

## **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