

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 – 1st 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 (1st) 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