

**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