

AGENDA

PARKS & RECREATION COMMISSION

Tuesday, August 15, 2023 at 6:00 p.m.

Jackson Community Center

N165 W20330 Hickory Lane, Jackson, WI 53037



1. Call to Order and Roll Call
2. Approval of JPR Commission Meeting Minutes from the Special Meeting, May 31, 2023 with Public Works.
3. Review Current Financial Stat Pak
4. Review of CIP Budget (*2024 JPR O&M Budget Presentation will be Sept. 19th*)
5. Review 2022-2023 Program & Event Analysis Spreadsheet & 2023-2024 Guide Update
6. 2023 Village Playgrounds Inspection Report
7. Project Updates: JCC Expansion, Hasmer Lake Park, Dog Park
8. Jackson Park Courts – update, GJBA Donation, Dedication
9. Old Business – Hickory Lane Park Surface, Splash Park Repair
10. Events: Financials on first two Beer Gardens, Circus, Glo Run/Beer Garden, Village Tree Lighting.
11. Director of Parks & Recreation Highlights
12. Citizens/Village Staff to address the Board
13. 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 Village Hall 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.

**DRAFT MINUTES
PARKS & RECREATION COMMISSION
TUESDAY, MAY 9, 2023 AT 6:00PM
VILLAGE MUNICIPAL COMPLEX
N168 W19851 MAIN STREET
JACKSON, WI 53037**

1. Call to order and Roll call

Chair Latz called the meeting to order at 6:30 p.m.

Members present : Tr. Englehardt, Casey Latz, Sue Rank, and Brittany Rathke

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

2. Approval of the Board of JPR commission minutes of February 21, 2023 meeting

Motion by Sue Rank, second by Tr. Englehardt to approve the Board of JPR commission minutes of February 21, 2023 meeting.

Vote : 5 Ayes, 0 Nays, Motion carried

3. JCC Expansion PHASE I Presentation – Discussion and action

Director Valentino along with Jack Blume from Zimmerman Architectural Studio's presented the Phase I Design & Estimates for the expansion of the JCC. Director Valentino noted that the construction contingency & deferred maintenance was removed from estimates, the base construction was within the estimated cost that had been previously discussed. Jack Blume reviewed in detail the how & why of each improved area with the expansion. It was noted that as the current building ages, the detailed cost of deferred maintenance, along with upcoming expenses could be part of the expansion and save considerable dollars in the long run. Some new additions would be to replace a few of the HVAC units that are currently being repaired often, and to change the lighting over to all LED. There will be the addition of an auditorium/multipurpose room that will help better accommodate JPR programming, the Church and Boys & Girls Club. The space will also be utilized as a senior center. One of the main focuses in this expansion that both Mr. Blume and Director Valentino spoke about was the implementation of more security measures. This includes locked doors with key access for the areas with children, and more of a protected area for the front desk personal as well as other possible additions in the future. The addition would add 14,209 sq ft to the building with a total overall proposal of \$5,240,947.00.

Motion by Sue Rank, second by Brittany Rathke to approve the Jackson Community Center PHASE I documents as presented and proceed to PHASE II bid and construction preparation, authorizing the Village Administrator to work with staff and Ehler's to prepare funding options for the Board to consider along with the final construction bids.

Vote : 4 Ayes**, 0 Nays, 1 Abstain Motion Carried

**** Note:** Brian Mekka emailed in a response stated that he had no questions regarding the expansion proposal and that he was in support of moving forward to the next PHASE.

4. 1st quarter Financial Summary Report

Packet provided with 1st quarter financial summary

5. Pickleball Court Project – Update

Construction to begin on taking down current tennis courts and getting ready to start building the new pickleball courts. More to come after Action in Jackson

6. Hasmer Lake Park Master Plan – Update

Director Valentino met with the DNR and reported back that it was a positive meeting. This plan is still a work in progress

7. Cedar Run Dog park – Uptake

This project is currently on hold due to the JCC expansion taking precedence

8. Review & upcoming events

Volunteers needed for May Beer Garden & Action in Jackson. Beer garden is May 18th and 19th at Jackson Park. Action in Jackson is June 9th and 10th at Jackson Park. Spring/Summer/Fall activity guides are out at the Community center.

9. Director of Parks and Recreation Highlight

Due to time restraints highlights will be shared at a later meeting.

10. Citizens/Village staff to address the board

No citizens or Village staff to address

11. Adjourn -.

Motion by Casey Latz, second by Brittany Rathke to adjourn.

Vote: 4 ayes, 0 nays. Motion carried. Meeting was adjourned at 7:08p.m.

Respectfully submitted by Brittany Rathke

August 15, 2023
Parks & Recreation Commission
Financial “Stat Pack”
(January-July 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

Fund: 500 - RECREATION

Account Number		2023 July	2023 Actual 07/31/2023	2023 Budget	Budget Status	% of Budget
500-00-45620-201-000	REC - VILLAGE SUBSIDY	232,715.00	232,715.00	232,715.00	0.00	100.00
500-00-45620-204-000	REC - GRANTS/DONATIONS/SPONSRS	0.00	3,295.00	6,000.00	-2,705.00	54.92
500-00-45620-206-000	REC - ADULT PROGRAM FEES	1,174.00	15,723.02	20,000.00	-4,276.98	78.62
500-00-45620-208-000	REC - YOUTH PROGRAM FEES	1,192.23	20,677.55	34,000.00	-13,322.45	60.82
500-00-45620-209-000	REC - SENIOR PROGRAMS	67.70	1,470.70	2,500.00	-1,029.30	58.83
500-00-45620-210-000	REC - ADULT LEAGUES FEES	0.00	4,000.00	4,500.00	-500.00	88.89
500-00-45620-211-000	REC - YOUTH LEAGUE FEES	575.00	1,675.00	2,500.00	-825.00	67.00
500-00-45620-214-000	REC - CONCESSIONS	2,079.00	6,912.95	10,000.00	-3,087.05	69.13
500-00-45620-224-000	REC - SPECIAL EVENTS	10,792.00	40,592.55	39,000.00	1,592.55	104.08
500-00-45620-228-000	REC - TICKET SALES	4,420.50	6,151.50	8,000.00	-1,848.50	76.89
500-00-45620-232-000	REC - BOYS & GIRLS CLUB RENT	0.00	11,667.00	10,000.00	1,667.00	116.67
500-00-45620-234-000	REC - WASH CTY AGING RENT	0.00	6,077.41	6,000.00	77.41	101.29
500-00-45620-236-000	REC - BLDG / SHELTER RENTALS	590.00	35,499.78	40,000.00	-4,500.22	88.75
500-00-45620-237-000	REC - OPEN GYM FEES	0.00	375.00	1,200.00	-825.00	31.25
500-00-45620-238-000	REC - FITNESS MEMBERSHIPS	1,274.50	9,060.00	15,000.00	-5,940.00	60.40
500-00-45620-240-000	REC - KETTLEBROK CHURCH RENT	7,057.56	16,477.63	29,000.00	-12,522.37	56.82
500-00-45620-243-000	REC - POSTAGE / COPY MACHINES	0.00	515.82	600.00	-84.18	85.97
500-00-45620-250-000	REC - WBSC 4K PROGRAM	125.00	40,458.00	90,000.00	-49,542.00	44.95
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		262,062.49	453,433.91	552,515.00	-99,081.09	82.07
Total Revenues		262,062.49	453,433.91	552,515.00	-99,081.09	82.07

~~191,203 x 7%~~
~~135,750~~
~~232,715~~
 220,719
 + 135,750

 356,469

~~82%~~
 65%

Fund: 500 - RECREATION

Account Number		2023	2023	2023	Budget	% of
		July	Actual 07/31/2023	Budget	Status	Budget
500-00-55310-110-000	REC ADMIN - WAGES	24,429.60	130,291.20	199,350.00	69,058.80	65.36
500-00-55310-110-001	REC EVEN/WEEKEND - WAGES	3,829.75	27,540.88	29,410.00	1,869.12	93.64
500-00-55310-110-002	REC PART-TIME SEASONAL - WAGES	3,043.00	13,105.50	9,646.00	-3,459.50	135.86
500-00-55310-110-004	REC WBSD 4K - WAGES	988.00	25,721.00	53,508.76	27,787.76	48.07
500-00-55310-125-000	REC ADMIN - HEALTH/LIFE INSUR	4,542.43	31,806.73	54,496.32	22,689.59	58.36
500-00-55310-125-002	REC PART-TIME/SEAS-HEALTH/LIFE	3.74	3.74	0.00	-3.74	0.00
500-00-55310-130-000	REC ADMIN - WRS	1,661.22	8,859.84	13,555.80	4,695.96	65.36
500-00-55310-130-001	REC EVEN/WEEKEND - WRS	119.99	924.96	884.00	-40.96	104.63
500-00-55310-130-002	REC PART-TIME/SEASONAL - WRS	91.87	133.76	0.00	-133.76	0.00
500-00-55310-130-004	REC WBSD 4K - WRS	67.18	1,340.14	3,098.36	1,758.22	43.25
500-00-55310-135-000	REC ADMIN - SOCIAL SECURITY	1,423.71	6,970.17	12,359.70	5,389.53	56.39
500-00-55310-135-001	REC EVEN/WEEKEND - SOC SEC	237.45	1,626.79	1,823.42	196.63	89.22
500-00-55310-135-002	REC PART-TIME/SEASON - SOC SEC	188.67	809.47	598.05	-211.42	135.35
500-00-55310-135-004	REC WBSD 4K - SOCIAL SECURITY	61.26	1,461.61	3,317.54	1,855.93	44.06
500-00-55310-140-000	REC ADMIN - MEDICARE	332.97	1,775.84	2,890.58	1,114.74	61.44
500-00-55310-140-001	REC EVEN/WEEKEND - MEDICARE	55.55	399.36	426.45	27.09	93.65
500-00-55310-140-002	REC PART-TIME/SEASON -MEDICARE	44.12	190.05	139.87	-50.18	135.88
500-00-55310-140-004	REC WBSD 4K - MEDICARE	14.33	372.98	775.88	402.90	48.07
500-00-55310-145-000	REC ADMIN - MEDICAL REIMBURSE	173.07	923.04	1,500.00	576.96	61.54
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	0.00	2,035.63	3,000.00	964.37	67.85
500-00-55310-204-000	REC - PROGRAM / ACCT REFUNDS	180.00	1,057.00	3,500.00	2,443.00	30.20
500-00-55310-205-000	REC - PROP/LIABTY 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	5,201.08	23,655.16	35,902.00	12,246.84	65.89
500-00-55310-208-000	REC - OFFICE SUPPLIES	178.92	1,244.43	2,000.00	755.57	62.22
500-00-55310-209-000	REC - WATER / SEWER	673.12	1,326.12	2,700.00	1,373.88	49.12
500-00-55310-210-000	REC - CELL PHONES	100.00	400.00	1,800.00	1,400.00	22.22
500-00-55310-211-000	REC - COMM CENTER PHONE	252.25	2,266.11	1,500.00	-766.11	151.07
500-00-55310-212-000	REC - SOFTWARE FEES & INTERNET	535.50	7,248.50	7,000.00	-248.50	103.55
500-00-55310-213-000	REC - BLDG EQUIPMENT / REPAIRS	2,265.48	8,175.11	13,500.00	5,324.89	60.56
500-00-55310-214-000	REC - YOUTH PROGRAM SUPPLIES	91.34	1,472.48	2,000.00	527.52	73.62
500-00-55310-215-000	REC - JANITORIAL/BLDG SUPPLIES	275.74	1,975.54	2,100.00	124.46	94.07
500-00-55310-216-000	REC - ADULT PROGRAM SUPPLIES	34.95	409.64	1,000.00	590.36	40.96
500-00-55310-217-000	REC - SENIOR PROGRAMS	16.18	571.82	1,000.00	428.18	57.18
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	2,324.81	14,714.18	12,000.00	-2,714.18	122.62
500-00-55310-222-000	REC - PRINTING	0.00	1,453.00	3,200.00	1,747.00	45.41
500-00-55310-224-000	REC - POSTAGE / COPIER	418.62	3,177.29	5,600.00	2,422.71	56.74
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	1,202.44	4,541.06	5,000.00	458.94	90.82
500-00-55310-232-000	REC - SUMMER TICKET SALES	0.00	0.00	7,500.00	7,500.00	0.00
500-00-55310-254-000	REC - ADULT LEAGUES	101.21	1,110.53	2,000.00	889.47	55.53
500-00-55310-258-000	REC - CONTRACTUAL SERVICES	4,275.00	15,460.00	35,000.00	19,540.00	44.17
500-00-55310-262-000	REC - CONTINGENCY	0.00	79.36	500.00	420.64	15.87
500-00-55310-268-000	REC - CONCESSION STAND MAINT	0.00	788.89	800.00	11.11	98.61
500-00-55310-269-000	REC - FIRE/SECURITY MONITORING	208.30	2,228.78	4,200.00	1,971.22	53.07
500-00-55310-270-000	REC - SALES & TAX	1,042.03	2,974.61	3,800.00	825.39	78.28
500-00-55310-280-000	REC - WBSD 4K PROGRAM SUPPLIES	0.00	-732.84	1,000.00	1,732.84	-73.28
500-00-55310-282-000	REC - VILLAGE WELLNESS PROGRAM	31.16	756.52	1,500.00	743.48	50.43

Fund: 500 - RECREATION

Account Number	2023	2023	2023	Budget	% of
	July	Actual 07/31/2023	Budget	Status	Budget
PARKS & RECREATION	60,716.04	347,747.94	552,482.73	204,734.79	62.94
Total Expenses	60,716.04	347,747.94	552,482.73	204,734.79	62.94
Net Totals	201,346.45	105,685.97	32.27	-105,653.70	327,505.33

63%

Jackson Parks & Recreation Department

5 year Budget Comparison (subsidies extrapolated)

Only Village no Town

COVID COVID

	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%)	
Expenditures (budget %)	322,192 (62%)	333,108 (63%)	326,740 (60%)	345,502 (64%)	340,379 (61%)	
Sept.						
Revenue (budget %)	406,412 (78%)	415,858 (79%)	365,741 (67%)	398,207 (73%)	No	
Expenditures (budget %)	376,357 (72%)	408,811 (77%)	364,768 (67%)	399,460 (74%)	Worshorse	
Oct.						
Revenue (budget %)	488,220 (94%)	485,351 (92%)	449,107 (82%)	No	475,704 (86%)	
Expenditures (budget %)	430,860 (83%)	456211(86%)	403,845 (74%)	Workhorse	467,784 (84%)	
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. (Added the 4k/WBSD Partnership in 2016.)

JPR 2024 Capital Projects

7/20/2023

Potential Funding Source:

CIP= Capital Improvement Project Budget, PIF= Park Impact Fee Budget, VB= Village Borrow, FG= Friends Group

Project	Location	Description	Estimated Cost	Funding	Due	Support Materials
INCLUDED IN JCC PHASE II						
Early Learning Play Area	JCC	Commercial grade, purposeful play equipment for EC lot at JCC (Include shade structure)	\$ 50,000.00	CIP/FG	2023	
Expansion of JCC	JCC	Phase II - Construction Bid/CM/Design		VB/CIP	2023	✓
Expansion of JCC	JCC	Expansion of shared space, including needed bldg maintenance	\$ 254,000.00	VB	2023/2024	✓
Paint JCC Exterior	JCC	Paint all non brick surfaces	5.5mil	VB/CIP	2024	✓
Gym & Dance Floors	JCC	Complete Sand down and refinish of wood floors	\$ 10,000.00	VB/CIP	2023	✓
Security Camera/Doors	JCC		\$ 50,000.00	VB/CIP/FG	2024	✓
Concrete Floors	JCC	Diamond cut and polish concrete floors throughout the JCC	\$ 90,000.00	VB/CIP	2025	✓
Fire & Burglar Panel	JCC	Current Panel is Outdated, need to replace for future repairs	\$ 50,000.00	VB/CIP	2024	✓
Convert Lighting to LED	JCC	Includes replacing non-working ballasts throughout bldg.	\$ 46,000.00	VB/CIP	2024	✓
JCC ROOF	JCC	Replace Rubber Roof	requires quote		2025	
JCC HVAC UNITS	JCC	Budget to preplace 1 unit per year from 2024-2033	\$10,000.00	CIP	2024	✓
WOULD BE INCLUDED IN JACKSON PARK MASTER PLAN						
Skate/Wheel Park	Jackson Pk	Begin the process of replacing equipment in phases (Evaluate Need with Park Master Plan - potential shelter)	\$ 100,000.00	CIP	ASAP	
Park Master Plan	Jackson Pk	Complete Park Master Plan	\$ 30,000.00	CIP	2024	
		Replace/reurbish shelters, add band shell, evaluate needs/use				
Splash Pad Surface	Hickory Pk	Install a rubber type surface over water play area (non slip)	\$ 75,000.00	CIP/PIF - 800	2025	
Hickory Lane - path upgrade	Hickory Pk	Replace 6 benches on Hickory Lane Walking Path	\$ 3,600.00	CIP/PIF	2024	✓
		8 Solar lamp pole for south and east path \$500 each	\$ 4,000.00	CIP/FIP	2024	✓
Picnic Table Replacement	Jackson Pk	50 new recycled plastic picnic tables for the shelters	\$ 60,000.00	CIP	2024	✓
Additional Shelter	Hickory Pk	Add an additional open air shelter for rentals/increased use	\$ 350,000.00	VB/CIP	2025	✓
Dog Park	TBD	RFP Feasibility and estimates	\$10,000.00	PIF	2023	
		Dog Park Development			2025	

Service Analysis & Financial Strategies Spreadsheet

Time for Tots has \$1100 outstanding

funtastic play grp has \$300 outstanding

Service Provided	Total	Total	Meets		Financial		Market		Other		% Cost Recovery	Recommended Financial Strategy	Pricing Strategy
	COST	Revenue	Yes	No	Good	Poor	Strong	Weak	High	Low			
Fitness Center	see rec desk										100%	Social Good	community
Personal Training	\$31	\$45	x		x		x		x		100	social good	community
Ghoul Gala	see rec desk		sponsored								100%	social good	community
Tree Lighting/ornament	see rec desk	\$750(ornament)	sponsored								100%	social good	community
Holiday Light Contest	\$10.00	\$30	sponsored			x	x			x	80%	Social Good	Community
Monte Carlo Night	see rec desk		sponsored									Social Good	Community
Easter Egg Hunt	\$500.00	\$0.00	sponsored		x		x		x		100%	Social Good	Cost Recov/Com
Youth Free Throw	\$425	free	sponsored		x		x			x	100%	invest to sustain	community
Youth Fish Derby	\$150	free	sponsored		x		x			x	100%	invest to sustain	cost recovery
Art w/ Heart	\$15	\$50	x		x		x		x		100%	invest to sustain	community
Funtastic Playgroup	see contract	\$2,460.00	x		x		x			x	100%	invest to sustain	Community
4k program	see contract		x		x		x		x		100%	invest to sustain	community
Chip-In Casino	signup with company		x		x		x			x	100%	invest to sustain	community
Headstart	see contract		x		x		x			x	100%	invest to sustain	community
Lets start with a book	Free	Free	x		x		x			x	100	Social Good	community
Senior St. Pat Day Party	\$300	adrc sponsored	x		x		x			x	100	social good	community
halloween light contest	\$10.00	\$30.00	sponsored		x		x		x		100%	Social Good	community
Abc's computers	\$15	\$25.00	x		x		x		x		100%	invest to sustain	community
grief recovery	\$0	\$0	x		x		x			x	100%	Divest	Community
Lets Create	0	0	x		x		x			x	100	divest-revamped	Community
Pool/Ping Leagues	\$0	Free	x		x		x			x	100%	Social Good	community
Pickleball Lessons	\$75	\$212	x		x		x			x	100%	invest to sustain	community
Wed night storytelling	Free	Free	x		x		x			x	100%	Social Good	community
Asst with Computer	0	0	x		x		x			x	100%	invest to sustain	Community
Sr xmas party Free event	\$300	free	x		x		x			x	100%	Social Good	community
Bingo for a Buck	116	185	x		x		x			x	100	social good	community
Family pickleball	\$0	\$0	x		x		x			x	100%	Social Good	community
Village Rummage	0	0	x		x		x		x		0	Social Good	Community
living with chronic pain	Free	Free	x		x		x			x	100	Social Good	community
AARP Driver Safety	cancelled	due covid	x		x		x			x	100	social good	community
Tiny Tots Sports	\$162	\$310	x		x		x			x	100%	invest to sustain	community
Time for Tots	see above	\$3,270	x		x		x			x	100%	invest to sustain	community

Martin Basketball Camp	100	140	x	x	x	x	100	Social Good	community
Martin Football Camp	400	560	x	x	x	x	100	Social Good	community
Martin Adult BaseballCamp	0	0	x	x	x	x	100	Social Good	community
Martin Adult Basketball	0	0	x	x	x	x	100	Social Good	community
buying your home wkshop	Free	Free	x	x	x	x	100	social good	community
Selling your home wkshop	Free	Free	x	x	x	x	100	Social Good	community
Consumer Fraud Wkshop	Free	Free	x	x	x	x	100	Social Good	community

ADRC Grant Classes	Cost	Reimbursed	\$ to Rec Dept	Grant is \$6000 for year for classes and \$600 for Building Rental					
Cardio Lite 60+(2 sess)	240	352	112					Wendy Iverson Taught	
Pickleball 60+	0	2,769	2,769					Renee Supervised	Passes
Cooking for 1 60+(2 classes)	71	1057	986					Renee Taught	
St. Pats Party	87	568	481					Renee Taught	
Caring for Feet 60+	190	252	62					Toe Nail Trimmers	
Bingo for Buck 60+	0	478	478					Renee Taught	
Building Rental	0	see contract					600	Renee Taught	
TOTAL	588	5,477	4,889				600	Building Rental	

Billed next quarter	Cost	reimbursed	\$ to Rec Dept	Amount of Grant left:					
Pickleball 60+							523	Instructor	
Cooking for 1 60+ (1 class)	52							Renee Supervised	
Bingo for a Buck 60+								Renee Taught	
Lets Create	180							Renee Taught	
Cardio Lite 60+ (6 sessions)	720							Sonya Bayer Taught	
TOTAL								Wendy Iverson	
								Renee Taught	

I, Wendy Iverson, certify that the above information is true and correct to the best of my knowledge and belief.

Jackson Parks & Recreation

Playground Inspection Summary

2023

*Inspections completed by Jessica Loomans, Matt Ackerman & Joshua Zazula (CVMIC) on JUNE 28, 2023

Date REPAIRED	SEE CVMIC REPORT FOR DETAILS FOR 2023		REPAIR Notes
	General Regular Maintenance At All Parks (Monthly Inspections):		
	Public Works to: adjust Toddler Bucket swings to the proper height of no less than 24 inches from the ground.		
	Public Works to: adjust Youth swings to the proper height of no less than 12 inches.		
	Public Works to: ensure surfacing at slide exits are adjusted to between 7-15 inches (0-11 inches for 2 to 5).		
	Public Works to: tighten all hardware and be sure to squeeze all "S" hooks so a dime cannot fit between.		
Jun-23	Certified Matting added at all parks June 2023.		
	Public Works to: check all swing chains for tangled chains and repair as needed		
	<i>(Purchase and have bulk acorn screw caps in repair kits for playgrounds at all parks)</i>		
	Jackson Park, south playground (installed 2005)		
	<u>TO DO:</u> CRITICAL -Epoxy Green Slide cracks at top, space between deck and dino, lower bench by end		
	<u>TO DO:</u> CRITICAL - Replace plank on picnic table on north side of playground equip.		
	<u>TO DO:</u> CRITICAL - Replace swings so there are no sharp points/edges.		
	<u>TO DO:</u> CRITICAL - Tighten exposed bolts under slide and cap if needed.		
	<u>TO DO:</u> CRITICAL - Fix cracked plastic and exposed hardware on two rail connections.		
	<u>TO DO:</u> Find or replace all uncapped screws with acorn bolt covers or extra nuts.		
	Recommendation: Add Playground Signage (JPR)		
	Recommendation: ADA REQUIREMENTS: Create path from surface material to ally for ADA accessibility with 2 handicapped parking stalls (one standard and one van). Also replace one swing with and ADA bucket.		
	Jackson Park Kitchen		
	Recommendation: Shelter #3 - 2025 Capital Projects to remove shelter and put extension off the kitchen.		
	Hickory Lane Park playground (INCLUSIVE PLAYGROUND installed 2019)		
	<u>TO DO:</u> CRITICAL - Replace swing hardware showing friction and wear.		
	<u>TO DO:</u> CRITICAL - Fix black broken stepping platform disc.		
	<u>TO DO:</u> CRITICAL - Adjust yellow railings to eliminate entrapment hazard on both sides.		
	<u>TO DO:</u> CRITICAL - Tighten loose platform discs.		
	<u>TO DO:</u> CRITICAL - Fix so there is no space or gap between platform and start of tube slide.		
	<u>TO DO:</u> Make sign for finding fossils. (JPR)		
	<u>TO DO:</u> Find and replace missing or loose bolts/nuts/caps.		
	Recommendation: Add rubber matting around spinner.		

Meadowview Park (installed 2011) –

	• <u>TO DO</u> : <u>CRITICAL</u> : Cap or cut down bolts on top of swing bay (entrapment).	
	• <u>TO DO</u> : <u>CRITICAL</u> : Fix sharp climber markings.	
	• <u>TO DO</u> : <u>CRITICAL</u> : Border around swing bay and climber should be 6ft.	
	• Recommendation: Replace sand digger (until replacement – needs to be tightened)	

Reis Park (installed 2009):

	• <u>TO DO</u> : <u>CRITICAL</u> : Untangle swing chains.	
	• <u>TO DO</u> : <u>CRITICAL</u> : Fix slide chute exit, too low. Should be between 7 and 15 inches above surfacing.	
	• <u>TO DO</u> : <u>CRITICAL</u> : Replace deformed toddler swing.	
	• <u>TO DO</u> : <u>CRITICAL</u> : Fix sharp cracks on purple railing.	

Jackson Park – North/Concession Playground (structure installed 2005): * This will be our 2 of 2 required ADA Accessible Parks

	• <u>TO DO</u> : <u>CRITICAL</u> - Need to cap bolts under structure with acorn caps or more nuts (eliminate protrusion).	
	• Recommendation: Add Playground Signage. (JPR)	
	• Recommendation: plan for new 2-5 year old pieces to replace springs and fire truck. (JPR)	
	• Recommendation: ADA REQUIREMENTS: Continue the path that runs from the parking lot to the restrooms and playground to the west ball diamond and this area will comply. Double check restroom items: hardware, paper towel and soap dispensers.	

Jackson Park – Wheel/Skate Park (installed in 2005):

	• <u>TO DO</u> : Tighten & replace missing hardware. Replace missing panels.	
	• <u>TO DO</u> : Replace skate park sign. (JPR)	

Jackson Park – Tennis Courts (resurfaced in 2002 & 2023):

Aug-23	• <u>TO DO</u> : Full Replacement in 2023 and converted to Pickleball/Tennis Courts. (2023 Capital Projects)	
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Hickory Lane Splash Park (installed 2010):

	• <u>County Health Inspection Conducted Annually</u> - Inspection planned prior to July 1st.	
	• <u>TO DO</u> : Replace splash park sign. (JPR)	



Playground Safety Inspection Report

Member: Jackson

Inspection Date: 6-28-2023

Playground Safety Inspection Report - Jackson (6-28-2023)

Outdoor Playground

Id Location

16500 Hickory Park

Observation/Recommendation

Maintenance

Inspections alone do not constitute a comprehensive maintenance program. Any problems found during the inspection should be noted and fixed as soon as possible. All repairs and replacements of equipment parts should be completed following the manufacturer's instructions.
CPSC 4.2

Recommendation

All hazards found during inspections should be eliminated as soon as possible. Repairs and replacements should also be documented. Untwist chains.



Target Completion Date:
Responsible Party:
Date Corrected:

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Playground Safety Inspection Report - Jackson (6-28-2023)

Outdoor Playground

Id Location

16501 Hickory Park

Observation/Recommendation

Hardware

Moving suspended elements shall be connected to the fixed support with bearings or bearing surfaces that serve to reduce friction or wear.
ASTM-F1487 4.2.3

Recommendation

The hardware is showing signs of friction and wear and it should be replaced.



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Playground Safety Inspection Report - Jackson (6-28-2023)

Outdoor Playground

<u>Id</u>	<u>Location</u>	<u>Observation/Recommendation</u>
16502	Hickory Park	Maintenance Inspections alone do not constitute a comprehensive maintenance program. Any problems found during the inspection should be noted and fixed as soon as possible. All repairs and replacements of equipment parts should be completed following the manufacturer's instructions. CPSC 4.2



Recommendation

All hazards found during inspections should be eliminated as soon as possible. Repairs and replacements should also be documented. Fix broken stepping platform.

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Playground Safety Inspection Report - Jackson (6-28-2023)

Outdoor Playground

Id Location

Observation/Recommendation

16503 Hickory Park

Entrapment

Certain openings could present an entrapment hazard if the distance between any interior opposing surfaces is greater than 3.5 inches and less than 9 inches.
CPSC 3.3.1

Recommendation

Head entrapment is a serious concern on playgrounds, since it could lead to strangulation and death. The head entrapment hazard must be eliminated as soon as possible.



Target Completion Date:
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Playground Safety Inspection Report - Jackson (6-28-2023)
Outdoor Playground

<u><i>Id</i></u>	<u><i>Location</i></u>	<u><i>Observation/Recommendation</i></u>
16504	Hickory Park	Maintenance Inspections alone do not constitute a comprehensive maintenance program. Any problems found during the inspection should be noted and fixed as soon as possible. All repairs and replacements of equipment parts should be completed following the manufacturer's instructions. CPSC 4.2

Recommendation

All hazards found during inspections should be eliminated as soon as possible. Repairs and replacements should also be documented. Tighten loose platforms.



Target Completion Date:
Responsible Party:
Date Corrected:

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Playground Safety Inspection Report - Jackson (6-28-2023)

Outdoor Playground

Id Location

16505 Hickory Park

Observation/Recommendation

Entrapment

Certain openings could present an entrapment hazard if the distance between any interior opposing surfaces is greater than 3.5 inches and less than 9 inches.
CPSC 3.3.1

Recommendation

Head entrapment is a serious concern on playgrounds, since it could lead to strangulation and death. The head entrapment hazard must be eliminated as soon as possible.



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Playground Safety Inspection Report - Jackson (6-28-2023)

Outdoor Playground

Id Location

16506 Hickory Park

Observation/Recommendation

Maintenance

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CPSC 4.2

Recommendation

All hazards found during inspections should be eliminated as soon as possible. Repairs and replacements should also be documented. Tighten loose platforms.



Target Completion Date:
Responsible Party:
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Playground Safety Inspection Report - Jackson (6-28-2023)

Outdoor Playground

Id Location Observation/Recommendation

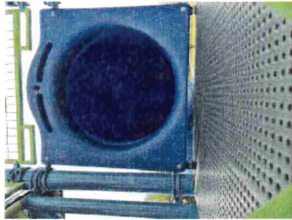
16507 Hickory Park

Slides

The platform should not have any spaces or gaps that could trap strings, clothing, body parts, etc. between the platform and the start of the slide chute.
CPSC 5.3.6.2

Recommendation

There must be no spaces or gaps between the platform and the start of the slide.



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Playground Safety Inspection Report - Jackson (6-28-2023)
Outdoor Playground

<u><i>Id</i></u>	<u><i>Location</i></u>	<u><i>Observation/Recommendation</i></u>
16508	Jackson Park- South	Sharp Points, Corners or Edges

All metal edges should be rolled or have rounded capping.
CPSC 3.4

Recommendation

Sharp points, corners, or edges on any part of the playground or playground equipment may cut or puncture a child's skin. Sharp edges can cause serious lacerations if protective measures are not taken.



Target Completion Date:
Responsible Party:
Date Corrected:

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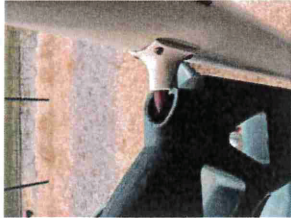
Playground Safety Inspection Report - Jackson (6-28-2023)
Outdoor Playground

<u><i>Id</i></u>	<u><i>Location</i></u>	<u><i>Observation/Recommendation</i></u>
16509	Jackson Park- South	Maintenance

Inspections alone do not constitute a comprehensive maintenance program. Any problems found during the inspection should be noted and fixed as soon as possible. All repairs and replacements of equipment parts should be completed following the manufacturer's instructions.
CPSC 4.2

Recommendation

All hazards found during inspections should be eliminated as soon as possible. Repairs and replacements should also be documented.



Target Completion Date:
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Playground Safety Inspection Report - Jackson (6-28-2023)

Outdoor Playground

Id Location

Observation/Recommendation

16510 Jackson Park- South Maintenance

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CPSC 4.2

Recommendation

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Playground Safety Inspection Report - Jackson (6-28-2023)
Outdoor Playground

<u><i>Id</i></u>	<u><i>Location</i></u>	<u><i>Observation/Recommendation</i></u>
16511	Jackson Park- South	Maintenance Inspections alone do not constitute a comprehensive maintenance program. Any problems found during the inspection should be noted and fixed as soon as possible. All repairs and replacements of equipment parts should be completed following the manufacturer's instructions. CPSC 4.2



Recommendation

All hazards found during inspections should be eliminated as soon as possible. Repairs and replacements should also be documented. Tighten loose screw.

Target Completion Date:
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Playground Safety Inspection Report - Jackson (6-28-2023)

Outdoor Playground

Id Location

Observation/Recommendation

16512 Jackson Park- North Protrusions and Projections

Protrusions: There shall be no protrusions on public play equipment.
ASTM-F1487 6.3

Recommendation

This piece of equipment has a protrusion hazard and the hazard must be eliminated.



Target Completion Date:

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Playground Safety Inspection Report - Jackson (6-28-2023)

Outdoor Playground

Id Location

16513 Reis Park

Observation/Recommendation

Maintenance

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CPSC 4.2

Recommendation

All hazards found during inspections should be eliminated as soon as possible. Repairs and replacements should also be documented. Untangle chain.



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Playground Safety Inspection Report - Jackson (6-28-2023)
Outdoor Playground

Id **Location**
16514 Reis Park

Observation/Recommendation
Slides

All slides should have an exit region to help children maintain their balance and facilitate a smooth transition from sitting to standing when exiting. For preschool and school-age the chute exit region should: - Be at least 11 inches long. - Be no more than 11 inches above the protective surfacing if the slide is no greater than 4 feet high. - Be at least 7 inches but not more than 15 inches above the protective surfacing if the slide is over 4 feet high.
CPSC 5.3.6.4

Recommendation

The slide chute exit is too low. It should be between 7 and 15 inches above the surfacing.



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Playground Safety Inspection Report - Jackson (6-28-2023)

Outdoor Playground

Id Location

16515 Reis Park

Observation/Recommendation

Sharp Points, Corners or Edges

All metal edges should be rolled or have rounded capping.
CPSC 3.4

Recommendation

Sharp points, corners, or edges on any part of the playground or playground equipment may cut or puncture a child's skin. Sharp edges can cause serious lacerations if protective measures are not taken.



Target Completion Date:
Responsible Party:
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Playground Safety Inspection Report - Jackson (6-28-2023)
Outdoor Playground

<u>Id</u>	<u>Location</u>	<u>Observation/Recommendation</u>
16516	Meadowview Park	Maintenance

Inspections alone do not constitute a comprehensive maintenance program. Any problems found during the inspection should be noted and fixed as soon as possible. All repairs and replacements of equipment parts should be completed following the manufacturer's instructions.
CPSC 4.2

Recommendation

All hazards found during inspections should be eliminated as soon as possible. Repairs and replacements should also be documented.



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Playground Safety Inspection Report - Jackson (6-28-2023)
Outdoor Playground

<u>Id</u>	<u>Location</u>	<u>Observation/Recommendation</u>
16517	Meadowview Park	Entanglement

Bolts should not expose more than two threads beyond the end of the nut.
CPSC 3.2

Recommendation

There must never be more than two threads exposed beyond the end of the nut.



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Playground Safety Inspection Report - Jackson (6-28-2023)
Outdoor Playground

<u>Id</u>	<u>Location</u>	<u>Observation/Recommendation</u>
16518	Meadowview Park	Swings (To-Fro)

The use zone to the sides of a single-axis swing should extend a minimum of 6 feet from the perimeter of the swing. This 6 foot zone may overlap that of an adjacent swing structure.
CPSC 5.3.8.3.3

Recommendation

The use zone to the side of the swing structure should be minimum of 6 feet and must be filled with the proper depth of protective surfacing material.



Target Completion Date:
Responsible Party:
Date Corrected:

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Playground Safety Inspection Report - Jackson (6-28-2023)

Outdoor Playground

Id Location

16519 Meadowview Park

Observation/Recommendation

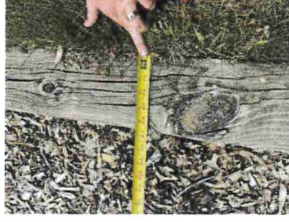
Climbing Equipment

The use zone should extend a minimum of 6 feet in all directions from the perimeter of the stand alone climber.

CPSC 5.3.2.1.4

Recommendation

The use zone around the climber must be at least 6 feet and must be filled in with the proper depth of protective surfacing material.



Target Completion Date:

Responsible Party:

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