

**APPROVED MINUTES
PARKS & RECREATION COMMISSION
Tuesday, January 31, 2023 at 6:00 p.m.
Village Municipal Building
N168 W19851 Main Street
Jackson, WI 53037**



JOINT MEETING PORTION WITH THE PUBLIC WORKS COMMITTEE

1. Call to Order and Roll Call

Chair Latz called the meeting to order at 6:00 p.m.

Members Present: Tr. Engelhardt, Chair Casey Latz, Brian Mekka, Sue Rank and Brittany Rathke

Board of Public Works Members Present: Tr. Engelhardt, Chair Tr. Heckendorf, Sarah Malchow, Tr. Matter, Jeff Mitchell, and Chris Sberna

Member Excused: Tim Meffert

Staff Present: Utility Supervisor Jeff Deitsch, Recreation Supervisor Renee Fisher, Administrator Jen Keller, Director of Public Works Brian Kober, Parks & Recreation Director Kelly Valentino and Clerk Jilline Dobratz

Also Present: Lucas Geiger and Emma Watson of MSA, Greg Droessler of Town & Country Engineering

2. Approval of the Parks & Recreation Commission Minutes of November 15, 2022

Motion by Brian Mekka, second by Brittany Rathke to approve the Parks & Recreation Commission minutes of November 15, 2022.

Vote: 5 ayes, 0 nays. Motion carried.

3. Hasmer Lake Park Master Plan, Concept & Community Survey Results (MSA)

Lucas Geiger gave background information and survey updates. Concept plans were reviewed. Discussion ensued on; ADA accommodations, parking concerns and bathrooms.

4. Pickleball Court Project Bids – Review & Recommendation

Director of Public Works Kober gave information on the three project bids that were received and how the project will be funded.

Motion by Chair Latz, second by Sue Rank to recommend Village Board accept the Pickleball Court Project contract in the amount of \$403,206.60 from Vinton Construction Company.

Vote: 5 ayes, 0 nays. Motion carried.

5. Hwy 60 Street Pole Project – Review & Recommendation

Director of Public Works Kober explained the current streetlights are owned and operated by We-Energies and they will not be replaced before the DOT reconstruction project. The project would include reducing the number of poles. There are two vendors in which final costs on the poles and fixtures are forthcoming. After poles and fixtures are selected, the installation of the project will be sent out for bid. The final quotes from the last two vendors will be reviewed at the next Budget & Finance and Village Board meeting.

6. Cedar Run Dog Park Project Concept – Review & Recommendation

Parks and Recreation Director Valentino stated from the Hasmer Lake Park Plan Public Information Community Survey, there is a need for having a dog park. The creation of a Dog Park was in the 2021 Parks, Recreation and Open Space Plan. Cedar Run Park has base requirements to create the park and the Village owns it.

Motion by Sue Rank, second by Brian Mekka to recommend the Village Board approve a Request for Proposals for design and engineering for the Cedar Run Dog Park Project Concept. Vote: 5 ayes, 0 nays. Motion carried.

(Note: a pause was taken at 7:15 p.m. for the Parks & Recreation Commission to leave and continue their meeting.)

Parks & Recreation Commission continued their meeting at 7:20pm

7. Jackson Community Center Expansion Bids – Review & Recommendation

Director Valentino shared a financial breakdown with the information provided and shared highlights from each vendor. Comments were shared by each Commission Member. After a review of the (5) proposals, the JPRC narrowed the field to two: Groth Design Group and Zimmerman Architectural Studios. The Commission then did a deep dive into the specific inclusions, costs and pros and cons of each of the two proposals. Director Valentino stated its important to note, that these were the only (2) proposals that did not give a specific dollar amount for phase II. Which was an important factor in the JPRC 's decision to narrow to the two. Commissioner Latz stated it would be hard to determine a specific cost of the project until phase I was completed, leaving a lot of room for extra, unexpected costs. Trustee Engelhardt shared his observations of some unknown exclusion costs in the Groth proposal, especially noting important engineering components that were not included in the main bid. After recalculating the true proposals costs, the Groth proposal came in at approximately \$269,448.00 plus, with the unknown expenses as stated above. The Zimmerman proposal came in at \$286,970.00. Commissioner Mekka pointed out the fact that the Zimmerman proposal made it very clear that it was truly a lump sum from design to construction, including all standard engineering. Looking at this information closely, the JPRC felt that at best the proposal cost would be close, and most likely Zimmerman would be less in the end.

Motion by Chair Latz, second by Sue Rank to recommend the acceptance of the Zimmerman Architectural Studios proposal for Phase I of the JCC Expansion, with the possibility of adding Phase II upon completion and approval of Phase I by the Village Board.

Vote: 5 ayes, 0 nays. Motion carried.

Tr. Engelhardt excused himself from the Parks & Recreation Commission meeting to return to the Board of Public Works Meeting.

8. Financial Stat Pak & 2022 Budget Review will take place in February

No report was given.

9. Upcoming Events – Monte Carlo Night, Easter Egg Hunt

Director Valentino stated that we are doing well with sponsorships. As of today's date, we have \$8,000 in sponsorships made up of: a Corporate Sponsor and Table Sponsors and general cash donations. Director Valentino also stated that the Friends Group will be a second Corporate Sponsor of the Event. Director Valentino stated the Easter Egg Hunt has been moved to Friday, March 31, 2023 at 6:00 p.m.

10. Director of Parks & Recreation Report

Director Valentino reported that she received a letter from Amazon Smiles and the program is being discontinued.

11. Citizens/Village Staff to address the Board

No Citizens or village staff to address.

12. Adjourn

Next meeting: JPRC Tuesday, February 21, 2023 JPRC and Friends Group Annual Meeting and Election of Officers. Friends Group is looking for nominations for a Vice President and Secretary.

Motion by Sue Rank, second by Brittany Rathke to adjourn.

Vote: 4 ayes, 0 nays. Motion carried. Meeting was adjourned at 7:55pm.