



Agenda

Joint Village & Town

Parks & Recreation Committee Meeting

Tuesday, November 18, 2014

6:30 pm – Jt. Parks & Recreation Committee Meeting

*******Jackson Community Center*******

N165 W20330 Hickory Lane

Jackson, WI 53037

1. Call To Order & Roll Call
2. Approve Agenda for November 18, 2014 meeting
3. Approval of Minutes – October 21, 2014 Meeting
4. Eagle Scout Project Updates: Ben Boppre (Town) and Adam Rego (Village)
5. Jt. Parks, Recreation and Open Space Plan – Update
6. Ad Hoc Committee, and Contract updates (Town/B&G)
7. Boundary Agreement Information & Impact
8. Budget Review –
 - Review of monthly financial “Stat Pack”
 - 2015 Budget – update
9. Friends Group – Update
10. **MONTE CARLO SPONSOR & EVENT PACKETS – event planning meeting date**
11. Directors Report & Upcoming Events:
 - **KIDS RUMMAGE, MONTE CARLO**
12. Citizens/Committee Member Comments
13. Adjourn

NOTE: If not included additional support materials will be distributed at meeting.

***Persons with disabilities that would like attend the meeting and require special accommodations should contact the Parks & Recreation Department at least one (1)-one business day prior to the meeting.*

****It is possible that a quorum of other governmental bodies for the Town or Village may be in attendance at the meeting to gather information; no action will be taken by any governmental bodies at this meeting other than the governmental body specifically referred to in this meeting notice.*

November 12, 2014

DRAFT Minutes
Jackson Jt. Park & Recreation Committee
Tuesday, October 21, 2014 – 6:30pm
Jackson Area Community Center
N165W20330 Hickory Lane
Jackson, WI 53037

1. Call to Order and Roll Call.

John Binsfeld called the meeting to order at 6:33pm.

Members present: Doug Alfke, Beau Flitter, Bill Haese, and Lisa Gillitzer.

Members excused: Laurie McGraw.

Staff present: Kelly Valentino and Renee Fisher.

2. Approve Agenda for October 21, 2014 meeting.

It was noted that agenda item #6 should say ‘September’ financial ‘Stat Pack’, not July. Beau Flitter made a motion to approve the October 21, 2014 agenda as corrected. Doug Alfke seconded. Vote: 5 ayes, 0 nays. The motion passed.

3. Approval of Minutes – September 16, 2014 Meeting.

Lisa Gillitzer made a motion to approve the September 16, 2014 minutes. Bill Haese seconded. Vote: 5 ayes, 0 nays. The motion passed.

4. Eagle Scout Project Updates: Ben Boppre (Town) and Adam Rego (Village).

Kelly informed the Committee that Ben Boppre is working with the Town Chairman on his project.

Everything is going well. Adam Rego had a meeting with Kelly and Brian Kober regarding his project.

He will be meeting with Brian on the 23rd to layout where the tee pads will go. He hopes to start work on the 27th of this month, so that everything will be ready in spring. His sponsorship and volunteers came together quickly.

5. Jt. Parks, Recreation and Open Space Plan – Update.

Kelly is on the County Technical Advisory Group with Washington County. They are working on the County plan. She is hoping that she will be able to use some of their information/input in our plan. This was an informational item only. No action was needed.

6. Budget Review.

- **Review of July September financial “Stat Pak”**
- **2015 Budget –Update and Revisions.**

Revisions and corrections o the 2015 budget were presented to the Town. No comment as of yet. The Village Board is having a budget hearing tomorrow night (Oct. 22nd). This budget will be presented then.

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

There is nothing new to report on either item.

8. Friends Group – Update.

- A total of 297 people participated in the 5K Energy Glo Run. It was well received, and the after Glo Party at the Community Center was a success. They sold out of everything! There are no final figures yet.

- The next meeting will be Tuesday, October 28, 2014 at 5:30pm. The meeting will be at the Community Center. Members of the 5K Run for the Beads activity from Action in Jackson will be present.

9. Directors Report & Upcoming Events.

➤ **Glo Run, Ghoul Gala, Kids Rummage, Monte Carlo**

- VOLUNTEERS ARE NEEDED FOR THE GHOUL GALA, KIDS RUMMAGE, AND MONTE CARLO NIGHT!

- The Glo Run had a good turnout and there was a lot of good feedback about the event,

- Sponsorship packets were handed out by Kelly. She asked that everyone look at them and see if there needs to be any changes/corrections.

- Westbury Bank is sponsoring the Ghoul Gala for the 10TH YEAR! THANK YOU WESTBURY!!

10. Citizens/Committee Member Comments.

➤ Bill Haese asked about the flagpole in Jackson Park that is crooked. Both Kelly and Doug Alfke said that it is being worked on. There are some problems that need to be solved.

➤ Bill Haese asked if there were any plans to have another Business Expo. Kelly said that there hasn't been another event to link it with. This will be talked about at the Friends meeting.

➤ Bill Haese asked if a replacement had been found for Judy. Kelly said no.

11. Adjourn.

Doug Alfke made a motion to adjourn. Bill Haese seconded the motion.

Vote: 5 ayes, 0 nays. The meeting adjourned at 7:28pm.

Respectfully submitted by: Susan Rank

Jt. Parks & Recreation Minutes-October 21, 2014

November, 2014
Jt. Park & Recreation Committee
Financial "Stat Pack"
(Jan. – October 2014)



Included:

- *ACTIVE NET – Registration/Scheduling Software:
 To date "Cash Distribution By Account " - *revenue report*
- *Village Budget Comparison Report – *revenues & expenses*
- * Rental/Usage Calendar for the current month

Cash Distribution By Account (Summary)

GL Account: Adult Leagues, Adult Program Fees, Facilities and Park Rentals, Fitness Memberships, Gift Certificates, Grants/Donations/Sponsorships, Open Gym, Payment Account: Cash, Payment Account: Checks, Payment Account: Credit Cards, Payment Account: Credit Memos, Special Events, Tournaments, WPRR ticket sales, Youth Leagues, Youth Program Fees
Transaction Date/Time: From Jan 1, 2014 12:00 AM through Oct 31, 2014 11:59 PM

Account Name	Account Number	Total Cash Payment	Total Check Payment	Total Gift Certificate Payment	Total Card Payment	Total Cash, Check, Card, Certificate	Total Memo / Man. Deduct Payment	Total Payments	Total ECP and Journal Payments	Total ECP Payments + ECP/Journal
Adult Leagues	210	\$210.00	\$4,230.00	\$0.00	\$100.00	\$4,540.00	\$0.00	\$4,540.00	\$0.00	\$4,540.00
Adult Program Fees	206	\$5,982.00	\$5,211.75	\$0.00	\$3,655.00	\$14,848.75	\$0.00	\$14,848.75	\$0.00	\$14,848.75
Facilities and Park Rentals	236	\$1,352.50	\$8,963.00	\$0.00	\$3,396.00	\$13,711.50	\$1,950.00	\$15,661.50	\$0.00	\$15,661.50
Fitness Memberships	238	\$1,154.50	\$3,342.34	\$0.00	\$4,133.50	\$8,630.34	\$95.00	\$8,725.34	\$0.00	\$8,725.34
Open Gym	237	\$454.00	\$15.00	\$0.00	\$15.00	\$484.00	\$0.00	\$484.00	\$0.00	\$484.00
Special Events	224	\$820.00	\$3,715.00	\$0.00	\$6,581.68	\$11,116.68	\$0.00	\$11,116.68	\$75.00	\$11,191.68
Youth Leagues	211	\$224.00	\$1,536.00	\$0.00	\$1,312.00	\$3,072.00	\$44.00	\$3,116.00	\$66.00	\$3,182.00
Youth Program Fees	208	\$2,528.50	\$16,380.00	\$0.00	\$22,818.02	\$41,726.52	\$0.00	\$41,726.52	\$50.00	\$41,776.52
Totals:		\$12,725.50	\$43,393.09	\$0.00	\$42,011.20	\$98,129.79	\$2,089.00	\$100,218.79	\$191.00	\$100,409.79

RS II-VZ

Unposted Included
Fund: 500 - RECREATION-VILL/TOWN

Account Number		2014		2014 Budget	Budget Status	% of Budget
		October	Actual 10/31/2014			
500-00-45620-201-000	REC - VILLAGE SUBSIDY	0.00	0.00	149,210.00	-149,210.00	0.00
500-00-45620-202-000	REC - TOWN SUBSIDY	0.00	37,979.72	65,000.00	-27,020.28	58.43
500-00-45620-204-000	REC - GRANTS/DONATIONS/SPONSRS	375.00	12,144.35	7,000.00	5,144.35	173.49
500-00-45620-205-000	REC - GIFT CERTIFICATES	0.00	0.00	200.00	-200.00	0.00
500-00-45620-206-000	REC - ADULT PROGRAM FEES	1,162.61	10,707.23	17,000.00	-6,292.77	62.98
500-00-45620-208-000	REC - YOUTH PROGRAM FEES	2,945.95	37,620.57	45,000.00	-7,379.43	83.60
500-00-45620-210-000	REC - ADULT LEAGUE FEES	281.76	6,488.26	8,000.00	-1,511.74	81.10
500-00-45620-211-000	REC - YOUTH LEAGUE FEES	-1.65	3,042.55	2,500.00	542.55	121.70
500-00-45620-214-000	REC - CONCESSIONS	1,017.15	9,502.93	15,500.00	-5,997.07	61.31
500-00-45620-224-000	REC - SPECIAL EVENTS	1,201.63	16,531.57	15,000.00	1,531.57	110.21
500-00-45620-228-000	REC - TICKET SALES	0.00	25,908.00	27,000.00	-1,092.00	95.96
500-00-45620-232-000	REC - BOYS & GIRLS CLUB RENT	3,333.00	6,666.00	10,000.00	-3,334.00	66.66
500-00-45620-234-000	REC - WASH CTY AGING RENT	0.00	6,000.00	6,000.00	0.00	100.00
500-00-45620-236-000	REC - BLDG / SHELTER RENTALS	1,803.82	17,342.70	22,000.00	-4,657.30	78.83
500-00-45620-237-000	REC - OPEN GYM FEES	0.00	481.81	2,000.00	-1,518.19	24.09
500-00-45620-238-000	REC - FITNESS MEMBERSHIPS	280.79	8,275.10	10,000.00	-1,724.90	82.75
500-00-45620-240-000	REC - KETTLEBROK CHURCH RENT	0.00	21,460.00	30,000.00	-8,540.00	71.53
500-00-45620-243-000	REC - POSTAGE / COPY MACHINES	0.00	37.62	600.00	-562.38	6.27
500-00-45620-245-000	REC - VENDING MACHINE	137.92	395.57	500.00	-104.43	79.11
500-00-45620-246-000	REC - BIRTHDAY PARTIES	0.00	0.00	0.00	0.00	0.00
		12,537.98	220,583.98	432,510.00	-211,926.02	51.00
Total Revenues		12,537.98	220,583.98	432,510.00	-211,926.02	51.00

+ 155,991 Remaining Village/Town Support

376,575.⁰⁰

- 7,014.⁰⁰ Glo Run-Backcast

369,561.⁰⁰

85%

Unposted Included
Fund: 500 - RECREATION-VILL/TOWN

Account Number		2014 October	2014 Actual 10/31/2014	2014 Budget	Budget Status	% of Budget
500-00-55310-200-000	REC - ADMIN WAGES	16,421.92	170,426.11	214,500.00	44,073.89	79.45
500-00-55310-201-000	REC - EVENING / WEEKEND WAGES	2,172.45	24,001.19	27,000.00	2,998.81	88.89
500-00-55310-202-000	REC - EDUCATION/TRAVEL/DUES	640.00	1,745.86	3,200.00	1,454.14	54.56
500-00-55310-204-000	REC - PROGRAM / ACCT REFUNDS	40.00	1,182.00	3,000.00	1,818.00	39.40
500-00-55310-205-000	REC - PROP/LIABLT Y IINSURANCE	0.00	3,360.00	3,360.00	0.00	100.00
500-00-55310-206-000	REC - COMPUTER EQUIPMENT	0.00	-71.15	850.00	921.15	-8.37
500-00-55310-207-000	REC - GAS / ELECTRIC WE ENERGIES	2,243.23	34,802.58	44,000.00	9,197.42	79.10
500-00-55310-208-000	REC - OFFICE SUPPLIES	504.66	2,291.22	2,500.00	208.78	91.65
500-00-55310-209-000	REC - WATER / SEWER	404.27	1,946.27	2,800.00	853.73	69.51
500-00-55310-210-000	REC - CELL PHONES	70.00	880.25	1,300.00	419.75	67.71
500-00-55310-211-000	REC - COMM CENTER PHONE	110.07	1,009.20	1,400.00	390.80	72.09
500-00-55310-212-000	REC - SOFTWARE FEES MAINTENANCE	259.00	2,080.00	3,000.00	920.00	69.33
500-00-55310-213-000	REC - BLDG EQUIPMENT / REPAIRS	0.00	6,105.08	7,000.00	894.92	87.22
500-00-55310-214-000	REC - YOUTH PROGRAM SUPPLIES	420.26	1,174.49	1,600.00	425.51	73.41
500-00-55310-215-000	REC - JANITORIAL/BLDG SUPPLIES	610.81	2,800.80	3,500.00	699.20	80.02
500-00-55310-216-000	REC - ADULT PROGRAM SUPPLIES	167.00	723.57	1,200.00	476.43	60.30
500-00-55310-218-000	REC - PART TIME/SEASONAL WAGES	1,760.29	18,248.63	24,000.00	5,751.37	76.04
500-00-55310-220-000	REC - SPECIAL EVENTS	1,602.97	3,799.59	3,000.00	-799.59	126.65
500-00-55310-222-000	REC - PRINTING	0.00	5,306.00	4,500.00	-806.00	117.91
500-00-55310-224-000	REC - POSTAGE / COPIER	825.17	7,272.44	7,000.00	-272.44	103.89
500-00-55310-228-000	REC - STAFF UNIFORMS	347.00	347.00	500.00	153.00	69.40
500-00-55310-230-000	REC - CONCESSIONS-RESALABLE FOOD,SUPPLIES	8.07	4,712.67	6,000.00	1,287.33	78.54
500-00-55310-232-000	REC - SUMMER TICKET SALES	0.00	25,592.15	26,000.00	407.85	98.43
500-00-55310-254-000	REC - ADULT LEAGUES	0.00	498.31	3,200.00	2,701.69	15.57
500-00-55310-258-000	REC - CONTRACTUAL WAGES	2,396.50	17,927.26	31,000.00	13,072.74	57.83
500-00-55310-260-000	REC - VEHICLE MAINTENANCE	0.00	0.00	100.00	100.00	0.00
500-00-55310-262-000	REC - CONTINGENCY	0.00	249.74	400.00	150.26	62.44
500-00-55310-268-000	REC - CONCESSION STAND MAINT CO2,LICENSES,REPAIRS	0.00	1,354.65	1,500.00	145.35	90.31
500-00-55310-269-000	REC - FIRE/SECURITY MONITORING	763.94	1,774.94	2,100.00	325.06	84.52
500-00-55310-270-000	REC - SALES & USE TAX	685.52	2,556.62	3,000.00	443.38	85.22
JIM FRECHETTE		32,453.13	344,097.47	432,510.00	88,412.53	79.56
Total Expenses		32,453.13	344,097.47	432,510.00	88,412.53	79.56
Net Totals		-19,915.15	-123,513.49	0.00	123,513.49	0.00

November 2014

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
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JACKSON JT. PARKS & RECREATION DEPARTMENT

Directors Report

Submitted by: Kelly Valentino, CPRP

November, 2014



PROGRAM & EVENT HIGHLIGHTS & UPDATES

- **GHOUL GALA** – Special thanks to all the volunteers and our sponsor **WESTBURY BANK** for very successful 2014 event.
- **KIDS RUMMAGE, DIRECT SALES EXPO & SANTA** – Special thanks to **RYTEC** for continuing to sponsor this wonderful event! Kids and direct sales vendors should register ASAP for the event on Saturday, December 6th. The Jackson Jt. Park & Recreation Dancers will be performing their Holiday recital at the event as well as shows by the Celtic Company, the Boys & Girls Club Dance Team and All Above Dancers. Please come and shop and support our youth entrepreneurs and local Direct Sales Reps!
- **MONTE CARLO NIGHT – MARK YOU CALENDARS: February 7, 2015!!** Based on participant feedback – watch for things to be ***“SHAKIN UP AND STEPPED UP”*** for 2015!! Keep us in mind this Holiday Season, we love ***“RE-GIFTED ITEMS”***. We can make wonderful raffle baskets from items you may receive this holiday season that you don't really need. We are also looking for LARGE ticket items for Monte Carlo Night (sports ticket packages etc....). Help us make the 2015 event the BEST YET!
- **ADULT FALL INDOOR VOLLEYBALL LEAGUE** – We are now taking teams for the Indoor Winter Adult Volleyball league beginning in January – register ASAP if you have a team!
- **HOLIDAY GIFT CARDS/CERTIFICATES** – Give the gift of ***“Quality of Life and Community”*** with a Jackson Area Community Center Gift Card! They are valid for the Fitness Center, programs and rentals! (*Only a few restrictions apply*). GET YOURS TODAY!!!
- **HOLIDAY LIGHTS CONTESTS** – Don't miss your families chance to get on our “Holiday Lights” plaque of fame (plus a Jimmy's gift certificate!!). Register your home by Dec. 8th – the judging will be Dec. 11th, this is a free program! So, go ahead give your home and yard a little “Clark Griswald”!
- **SOCIAL PICKLEBALL TOURNAMENT** – Register today for our 1st Pickleball tournament on Saturday, January 17, 2015. Registration Deadline is January 10th. See page #7 in the Guide for details!
- **HUNGER TASK FORCE STOCKBOX PROGRAM** – requirements have been modified to allow for more individuals to qualify, if you're interested in the program contact Renee (our onsite coordinator) 677-9665.
- **WASHINGTON COUNTY AGING AND DISABILITY RESOURCE CENTER** – We have several partnering programs running at the Community Center: Strong People Program, Walk with Ease and multiple seminars and workshops for older adults.

COMMUNITY CENTER BUILDING & PARKS

- **2015 Budget** – Both Village and Town Budget Public Hearings will be held in early December.
- **Annual Playground Inspections** – All playgrounds (Town and Village) should budget for additional fresh certified matting (wood fiber) for spring.
- **Community Center Block/Roof** – We are looking at putting an epoxy sealing paint over the block in spring, which should solve our ever “seeping” problem. More to come after the first of the year.
- **Eagle Scout Projects** – Both Ben and Adam's projects have been approved and they are working hard.
- **Capital Projects and Future Planning** – Thanks to the Village Board and the Boys & Girls Club, we were able to complete the basketball electric winch project! The Village Board has approved the Gym and Dance floor resurfacing with the installation of 2 side volleyball courts. They are also looking at electric air hand dryers in the restrooms. The Friends are looking at funding the fencing around the Early Childhood Outdoor Area in spring as one their “short term goals”. (Thanks to the “Jackson 5k Run” and the “Energy Glo Run”!)
- **Washington County Parks, Recreation & Open Space Plan**– Patron, Business and User survey's and focus groups began this fall gathering stakeholder information for the plan revision.

FRIENDS GROUP/VOLUNTEER PROGRAM UPDATE

- The Friends met on October 28th. They discussed MONTE CARLO NIGHT and long and short term goals.

UPCOMING VOLUNTEER OPPORTUNITIES let us know if you can help with any of these – 677-9665.

*Kids Rummage & Direct Sales Expo – Saturday, December 6th

*MONTE CARLO NIGHT – Saturday, February 7th, 2015

“The love of family and the admiration of friends is much more important than wealth and privilege.”

Charles Kuralt