

## **Parks, Tourism and Economic Development Committee**

### **Special Sub-Committee Meeting Minutes**

**Tuesday, September 13, 2016**

1. **Call to Order:** The Parks, Tourism and Economic Development Committee (PTEDC) Special Sub-Committee meeting was called to order at 1:05 PM in the County Board Room of the Trempealeau County Courthouse located at 36245 Main St, Whitehall, WI by Jon Schultz, Chair.
2. **Certification of Open Meeting Law Requirements:** Kevin Lien certified that the Open Meeting Law Requirements have been met.
3. **Roll Call of Sub-Committee Members:** Members present: Jon Schultz, Jean Galasinski, and Chuck Walek. Also present were Kevin Lien, Elsa Kulig, and Dick Miller.
4. **Adoption of Agenda:** Jean Galasinski made a motion to adopt the agenda. Jon Schultz seconded. Motion carried.
5. **Adoption of Minutes (8-31-16):** Chuck Walek made a motion to adopt the agenda. Jon Schultz seconded. Motion carried.
6. **Development and Approval of a Job Description for Parks, Tourism, and Economic Development Coordinator Position:** The committee reviewed the draft job description for a new Parks, Tourism and Economic Development Coordinator position in detail and made a few changes to the working draft. Chuck Walek made a motion to forward the revised draft job description to the Parks, Tourism and Economic Development Committee for consideration at their next meeting on Tuesday, September 20<sup>th</sup> at 9:00AM. Jean Galasinski seconded. Motion carried.
7. **Adjourn:** Meeting was adjourned at 2:21PM by Jon Schultz.

**Submitted by: Kirstie Heidenreich, recording secretary**

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Jean Galasinski  
*Parks, Tourism and Economic Development Committee Secretary*