

**APPROVED Minutes**  
**Joint Park & Recreation Committee Meeting**  
**Tuesday, January 15, 2013 – 6:30pm**  
**N165W20330 Hickory Lane**  
**Jackson, WI 53037**

**1. Call to Order & Roll Call.**

John Binsfeld called the meeting to order at 6:35 p.m.  
Members present: Beau Flitter, Doug Alfke, Dennis Jeske, and Laurie McGraw.  
Members absent: Judy Rupnow, Bill Haese, and Lisa Gillitzer.  
Staff present: Kelly Valentino, and Susan Rank.

**2. Approve Agenda for the January 15, 2013 meeting.**

Doug Alfke made a motion to accept the agenda for the January 15, 2013 meeting.  
Dennis Jeske seconded the motion. Vote: 5 ayes, 0 nays. The motion passed.

**3. Approval of Minutes – September 18, 2012 meeting.**

Doug Alfke made a motion to approve the September 18, 2012 minutes as presented.  
Laurie McGraw seconded the motion. Vote: 5 ayes, 0 nays. The motion passed.

**4. Monte Carlo Night – Update on auction items, table sponsors & tickets, and volunteers.**

Kelly Valentino handed out an updated business contact list. This showed the businesses/people that have made donations or will be sponsoring and those that have not been contacted yet. Discussion ensued regarding what is still needed. This was a discussion/informational item only. No action was needed.

**5. Volunteer/Staff Appreciation/MVP award dinner (now moving to spring with training & CPRA added).**

Kelly explained that it made more sense to have the appreciation/award dinner in the spring, when everyone would be together for training. There is so much going on now, it would be hard to separate and have individual meetings. The date will be announced at a later time. This was an informational item only. No action was needed.

**6. Friends Group Update – Set first 'official friends board annual meeting'.**

Kelly explained that they had not heard from the IRS yet. She was told that she would be contacted in 90 days, regarding any help needed to finalize all the paperwork. The 90 days are up, so she will be contacting them. It did not seem right to have an 'official' Friends Board meeting without finishing up the final details. Once she has the IRS blessing, a date will be set for the first meeting. This was an informational item only. No action was needed.

**7. Park Project Updates.**

The archery range at the Jackson Town Hall is all set up. The dedication will be sometime in the spring.

The Fistball Complex at the Jackson Town Hall has begun. Jim Blank is coordinating the process as per Park & Planning requirements.

Kelly is working with a group that would like to get the game LaCrosse started at the Jackson Town Hall. She hopes to have enough information to take to the February Town Board Meeting.

The Farmers Market will be moving from the Community Center to the South Center St. parking lot (west of the railroad tracks). The market will be open on Thursdays from June through October. The hours will be 8:00am to 11:00am. There is paperwork that must be submitted to the State before the program can begin.

This was an informational item only. No action was needed.

**8. Budget Review – End**

Kelly will do a final budget review in February. There are still some outstanding items, so she would like the report to be complete before she presents it. The sub-committee that was created at the special Village/Town Board meeting in December will be meeting at the Town Hall on Thursday, January 25, at 7:00pm. This was an informational item only. No action was needed.

**9. Contract updates (Town/B&G).**

The meeting reported in item #8 will be the Town of Jackson contract talk. There will be a meeting regarding the Boys & Girls Club contract next week.

**10. 2013 Calendar of Events.**

Kelly will be sending this out later this week.

**11. Directors Report.**

Kelly presented her report.

**12. Citizens/Committee Member Comments.**

Susan Rank informed the Committee that there will be another AARP Driver Safety course held at the Community Center in February.

**13. Adjourn.**

Doug Alfke made a motion to adjourn. Laurie McGraw seconded the motion. Vote: 5 ayes, 0 nays. The motion passed. The meeting adjourned at 7:20pm.

Respectfully submitted by: Susan Rank, Village Clerk



**MINUTES OF THE SPECIAL MEETING OF THE  
TOWN OF JACKSON AND VILLAGE OF JACKSON AD-HOC  
JOINT PARKS AND RECREATION BUDGET OVERSIGHT COMMITTEE  
JANUARY 24, 2013**

- I. Call Meeting to Order and Pledge of Allegiance** – The meeting was called to order at 7:00 PM by Town Chairman Ray Heidtke. The Pledge of Allegiance was recited.
- A. Official Meeting Notification** - The official meeting notice was read into the public record by Clerk Oliver.
  - B. Roll Call** – Town members Ray Heidtke and Everett Russell, Village members Mike Kufahl and Don Olson, Joint Parks and Recreation Director Kelly Valentino and Town Clerk Julia Oliver were present.
  - C. Approval of the Agenda** – Motion by Kufahl, seconded by Olson to approve the agenda. Motion carried without a negative vote.
- II. Business**
- A. Any Town or Village Citizen Comment on an Agenda Item** – There were no comments.
  - B. Discussion and Possible Action – Ad-Hoc Committee Chairman** – Motion by Kufahl, seconded by Olson nominating Everett Russell as committee chairman. Motion carried without a negative vote.
  - C. Discussion and Possible Action – Detailed Review of the 2013 Budget - Joint Park and Recreation Department and the Jackson Area Community Center** – Valentino provided the committee members with reports detailing three years of actuals, three years of budgets, budget line item description information and the 2012 year-end report. The committee reviewed the information and discussed various points including the Boys and Girls Club contract, staffing levels, building operating expenses, use by certain groups and the use of volunteers to operate. Also it was noted that it takes contributions from both the Village and the Town to operate the Parks and Recreation department; and the Town should have a voice in the cost to operate the Community Center facility and the Parks and Recreation department.

The members will continue the discussion at the next meeting, Thursday, February 28, 2013 at 7:00 PM at the Community Center. Future agenda items include: 1. Amount of the budget line item for the Town's contribution, 2. the Community Center Agreement, 3. the formula on how the costs are shared (between the Town and Village) and clarification on what costs should be shared, 4. Review the programming to see what opportunities exist to increase the use of the Town facilities and park.

**MINUTES OF THE AD-HOC JOINT PARKS AND  
RECREATION BUDGET OVERSIGHT COMMITTEE  
JANUARY 24, 2013  
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- III. Announcements** – Valentino reminded everyone of the Monte Carlo event which will be held on February 2, 2013 at the Community Center.
- IV. Adjournment** – Motion by Heidtke, seconded by Kufahl to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver  
Town Clerk

Minutes approved: \_\_\_\_\_

## **APPROVED Minutes**

### **Town of Jackson & Village of Jackson Ad-Hoc Jt. Parks & Recreation Budget Oversight Committee**

**Thursday, February 28, 2013 – 7:00pm**

**N165W20330 Hickory Lane**

**Jackson, WI 53037**

#### **1. Call Meeting to Order and Pledge of Allegiance.**

Chair Everett Russell called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

##### **A. Official Meeting Notification.**

Village Clerk Susan Rank reported that the meeting had been posted correctly in the Village and in the Town.

##### **B. Roll Call.**

Village members Don Olson and Michael Kufahl, Town members Everett Russell and Ray Heidtke, Jt. Parks & Recreation Director Kelly Valentino, and Village Clerk Susan Rank were present.

##### **C. Approval of the Agenda.**

Michael Kufahl made a motion to approve the agenda. Don Olson seconded the motion. Vote: 4 ayes, 0 nays. The motion passed.

##### **D. Approval of the Minutes.**

Ray Heidtke made a motion to approve the January 24, 2013 minutes as presented. Michael Kufahl seconded the motion. Vote: 4 ayes, 0 nays. The motion passed.

#### **2. Business.**

##### **A. Any Town or Village Citizen Comment on an Agenda Item.**

Dennis Jeske, a Town of Jackson resident and a member of the Jt. Parks & Recreation Committee spoke. He questioned the name of the committee, as well as a number of the agenda items.

Brian Emmrich, a Village of Jackson resident and Village Trustee spoke. He offered suggestions as to how the Community Center should be run.

**B. Discussion and Update – Boys and Girls Club Contribution – Kelly Valentino, Jt. Parks and Recreation Director.**

Kelly Valentino reported that as of Tuesday, when she spoke to Jay Fisher, the Boys & Girls Club Board had not met to discuss the contract. That may not happen until March.

**C. Discussion and Possible Action – Formula for Cost Sharing Between the Town and Village, and Clarification on What costs Should be Shared.**

Discussion ensued regarding the 'Operation & Maintenance Expense' line item in the budget. Other matters discussed included, but were not limited to, insurance for the building, the definition of 'Miscellaneous Building Repairs' line item on the budget, which government entity should pay for what, whether the 2001 agreement between the Town and the Village regarding payment for the Jt. Park & Recreation Directors salary was superseded by the 2008 operations agreement between the Village and the Town regarding the Jackson Area Community Center, and whether they should investigate the usage percentage as a basis for figuring the contribution percentage.

**D. Discussion and Possible Action – Town Contribution to Budget.**

Chairman Russell said that this item was redundant. Ray Heidtke said the Committee should move on to the next item.

**E. Discussion and Possible Action – Recommendation for Budget Changes/Adjustments.**

Ray Heidtke asked about the 'Ticket Sale's line item in the budget. Kelly Valentino responded that that is for the WPRA tickets that they sell. These tickets are for the Milwaukee Zoo, different attractions in the Wisconsin Dells, Great America, etc. Discussion continued regarding staffing and programming balancing out.

**F. Discussion and Possible Action – The Community Center Agreement (Between the Village and Town).**

The Committee discussed the verbiage that would go into a new agreement. They would like to see something that says that the Ad-Hoc Committee would see the budget before it went to the two (2) Boards. Ray Heidtke said he would like the Town to get together with the Town representatives on the Jt. Park & Recreation Committee at budget time to get a report from them. The bottom line is that there needs to be a new agreement with verbiage that both the Village and the Town can agree on. Coming up with the wording is the 'homework' that is assigned to the members of the Committee.

**G. Discussion and Possible Action – Opportunities to Increase Use of the Town Hall Facilities and Park.**

Ray Heidtke informed the Village members of the Committee that a lacrosse team is interested in using the Town facilities, as well as fistball teams. Everett Russell talked about the major renovation work that is being done at the Town Hall.

**3. Set Future Agenda Items.**

Agenda items **II A**, **C**, and **F** will be on the next agenda. Agenda item **II B** will remain on the agenda, but will be an update item only. Agenda items **II D** and **E** will come off the agenda. Item **II G** will go under announcements.

**4. Announcements.**

The next meeting was tentatively set for April 4, 2013 at 7:00pm. The meeting will be held at the Jackson Town Hall.

**5. Adjourn.**

Ray Heidtke made a motion to adjourn. Michael Kufahl seconded the motion. Vote: 4 ayes, 0 nays. The meeting adjourned at 8:55pm.

Respectfully submitted by Susan Rank, Village of Jackson Clerk

## **DRAFT Minutes**

### **Joint Park & Recreation Committee Meeting**

**Tuesday, March 19, 2013 – 6:00pm**

**N165W20330 Hickory Lane**

**Jackson, WI 53037**

#### **1. Call to Order & Roll Call.**

Doug Alfke called the meeting to order at 6:15 p.m.

Members present: Beau Flitter, Lisa Gillitzer, Bill Haese, and Laurie McGraw.

Members Dennis Jeske, John Binsfeld, and Judy Rupnow arrived later.

Staff present: Kelly Valentino, and Susan Rank.

#### **2. Approve Agenda for the March 19, 2013 meeting.**

Beau Flitter made a motion to accept the agenda for the March 19, 2013 meeting. Bill Haese seconded the motion. Vote: 4 ayes, 0 nays. The motion passed.

#### **3. Approval of Minutes – January 15, 2013 meeting.**

Bill Haese made a motion to approve the January 15, 2013 minutes as presented. Beau Flitter seconded the motion. Vote: 4 ayes, 0 nays. The motion passed.

#### **4. Monte Carlo Night – Event Update and Financials.**

Kelly Valentino handed out the financial report. The event was well attended.

Discussion ensued. This was a discussion/informational item only. No action was needed.

#### **5. Volunteer/Staff Training and Appreciation/MVP award – Friday, April 5.**

The event will be at the Community Center from 5:30pm – 7:30pm. This was an informational item only. No action was needed.

#### **6. Friends Group Update.**

Kelly explained that she had contacted the IRS to see how soon they might anticipate some help. She was told that they were 8 months to 1 year behind. So it is still a waiting game. This was an informational item only. No action was needed.

#### **7. Park Project Updates: Town, LaCrosse, Fistball, Archery, master plan & park policies/fees.**

Fistball: The Fistball people are waiting for spring. They cannot do anything with field work until then.



Archery: Kelly informed the Committee that the dedication will hopefully be in May. Cade Allcox has chosen the archery range for his Eagle Scout project. He will be working to put in benches, trees, and trash containers.

LaCrosse: Members of the West Bend LaCrosse Club are going to be marking the field. They now have official approval to use the fields.

Master Plan & Park Policies/Fees: Kelly has been asked by the Town of Jackson Town Board to deal with this issue. The Jt. Park & Rec Committee will work on this item, and then it will be presented to the Town Park & Plan Commission. From there, if approved, it will go to the Town Board for approval. This is more for creating a design for the Town grounds than verbiage for the Master Plan, although some wording will have to be tweaked.

**8. Jt. Parks, Recreation and Open Space Plan – revision schedule update.**

Kelly handed out a timeline sheet. It explained that in April, the Committee will start the review updates to Chapters I – III. Things will progress from there. The deadline for the revision is December 31, 2014. This was an informational item only. No action was needed.

**9. Budget Review – Feb. Stat Pack.**

Kelly handed out the information. This was an informational item only. No action was needed.

**10. Contract updates (Town/B&G).**

Kelly explained that all of the contracts were still being worked on. Progress with the Boys & Girls Club was steady, but moving forward. This was an informational item only. No action was needed.

**11. 2013 Calendar of Events.**

Kelly handed out the 2013 Calendar of Events. The date for the Kite Festival will be changing. There is a conflict with the date listed. This was an informational item only. No action was needed.

**12. Eagle Scout Project Update: Cade Allcox.**

Cade was introduced to the Committee. As reported in agenda item #7, Cade will be working on the archery range at the Jackson Town Hall and Park as his Eagle Scout project.

**13. Directors Report.**

Kelly presented her report. This was an informational item only. No action was needed.

**14. Citizens/Committee Member Comments.**

No one spoke.

**15. Adjourn.**

Bill Haese made a motion to adjourn. Lisa Gillitzer seconded the motion.

Vote: 8 ayes, 0 nays. The motion passed. The meeting adjourned at 7:19pm.

Respectfully submitted by: Susan Rank, Village Clerk

## **DRAFT Minutes**

### **Joint Park & Recreation Committee Meeting**

**Tuesday, April 16, 2013 – 6:30pm**

**N165W20330 Hickory Lane**

**Jackson, WI 53037**

**PLEASE NOTE:** The Jackson annual Town Board meeting was also being held tonight. Kelly was required to be at that meeting.

**1. Call to Order & Roll Call.**

John Binsfeld called the meeting to order at 6:32 p.m.

Members present: Beau Flitter, Doug Alfke, Dennis Jeske, Bill Haese, Judy Rupnow, Lisa Gillitzer, and Laurie McGraw.

Staff present: Jessica Loomans, Renee Fisher, and Susan Rank.

**2. Approve Agenda for the April 16, 2013 meeting.**

Bill Haese made a motion to accept the agenda for the April 16, 2013 meeting. Beau Flitter seconded the motion. Vote: 8 ayes, 0 nays. The motion passed.

**3. Approval of Minutes – March 19, 2013 meeting.**

Doug Alfke made a motion to approve the March 19, 2013 minutes as presented. Laurie McGraw seconded the motion. Vote: 8 ayes, 0 nays. The motion passed.

**4. Park Rental Requests: Walk for the Animals Aug. 17 and a large Wedding Sept. 8.**

Jessica Loomans handed out the applications. She also noted that the dates on the agenda were incorrect. The wedding reception will be held August 10, 2013. This is coming to the Committee, because the request is to rent Hickory Lane Park and the Splash Park. This would be for the entire day. The Jt. Park & Rec Department will have a staff member at the Splash Park during the rental, to handle any problems that might come up. The renters will pay for the staff member being there. There will be a sign put up at the entrance of the Splash Park stating that the Splash Park will be rented for a private function on August 10<sup>th</sup>, and will not be open to the public. This is a common practice when it is rented. It was questioned as to whether or not the rental of Hickory Park & the Splash Park meant the entire park, or just the shelter, playground area, volleyball area, and the water park, or did it include the soccer/baseball field areas. Jessica said that she would look into it. Doug Alfke made a motion to recommend the Village Board approve the rental of Hickory Lane Park and the Splash Park for the wedding reception on August 10, 2013 with the appropriate notification of the Splash Park closing to the public. Bill Haese seconded the motion. Vote: 8 ayes, 0 nays. The motion passed.

The Walk with the Animals is an annual event that has been held in Jackson Park in past years. It will be held Saturday, August 17, 2013. The request is to rent Shelters #1, #2, and #3. It is a fundraiser so it needs to be approved by the Village Board. Doug Alfke made a motion to recommend the Village Board approve the rental of Jackson Park for the August 17, 2013 Walk with the Animals. Beau Flitter seconded the motion. Vote: 8 ayes, 0 nays. The motion passed.

The Washington County Republican Party 'Region Day' Brat Fry is an annual event that has been held in Jackson Park before. It will be held on Sunday, September 8, 2013. They will be charging a fee because it is a catered event. Bill Haese made a motion to recommend the Village Board approve the rental of Shelter #1 in Jackson Park to the Washington County Republican Party for the brat fry. Dennis Jeske seconded the motion. Vote: 8 ayes, 0 nays. The motion passed.

**5. Friends Group Update.**

Jessica explained that she had contacted the IRS to see how soon they might anticipate an agent being assigned to them. She was told that it may not happen until June or July. This was an informational item only. No action was needed.

**6. Park Project Updates: Town, LaCrosse, Fistball, Archery, master plan & park policies/fees.**

Fistball: The Fistball people are waiting for spring. They cannot do anything with field work until then.

Archery: The dedication is still tentatively scheduled for May. Eagle Scout Cade Allcox has been working on putting in benches, trees, and trash containers.

LaCrosse: This item will be on the April 30, 2013 Park & Plan Agenda for the Town of Jackson.

Master Plan & Park Policies/Fees: This will be on next month's agenda. The Jt. Park & Rec Committee will work on this item, and then it will be presented to the Town Park & Plan Commission. From there, if approved, it will go to the Town Board for approval. This is more for creating a design for the Town grounds than verbiage for the Master Plan, although some wording will have to be tweaked.

Town Signage: Under direction from the Town Board, Kelly has been working on proper signage for the various activity areas at the Jackson Town Hall & Park.

**7. Jt. Parks, Recreation and Open Space Plan – revision schedule update.**

This item will be on the May agenda. No update was available.

**8. Budget Review – Feb. Stat Pack & 2012 comparison.**

Jessica handed out the information. This was an informational item only. No action was needed.

**9. Ad Hoc Committee and Contract updates (Town/B&G).**

All of the contracts are still being worked on. This was an informational item only. No action was needed.

**10. Social Media Policy.**

Jessica handed out the Social Media Policy & Guidelines handbook that has been created. This policy is strictly for the Jackson Jt. Parks & Recreation Department social media. The Committee should review the paperwork. This item will be on the May agenda.

**11. Eagle Scout Project Update: Cade Allcox.**

As reported in agenda item #6, Cade will be working on the archery range at the Jackson Town Hall and Park as his Eagle Scout project.

**12. Directors Report.**

Jessica presented Kelly's report. This was an informational item only. No action was needed.

**13. Citizens/Committee Member Comments.**

Doug Alfke reported that he had been at the Action in Jackson Committee meeting before coming to the Jt. Park & Rec meeting. At that meeting, Mike Riebe had presented a proposal for putting up a flag pole in Jackson Park. It would be west of the rock that is by the tank area by Jackson Dr. Doug explained that it would be a 40' pole that would have an American flag and a POW flag on it. It would be a joint effort between the American Legion Post 486 and VFW 7240. Doug had no information as to whether there will be a light for the flags or not. That will have to be determined.

**14. Adjourn.**

Dennis Jeske made a motion to adjourn. Doug Alfke seconded the motion. Vote: 8 ayes, 0 nays. The motion passed. The meeting adjourned at 7:45pm.

Respectfully submitted by: Susan Rank, Village Clerk



**MINUTES OF THE SPECIAL MEETING OF THE  
TOWN OF JACKSON AND VILLAGE OF JACKSON AD-HOC  
JOINT PARKS AND RECREATION BUDGET OVERSIGHT COMMITTEE  
APRIL 17, 2013**

- I. Call Meeting to Order and Pledge of Allegiance** – The meeting was called to order at 7:25 PM by Chairman Everett Russell. The Pledge of Allegiance was recited.
- A. Official Meeting Notification** - The official meeting notice was read into the public record by Clerk Oliver.
- B. Roll Call** – Town members Everett Russell and Ray Heidtke, Village member Don Olson, Joint Parks and Recreation Director Kelly Valentino and Town Clerk Julia Oliver were present. Village member Michael Kufahl was excused.
- C. Approval of the Agenda** – Motion by Olson, seconded by Heidtke to approve the agenda. Motion carried without a negative vote.
- D. Approval of the Minutes** – Motion by Olson, seconded by Heidtke to approve the minutes of the February 28, 2013 meeting. Motion carried without a negative vote.
- II. Business**
- A. Any Town or Village Citizen Comment on an Agenda Item** – W. Kannenberg provided written information related to revenue items.
- B. Discussion and Update – Boys and Girls Club Contribution – Kelly Valentino, Joint Parks and Recreation Director** – Kelly asked Village Administrator John Walther to respond on behalf of the Village; Walther state that the Village is developing a proposal to forward to the Washington County Boys and Girls Club; it has been challenging to quantify their use in order to make the proposal fair. Walther hopes to have the proposal completed in the next couple of weeks.
- C. Discussion and Possible Action – Formula for Cost Sharing Between the Town and Village** – Valentino stated they base cost sharing on usage which is currently 29% Town and 70% Village. Valentino suggests cost sharing based upon population numbers citing that is the way the cost sharing for fire service is calculated; she noted there would be less fluctuation if population numbers were the basis instead of usage numbers. Motion by Heidtke, seconded by Olson to table. Motion carried without a negative vote.
- D. Discussion and Possible Action – The Community Center Agreement (Between the Village and Town)** – Village Administrator Walther questioned this agenda item; he stated the purpose of the ad-hoc committee is to define operational costs that are to be shared per the community center operation agreement. After discussion motion by Olson, seconded by Heidtke to table. The members agreed they will ask the Town Board and the Village Board to clarify the task(s) they want the ad-hoc committee to achieve; specifically to clarify and define the committee purpose.
- III. Set Future Agenda Items** – The committee tentatively set items C and D as agenda items for the next meeting, which will be held once the committee receives clarification from the Town and Village Boards.

**MINUTES OF THE AD-HOC JOINT PARKS AND RECREATION  
BUDGET OVERSIGHT COMMITTEE**

**APRIL 17, 2013**

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- IV. Announcements** – Valentino announced the Spring/Summer Activity Guide is online and will be in the mail soon.  
**Opportunities to Increase Use of the Town Hall Facilities and Park** - Valentino noted recent programming opportunities of archery, fistball, and lacrosse. Valentino briefly described the kite festival planned for this summer.
- V. Adjournment** – Motion by Heidtke, seconded by Olson to adjourn. Motion carried without a negative vote.

Respectfully submitted,

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Julia Oliver  
Town Clerk

Minutes approved: \_\_\_\_\_

**DRAFT Minutes**

**Town of Jackson & Village of Jackson Ad-Hoc Jt. Parks & Recreation Budget Oversight Committee**

**Thursday, June 19, 2013 – 7:00pm**

**N165W20330 Hickory Lane**

**Jackson, WI 53037**

**1. Call Meeting to Order and Pledge of Allegiance.**

Chair Everett Russell called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

**A. Official Meeting Notification.**

Village Clerk Susan Rank reported that the meeting had been posted correctly in the Village and in the Town.

**B. Roll Call.**

Village members Don Olson and Michael Kufahl, Town members Everett Russell and Ray Heidtke, Jt. Parks & Recreation Director Kelly Valentino, and Village Clerk Susan Rank were present.

**C. Approval of the Agenda.**

Michael Kufahl made a motion to approve the agenda. Don Olson seconded the motion. Vote: 4 ayes, 0 nays. The motion passed.

**D. Approval of the Minutes.**

Don Olson made a motion to approve the April 19, 2013 minutes as presented. Ray Heidtke seconded the motion. Vote: 4 ayes, 0 nays. The motion passed.

**2. Business.**

**A. Any Town or Village Citizen Comment on an Agenda Item.**

No one spoke.

**B. Discussion and Update – Boys and Girls Club Contribution – Kelly Valentino, Jt. Parks and Recreation Director.**

Kelly Valentino reported that a proposal letter was created about a month ago, and that there are some revisions being worked on. Supervisor Russell asked why it was taking so long. Michael Kufahl stated that the Village President was requesting that a dollar range be used instead of the specific dollar amount requested by the Boys &



Girls Club. The Village Trustee members, (Kufahl & Olson) felt that the original draft of the proposal was acceptable, and Michael Kufahl stated that he would speak with the Village President to ensure the proposal is mailed in a timely manner.

**C. Discussion and Possible Action – Formula for Cost Sharing Between the Town and Village, and Clarification on What Costs Should be Shared.**

Discussion ensued regarding participation versus population for the cost sharing formula. It was decided by the full Committee that to use participation would be too difficult to quantify. After a lengthy discussion of participation and budget line items, Don Olson made a motion that

- 1) The formula used for the Operation and Maintenance cost sharing will be based on the annual population as provided by the WI Dept. of Administration. The percentage will be determined by July 1 every year so it will be available for budget preparation.
- 2) The cost sharing agreement will cover the net expenses of the Jt. Parks & Recreation Dept. with the Misc. Bldg. Expenses and Repair (500-00-55310-213-00), Building Insurance (500-00-55310-205-00), and Fire/Burglar Safety Monitoring (500-00-55310-269-00) line items to be paid solely by the Village.
- 3) That a line be added to the original draft of the Boys & Girls Club contribution proposal to include an additional amount be proposed that would be set aside to use strictly for ongoing building repair/maintenance.
- 4) Create a Jt. Committee on budget development and high level operations. The general idea would be to rename the Ad-Hoc Committee. The Committee would meet on an as needed basis, but mainly for the purpose of the annual budget preparation.

Ray Heidtke seconded the motion. Vote: 4 ayes, 0 nays. The motion passed.

**D. Discussion and Possible Action – The Community Center Agreement (Between the Village and Town).**

The Committee discussed the 2001 and the 2008 agreements. The Committee as a whole agreed that the new agreement would include the four (4) points listed above (in item C), and in addition, would supersede the 2001 and the 2008 agreements, making them void.

**3. Set Future Agenda Items.**

Agenda items **II C** and **D** will be on the next agenda. Agenda item **II B** will remain on the agenda, but will be an update item only. The next meeting will be July 17, 2013 at **7:30pm** at the Town of Jackson Town Hall. It was agreed by the entire committee that any future meetings would be on the 3<sup>rd</sup> Wednesday of the month, barring any schedule conflicts. Kelly Valentino told the Committee that she would be unable to attend that meeting.

**4. Announcements.**

There were no announcements.

**5. Adjourn.**

Ray Heidtke made a motion to adjourn. Michael Kufahl seconded the motion.  
Vote: 4 ayes, 0 nays. The meeting adjourned at 9:00pm.

Respectfully submitted by Susan Rank, Village of Jackson Clerk

## MINUTES

### MEETING OF THE TOWN OF JACKSON AND VILLAGE OF JACKSON AD-HOC JOINT PARKS AND RECREATION BUDGET OVERSIGHT COMMITTEE JULY 23, 2013

#### **I. Call meeting to Order and Pledge of Allegiance.**

Chairman Everett Russell called the meeting to order at 7:00 p.m... The Pledge of Allegiance was recited.

##### **A. Official Meeting Notification.**

Town Assistant reported that the meeting had been posted correctly.

##### **B. Roll Call**

Town members Everett Russell and Ray Heidtke, Village members Don Olson and Michael Kufahl, Jt. Parks & Recreation Director Kelly Valentino were present. Also present was Town Office Assistant Mary Lou Desrosier.

##### **C. Approval of the Agenda**

Michael Kufahl made a motion to approve the agenda. Ray Heidtke seconded the motion. Motion passed.

##### **D. Approval of the minutes.**

Ray Heidtke made a motion to approve the June 19, 2013 minutes as presented. Don Olson seconded the motion. Motion passed.

#### **II. Business.**

##### **A. Any Town or Village Citizen Comment on an Agenda Item.**

None

##### **B. Update – Boys and Girls Club Contribution – Kelly Valentino, Joint Parks and Recreation Director**

A letter addressed to the Boys and Girls Club was presented. It has not been sent to the Boys and Girls Club yet. There will be a meeting on Monday at the Village to discuss the facts in the letter. They will decide if the amount of the Boys and Girls Club's contribution will be as stated in the letter or if it will be a higher amount.

**C. Discussion and Possible Action – Formula for Cost sharing Between the Town and Village, and clarification on What Costs Should be Shared.**

Discussion continued on the clarification of costs, income from parks rentals – items that would be included in the budget; also the cost of building operations, staff, and deficits.

**D. Discussion and Possible Action – The Community Center Agreement (Between the Village and Town).**

Proposed title: Community Center and Park and Recreational Consolidated Agreement. Don Olson volunteered to make a first draft of the agreement and have other members view it and make additions or corrections, so that a possible finished agreement could be presented at the next meeting.

**III. Set Future Agenda Items.**

Agenda items **II C and D** will be on the next agenda. Agenda item **II B** will remain on the Agenda, but will be an update item only.

**IV. Future Meeting Date**

The committee members recommend the next meeting be held as a Joint Town Board and Village Board meeting; scheduled for August 21, 2013 at the Village Hall.

**V. Motion to Adjourn** by Ray Heidtke. Mike Kufahl seconded the motion. Meeting adjourned at 8:20 p.m.

Respectfully submitted by Mary Lou Desrosier, Office Assistant, Town of Jackson

**Minutes  
Joint Park & Recreation Committee Meeting  
Tuesday, October 15, 2013 – 6:30pm  
N165W20330 Hickory Lane  
Jackson, WI 53037**

**1. Call to Order & Roll Call.**

John Binsfeld called the meeting to order at 6:32 p.m.  
Members present: Beau Flitter, Bill Haese, Laurie McGraw, Lisa Gillitzer, and Doug Alfke.  
Members excused: Judy Rupnow.  
Staff present: Kelly Valentino and Susan Rank.

**2. Approve Agenda for the October 15, 2013 meeting.**

Bill Haese made a motion to accept the agenda for the October 15, 2013 meeting. Beau Flitter seconded the motion. Vote: 6 ayes, 0 nays. The motion passed.

**3. Approval of Minutes – September 17, 2013 meeting.**

Susan Rank noted that the date on the DRAFT Minutes said September 15, 2013. She noted that it should be changed to September 17, 2013. Doug Alfke made a motion to approve the September 17, 2013 minutes as amended. Lisa Gillitzer seconded the motion. Vote: 6 ayes, 0 nays. The motion passed.

**4. Town Signage / Ordinances – Discussion & Action.**

Kelly Valentino said that the Town was trying to find their Ordinances. With additional usage, because of the addition of the archery range and other activities, signage may be needed to address park hours, parking restrictions and dogs on leash. No signage should really be put up without knowing what the Town Code says. This item will be on the November agenda. No action was taken.

**5. Jt. Parks, Recreation and Open Space Plan – Discussion & Action.**

This item will be on the November agenda. No action was taken.

**6. Budget Review.**

**▪ Update on budget presentations to the Village & Town**

Kelly explained that she has presented the budget to both the Town and the Village. The Village Board never really talked about the 2014 budget, just expressed general displeasure regarding previous budgets. During the Town Board presentation, Kelly was informed in the middle of her presentation that the Town had already met and decided that they would only pay for her salary and no one else. This goes back to the 2001 agreement with the Town, and does not acknowledge the 2008 agreement at all. This was the first Kelly had heard

this, so it made her presentation invalid. Since neither of the Boards have given her any direction as to how to correct her budget, she cannot move forward.

- **Review of October 'Stat Pack'**

The budget comparison reports between 2012 and 2013 were looked at, as well as the October calendar for the Community Center. It was noted that there are a lot of rentals scheduled.

**7. Ad-Hoc Committee and Contract updates (Town/B&G).**

The Ad-Hoc Committee will meet on Wednesday, October 16 at the Village Hall. The meeting starts at 7:00pm. The Village President will be making a presentation to the Boys & Girls Club Executive Board on Wednesday, October 16 to explain proposed building use contract amendments. This was an informational item only. No action was needed.

**8. Community Group Facility & Field Usage at Village & Town—Discussion & Action.**

The increased use of park facilities by community groups in both the Town and Village is creating a need for a comprehensive use policy to ensure consistent treatment of community groups that regularly use the parks for sports league play. Currently grade schools or high schools do not pay a fee to use the fields. The Committee had requested that Kelly secure additional information to aid in discussion of this item. She handed out a spread sheet showing what various communities are charging for the various athletic events. Jackson is only one (1) of three (3) communities that do not charge any fees. Many ideas were discussed, but the bottom line is that until Kelly knows what to do with her budget, this item cannot move forward. Kelly will continue to do research regarding this. This item will be placed on the November agenda for any updates. No action was taken.

**9. Friends Group – Set Date and Agenda for January Meeting (John B. & Kelly).**

This is something that Kelly and John Binsfeld will need to get together to do. They will co-ordinate schedules to do this. The big kickoff meeting for the Friends Group will be in January. This item will be on the November agenda for further discussion. No action was taken.

**10. Community Center Rental Fees/Hours – Discussion & Action.**

In comparing the rental fees with other communities, the fees are comparable. So instead of raising fees, the rental time would be changed. For example: The gym is rented out in 4 (four) hour slots. This would be changed to \$20.00 for two (2) hours. If you wanted to rent the gym for 4 (four) hours, it would be \$40.00. On the weekend, rentals are for a 6 (six) hour block. This would be changed to 4 (four) hour blocks. The fees for additional hours & Holidays would also be changed. This would start January 1, 2014. Anything already rented for 2014 would be grandfathered. Bill Haese made a motion to recommend the Budget & Finance Committee/Village Board approve the

changes to the Community Center Rental Fees/Hours. Laurie McGraw seconded the motion. Vote: 6 ayes, 0 nays. The motion passed.

**11. Directors Report & Upcoming Events: Ghoul Gala, Kids Rummage & Monte Carlo.**

Kelly presented the Director's report. She gave 3 (three) Ghoul Gala posters, and asked if each Committee member would hang them wherever they went and were allowed to. She also handed out new sponsorship packets. These were re-created at the request of a Village Trustee. She also handed out the flyers for the Park & Ride grand opening, which will be Saturday, October 19. On Monday, November 11 at 7:00pm, the movie Honor Flight – One Last Mission will be shown at the Community Center. It is being hosted by Boy Scout Troop 765 in co-operation with the Jackson J.t Parks & Rec Dept. Miller Monument Co. is sponsoring the event. The sponsor packets for Monte Carlo night will be handed out and gone over at the November meeting. This was an informational item only. No action was needed.

**12. Citizens/Committee Member Comments.**

There were no additional comments.

**13. Adjourn.**

Liza Gillitzer made a motion to adjourn. Doug Alfke seconded the motion. Vote: 6 ayes, 0 nays. The motion passed. The meeting adjourned at 7:51pm.

Respectfully submitted by: Susan Rank, Village Clerk

## **DRAFT Minutes**

**Joint Park & Recreation Committee Meeting**  
**Tuesday, November 19, 2013 – 6:30pm**  
**N165W20330 Hickory Lane**  
**Jackson, WI 53037**

### **1. Call to Order & Roll Call.**

John Binsfeld called the meeting to order at 6:30 p.m.

Members present: Beau Flitter, Bill Haese, Laurie McGraw, Dennis Jeske, and Judy Rupnow.

Members excused: Lisa Gillitzer and Doug Alfke.

Staff present: Kelly Valentino, Renee Fisher, and Susan Rank.

### **2. Approve Agenda for the November 19, 2013 meeting.**

Bill Haese made a motion to accept the agenda for the November 19, 2013 meeting.

Laurie McGraw seconded the motion. Vote: 6 ayes, 0 nays. The motion passed.

### **3. Approval of Minutes – October 15, 2013 meeting.**

John Binsfeld pointed out that under Agenda item #1, Dennis Jeske's name had been omitted from the 'Members excused' line. Laurie McGraw made a motion to approve the October 15, 2013 minutes as amended. Beau Flitter seconded the motion. Vote: 6 ayes, 0 nays. The motion passed.

### **4. Town Signage / Ordinances – Update.**

Kelly Valentino handed out Town Ordinance #J-93-001, which described the Town park rules. With additional usage, because of the addition of the archery range and other activities, signage is needed to address park hours, parking restrictions and dogs on leash. After reading through the Ordinance, it was decided that Kelly will take this item to the Town Board with the suggestion that in section 6.01(a)5 the park hours should be designated as 6:00am to 11:00pm, and in 5(d) Animals, the last sentence should be changed to say 'except service animals'. This item will be taken back to the Town Board in December.

### **5. Jt. Parks, Recreation and Open Space Plan – Discussion & Action.**

This item will be on the December agenda. No action was taken.

### **6. Budget Review.**

#### **▪ Update on budget process**

Kelly explained that she has had discussion with the Village members of the Ad-Hoc Committee regarding receipting of the fees for various programs and rentals. The credit card program allows them to print out exactly what was receipted for adult leagues,



youth program fees, etc. Instead of just having a 'credit card revenue' line item in the budget, she will be allocating the different fees to their specific accounts they were paid for. It will give a clearer idea of where things stand for budgeting purposes. The Village members of the Ad-Hoc Committee supported this idea. It will start immediately.

- **Review of October 'Stat Pack'**

The budget comparison report for October was looked at, as well as the November calendar for the Community Center. It was noted that there are a lot of rentals scheduled.

**7. Ad-Hoc Committee and Contract updates (Town/B&G).**

The Ad-Hoc Committee met on Wednesday, October 16 at the Village Hall. It was decided by the Committee, that a Jt. Village/Town Board meeting would be held in November instead of an Ad-Hoc Committee meeting. Kelly handed out the agenda for the meeting. It will be Wednesday, November 20, 2013 at the Jackson Town Hall. The meeting will start at 7:00pm. This was an informational item only. No action was needed.

**8. Community Group Facility & Field Usage at Village & Town—Letter & Jan. Meeting.**

The increased use of park facilities by community groups in both the Town and Village is creating a need for a comprehensive use policy to ensure consistent treatment of community groups that regularly use the parks for sports league play. Currently grade schools or high schools do not pay a fee to use the fields. The Committee had requested that Kelly secure additional information to aid in discussion of this item. Kelly handed out a memo that she had sent to the Town Board that discussed this item. A spreadsheet showing what various communities are charging for the various athletic events was attached to the memo. Jackson is only one (1) of three (3) communities that do not charge any fees. Invitations will be sent out to the community groups that currently use the facilities, asking them to attend the January 21, 2014 Jt. Parks & Recreation Committee meeting. This item will be discussed at that time. The Committee would like the groups to be there so that they can get their input on this item. Since the fees on the spreadsheet are from 2012, Kelly will contact municipalities after January 1 to see if any of the fees have changed.

**9. Friends Group – 1<sup>st</sup> Meeting, Member Drive & Marketing.**

The first meeting of the Friends of Jackson Jt. Parks & Recreation will be held on January 21, 2014 at 6:30pm. Kelly handed out a pamphlet for the Friends Group. She stressed that this was only a template, and she wanted the Committee to look it over and give their input as to how it should look and/or be changed. She said that she and Jt. Parks & Recreation Committee Chairman John Binsfeld had gotten together to work on this and set the date for the first (1<sup>st</sup>) meeting of the Group.

**10. Directors Report & Upcoming Events: Kids Rummage, Monte Carlo Night Assignments & Bunco Tourney.**

Kelly presented the Director's report. The sponsor packets for Monte Carlo night were handed out and gone over. They need baked goods for the Kids Rummage Sale. Any and all bakery items will be accepted. Volunteers are needed for the event, as well as the post rummage cleanup. If you know of anyone that would like to help and decorate the Community Center for Christmas, send them Kelly's way. This was an informational item only. No action was needed.

**11. Citizens/Committee Member Comments.**

John Binsfeld thanked Susan Rank for her service to the Village.  
Bill Haese mentioned that he had noticed that there was no light shining on the flagpole that had been put up by the tank in Jackson Park. Kelly said that the Legion was working with WE Energies, and it was taking longer than expected.

**12. Adjourn.**

Bill Haese made a motion to adjourn. Laurie McGraw seconded the motion.  
Vote: 6 ayes, 0 nays. The motion passed. The meeting adjourned at 7:55pm.

Respectfully submitted by: Susan Rank, Village Clerk