previous Parks and Recreation Board member and hopes she is doing better.
14. **Adjourn**
Motion by Tr. Engelhardt, second by Sue Rank to adjourn.
Vote: 5 ayes, 0 nays. Meeting was adjourned at 7:10pm

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 Village Hall 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.