



**VILLAGE OF JACKSON
SPECIAL PARKS & RECREATION
COMMISSION AGENDA**

Tuesday, December 5, 2023 at 6:00 PM

Jackson Municipal Complex - Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Parks & Recreation Commission Meeting of September 19, 2023
3. Review Current Financial Stat Pak
4. Revised Jackson Community Center Rental Forms and Fees for January 1, 2024
5. Revised Departmental Structure and Job Descriptions
6. Jackson Community Center Expansion Project Update - Final Floor Plan and Bid Details
7. Jackson Dog Park - Request for Bid
8. Upcoming Events - Monte Carlo Night, February 24, 2024
9. Director of Parks & Recreation Highlights
10. Citizens/Village Staff to Address the Parks & Recreation Committee
11. Adjourn to **FRIENDS MEETING**

FRIENDS OF JACKSON PARKS & RECREATION
typically meet following the JPR Commission meeting



Unless emailed with notice, support materials will be provided at the meeting.

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

MINUTES

PARKS & RECREATION COMMISSION

Tuesday, September 19, 2023 at 6:00 PM

Jackson Community Center

N165W20330 Hickory Lane

Jackson, WI 53037



1. Call to Order and Roll Call

The meeting was called to order at 6:00 PM by Chair Casey Latz.

Members Present: Chair Casey Latz, Tr. Engelhardt, Susan Rank, and Brittany Rathke

Members Excused: Brian Mekka

Members Absent: None

Staff Present: Parks & Recreation Director Kelly Valentino, Village Administrator Jen Keller, and Recreation Supervisor Renee Fisher

Trustees Present in Audience: President Brian Heckendorf

2. Approval of the Parks & Recreation Commission Minutes from August 15, 2023

The motion to approve the minutes for the Parks & Recreation Commission meeting of August 15, 2023 was made by S. Rank and seconded by Tr. Engelhardt.

Vote: 4 ayes, 0 nays. Motion carried.

3. Review Current Financial Stat Pak

Overall year-to-date is 73% revenue, 69% expenses. It was indicated that this is looking great for the year.

4. Department Goals Overview for 0-3 Years, 4-10 Years, and 10+ Years

This matter was covered within the item #6.

5. Revised Full-Time Job Description, Including Potential 2024 Full-Time Recreation Support

This matter was covered within the item #6.

6. 2024 Jackson Parks & Recreation Operations and Maintenance Budget Presentation

The goals and objectives for 2022/2023 have been completed or are in progress and on track to be finished. Goals for 2024 include, but are not limited to, the additional property acquisition around Hasmer Lake, Jackson Community Center expansion proposals, hiring of a new Recreation Supervisor, Request for Proposal to create a Park Master Plan for Jackson Park, and a timeline for the revision of the Parks, Recreation, and Open Space Plan for the Village.

Proposed staffing adjustments going into 2024/2025. New job posting to help split duties up to focus more on growing programming and events. Both titles of Supervisor with one focusing on the youth and senior activities/events and the other focusing on the adult side of programs. Having these two positions will allow the Parks and Recreation department to grow. Getting these positions up to speed before the possible retirement of two long-time employees will be instrumental in the success and growth of the future department.

Expenses for the next year are dependent on the addition of the new position. With the new position, 2024 is looking at an increase of 12% for the Village and a 10% in budgeting for the Parks and Recreation Department.

Utilization stats for the rentable rooms continue to increase and are on track to surpass 2022 numbers. The center is being used more.

The motion to recommend the draft proposal and job descriptions was made by S. Rank and seconded by B. Rathke.

Vote: 4 ayes, 0 nays. Motion carried.

7. Project Update on the Jackson Community Center Expansion

Meetings have continued to take place for the Jackson Community Center expansion project. Recent topics of concern included the interior, electrical, and security of the front desk. They have been searching for low-maintenance, low-cost, high-quality options. It was reported that Zimmerman Architectural Studios, Inc. has been great to work with and the final plan is tentatively set to be out in October 2023.

8. Jackson Park Courts - Update on Dedication/Ribbon Cutting, Wanda Gindt Memorial

As of the date of this meeting, they were still waiting on a table from the Jackson Business Alliance prior to the ribbon-cutting ceremony. The table will include ADA-accessible options. It was anticipated that the table would be installed in early October 2023 and the ribbon cutting ceremony would take place some time after the installation. It was explained that the Wanda Gindt Memorial is for an avid pickball player that passed away. Her husband wanted to make a memorial for her. The plan includes an area of trees surrounded by mulch, with a bench for sitting.

9. Upcoming Events - Beer Garden, Glo Run/Beer Garden, and Village Tree Lighting

It was reported that the Glo Run will coincide with the Beer Garden, to be held on October

20, 2023. There will also be a Beer Garden on the evening of October 19, 2023.

The Village of Jackson tree lighting will be located at the Jackson Municipal Complex and will utilize the training and board rooms to accommodate the crowd and activities.

The Ghoul Gala will be held October 27, 2023 at the Jackson Community Center. They reported they are always looking for volunteers to help with the event.

10. Director of Parks and Recreation's Highlights

Director Valentino reported. She explained the new activity guide is anticipated for online release by the end of the week. The early learners' classes have begun. They are co-taught classes, with one morning class and one afternoon class. The morning class has 17 children and the afternoon class has 16. Five teachers oversee these classes. The 3K program has been full since June and it continues to grow. The Head Start program is full as well.

11. Citizens/Village Staff to address the Board

None.

12. Adjourn

A motion to adjourn the meeting was made by C. Latz and seconded by Tr. Engelhardt.

Vote: 4 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:52 PM.

Respectfully Submitted,
Brittany Rathke - Parks & Recreation Commission Member

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.

December 5, 2023
Parks & Recreation Commission
Financial “Stat Pack”
(January – October 2023)

Included:

*REC DESK – Registration/Scheduling Software:

To date “Cash Distribution by Account – *In House Revenue Report*”

*Village Budget Comparison Report – *Village Workhorse Program*

*5-year comparison spreadsheet

Revenue By Period - GL Account Summary

Start Date: 1/1/2023 12:00 AM End Date: 10/31/2023 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -



Regular Revenue

						DEBITS				CREDITS		
	<u>**Gross</u>	<u>**Net</u>	<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH</u>	<u>Internal</u>	<u>Acct Credit</u>	<u>Other</u>	<u>Refunds</u>	<u>Other</u>
000 - Household Credit Account												
	426.92	426.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,499.00	0.00	-1,072.08
204 - Grants/Sponsorships/Donations												
	7,496.82	7,496.82	0.00	5,421.82	2,075.00	2,075.00	0.00	0.00	0.00	0.00	0.00	0.00
206 - Adult Programming												
	21,770.76	21,770.76	5,919.00	5,196.26	11,163.50	11,163.50	0.00	0.00	226.00	0.00	-734.00	0.00
208 - Youth Programming												
	26,810.74	26,810.74	3,195.00	6,965.74	17,458.36	17,458.36	0.00	0.00	373.64	0.00	-1,182.00	0.00
209 - Senior Program												
	2,372.10	2,372.10	1,577.10	255.00	490.00	490.00	0.00	0.00	60.00	0.00	-10.00	0.00
210 - Adult Leagues												
	5,000.00	5,000.00	900.00	3,700.00	400.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00
211 - Youth Leagues												
	2,475.00	2,475.00	75.00	375.00	2,100.00	2,100.00	0.00	0.00	0.00	0.00	-75.00	0.00
214 - Concessions												
	9,112.95	9,112.95	8,240.00	839.95	33.00	33.00	0.00	0.00	0.00	0.00	0.00	0.00
224 - Special Events												
	58,188.55	58,188.55	32,771.00	18,340.00	5,855.00	5,855.00	0.00	1,222.55	0.00	0.00	0.00	0.00
228 - WPRA Tickets												
	10,270.25	10,270.25	3,727.25	977.00	5,586.00	5,586.00	0.00	0.00	0.00	0.00	-20.00	0.00
232 - Boys & Girls Club Rentals												
	12,086.58	12,086.58	0.00	12,086.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
234 - Washington County Aging and Disability Resource Center Rental												
	600.00	600.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

236 - Building/Park Rentals											
38,731.25	38,731.25	2,757.00	27,385.25	9,490.56	9,490.56	0.00	0.00	336.44	0.00	-1,238.00	0.00
237 - Open Gym Type Programs											
561.00	561.00	556.00	0.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00
238 - Fitness Memberships											
4,505.50	4,505.50	1,199.00	1,824.75	1,655.75	1,655.75	0.00	0.00	16.00	0.00	-190.00	0.00
240 - Kettlebrook Church Rentals											
23,535.19	23,535.19	0.00	23,535.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
243 - Postage and Copier Revenue											
0.20	0.20	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
250 - 4K											
156.00	156.00	0.00	156.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
252 - Employee Wellness											
90.00	90.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300 - Deposits For Rentals											
1,875.00	1,875.00	0.00	1,950.00	75.00	75.00	0.00	0.00	0.00	0.00	-150.00	0.00
NONE - Unassigned											
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
226,064.81	226,064.81	61,006.55	109,608.54	56,387.17	56,387.17	0.00	#####	1,012.08	1,499.00	-3,599.00	-1,072.08

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross)

Sales Tax

DEBITS										CREDITS	
**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH	Internal	Acct Credit	Other	Refunds	Other
		0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00		0.00

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross)

Convenience Fees

Convenience Fees Assessed	\$1,913.03	CONVENIENCE FEES REFUNDED	\$0.00	NET CONVENIENCE FEES	\$1,913.03
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Fund: 500 - RECREATION

Account Number		2023 October	2023 Actual 10/31/2023	2023 Budget	Budget Status	% of Budget
500-00-45620-201-000	REC - VILLAGE TRANSFER	0.00	232,715.00	232,715.00	0.00	100.00
500-00-45620-204-000	REC - GRANTS/DONATIONS/SPONSRS	0.00	7,496.82	6,000.00	1,496.82	124.95
500-00-45620-206-000	REC - ADULT PROGRAM FEES	3,216.80	21,707.07	20,000.00	1,707.07	108.54
500-00-45620-208-000	REC - YOUTH PROGRAM FEES	725.50	28,095.24	34,000.00	-5,904.76	82.63
500-00-45620-209-000	REC - SENIOR PROGRAMS	276.60	2,262.10	2,500.00	-237.90	90.48
500-00-45620-210-000	REC - ADULT LEAGUES FEES	500.00	5,100.00	4,500.00	600.00	113.33
500-00-45620-211-000	REC - YOUTH LEAGUE FEES	0.00	2,550.00	2,500.00	50.00	102.00
500-00-45620-214-000	REC - CONCESSIONS	75.00	9,112.95	10,000.00	-887.05	91.13
500-00-45620-224-000	REC - SPECIAL EVENTS	7,879.00	58,168.55	39,000.00	19,168.55	149.15
500-00-45620-228-000	REC - TICKET SALES	0.00	10,273.00	8,000.00	2,273.00	128.41
500-00-45620-232-000	REC - BOYS & GIRLS CLUB RENT	2,086.58	13,753.58	10,000.00	3,753.58	137.54
500-00-45620-234-000	REC - WASH CTY AGING RENT	0.00	6,600.30	6,000.00	600.30	110.01
500-00-45620-236-000	REC - BLDG / SHELTER RENTALS	3,913.75	42,137.81	40,000.00	2,137.81	105.34
500-00-45620-237-000	REC - OPEN GYM FEES	63.00	537.00	1,200.00	-663.00	44.75
500-00-45620-238-000	REC - FITNESS MEMBERSHIPS	464.00	11,537.27	15,000.00	-3,462.73	76.92
500-00-45620-240-000	REC - KETTLEBROK CHURCH RENT	7,057.56	23,535.19	29,000.00	-5,464.81	81.16
500-00-45620-243-000	REC - POSTAGE / COPY MACHINES	0.00	516.45	600.00	-83.55	86.08
500-00-45620-250-000	REC - WBSC 4K PROGRAM	49,207.00	89,921.00	90,000.00	-79.00	99.91
500-00-45620-252-000	REC - VILLAGE WELLNESS PROGRAM	0.00	90.00	1,500.00	-1,410.00	6.00
PUBLIC CHARGES FOR SERVICES		75,464.79	566,109.33	552,515.00	13,594.33	102.46
Total Revenues		75,464.79	566,109.33	552,515.00	13,594.33	102.46

$19,393 \times 10^{-1}$
 $193,929$
 $333,394$
 $+ 193,929$
 $\hline 527,323$

95%

Fund: 500 - RECREATION

Account Number		2023 October	2023 Actual 10/31/2023	2023 Budget	Budget Status	% of Budget
500-00-55310-110-000	REC ADMIN - WAGES	16,286.40	179,150.40	199,350.00	20,199.60	89.87
500-00-55310-110-001	REC EVEN/WEEKEND - WAGES	2,879.00	35,607.13	29,410.00	-6,197.13	121.07
500-00-55310-110-002	REC PART-TIME SEASONAL - WAGES	1,520.00	18,296.50	9,646.00	-8,650.50	189.68
500-00-55310-110-004	REC WBSD 4K - WAGES	4,992.50	35,359.50	53,508.76	18,149.26	66.08
500-00-55310-125-000	REC ADMIN - HEALTH/LIFE INSUR	4,546.17	45,442.91	54,496.32	9,053.41	83.39
500-00-55310-125-002	REC PART-TIME/SEAS-HEALTH/LIFE	0.00	6.07	0.00	-6.07	0.00
500-00-55310-130-000	REC ADMIN - WRS	1,107.48	12,182.28	13,555.80	1,373.52	89.87
500-00-55310-130-001	REC EVEN/WEEKEND - WRS	114.48	1,214.70	884.00	-330.70	137.41
500-00-55310-130-002	REC PART-TIME/SEASONAL - WRS	0.00	184.69	0.00	-184.69	0.00
500-00-55310-130-004	REC WBSD 4K - WRS	229.84	1,810.43	3,098.36	1,287.93	58.43
500-00-55310-135-000	REC ADMIN - SOCIAL SECURITY	949.14	9,817.59	12,359.70	2,542.11	79.43
500-00-55310-135-001	REC EVEN/WEEKEND - SOC SEC	178.50	2,142.14	1,823.42	-318.72	117.48
500-00-55310-135-002	REC PART-TIME/SEASON - SOC SEC	94.24	1,131.32	598.05	-533.27	189.17
500-00-55310-135-004	REC WBSD 4K - SOCIAL SECURITY	309.54	2,059.20	3,317.54	1,258.34	62.07
500-00-55310-140-000	REC ADMIN - MEDICARE	221.98	2,441.78	2,890.58	448.80	84.47
500-00-55310-140-001	REC EVEN/WEEKEND - MEDICARE	41.74	519.89	426.45	-93.44	121.91
500-00-55310-140-002	REC PART-TIME/SEASON - MEDICARE	22.04	265.33	139.87	-125.46	189.70
500-00-55310-140-004	REC WBSD 4K - MEDICARE	72.39	512.74	775.88	263.14	66.08
500-00-55310-145-000	REC ADMIN - MEDICAL REIMBURSE	115.38	1,269.18	1,500.00	230.82	84.61
500-00-55310-200-000	REC - ADMIN WAGES	0.00	-8,143.20	0.00	8,143.20	0.00
500-00-55310-201-000	REC - EVENING / WEEKEND WAGES	0.00	-1,055.88	0.00	1,055.88	0.00
500-00-55310-202-000	REC - EDUCATION/TRAVEL/DUES	300.00	2,335.63	3,000.00	664.37	77.85
500-00-55310-204-000	REC - PROGRAM / ACCT REFUNDS	0.00	1,682.00	3,500.00	1,818.00	48.06
500-00-55310-205-000	REC - PROP/LIABLTY INSURANCE	0.00	2,945.00	4,000.00	1,055.00	73.63
500-00-55310-206-000	REC - COMPUTER EQUIPMENT	0.00	435.96	600.00	164.04	72.66
500-00-55310-207-000	REC - GAS / ELECTRIC	2,830.00	29,945.63	35,902.00	5,956.37	83.41
500-00-55310-208-000	REC - OFFICE SUPPLIES	326.21	1,816.15	2,000.00	183.85	90.81
500-00-55310-209-000	REC - WATER / SEWER	655.09	1,981.21	2,700.00	718.79	73.38
500-00-55310-210-000	REC - CELL PHONES	500.00	1,000.00	1,800.00	800.00	55.56
500-00-55310-211-000	REC - PHONE / INTERNET	248.68	2,947.80	1,500.00	-1,447.80	196.52
500-00-55310-212-000	REC - IT SUPPORT	537.10	8,858.66	7,000.00	-1,858.66	126.55
500-00-55310-213-000	REC - BLDG EQUIPMENT / REPAIRS	0.00	8,581.06	13,500.00	4,918.94	63.56
500-00-55310-214-000	REC - YOUTH PROGRAM SUPPLIES	217.50	2,377.93	2,000.00	-377.93	118.90
500-00-55310-215-000	REC - JANITORIAL/BLDG SUPPLIES	259.56	2,523.74	2,100.00	-423.74	120.18
500-00-55310-216-000	REC - ADULT PROGRAM SUPPLIES	209.71	1,164.06	1,000.00	-164.06	116.41
500-00-55310-217-000	REC - SENIOR PROGRAMS	-317.63	659.67	1,000.00	340.33	65.97
500-00-55310-218-000	REC - PART TIME/SEASONAL WAGES	0.00	-40.50	0.00	40.50	0.00
500-00-55310-220-000	REC - SPECIAL EVENTS	3,200.49	20,836.82	12,000.00	-8,836.82	173.64
500-00-55310-222-000	REC - PRINTING	1,453.00	2,906.00	3,200.00	294.00	90.81
500-00-55310-224-000	REC - POSTAGE / COPIER	346.49	4,293.63	5,600.00	1,306.37	76.67
500-00-55310-228-000	REC - STAFF UNIFORMS	0.00	960.58	1,000.00	39.42	96.06
500-00-55310-230-000	REC - CONCESSIONS-RESALEABLE	481.59	5,708.02	5,000.00	-708.02	114.16
500-00-55310-232-000	REC - SUMMER TICKET SALES	0.00	7,971.00	7,500.00	-471.00	106.28
500-00-55310-254-000	REC - ADULT LEAGUES	0.00	1,110.53	2,000.00	889.47	55.53
500-00-55310-258-000	REC - CONTRACTUAL SERVICES	3,402.31	24,311.91	35,000.00	10,688.09	69.46
500-00-55310-262-000	REC - CONTINGENCY	70.00	240.73	500.00	259.27	48.15
500-00-55310-268-000	REC - CONCESSION STAND MAINT	0.00	815.89	800.00	-15.89	101.99
500-00-55310-269-000	REC - FIRE/SECURITY MONITORING	467.98	3,777.40	4,200.00	422.60	89.94
500-00-55310-270-000	REC - SALES & USE TAX	0.00	2,974.61	3,800.00	825.39	78.28
500-00-55310-280-000	REC - WBSD 4K PROGRAM SUPPLIES	837.31	149.46	1,000.00	850.54	14.95
500-00-55310-282-000	REC - VILLAGE WELLNESS PROGRAM	0.00	756.52	1,500.00	743.48	50.43

Fund: 500 - RECREATION

Account Number	2023 October	2023 Actual 10/31/2023	2023 Budget	Budget Status	% of Budget
PARKS & RECREATION	49,706.21	486,241.80	552,482.73	66,240.93	88.01
Total Expenses	49,706.21	486,241.80	552,482.73	66,240.93	88.01
Net Totals	25,758.58	79,867.53	32.27	-79,835.26	247,497.77

88%

Jackson Parks & Recreation Department

5 year Budget Comparison (subsidies extrapolated)

				COVID	COVID	Village Only**	
		2018*	2019*	2020*	2021*	2022	2023
Total Budget		519,929	528,450	546,782	542,174	556,016	552,515.00
Jan.	Revenue (budget %)	37,070 (7%)	31,820 (3%)	40,290 (7%)	27,761 (5%)	35,695 (6%)	37,877 (7%)
	Expenditures (budget %)	39,817 (7.7%)	46,201 (9%)	40,746 (7%)	38,890 (7%)	58,528 (11%)	36,590 (10%)
Feb.	Revenue (budget %)	120,830 (23%)	126,222(24%)	134,263 (25%)	121,009 (22%)	123,856 (22%)	122,615 (22%)
	Expenditures (budget %)	79,080 (15%)	86,508(16%)	89,248 (16%)	74,429 (14%)	106,862 (19%)	104,146 (19%)
March	Revenue (budget %)	\$153,695 (29%)	161,386 (31%)	171,686 (31%)	153,720 (28%)	No	177,443 (32%)
	Expenditures (budget %)	\$123,668 (24%)	129,485 (25%)	138,943 (25%)	134,479 (25%)	Workhorse	158,594 (29%)
April	Revenue (budget %)	\$184,391 (35%)	201,802 (38%)	193,589 (35%)	191,191 (35%)	207,633 (37%)	220,245 (40%)
	Expenditures (budget %)	\$176,282 (34%)	188,474 (36%)	177,177 (32%)	176,620 (33%)	188,008 (34%)	203,925 (37%)
May	Revenue (budget %)	230,875 (44%)	253,908(48%)	231,477(42%)	233,212 (43%)	268,272 (48%)	274,941 (50%)
	Expenditures (budget %)	218,216 (42%)	228,774(43%)	211,665 (39%)	218,515 (40%)	234,516 (42%)	252,185 (46%)
June	Revenue (budget %)	278,036 (53%)	291,663(55%)	278,660 (51%)	281,244 (51%)	300,239 (53%)	307,961 (56%)
	Expenditures (budget %)	252,175 (49%)	263,372(50%)	245,661 (45%)	260,609 (48%)	273,274 (49%)	296,271 (54%)
July	Revenue (budget %)	302,007 (58%)	325,514 (62%)	305,886 (56%)	321,168 (59%)	339,847 (62%)	356,469 (65%)
	Expenditures (budget %)	284,599 (55%)	295,489 (56%)	280,926 (51%)	294,593 (54%)	322,841 (58%)	347,748 (63%)
August	Revenue (budget %)	335,051 (64%)	366,210 (69%)	336,440 (62%)	366,367 (67%)	380,959 (69%)	401,790 (73%)
	Expenditures (budget %)	322,192 (62%)	333,108 (63%)	326,740 (60%)	345,502 (64%)	340,379 (61%)	383,879 (69%)
Sept.	Revenue (budget %)	406,412 (78%)	415,858 (79%)	365,741 (67%)	398,207 (73%)	No	432,466 (79%)
	Expenditures (budget %)	376,357 (72%)	408,811 (77%)	364,768 (67%)	399,460 (74%)	Worshorse	436,536 (79%)
Oct.	Revenue (budget %)	488,220 (94%)	485,351 (92%)	449,107 (82%)	No	475,704 (86%)	527,323 (95%)
	Expenditures (budget %)	430,860 (83%)	456211(86%)	403,845 (74%)	Workhorse	467,784 (84%)	486,242 (88%)
Nov.	Revenue (budget %)	472,393 (91%)	527,342 (100%)	473,121 (87%)	531,258 (97%)	No	
	Expenditures (budget %)	512,327 (99%)	493,594 (93%)	439,615 (80%)	493,487 (91%)	Workhorse	
Dec.	Revenue (budget %)	548,466 (105%)	564,619 (107%)	517,457 (95%)	560,582 (103%)	608,831 (109%)	
	Expenditures (budget %)	529,521 (102%)	538,450 (102%)	473,508 (87%)	531,480 (98%)	554,142 (100%)	
Year End Village Audit Total:		plus 18,945	plus 25,648	plus \$33,295	plus \$18,927	plus 34,840	

*2012 & 2013 Town short. 2014 & 2015 both municipalities followed revenue sharing formula. 2016, 2017, 2018 & 2019 Town short.

**In Fall of 2021, the Town dissolved their partnership with the JPR/Village. (We added the 4k/WBSD Partnership in 2016.)

JACKSON COMMUNITY CENTER



FACILITY RENTAL PACKET

The Jackson Community Center is made available for use by all groups through the generosity of the residents of the Village of Jackson. The Jackson Community Center is a 26,000 square foot building consisting of rooms of varying sizes and capacities. Reasonable rules and guidelines have been established to assure the maximum enjoyment of this facility. Reservations are accepted on a rolling 12-month calendar from the reservation date. and after that, on a first come first served basis. (Special requests made for ongoing long-term rentals may be an exception.)

Building Supervisors and JPR Staff reserve the right to close any event, which poses a threat to the safety of the participants or the facility or violates any laws.

ALL RENTALS ARE ON A FIRST COME, FIRST SERVE BASIS.

Building Supervisors CANNOT pencil reservations into the rental calendar without application and payment.

General Room Descriptions

GATHERING HALL

This multipurpose room is large enough to accommodate gatherings and meetings up to 120 people. This room may be used for dances, receptions, showers, classes, meetings etc... There are 12, 72-inch round tables, which seat 8-10 people. The chairs are padded banquet style chairs. Included is the availability of a full kitchen, which can also be rented with the Games Room.

GENERAL MEETING ROOMS

The Tech Room, Dance Studio, and Conference Room, although they have their intended purposes, are open for meetings and small gatherings.

GAMES ROOM/LOUNGE

This room is designed for casual meeting space. There is a sofa, coffee table and chairs. There are also pool table, ping pong tables, TV, etc. The room can hold approximately 100 people. Due to use by the Jackson Parks & Recreation Department and the Boys & Girls Club, it has limited rental hours.

GYMNASIUM

The gymnasium has one full size basketball and volleyball court. It can also be divided into two smaller basketball or volleyball courts. It's a multipurpose area that can be utilized for many activities.

General Hours of Operation:

Monday - Friday 8:00am - 8:00pm

Saturdays 8:00am - Noon

(The building may be open when classes are in session)

**For additional rental information or to make a reservation please call the Jackson Parks & Recreation Department at (262) 677-9665 x110
parkrec@villageofjacksonwi.gov**

FOOD SERVICE

A variety of options are available to our renters.

- Food can be prepared at home and brought into the center for rental guests, at no additional charge to the renter. No Sales Permitted.
- All professional caterers must be preapproved and provide proof of certification/insurance.

ALCOHOL POLICY

- Renters are allowed to serve alcohol to their guests, within the confines of the law, without an additional permit as long as the alcohol is provided free of charge to your guests. No sales permitted.
 - The Jackson Parks & Recreation Department may be contracted to cater the cash bar of malt beverages for an event or gathering.
- Please call (262) 677-9665 x111 for details.



Jackson Community Center Rental Fee Table

Priority use is as follows: 1. Jackson Parks & Recreation Programs and Events,
And 2. Contracted Partner Groups Rentals. All other rentals will be on a first-come, first-served basis.

NOTE: that although every effort will be made, rental groups may be bumped to accommodate the above groups.
Building Supervisors CANNOT pencil dates in the calendar. Proof of residency required with a photo I.D. or utility bill.

RESERVATION CANNOT BE HELD WITHOUT FORM AND PAYMENT.

When making your reservation include:

The completed application, a \$100.00 deposit (separate check) and all fees.

	Weekdays	Weekends
	Monday - Thursday 6:30am to 10:00pm Up to Two Hours	Friday Evening - Sunday 8:00am to 11:00pm Up to Four Hours
Jackson Village Residents: <i>*Must have driver's license with a Village address or current utility bill.</i>	Lounge/Games Room after 7:00pm \$80.00 Gymnasium \$50.00 per hour Gathering Hall with Kitchen \$94.00 All Other Rooms \$50.00	Lounge/Games Room \$120.00 Gymnasium \$75.00 per hour Gathering Hall with Kitchen \$125.00 All Other Rooms \$75.00
Non - Resident Users: As of 5/1/2022, Town of Jackson Residents are considered "Non-Resident" users.	Lounge/Games Room after 7:00pm \$120.00 Gymnasium \$75.00 per hour Gathering Hall with Kitchen \$140.00 All Other Rooms \$75.00	Lounge/Games Room \$180.00 Gymnasium \$113.00 per hour Gathering Hall with Kitchen \$190.00 All Other Rooms \$113.00
Jackson Non-Profit Community Organizations: <i>(Eligibility must be approved by Operations Manager)</i>	Jackson Community Organizations will be individually contracted by the JPR, at a \$20.00 per hour rate if the building is already open and staffed. If "CO" groups request non-staffed days/times, full-resident rates apply. "CO" rates are limited to (2) hrs. max. *Community Group discount excludes gymnasium - full rental fees apply.	
Additional Hours & Holidays:	There is a \$25.00 per hour per room fee for each additional hour booked in advance. Be sure to include your setup and cleanup time in your rental time frame. *\$100.00 deposit will be automatically retained for groups coming in before their reserved time and/or staying past reservation time. *On Village Holidays, rentals fees will be doubled, approval based on available staff.	
Concessions/Catering:	All concessions for resale will be administered by the JPR with profit sharing. All outside caterers for non-resale events must be approved by the JPR. (Proof of Insurance & Health Dept. Licensing required) Privately prepared food cannot be sold on or off premises.	
Additional Fees:	Additional fees/paperwork may apply for groups serving alcohol to their guests, requiring the use of Jackson Community Center Equipment or storage of items in our facility. Please inquire.	
Equipment Charge:	Volleyball Nets, Pickleball Nets, Scoreboard, Projector & Laptop - \$50 equipment charge	
Special Contracted Long Term Rental Requests:	All long-term rental and contracted partner group requests will be contracted on a per user basis with JPR approval and reviewed periodically by the JPR, JPR Director, Commission and Village Board.	

Please read the following terms and conditions of agreement carefully!

TERMS AND CONDITIONS OF JACKSON COMMUNITY CENTER RENTAL AGREEMENT

The Jackson Parks & Recreation Department reserves the right to change, adjust, or delete any rules or regulations found in this contract. The Department also reserves the right to close down any event, which poses a threat to the safety of the participants or the facility or violates any of the conditions stated and/or contact authorities if needed.

RESPONSIBILITY

1. You are responsible for all accidents or injuries to any person(s) or property resulting from the use of the community center and its facilities and grounds.
2. You are responsible for returning this signed application, ALL FEES and the \$100.00 separate deposit to the Jackson Parks & Recreation Department to ensure that your date(s) are reserved.
3. A building supervisor will open and close the facility at the times stated on the form. Be sure that the times you request include all the time you will need to set up tables and chairs, put up and take down decorations, prepare any food planned, and clean up if you do not wish to lose your security deposit.
4. ***It is your responsibility*** to point out any damage or conditions prior to your event to the Building Supervisor so they can make a note on your permit. All conditions for any cleaning and/or damage must be cleared through the building supervisor before he/she can sign off your clearance to receive your cleaning/damage refund, which will be mailed to you within 30 calendar days after your event.
5. Because this building is used by various community groups, some of the rooms may be off-limits for safety, storage, and program reasons. Please respect signage by other user groups.

Please initial after reading _____

RENTAL CONDITIONS

1. Rental requests and dates are accepted on a **first-come, first-serve** basis.
2. **Tables and chairs may not be removed from the building premises.**
3. Smoking is prohibited inside the building. If guests smoke outside, the butts must be picked up or put in proper receptacle.
4. You provide food, beverage service, dishes, silverware, cooking utensils, dishtowels, etc.
5. Applications will not be approved for applicants under the age of 21.
6. Applications cannot be transferred, assigned, or sublet.
7. Animals are not permitted inside the building (except service animals).
8. Parking availability is not guaranteed and, on any occasion, may be limited.
9. Young children must be under direct supervision/control of an adult 18 years of age or older.
10. After the event, you are responsible for:
 - a. The removal of all decorations and all other items brought in.
 - b. Being sure tables and chairs are wiped down and clean.
 - c. The removal of trash from the building and parking area and the placement of all trash in the large dumpster located outside the rental building.
- d. Sweeping floors in all rooms approved for use for your event and mopping if necessary.

Please initial after reading _____

RESERVATIONS, FEES, DEPOSITS & REFUNDS

1. For any rental to be saved, including "CO" rentals, ALL FEES and A **\$100.00 deposit (separate check or cc number on file)** must accompany this application. The \$100.00 deposit is nonrefundable if:
 - a. Any time within 15 calendar days from your reservation the event is cancelled.
 - b. Renters coming in prior to their reservation time and/or staying past reservation time.
 - c. This fee will also be used to cover expenses incurred due to unacceptable cleaning and/or damage. You will be billed for any damage not covered by this fee. If damage to the building or its premises exceeds \$100.00, you will be charged the difference so that we may maintain the quality of the building.

2. All Cancellations made prior to the 15 day reservation refund cutoff are subject to a 50% cancellation fee (again, there are NO refunds when cancelled 15 days prior to reservation).
3. Applicants must be 21 years of age to reserve this facility. Application may be revoked if the intended facility use is misrepresented.
4. The Jackson Parks & Recreation Department and Community Center representatives are always willing to negotiate terms of this agreement with Jackson Community Organizations, for the interest of all parties involved, within reason.
5. For all **LONG-TERM APPROVED RENTALS**, 60 days' notice must be given by both the Jackson Parks & Recreation Department and the Renter to terminate and/or alter the rental agreement. Each LONG-TERM AGREEMENT shall be reviewed during renewals or annually by the Jackson Parks & Recreation Department.
6. **NONPROFIT COMMUNITY GROUPS**; must provide a copy of the letter showing not for profit/tax exempt status. Full deposits are still required and will be refunded as long as the checklist criteria is approved.

Please initial after reading _____

POLITICAL MEETINGS/PURPOSES OF SOLICITATION AND FUNDRAISING

1. **Political Meetings** - this includes gatherings for the purpose of furthering the candidacy of a person or persons.
 - a. Any political meetings must be a bona fine public information meeting held strictly for the purpose of informing constituents or providing constituents with an opportunity to meet and ask questions of their elected officials or candidates. This must be sponsored by local organization that is recognized by the state.
 - b. **ALL Political Meetings must be approved by the Village Clerk and be within the rules of the State Elections Board.**
2. **Gatherings for the Purpose of advertising, sales, solicitations, or the display of articles for sale.**
 - a. It is the policy of the Jackson Community Center that renting space for the purpose of advertising, sales, solicitation, or the display of articles is not permitted.
3. **Fundraising Activities**
 - a. Fundraisers are only permitted on behalf of sanctioned groups or on behalf of benevolent, philanthropic, patriotic, charitable organizations.
 - b. Every charitable organization intending to conduct a fundraising activity must complete a rental form including their tax-exempt number/status and provide it to the Jackson Parks & Recreation Department at the time of application.
 - c. All fundraising rentals must have final approval by the Jackson Village Board.
 - d. Only non-profit, public service organizations, with prior approval from the Jackson Parks & Recreation Commission and Jackson Village Board, are permitted to use the facility for sales, raffles, or other fundraising activities. (Must provide a copy of raffle license.) Concession services for these groups are contracted out through the Jackson Parks & Recreation Dept. with profit sharing.”

Please initial after reading _____

BASIC RENTAL FEES: Are listed on Page #2 of the Rental Packet.

(General clean up includes take down of decorations, sweeping, mopping, disposal of trash, and the general cleaning of tables and chairs. This does not include the repair of any damages made to the building. The repair for damages will be the full responsibility of the renter. (Initial \$100 will come out of the deposit made at the time of application and the renter will be billed for additional costs. See “Reservation and Fees”)

Please initial after reading _____

JACKSON COMMUNITY CENTER RENTAL CLEAN UP/SECURITY CHECK LIST

DATE OF EVENT: _____/_____/_____

GROUP: _____

EMAIL: _____

PHONE: (_____) _____

WE, THE UNDERSIGNED, AGREE TO THE FOLLOWING CONDITIONS:

***GOLDEN RULE: LEAVE SPACE BETTER THAN YOU FOUND IT!**

- _____ ADHERED TO RESERVATION TIMES AS LISTED ON AGREEMENT
 - _____ FLOORS HAVE BEEN SWEEPED AND WASHED (if needed)
 - _____ WALLS HAVE BEEN CLEANED, NO SPLATTERED GREASE
 - _____ REFRIGERATORS AND FREEZERS ARE CLEANED INSIDE AND OUT
 - _____ STOVES, MICROWAVES, SINKS, COUNTERS AND ALL USED EQUIP. ARE CLEAN
 - _____ USED DISHES & UTENSILS ARE WASHED, DRIED AND PUT AWAY
 - _____ TABLES & CHAIRS ARE WIPED CLEAN AND UNDAMAGED
 - _____ ALL GARBAGE AND RECYCLABLES ARE PICKED UP AND PLACED IN PROPER
RECEPTACLES (dumpsters outside)
 - _____ ALL DECORATIONS HAVE BEEN REMOVED (no staples, tacks or use of duct tape allowed)
 - _____ FLOORS HAVE BEEN SWEEPED OR VACUMMED
 - _____ ALL USED EQUIP. IS PUT AWAY/TURNED OFF AND IN THE CONDITION, IT WAS FOUND
 - _____ ALL GARBAGE AND RECYCLABLES ARE PICKED UP AND PLACED IN PROPER
RECEPTACLES (dumpsters outside)
- TOILET FACILITIES**
- _____ CLEAN AND ORDERLY
- SMOKING**
- _____ SMOKING IS PROHIBITED INSIDE THE BUILDING
- _____ If guests smoke outside, the butts must be picked up or put in proper receptacles.

**RENTERS PLEASE NOTE: PLEASE LIST ANY EQUIPMENT THAT IS NOT FUNCTIONING PROPERLY
OR ANY OTHER DAMAGE YOU MAY HAVE NOTICED:**

After each rental, the **Building Supervisor on duty** will inspect the area rented and check the above list. If any of the above items are not taken care of by the rental group, the JPR will provide this service. A cost of \$100.00 per hour will be charged to the individual or group that has rented the facility as well as cost for any excessive damage. The JPR will retain the deposit and bill the group and/or individual who signed for the facility. If the bill is not paid, the group or individual will not be allowed to rent the facility in the future. Please clean up and secure the area properly to save you and the JPR any unnecessary work. Please be respectful of all equipment. Thank you for using The Jackson Community Center and we wish you a very successful event.

Signature of responsible party: _____ Date: _____/_____/_____

Inspected By: (Building Supervisor Signature): _____ Date _____/_____/_____
Deposit to be Returned: Y or N

Jackson Community Center

Jackson Parks & Recreation
N165W20330 Hickory Lane
Jackson, WI 53037

JACKSON AREA
COMMUNITY CENTER



Jackson Parks & Recreation Department
Jackson Community Center
N165 W20330 Hickory Lane, Jackson, WI 53037
Phone: (262) 677-9665

Date of Reservation: ____/____/____

Rental Agreement

☐ Check Here if this is a **LONG TERM**, annually renewing rental. (*Note: these must be pre-approved and pre-negotiated by the Jackson Parks & Recreation Department*).

☐ Check Here if "Additional Insured Certificate" is required.

Name of Applicant (or Organization): _____

Applicant's Address (Street, City, State, Zip): _____

Phone and/or Cell Number: (_____) _____ Email: _____

Event Date: _____

Purpose of Event: _____ Is the Event a Fundraiser? Yes No
(**Fundraisers require Village Board approval & tickets sold or admission charged is not permitted.*)

* Will any of your guests require special accommodations? Yes No

If yes, please explain: _____

* Will there be decorations? Yes No

* Will Alcoholic Beverages be served? Yes No (**May require Village Board Approval*)

(Renters are allowed to serve alcohol to their guests without an additional permit as long as the alcohol is provided free of charge to guests. Alcoholic beverages are not permitted to be sold without the proper permits and licenses. A rental wishing to sell malt beverages may contract with the Jackson Park & Recreation Department to provide that service. (*The Jackson Parks & Recreation Dept./Village Board reserves the right to refuse the reservation*).

Estimated Number of Persons to Attend Event: _____

**If the rental is over 150 guests a 2nd Building Supervisor is required at a rate of \$25/hr. additional charge to renter.*

Rental Start Time: _____ Rental End Time: _____

(Be sure to include setup and cleanup time to ensure return of your security deposit)

Please List the Rooms Being Rented & Rate:

Room Name		Number of hours		Room Rate		Total Room Cost
1. _____	X	_____	X	_____	=	_____
2. _____	X	_____	X	_____	=	_____
3. _____	X	_____	X	_____	=	_____

Black table skirts and black or white 120" round table clothes are available to rent at \$5.00 per.

SKIRTS _____ and/or # CLOTHS _____ X \$5.00 = _____

Additional Equipment Charge:

Volleyball Nets ☐ Pickleball Nets ☐ Scoreboard ☐ A/V (Screen/Projector/Mic) ☐ X \$50.00 = _____

Total Rental Fees (not including \$100.00 deposit): \$ _____

ARE THERE OTHER WAYS WE CAN MAKE YOUR COMMUNITY CENTER RENTAL PERFECT FOR YOUR EVENT?

Tell us what you would like, including setup requests. Tables, Chairs, and general layout may be made at the time of reservation. (A diagram to assist in setup needs can be provided upon request.) We may or may not be able to accommodate you, but we want your event to be successful. If we can't help you, we'll try to direct you to someone who can help you.

Please Circle How You Heard of the Jackson Community Center:

Previous Customer Activity Guide/Event/Program Facebook Newspaper None

TOTAL FEES

Rental Deposit/Cleaning/Damage/Rental Reservation Time Violation: \$ _____ ☐ check ☐ cc

Rental Fee: \$ _____ Long Term Rental Fees: Monthly Bi-Annually

Additional Charges: \$ _____ Description of Additional Charges: _____

TOTAL: \$ _____

PAYMENT:

Check #: _____ Cash Total: _____ Credit Below

The applicant hereby agrees to save, secure, and keep harmless the Jackson Community Center/Jackson Parks & Recreation Department/Village of Jackson and its officers, employees, agents, and the Village of Jackson against claims of action, liability, judgments, costs, and expenses, including attorney fees, and in all things strictly comply to the conditions of this agreement.

I certify that I have read all the **TERMS & CONDITIONS** as provided and shall accept responsibility on behalf of my group for any damage or theft sustained by the community center (i.e., premises, furniture, equipment, or supplies) because of the occupancy of said premises by our group.

Please initial after reading

I have read and agree with the terms and conditions of the entire contract.

Signature of responsible party: _____ Date: _____

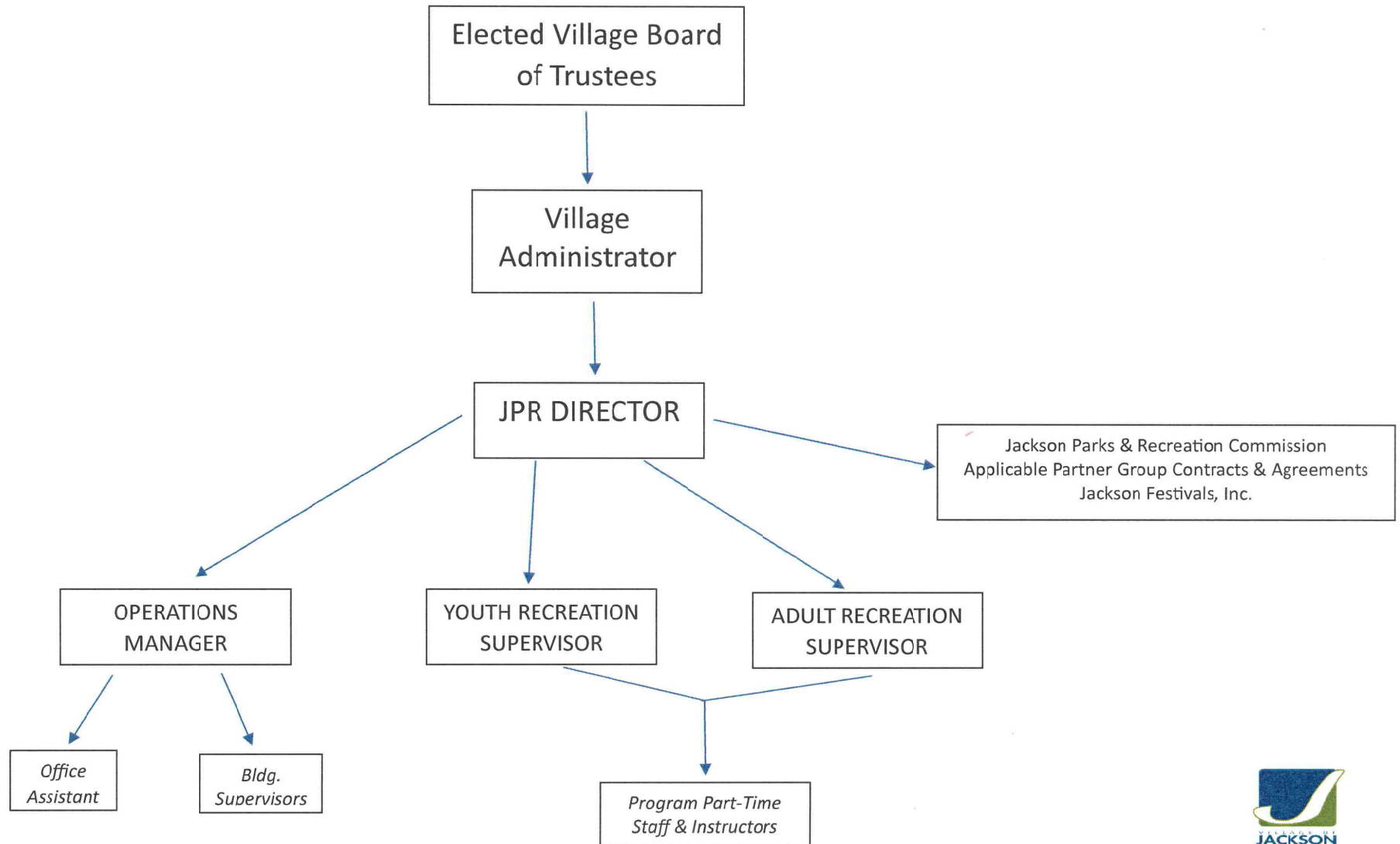
JPR Community Center Representative: _____ Date: _____

Jackson Parks & Recreation Credit Card Authorization	
Name: _____ (as it appears on card)	
Address: _____ City: _____ Zip: _____	
☐ Check if Billing is the same or list: _____	
Visa/MC/Discover	_____ Exp. Mo/Yr. ____ CVV Code ____
AMEX	_____ Exp. Mo/Yr. ____ Sec. Code ____
	
I authorize the Jackson Parks & Recreation Dept. to charge my credit card for the above fees. If the Jackson Parks & Recreation Dept. is unable to process my payment, I will be responsible for an alternate payment arrangement. I understand there may be a fee associated with credit card processing.	
Signature: _____	Date: ____/____/____

When paying with a credit card, the cardholder agrees to pay the rental fee immediately on the provided card.

We will hold the card information on file, and it will be considered and used as a security deposit.

JPR Staffing and Restructure 2024



Jackson Parks & Recreation
DIRECTOR JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Plans, organizes, coordinates, and implements recreation programs and events for the Jackson Community; oversees day to day operations of the Jackson Community Center, assists in the acquisition, development, and improvement of existing parkland areas; performs related work as required.

DISTINGUISHING FEATURES OF THE POSITION:

The work entails the general planning, development, and supervision of the recreation programs at various locations throughout the Jackson Community, including the need and scope of future recreation programs and events. The work also entails assisting in the general planning, administration, and the implementation of park projects, as well as ongoing park maintenance, inspections, acquisition, and development. Performs the duties of the Site Director for the 4K program through the West Bend School District held at the JCC.

SUPERVISION RECEIVED & EXERCISED:

Works under the general supervision of the Village Administrator. This is a Full Time Village position, for purposes of benefits and payroll. Exercises direct supervision over Recreation Supervisors, Operations Manager, 4K Teachers, and Aids.

DUTIES OF POSITION:

- Oversees the Recreation Supervisors in the coordination of year-round recreation programs for all age groups and interest levels.
- Responsible for the coordination and implementation of department special events along with the Recreation Supervisors and Operations Manager.
- Serves on the Jackson Festivals, Inc. Board of Directors, as the Park & Recreation Department charter member representative.
- Interprets the scope and need for park and recreation programs and events through the Program Service Analysis prepared bi-annually by the Recreation Supervisor.
- Works with the Operations Manager on all print, web, and social media advertising.
- Responsible for staff manuals, procedure manuals, emergency procedure manual and playground safety logs.
- Oversees the day-to-day operation of the Jackson Community Center.
- Oversees the Operations Managers collection of and accounting for revenues from park & recreation programs, events, leagues, concessions, and facility rentals.
- Acquires grants and sponsorships in coordination with the Operations Manager and Recreation Supervisors.
- Responsible for coding and submitting all department payables to the Village Treasurer.
- Responds to citizen's requests and complaints concerning park and recreation programs and facilities.
- Recruits, hires, and evaluates the full and part time 4K staff.
- Responsible for the day-to-day operation of the West Bend School District 4K program held at the JCC.
- Prepares and is responsible for the annual operating budget including General Fund and Capital Projects.
- Responsible for tracking and maintaining the JPR annual budget and preparing quarterly financial reports for the Village Board.
- Prepares and is responsible for Village wide budget requests presented for approval by the Village Tourism Commission for the promotional use of hotel/motel room tax.
- Works cooperatively with the Public Works Director and DPW for Parks, Buildings & Grounds Foreman and staff in the utilization, preparation, and maintenance of park and recreation facilities, including playgrounds.
- Responsible for administrative financial functions including billing, payroll, ordering of equipment and supplies for the Jackson Community Center, programming, and special events.
- Evaluates and recommends maintenance and improvement for the Jackson Community Center and existing park areas through the Village Financial/Capital Improvement Plan (i.e.: athletic fields, play areas, tennis courts, shelters, etc...).
- Works with the Village Administrator in the acquisition and development of new park sites and facilities in the Village.

- Sets the agenda and provides support materials for the Jackson Parks & Recreation Commission meetings.
- Attends Village and Community meetings as required/requested.
- Coordinates the development, updating and implementation of the Parks & Open Space Plan, which is mandated through the Wisconsin Department of Natural Resources.
- Serves as Liaison to the Friends of the Jackson Parks & Recreation group by providing leadership and direction.
- Develops departmental policies and procedures pertaining to park and recreation programs, events, services, and facilities.
- Responsible for insuring and renewing all state/county/village licenses: entertainment, beverage, restaurant, bingo, and raffle.
- Maintains a friendly and cooperative relationship with the Village, neighboring municipalities, community organizations and the public.
- Prepares and informs the public regarding the rules, regulations and fees governing the use of park and recreation facilities.
- Prepares the meetings of the Parks & Recreation Commission, attends, and reports back to the Village Board.
- Attends conferences, workshops, and meetings to further educate, increase professional development and maintain certifications.
- Performs other duties as a Village Department Head and as directed by the Village Administrator.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all phases of community recreation activities and events; thorough knowledge of the principles and methods of playground planning and program development; good knowledge of park planning and development; ability to develop and execute a well-rounded program of recreational activities; ability to cooperate with and interpret recreation philosophies to Village officials, public and private groups and agencies, and the general public; ability to develop and maintain an effective relationships with community organizations; ability to plan and supervise the work of others; ability to secure sound professional expertise in regard to park planning methods and principles; ability to keep records and prepare reports; ability to communicate effectively both orally and in writing; to use good judgment, being computer literate and the capability to work with various computer programs such as: RecDesk, Microsoft Office and Adobe InDesign etc...

DESIRED EXPERIENCE AND TRAINING:

Considerable experience in coordinating and supervising recreation activities, preferably in a community setting; some experience in park planning and development; bachelor's degree in Recreation Administration, or related fields; National Certification through NRPA (National Recreation & Park Association) as a Certified Park & Recreation Professional is desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has moderate noise level.

Submitted by: Kelly Valentino, CPRP revised 11/14/23
Reviewed by: JPRC/VB

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

Jackson Parks & Recreation Department
OPERATIONS MANAGER JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs clerical, secretarial, financial, and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, building supply ordering, bookkeeping to include daily deposits, administers JCC facility/park reservations and online marketing/social media. Hires, trains, supervises, schedules, and evaluates building supervisors, office assistants, custodians, and front desk volunteers. Serves as the liaison for long-term renters of the Community Center including, but not limited to the Washington County Boys & Girls Club, Washington County Aging and Disability Resource Center, Kettlebrook Church and the West Bend School District.

DISTINGUISHING FEATURES OF THE POSITION:

The position is an administrative staff position with front-line requirements. The Operations Manager is responsible for the coordination and scheduling of the Jackson Community Center and Village Parks. Responsible for all department marketing, guide preparation and social media. Acts as department treasurer, balances all receivables, and submits to Village Treasurer and completes reports to the Director.

SUPERVISION RECEIVED & EXERCISED:

Works under the general supervision of the Parks & Recreation Director. This is a Full Time Village position, for the purpose of benefits and payroll. Exercises supervision over the Office Manager, Building Supervisors, custodians, and front desk volunteers.

EXAMPLES OF DUTIES:

- Coordinate the office and custodial/maintenance operations for the Jackson Community Center.
- Maintains safety records and logs for cleaning chemicals and procedures as required.
- Performs janitorial/custodial tasks as needed at the Jackson Community.
- Develops and maintain office forms, files, and procedures for the department.
- Responsible for the layout and printing of bi-annual Activity Guide and all event marketing.
- Assist with administrative tasks involving seasonal personnel, budgeting, facilities, and program information/registration.
- Works with the Director and Recreation Supervisors in acquiring grants and sponsorships.
- Coordinates all Community Center and Village Parks facility/park usage schedules for programming, rentals, and special events.
- Maintains rental records and communicates rental schedules and requirements to public works.
- Works with Adult Recreation Supervisor for Fitness Center operations; memberships, reports, check-ins, renewals, 3rd party reimbursements and reports.
- Responsible for marketing including, but not limited to print and web ads, email blasts and Facebook page, while maintaining tourism budget.
- Works with Village Clerk for updating departmental information on the Village Website.
- Assists in the coordination of special events along with the Recreation Supervisors and Director, including Action in Jackson and multiple Friends of Jackson Parks & Recreation events.
- Coordinates content of the bi-annual Activity Guides with the Recreation Supervisor and Director.
- Maintains a positive, helpful and cohesive partnership between the Parks & Recreation Department and long-term facility rental groups.
- Responds to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons.
- Serves as treasurer including receipting various payments, posting monies to appropriate accounts and balancing deposits for the Village Treasurer.
- Works with the Village Treasurer in preparing weekly batch deposits for the Village accounting system.
- Responsible for the scheduling of the JCC and Community Parks.
- Works cooperatively with the Public Works Department in the coordination of park rentals and usage.

- Compose, type, and edit correspondence, reports, memoranda, and other materials required.
- Supervises, trains and schedules front desk staff including Office Manager and Building Supervisors.
- Acts as “substitute” for front desk staff when applicable and necessary.
- Attends conferences, workshops, and meetings to further educate and maintain certifications.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Ability to perform daily accounting duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations. The ability to multi-task and use a phone system; a higher level of computer literacy including Microsoft Office, general desktop publishing software; registration and facility registration programs (RecDesk); copy machine; fax machine. Basic knowledge of facility maintenance; HVAC, plumbing and electric how it pertains to light fixtures and equipment, paint and general building maintenance and cleaning.

DESIRED EXPERIENCE AND TRAINING:

A minimum of 3 years experience in office practices such as accounting, scheduling, bookkeeping, Microsoft Office/Google Docs and social media. Comfort working in a fast paced, multi-tasking environment. Bachelor or associate degree in Business Administration or related field; National Certification through NRPA (National Recreation & Park Association) as a Certified Park & Recreation Professional is desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those, which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, or crouch; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment changes due to the programs and activities scheduled, it can be very loud and chaotic at times and at other times very quiet. The work environment can change based on activity.

POSITION DETAILS:

The details of employment will be specified in the individual employment Agreement.

Submitted by: Kelly Valentino, CPRP –Parks & Recreation Director

Reviewed by: JRPC/VB

Revised 11/14/23

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

ADULT RECREATION SUPERVISOR JOB DESCRIPTION 2023

GENERAL STATEMENT OF DUTIES:

Responsible for the planning, coordination and supervision of the year-round recreational programs and leagues for adults of all ages and abilities. Hires, trains, supervises, and evaluates adult recreational staff, instructors, umpires/officials, and volunteers. Also, works with the Director, Operations Manager, Youth RS and other staff on programs and events when necessary and performs related work as required.

DISTINGUISHING FEATURES OF THE POSITION:

The work entails the general planning, development and supervision of adult recreational programs and leagues at various locations throughout the community. Introduces & orientates staff to programs, equipment and facilities, as well as other staff. Also, trains personnel and is responsible for ongoing staff communication. Maintains activities/events calendar and submits program and league information to the Operations Manager and Parks & Recreation Director as needed for advertising. Conducts an in-depth Program Service Analysis bi-annually. Schedules instructors, program staff, umpires/officials, and volunteers responsible for the coordination, staffing and running all programs and leagues. Maintains an accurate inventory of program supplies. Responsible for revenue and expenses, booking keeping and deposits for adult programs and leagues. Responsible for the day-to-day operation of the Jackson Community Center Fitness Center, insurance agreements, renewals, recruitment, and financials.

SUPERVISION RECEIVED & EXERCISED:

Exercises supervision over the various adult recreation program staff, coordinators, instructors, volunteers, and umpires/officials that work within the specific program areas. The Adult Recreation Supervisor works under the general supervision of the Parks & Recreation Director. This position is a Full Time Village position, for purposes of benefits and payroll.

DUTIES OF POSITION:

- Completes the accurate bi-annual Program Service Analysis for the purpose of evaluation, planning, investing/divesting in the year-round youth recreation programs & activities for adult programs and leagues.
- Assists in the coordination of special events along with Youth Recreation Supervisor, Operations Manager and Director, including Department/Village Events, Action in Jackson, and multiple Friends of Jackson Parks & Recreation events.
- Enthusiastically finds new and cutting-edge adult programs to generate revenue for the department.
- Maintains proper logs, records, evaluations, and financial spreadsheets for programs, leagues, and concessions.
- Responsible for ordering, inventory and staffing park concession stands. Works with Youth Recreation Supervisor to ensure "Safe Food Handling" compliance.
- Recruits, hires, trains, and evaluates adult staff, instructors, officials/umpires, and volunteers.
- Responsible for all adult program work agreements and payroll/independent contractor forms, complying with all Village procedures.
- Schedules and coordinates with the Operations Manager, the use of facilities utilized for adult recreation programs for the Jackson Community Center and Parks.
- Works closely with the public works department to ensure day-to-day field/court prep for adult leagues and programs.
- Responsible for the day-to-day operation of the Jackson Community Center Fitness Center, insurance agreements, renewals, recruitment, and financials.
- Works with the Youth Recreation Supervisor and Operations Manager to recruit, train, and supervise volunteers assigned to the adult recreation programs and leagues.
- Assists the Director in preparing and maintaining the Parks & Recreation Department budget as it pertains to their programs and makes recommendations to the Director on fees and charges.

- Submits financial reports on revenues and expenditures for all adult programs and events utilizing the Program Service Analysis spreadsheet.
- Assists the Director in evaluating existing adult programs and determining the need and scope of future recreation programs through the Program Service Analysis.
- Prepares promotional materials and advertising plans for all adult programs and events.
- Performs janitorial/custodian tasks as needed at the Jackson Community and/or Parks.
- Responds to citizen requests and complaints concerning recreational activities, in a positive and customer service friendly manner.
- Maintains a friendly and cooperative relationship with the Village, community organizations and the public.
- Acts as a “substitute” for instructors and staff when applicable and necessary.
- Attends various meetings as required with the recreation programs, as requested by the Parks & Recreation Director.
- Attends conferences, workshops and meetings to further educate and maintain certification.
- Performs other duties as directed by the Parks & Recreation Director.

ESSENTAIL KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of philosophies, practices and principles of public recreation in order to develop, coordinate, implement, supervise and evaluate year round activities for all ages; needs to organize, market and run top quality leagues for adults youth, ability to hire and supervise seasonal and part-time employees, provide training and evaluate performance; ability to prepare and maintain a program budget; knowledge of facilities and equipment necessary in public recreation programs in order to determine needs, make recommendations to the Director and ensure proper maintenance; ability to develop and maintain an effective relationship with the public; ability to communicate both verbally and in writing. Computer literate and capability to work with various computer programs such as Microsoft Office and various desktop publishing programs to create flyers etc...

DESIRED EXPEREINCE AND TRAINING:

A minimum of 3 years experience in coordinating and supervising recreation activities, preferably in a community setting; Bachelor or associate degree in Recreation Administration, or related field; National Certification through NRPA (National Recreation & Park Association) as a Certified Park & Recreation Professional is desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has moderate noise level.

Submitted by: Kelly Valentino, CPRP - revised 11/14/2023

Reviewed by: JPRC/VB

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

YOUTH RECREATION SUPERVISOR JOB DESCRIPTION 2023

GENERAL STATEMENT OF DUTIES:

Responsible for the planning, coordination and supervision of the year-round recreational programs and events for youth of all ages and abilities, as well as Seniors. Hires, trains, supervises, and evaluates youth recreational staff, instructors, umpires/officials, and volunteers. Also, works with the Director, Operations Manager, Adult RS and other staff on programs and events when necessary and performs related work as required.

DISTINGUISHING FEATURES OF THE POSITION:

The work entails the general planning, development and supervision of youth recreational programs and events at various locations throughout the community. Introduces & orientates staff to programs, equipment, and facilities, as well as other staff. Also, trains personnel and is responsible for ongoing staff communication. Maintains activities/events calendar and submits program and event information to the Operations Manager and Parks & Recreation Director as needed for advertising. Conducts an in-depth Program Service Analysis bi-annually. Works closely with the Adult Recreation Supervisor to maintain an accurate inventory of concession supplies. Serves as the JPR Licensed Food Handler and complies with all safety requirements for safe food handling per the Washington County Health Department licensing. Responsible for overseeing the Community Senior Card Club, and all Senior programming. Works closely with the Washington Co. Aging & Disability Resource Center and assists the Director with the annual ADRC Grant for Senior programs. Assists the Director in interpreting the recreational needs of the community. Responsible for the establishing and maintaining a "Volunteer Program" for all department needs.

SUPERVISION RECEIVED & EXERCISED:

Exercises supervision over the various youth recreation program staff, coordinators, instructors, volunteers, and officials that work within the specific program areas. The Youth Recreation Supervisor works under the general supervision of the Parks & Recreation Director. This position is a Full Time Village position, for purposes of benefits and payroll.

DUTIES OF POSITION:

- Completes the accurate bi-annual Program Service Analysis for the purpose of evaluation, planning, investing/divesting in the year-round youth & Senior programs & activities.
- Assists in the coordination of special events along with Adult Recreation Supervisor, Operations Manager and Director, including Department/Village Events, Action in Jackson, and multiple Friends of Jackson Parks & Recreation events.
- Enthusiastically finds new and cutting-edge youth programs to generate revenue for the department.
- Maintains proper logs, records, evaluations, and financial spreadsheets for programs, leagues, and concessions.
- Recruits, hires, trains, and evaluates youth staff, instructors, officials/umpires, and volunteers.
- Responsible for all youth & Senior program work agreements and payroll/independent contractor forms, complying with all Village procedures.
- Evaluates all youth & Senior programs, including equipment and facility needs, and makes related program policy recommendations to the Director.
- Responsible for the operation; ordering, inventory, staffing of concession stands.
- Schedules and coordinates with the Operations Manager, the use of facilities utilized for youth & Senior recreation programs for the Jackson Community Center and Parks.
- Works closely with the public works department to ensure day-to-day field/court prep for youth leagues and programs.
- Responsible for the coordination of the JPR Volunteer Program for all department programs and events.
- Works with the Adult Recreation Supervisor and Operations Manager to recruit, train, and supervise volunteers assigned to the youth recreation programs and events.
- Assists the Director in preparing and maintaining the Parks & Recreation Department budget as it pertains to programs, and makes recommendations to the Director on fees and charges.

- Submits financial reports on revenues and expenditures for all youth & Senior programs and events utilizing the Program Service Analysis spreadsheet.
- Responsible for preparing the quarterly reports and documentation required for the ADRC funding grant for Senior programs.
- Prepares promotional materials and advertising plans for all youth & Senior programs and events.
- Performs janitorial/custodial tasks as needed at the Jackson Community and/or Parks.
- Responds to citizen requests and complaints concerning recreational activities, in a positive and customer service friendly manner.
- Maintains a friendly and cooperative relationship with the Village, community organizations and the public.
- Acts as a “substitute” for instructors and staff when applicable and necessary.
- Attends various meetings as required with the recreation programs, as requested by the Parks & Recreation Director.
- Attends conferences, workshops, and meetings to further educate and maintain certification.
- Performs other duties as directed by the Parks & Recreation Director.

ESSENTAIL KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of philosophies, practices and principles of public recreation in order to develop, coordinate, implement, supervise and evaluate year round activities for all ages; needs to organize, market and run top quality leagues for adults youth, ability to hire and supervise seasonal and part-time employees, provide training and evaluate performance; ability to prepare and maintain a program budget; knowledge of facilities and equipment necessary in public recreation programs in order to determine needs, make recommendations to the Director and ensure proper maintenance; ability to develop and maintain an effective relationship with the public; ability to communicate both verbally and in writing. Computer literate and capability to work with various computer programs such as Microsoft Office and various desktop publishing programs to create flyers etc...

DESIRED EXPEREINCE AND TRAINING:

A minimum of 3 years' experience in coordinating and supervising recreation activities, preferably in a community setting; Bachelor or associate degree in Recreation Administration, or related field; National Certification through NRPA (National Recreation & Park Association) as a Certified Park & Recreation Professional is desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has moderate noise level.

Submitted by: Kelly Valentino, CPRP - revised 11/14/2023
Reviewed by: JPRC/VB

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

Jackson Parks & Recreation Department
OFFICE ASSISTANT JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs clerical, secretarial, financial, and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, and data processing.

DISTINGUISHING FEATURES OF THE POSITION:

This is a front-line staff position, which is the first impression for our patrons. It requires a very upbeat, energetic individual that is capable of problem solving and answering multiple questions in a positive and helpful manner. The work area for this position is the central hub/command central of the Jackson Community Center.

SUPERVISION RECEIVED & EXERCISED:

Works under the general supervision of the Parks & Recreation Operations Manager. The position is a Permanent Part-Time Village position, for the purpose of benefits and payroll. No direct supervision of others is exercised in this position.

EXAMPLES OF DUTIES:

- Utilizes office forms, files, and procedures as defined by the Operations Manager.
- Assist with administrative tasks involving facility usage/rentals, and program information.
- Answers central telephone system and transfers calls as necessary.
- Assists with marketing including, but not limited to print and web ads, email blasts and approved social media.
- Assists with departmental special events.
- Maintains a positive, helpful, and supportive attitude toward the public and other staff.
- Receives the public and responds to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons. Responds to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons.
- Responsible for receipting various payments and completing program and rental registrations.
- Performs janitorial/custodial tasks as needed at the Jackson Community Center.
- Responsible for room setups for meetings and programs, which may include setting up tables, chairs and required AV equipment.
- Operates office machines as required, such as; stamps, and distribute incoming mail, process outgoing mail; process program and class registration; prepare and distribute news releases, flyers, brochures, notices, newsletters, etc.; assist with scheduling and room set up; duplicate and distribute materials; assist public with use of department facilities; provide backup to related positions; compose, type, and edit correspondence, reports, memoranda, and other materials requiring judgement as to content, accuracy, and completeness.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Ability to perform daily accounting duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations. The ability to multi-task and use a phone system; a higher level of computer literacy including Microsoft Office Programs, Google Docs, RecDesk- registration and facility registration programs; copy machine; fax machine.

DESIRED EXPERIENCE AND TRAINING:

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping. A minimum of 3 years' experience working in a fast paced, multi-tasking environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those, which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, or crouch; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment changes due to the programs and activities scheduled, it can be very loud and chaotic at times and at other times very quiet.

POSITION DETAILS:

The details of employment will be specified in the individual employment contract.

Submitted by: Kelly Valentino, CPRP – Parks & Recreation Director
Reviewed by: JPRC/VB
Revised 11/14/2023

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

REQUEST FOR PROPOSAL

Engineering & Design Services

Jackson Community Dog Park

RFP Issuance Date: December 6, 2023

RFP Due Date: January 12, 2024

Please Submit to:

JACKSON PARKS & RECREATION
Attn: Kelly Valentino, CPRP
(Dog Park RFP)
N165W20330 Hickory Lane
Jackson, WI 53037

SECTION 1 Purpose

The Village of Jackson is seeking to create a state of the art, Off Leash Dog Park Facility for the Jackson Community.

SECTION 2 History and Background

The Village of Jackson is located in the southeastern portion of Washington County. In November 2019, the total acreage for the Village was 1,959.3 acres and the Comprehensive Plan estimates the total acreage to increase to 4,718 acres by 2050. The Village of Jackson is comprised of the following departments Administration, Police, Fire & Rescue, Public Works, Building Inspection, Water & Waste–Water Utilities and the Jackson Parks & Recreation Department. Additional information on the Village and Comprehensive Plan details can be found on the website at www.villageofjackson.com.

Recently, the Hasmer Lake Park Plan Public Information Community Survey brought to the surface the importance of a Dog Park in the Jackson Community. The creation of a Dog Park was also prevalent in the 2021 Parks, Recreation and Open Space Plan. Ideas, locations and important components have been discussed at length over the years, but never really materialized.

One of the (2) potential sites to be considered is Cedar Run Park, a 26–acre park located within in the Village, on Cedar Creek. The park is mainly open space with a few trails and an open area in the center. Due to parking and limited recreational opportunities, the park is underutilized. It does however, offer most of the base requirements to create an exceptional dog park; wooded areas, open space, trails and the Village already owns it. The timing for presenting this vision could not be better. Cedar Run Park is located at the corner of Eagle Drive and Hickory Lane. Coincidentally, the Hickory Lane Road Construction Project is scheduled for 2024. If the Dog Park project is parlayed with the construction project, it could provide cost–effective parking options for the dog park.

SECTION 3

Goal

The Village continues to experience above average growth in all sectors of the Community. As the Community grows so does the demand for the passive and active activities that are conducted within our park system. The need for a Community Dog Park is one amenity that continues to grow as a priority with residents. It is also important that the planning takes into account the voice of the Community through its residents, board & commission members, Friends Group and Staff.

SECTION 4

Scope of Work

The services required by the selected Consultant include, but are not limited to the following:

- Working closely with Village Staff (JPR & PW Directors) to review details of the project.
- Inventory and propose (2) feasible sites, reviewing pertinent topographical surveys, wetland delineation and overall condition for housing the dog park.
- Make recommendations on dog park features according to current and future trends.
- Work with the JPR to prepare a community survey, host a public meeting with applicable stakeholders. Key emphasis will be placed on those proposals that can be effective at generating input internally from within the Community.
- Prepare conceptual plans for the (2) sites for discussion, review, and presentation. And provide these items in digital format for the staff to utilize.
- Prepare final report including renderings and all-inclusive cost estimates for the (2) sites.

These are the general requirements are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen consultant will provide the JPR/Village with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on similar projects.

SECTION 5 Deliverables

The selected Consultant shall determine (2) feasible site locations for the dog park. For both sites they shall provide detailed conceptual drawings/renderings, narrative description of recommended improvements, visual examples depicting recommendations, conceptual cost estimates, and associated narrative in order to present a complete document. A final presentation of each plan will be required once the document is complete to both the Jackson Parks & Recreation Commission and Village Board. The final plan put forth for acceptance shall be completed in such a way that it can be fully integrated with other plans and initiatives adopted by the Village, such as the Park and Open Space Plan, Comprehensive Plan, and Village Strategic Plan.

SECTION 6 RFP Submittal Requirements

1.) Qualification Details consisting of:

- a) Cover Letter – Including, but not limited to a statement of understanding and approach to this project.
- b) Experience – Specific project experience detailing completed, similar or relevant projects that the applicant has executed. Links to similar or relevant projects are encouraged.
- c) References – Provide a minimum of three municipal client references for which the applicant has provided similar planning services within the last three to five years. Include the name and telephone number of the contact person and a description of services provided to that contact.

1) Technical Proposal consisting of:

- a. Project Approach – A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
- b. Scope of Work – Scope of work that includes steps to be taken, including any products or deliverables.
- c. Estimated Labor Hours – A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each participant organized by task.
- d. Key Personnel – List of personnel directly assigned to the project, along with responsibilities on this project and resumes. Include organizational chart of personnel involved in the project. The firm's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, must be identified and committed to the project. JPR / Village reserves the right to approve Consultant's project manager and any requested personnel and subcontractor changes during the course of the project.
- e. Project Schedule – A proposed schedule that indicates project milestones and overall time for completion of the Plan.
- f. Supplemental Information – Any other information deemed necessary to address the requests of this RFP.

2) Cost Proposal consisting of:

- a. Cost – Lump Sum price to complete the (2) site options as proposed in the Scope of Work.
- b. Additional Fees – Hourly price to complete any additional items not identified in the above Scope of Work.

3) General requirements consisting of:

- a. Due Date – Responses to the RFP must be received by 5:00pm on Friday, January 12, 2024. Proposals received late, for any reason, shall not be accepted.
- b. Location – RFP submittals shall be provided to the Jackson Parks & Recreation Department/Jackson Community Center, Attn: Kelly Valentino – Dog Park RFP, N165W20330 Hickory Lane, Jackson WI 53037
- c. Format – Prospective consultants shall provide one (1) printed copy of the proposal and one (1) electronic copy.
- d. Property – All information developed as part of this RFP, including graphics and data, shall become the property of the Village of Jackson upon completion of the report. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the JPR/Village in an easily reproducible hardcopy and electronic format as applicable, PDF & JPEG's of images are required.

SECTION 7 Evaluation Criteria

The following criteria will be used to evaluate each proposal submitted:

- Experience and qualifications relevant to key personnel.
- Project understanding and knowledge of area depth or relevant technical experience.
- Proven ability to appeal to a wide audience and incorporate public comment into plan.
- Ability to be responsive in meeting schedule required to complete the plan and deliverables.
- Ability to meet budget/value as related to proposed and additional costs.
- Level of experience with local government entities of similar size, structure and complexity.
- Demonstration of innovative approaches particular to technical solutions.
- **Quality, clarity and completeness of submittal package.**

SECTION 7

Method of Selection

The Evaluation Team will be comprised by the Parks & Recreation Director and the Parks & Recreation Commission. They will make a recommendation to the Jackson Village Board, to make the final decision.

The following is a general timeline from start to finish:

- **January 16, 2024 – Jackson Parks & Recreation Commission (JPRC) Review of Proposals** and makes recommendation to Village Board.
- **February 13, 2024 –the Village Board** will take action on JPRC Recommendation
- **By February 16, 2024 – Applicants will be notified of results**
- **February – April, 2024: Plan Preparation**
- **May 21 – Final Presentation to JPRC** with recommendation to Village Board
- **June 11, 2024 – Final Presentation to Village Board with Action**
- **July – October, 2024 – Potential Construction of the Jackson Dog Park.**
- **October, 2024 – Grand Opening/Ribbon Cutting.**

SECTION 8

Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The JPR/Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the JPR/Village, is not considered in our best interest. The JPR/Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the JPR/Village. The recommended Consultant will be approved by the Village Board.

There is no expressed or implied obligation for the JPR/Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The JPR/Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the JPR/Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the JPR/Village.

The JPR/Village reserves the right to reject any or all proposals submitted.

For more information or to answer any questions please contact:

Kelly Valentino, CPRP

Jackson Parks & Recreation Director

N165W20330 Hickory Lane, Jackson WI 53037

kelly.valentino@villageofjacksonwi.gov

(262) 677-9665 x113