

**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