

AGENDA
PARKS & RECREATION COMMISSION
Tuesday, October 4, 2022 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 the Board of JPR Commission Minutes – May 17, 2022
3. Approval of JPR Commission and Public Work Committee Joint Meeting Minutes - May 31, 2022
4. Review Current Financial Stat Pak
5. Proposal Selection for the Park Master Plan of Hasmer Lake Park Area - Review & Recommendation
6. Update – Jackson Park Tennis/Pickleball/Basketball Courts & JCC Expansion
7. Update - JCC Expansion
8. 2023 BUDGET PRESENTATION – Review & Recommendation
9. Upcoming Events – Glo Run, Ghouls Gala, Tree Lighting
10. Director of Parks & Recreation Report/2022-2023 Fall/Winter Guide
11. Citizens/Village Staff to address the Board
12. Adjourn – Next Meetings: JPRC Tuesday, November 15 and (Friends Group Annual Meeting & Election of Officers)

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

FRIENDS OF JACKSON PARKS & RECREATION may meet following the JPR Commission 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 17, 2022 at 6:00 p.m.
Jackson Community Center
N165 W20330 Hickory Lane, Jackson, WI 53037



1. Call to Order and Roll Call

Chair Latz called the meeting to order at 6:02pm

Members Present: Tr. Engelhardt, Casey Latz, Brittany Rathke, Brian Mekka, and Sue Rank.

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

2. Approval of the Board of JPR Commission Minutes of February 15, 2022 Meeting

Sue Rank wanted to make the following changes made to the February 15, 2022 minutes: #3 under the vote it should be 5 Ayes instead of 4 Ayes; #3 using the word "agency" did not describe what agency-to change wording; and #9 the date for Monte Carlo Night should be Saturday, May 5, 2023 instead of May 4th.

Motion by Sue Rank , second by Brian Mekka to approve the Parks & Recreation Commission minutes from February 15, 2022 with the changes.

Vote: 5 Ayes, 0 Nays, Motion carried

3. Review Current Financial Stat Pak

Director Valentino reviewed the current Financial Stat Pak. Director Valentino stated the Jackson Parks & Recreation Department is at 37% Revenue and 34% Expenses right now and the Department is holding our own.

Tr. Engelhardt asked why revenues are so different from month to month and not consistent. Director Valentino explained that a Park & Recreation Budget does not work like a Corporate Budget. It has ebbs and flows. Tr. Engelhardt and Sue Rank inquired if there have been any issues with the non-residency fees that Town Residents have to pay as of May 1, 2022 and if there was an impact on programming fees to the Recreation Department yet. Director Valentino explained there have been Town Residents that have expressed their concerns about being non-residents and Park & Recreation staff direct them to phone the Town of Jackson. Currently it is to soon to see an impact on the programming fees.

Brian Mekka asked for more clarification as to why Jackson Soccer Association will be paying rental fees starting in May of 2023. Director Valentino explained that the 2022 park rental schedule itself was amended in February by the Commission and approved by the Village Board in March. While Staff were going through the fee revision process, it was recognized at the time, they unlike other

community groups using the parks, the soccer group was not contributing to operational costs associated with park amenities they reserve and should be phased into a payment cycle for their respective use. Director Valentino explained that Recreation Supervisor Fisher has been working with Adam Wendorf, President of the Jackson Youth Soccer Association to make the adjustments to begin in the Spring of 2023.

Sue Rank also inquired how the changing of addresses has been going in the Rec Desk Software. Director Valentino explained it is a slow process due to each address has to be changed individually.

4. Draft of RFP for Park Master Plan of Hasmer Lake Park Area – Review & Recommendation

Director Valentino explained that the RFP's goal is to get a master Plan, get Community input and other stakeholder's input. Director Valentino also explained that this is a general RFP and it is a guide for the future. The Draft RFP was reviewed. Director Valentino stated she would like the RFP to go out for bid on May 25; all bids due by August 5 and on August 16 this Commission would make their recommendation.

Motion by Casey Latz, a second by Sue Rank to move the RFP forward.

Vote: 5 Ayes, 0 Nays, Motion carried

5. Update – Jackson Park Tennis/Pickleball/Basketball Courts

Director explained the diagram of the Courts. 4 pickleball only courts, 1 court that can be used for both pickleball and tennis, and 1 court just for tennis. 3 new basketball courts. Director Valentino explained there would be an asphalt path from the parking lot to the courts. Director Valentino reminded the Commission that there is a special Commission meeting with the Board of Public Works on May 31. Discussion of the Tennis/Pickleball/Basketball Courts will be discussed as well as starting a Feasibility Study for the Jackson Community Center.

6. JCC Expansion Needs Assessment & Recommendation

Director Valentino explained that a Feasibility Assessment is needed to go to the next step of the expansion of the JCC. Director Valentino stated that she has been in discussion with two of the partners in the JCC for the expansion to happen. These partners have been the driving force for the expansion to happen as well as the Park and Recreation Department needs more room for programming. Director Valentino explained that she would like to take the Expansion needs Assessment to the Village Board Meeting on June 14. Tr. Engelhardt inquired about if Park Impact Fees could be used. Director

Valentino recommended sending the JCC Expansion Needs Assessment to the Village Board at the June 14 meeting.

Motion by Tr. Engelhardt, second by Sue Rank to send the JCC Expansion Needs Assessment to the Village Board with a recommendation to approve.

Vote: 5 ayes, 0 nays Motion Carried

7. **Review – 2021-2022 Fall/Winter Program Analysis Spreadsheet**

Recreation Supervisor Fisher explained the 2021-2022 Fall/Winter Program Analysis Spreadsheet. This tool is used after every session to analyze Programs to see what programs are working and what programs need to be adjusted or changed. Director Valentino explained that not all programs are revenue driven that some are Community based.

8. **2022 Monte Carlo Recap**

Director Valentino thanked all those helped and volunteered. Director Valentino stated that almost \$20,000 was brought in from the event. Director Valentino stated that Monte Carlo Night will take place on Saturday, February 25, 2023.

9. **Upcoming Events – Beer Gardens and Action in Jackson**

Director Valentino explained that we are still in need of volunteers for the Beer Garden for Thursday, May 19 and Friday, May 20. We will also need volunteers to help with the Thursday, July 14 and Friday, July 15 Beer Garden. Director Valentino explained that this is the first year that the Park & Recreation Department is doing the Beer Gardens instead of hiring Gordon Goggins. Director Valentino also mention that Action in Jackson is in need of volunteers. If anyone is interested in helping out to contact Debbie Zeinert or go to the awesome website that Debbie has created to sign up to volunteer.

10. **Director of Parks & Recreation Report**

Report not given at this time.

11. **Meeting Calendar Adjustment for the remainder of 2022**

Director Valentino stated that the next meetings would be May 31 at the Municipal Complex with the board of Public Works; a Meeting on August 16, 2022 and November 15, 2022.

12. **Citizens/Village Staff to address the Board**

Director Valentino invited the Commission to the 4k graduation being held at

Hickory Lane Park on May 25, 2022 at 10:30am and 1:00pm. Director Valentino also thanked Gloria for her years of service. Director Valentino also Stated we will need a new Treasurer for the Friends Group. Brian Mekka volunteered to be the new Treasurer of the Friends Group as well as his duties as Vice President of the group.

13. **Adjourn**

Motion by Tr. Engelhardt, second by Brittany Rathke to adjourn.

Vote: 5 ayes, 0 nays. Meeting was adjourned at 7:18pm

Support materials provided at the meeting, unless emailed prior.

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

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DRAFT - SPECIAL JOINT MEETING MINUTES
PARKS & RECREATION COMMISSION and PUBLIC WORKS
Tuesday, May 31, 2022 at 6:00 p.m.
Jackson Municipal Complex
N168 W19851 Main Street, Jackson, WI 53037



1. Call to Order and Roll Call
Chair Latz called the meeting to order at 6:00pm
Members present: Tr. Engelhardt, Casey Latz, Brittany Rathke, Brian Mekka and Sue Rank.
Staff Present: Parks & Recreation Director Kelly Valentino
2. Jackson Park Tennis/Pickleball/Basketball Court Bid - Review & Action
There was (1) bid presented for the project by Payne & Dolan. The rough estimate for the project was approximately \$300,000.00 and the bid came in at \$567,900.50. Village Engineer/Public Works Director Brian Kober explained the paving came in at double the price estimated as well as other factors of cost increases. Directors Kober and Valentino, both expressed that it would be fiscally irresponsible to proceed as presented at the time. The goal is to rebid the project at a later date when prices hopefully, stabilize. Further discussion ensued about the disappointment in the bid and lack of more bids. However, both groups confirmed the importance of getting this project completed and resubmitting at a later date. A motion to reject the bid was made by Tr. Engelhardt and a second by Brittany Rathke. Vote: 5 Ayes, 0 Nays, Motion carried.
3. JCC Expansion Feasibility Report - Review & Action
Director Valentino highlighted the contents in the Expansion Feasibility Report which included: an overview, general needs assessment, design summary and economics of the proposed expansion. After several comments of support Sue Rank made a motion to recommend that the Village Board approves going out for an RFP for the Design and Estimates of expanding the Jackson Community Center. Brian Mekka seconded the motion. Vote: 5 Ayes, 0 Nays, Motion carried.
4. Citizens/Village Staff to address the Board
No Comments
5. Adjourn
A motion to Adjourn was made by Casey Latz and a second by Tr. Engelhardt. Vote: 5 Ayes, 0 Nays, Motion carried. Meeting was adjourned at 6:40pm.

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DRAFT

October 4, 2022
Parks & Recreation Commission
Financial "Stat Pack"
(January – August, 2022)



Included:

*REC DESK – Registration/Scheduling Software:

To date "Cash Distribution by Account - *revenue report*

*Village Budget Comparison Report – *revenues & expenses*

*5-year comparison spreadsheet

Start Date: **1/1/2022 12:00 AM** End Date: **8/31/2022 11:59 PM**
 Payment Methods: **CA, CK, CC, IC**
 User(s)/Cashier(s): **- All -**

[illegible]

243 - Postage and Copier Revenue													
24.70	24.70	24.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
252 - Employee Wellness													
260.00	260.00	200.00	0.00	60.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300 - Deposits For Rentals													
2,650.00	2,650.00	150.00	2,575.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-75.00	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	0.00	0.00
142,659.92	142,659.92	50,327.52	56,826.87	38,071.53	38,071.53	0.00	0.00	\$0.00	0.00	0.00	-2,566.00	0.00	0.00

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

Sales Tax

DEBITS										CREDITS		
<u>**Gross</u>	<u>**Net</u>	<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH (Gross)</u>	<u>ACH (Net)</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>Refunds</u>	<u>Other</u>
		0.00	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) value

Convenience Fees

Convenience Fees Assessed
 \$1,299.24

Fund: 500 - RECREATION

17,432

Account Number		2022	2022	2022	Budget Status	% of Budget
		August	Actual 08/31/2022	Budget		
500-00-45620-201-000	REC - VILLAGE SUBSIDY	0.00	0.00	209,185.00	-209,185.00	0.00
500-00-45620-202-000	REC - TOWN SUBSIDY	0.00	0.00	38,709.00	-38,709.00	0.00
500-00-45620-204-000	REC - GRANTS/DONATIONS/SPONSRS	1,450.00	3,750.00	5,000.00	-1,250.00	75.00
500-00-45620-206-000	REC - ADULT PROGRAM FEES	1,433.00	14,199.25	18,279.00	-4,079.75	77.68
500-00-45620-208-000	REC - YOUTH PROGRAM FEES	2,015.00	21,534.74	36,000.00	-14,465.26	59.82
500-00-45620-209-000	REC - SENIOR PROGRAMS	188.85	2,184.35	2,000.00	184.35	109.22
500-00-45620-210-000	REC - ADULT LEAGUES FEES	0.00	3,350.00	4,000.00	-650.00	83.75
500-00-45620-211-000	REC - YOUTH LEAGUE FEES	875.00	2,456.92	3,000.00	-543.08	81.90
500-00-45620-214-000	REC - CONCESSIONS	1,128.00	6,707.20	7,243.00	-535.80	92.60
500-00-45620-224-000	REC - SPECIAL EVENTS	8,210.00	50,061.77	24,000.00	26,061.77	208.59
500-00-45620-228-000	REC - TICKET SALES	5,289.00	9,622.50	12,000.00	-2,377.50	80.19
500-00-45620-232-000	REC - BOYS & GIRLS CLUB RENT	0.00	7,734.00	10,000.00	-2,266.00	77.34
500-00-45620-234-000	REC - WASH CTY AGING RENT	564.84	6,000.00	6,000.00	0.00	100.00
500-00-45620-236-000	REC - BLDG / SHELTER RENTALS	1,734.00	35,045.50	37,700.00	-2,654.50	92.96
500-00-45620-237-000	REC - OPEN GYM FEES	0.00	814.00	800.00	14.00	101.75
500-00-45620-238-000	REC - FITNESS MEMBERSHIPS	793.50	11,227.75	16,000.00	-4,772.25	70.17
500-00-45620-240-000	REC - KETTLEBROK CHURCH RENT	0.00	14,116.37	29,000.00	-14,883.63	48.68
500-00-45620-243-000	REC - POSTAGE / COPY MACHINES	0.00	273.77	600.00	-326.23	45.63
500-00-45620-250-000	REC - WBSC 4K PROGRAM	0.00	52,165.00	95,000.00	-42,835.00	54.91
500-00-45620-252-000	REC - VILLAGE WELLNESS PROGRAM	0.00	260.00	1,500.00	-1,240.00	17.33
PUBLIC CHARGES FOR SERVICES		23,681.19	241,503.12	556,016.00	-314,512.88	43.43
Total Revenues		23,681.19	241,503.12	556,016.00	-314,512.88	43.43

+ 139,456

380,959

69%

Fund: 500 - RECREATION

Account Number		2022 August	2022 Actual 08/31/2022	2022 Budget	Budget Status	% of Budget
500-00-55310-125-000	RED ADMIN - HEALTH/LIFE INSUR	4,279.34	34,163.80	50,708.00	16,544.20	67.37
500-00-55310-130-000	REC ADMIN - WRS	1,483.08	10,287.27	12,551.00	2,263.73	81.96
500-00-55310-135-000	REC ADMIN - SOCIAL SECURITY	1,328.37	11,238.44	11,971.00	732.56	93.88
500-00-55310-140-000	REC ADMIN - MEDICARE	310.68	2,628.36	2,800.00	171.64	93.87
500-00-55310-145-000	REC ADMIN - MEDICAL REIMBURSE	173.07	980.73	0.00	-980.73	0.00
500-00-55310-200-000	REC - ADMIN WAGES	0.00	110,123.37	193,080.00	82,956.63	57.04
500-00-55310-201-000	REC - EVENING / WEEKEND WAGES	0.00	22,642.24	36,000.00	13,357.76	62.90
500-00-55310-202-000	REC - EDUCATION/TRAVEL/DUES	7.00	2,035.48	4,000.00	1,964.52	50.89
500-00-55310-204-000	REC - PROGRAM / ACCT REFUNDS	512.00	1,865.20	5,000.00	3,134.80	37.30
500-00-55310-205-000	REC - PROP/LIABTY INSURANCE	0.00	2,837.00	4,000.00	1,163.00	70.93
500-00-55310-206-000	REC - COMPUTER EQUIPMENT	0.00	0.00	600.00	600.00	0.00
500-00-55310-207-000	REC - GAS / ELECTRIC	3,200.00	27,340.29	33,000.00	5,659.71	82.85
500-00-55310-208-000	REC - OFFICE SUPPLIES	272.90	1,757.83	2,000.00	242.17	87.89
500-00-55310-209-000	REC - WATER / SEWER	0.00	1,274.52	2,000.00	725.48	63.73
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	238.23	1,581.72	2,000.00	418.28	79.09
500-00-55310-212-000	REC - SOFTWARE FEES	535.50	8,187.59	7,800.00	-387.59	104.97
500-00-55310-213-000	REC - BLDG EQUIPMENT / REPAIRS	127.61	8,891.17	15,000.00	6,108.83	59.27
500-00-55310-214-000	REC - YOUTH PROGRAM SUPPLIES	83.50	1,383.39	1,500.00	116.61	92.23
500-00-55310-215-000	REC - JANITORIAL/BLDG SUPPLIES	68.06	1,453.83	6,000.00	4,546.17	24.23
500-00-55310-216-000	REC - ADULT PROGRAM SUPPLIES	14.80	295.57	1,200.00	904.43	24.63
500-00-55310-217-000	REC - SENIOR PROGRAMS	0.00	428.58	1,500.00	1,071.42	28.57
500-00-55310-218-000	REC - PART TIME/SEASONAL WAGES	0.00	1,804.34	14,000.00	12,195.66	12.89
500-00-55310-220-000	REC - SPECIAL EVENTS	74.22	14,567.55	5,169.00	-9,398.55	281.83
500-00-55310-222-000	REC - PRINTING	0.00	1,453.00	6,000.00	4,547.00	24.22
500-00-55310-224-000	REC - POSTAGE / COPIER	243.03	2,305.26	7,000.00	4,694.74	32.93
500-00-55310-228-000	REC - STAFF UNIFORMS	0.00	0.00	800.00	800.00	0.00
500-00-55310-230-000	REC - CONCESSIONS-RESALEABLE	419.04	3,793.42	6,957.00	3,163.58	54.53
500-00-55310-232-000	REC - SUMMER TICKET SALES	0.00	0.00	11,600.00	11,600.00	0.00
500-00-55310-254-000	REC - ADULT LEAGUES	0.00	721.46	2,300.00	1,578.54	31.37
500-00-55310-258-000	REC - CONTRACTUAL SERVICES	4,032.90	29,771.05	35,000.00	5,228.95	85.06
500-00-55310-262-000	REC - CONTINGENCY	0.00	57.99	500.00	442.01	11.60
500-00-55310-268-000	REC - CONCESSION STAND MAINT	0.00	821.89	800.00	-21.89	102.74
500-00-55310-269-000	REC - FIRE/SECURITY MONITORING	34.87	628.04	3,800.00	3,171.96	16.53
500-00-55310-270-000	REC - SALES & TAX	0.00	2,180.40	3,200.00	1,019.60	68.14
500-00-55310-280-000	REC - WBSD 4K PROGRAM	0.00	27,646.19	63,180.00	35,533.81	43.76
500-00-55310-282-000	REC - VILLAGE WELLNESS PROGRAM	0.00	2,832.36	1,200.00	-1,632.36	236.03
PARKS & RECREATION		17,538.20	340,379.33	556,016.00	215,636.67	61.22
Total Expenses		17,538.20	340,379.33	556,016.00	215,636.67	61.22
Net Totals		6,142.99	-98,876.21	0.00	98,876.21	

6190

NO TOWN

COVID

COVID

COVID

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

(Added the 4k/WBSD Partnership in 2016.)

Memo



To: Jackson Parks & Recreation Commission
Jen Keller, Village Administrator
Brian Kober, Village Public Works Director

From: Kelly Valentino, CPRP – Village Parks & Recreation Director

Re: Hasmer Lake Park – Master Plan RFP Selection

Date: September 30, 2022

The scores for the (3) proposals received are very similar, the scope of what they include, and the base fees vary. Below is my breakdown based on the criteria sheet:

	<u>Cedar Corp.</u>	<u>Rettler</u>	<u>MSA</u>
SCORE:	20	21	24
BASE FEE:	\$14,800.00	\$12,605.00	\$22,900.00

Cedar Corp. and Rettler provided similar proposals based strictly on the contents as presented in the RFP.

On the other hand, Jason Valerious and Emma Wenman from MSA set up a meeting with me in August to go over the scope of the project and tour the site. Although their proposal is the most expensive, I believe it is by far the most complete and leaves little room for “additional” fees which is what is mostly likely the case with the other less expensive proposals. Moreover, MSA clearly understands that Community, Stakeholder & Commission input is the most important part of this plan. In my opinion, if MSA is selected it will be funds well spent for a plan that will carry the Village into the future.

Thank you for your time and consideration.

A handwritten signature in purple ink that reads "Kelly Valentino". The signature is written in a cursive, flowing style.

HASMER LAKE PARK – MASTER PLAN RFP 2022

Proposal Ranking Sheet

SECTION 7

Evaluation Criteria

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

Rate System of 1-3, with 1 being not meeting criteria, 2 met criteria-doesn't pop and 3 meeting and exceeding criteria

	Cedar Corp	Rettlar	MSA
• Experience and qualifications relevant to key personnel.	2	3	3
• Project understanding and knowledge of area depth or relevant technical experience.	2	2	3
• Proven ability to appeal to a wide audience and incorporate public comment into plan.	2	2	3
• Ability to be responsive in meeting schedule required to complete the plan and deliverables.	3	3	3
• Ability to meet budget/value as related to proposed and additional costs.	3	2	3
• Level of experience with local government entities of similar size, structure and complexity.	3	3	3
• Demonstration of innovative approaches particular to technical solutions.	3	3	3
• Quality, clarity and completeness of submittal package.	2	3	3
Total Pts:	20	21	24

Special Notes/Comments:

See Memo



Statement of Qualifications and Proposal

Master Planning Services -

Hasmer Lake Community Park

Jackson, Wisconsin

September 13, 2022

STATEMENT OF INTEREST

Dear Ms. Valentino, CPRP:

Thank you for the opportunity to submit our proposal for planning services for the Village of Jackson's Master Plan project. We are excited to work with the Village on this unique planning project opportunity. Cedar Corporation is confident that we have assembled a team that can exceed your expectations to develop a Master Plan for Hasmer Community Park.

Cedar Corporation is a full-service consulting firm that has a qualified and experienced team of professionals who are prepared and eager to begin working with you on this project. We present a very experienced park planning team. The project will be led by Madison Smith under the direction of Senior Consultant, Ken Jaworski. They will be assisted by Landscape Architect, Dennis Blau, LA. We are very confident that we will provide the knowledge, experience, and creativity this project requires.

Thank you for giving us the opportunity to submit a proposal. If you have any questions, please feel free to call us at 262-204-2360.

Sincerely,

Cedar Corporation



Ken Jaworski

Senior Consultant

ken.jaworski@cedarcorp.com



COMPANY OVERVIEW

WHO IS CEDAR?

(CORPORATE BACKGROUND)

Our mission, as a full service design and engineering firm, is to provide the highest standards of design excellence and service to our clients. Our goal is to develop a team relationship between our clients and our staff. We possess the technical expertise necessary to meet the demands of our clients on a timely basis and within budget guidelines.

Repeat business with numerous public and private clients attests to our ability to assemble a team concept with our clients working within their guidelines. Confident of this, we respectfully submit this summary of Cedar Corporation for your review.

SERVICES

Cedar Corporation is a full-service firm with disciplines in engineering, architecture, environmental, planning, economic development, landscape architecture, and surveying. Founded in 1975, the company has grown in size to its present staff of 95. We have continued to grow because of our commitment to providing comprehensive service and effective communication with our clients. Our staff is dedicated to the principles on which the firm was developed: exemplary service to clients, professionalism, and use of state-of-the-art technology.

LOCATION

W61N497 Washington Avenue
Cedarburg, WI 53012
www.cedarcorp.com

PHILOSOPHY

We recognize that our clients are most concerned with three major issues as they engage the services of consultants - quality, timeliness, cost. Cedar Corporation undertakes each project with a pledge to our clients that they will receive the best value-per-dollar spent on their projects.



PROFESSIONAL SERVICES

Cedar Corporation provides a wide range of professional services to deliver projects in the areas of Community Infrastructure, Architecture, and Environmental Services. The categories below call out the nine (9) major areas of service provided to a variety of government and private market sectors. Within the nine categories are nearly 100 types of professional services and/or deliverables. Cedar's value may come in the form of a single service or deliverable, but just as often from an integrated group of services managed to meet our customer's broader needs. At Cedar, we are very confident in our capabilities and expertise to address a wide range of public and private client needs in any of the service groups listed below.



Architectural
Services



Economic
Development



Environmental
Services



Municipal
Engineering



Planning
and Grants



Structural
Engineering



Transportation
Engineering



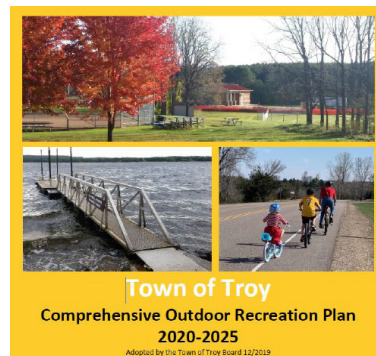
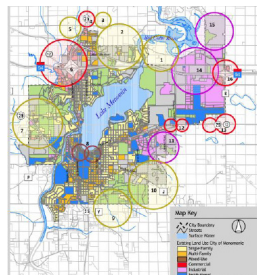
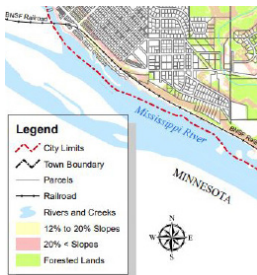
Water Resource
Engineering



Wetland
Delineations

Planning and Grants

SERVICES



Service Overview

Our planning and grants team helps communities turn their vision into reality by engaging community members, identifying needs, and finding ways to meet those needs with the help of state and federal funding programs.

Expertise

- Comprehensive Plans
- Comprehensive Outdoor Recreation Plans
- Municipal Building Needs Assessments
- Zoning Ordinance Administration
- Ordinance Writing and Amendments
- Site Plan Reviews
- Geographic Information Systems
- Grant Writing and Administration
- Project Funding Identification
- Land Use Planning
- Housing Studies
- Meeting Facilitation
- Impact Fees
- Conceptual Site Planning



PROJECT EXPERIENCE



Hika Park Master Plan

Cleveland, Wisconsin

In 2019, the Village of Cleveland Plan Commission hired Cedar Corporation to provide professional planning services to update the Park Site Master Plan for Hika Bay Park & Dam Impoundment on the shores of Lake Michigan. The Park includes over 1000 feet of shoreland and is a popular place to enjoy the passive beauty of the Lake Michigan, providing access for boats, canoes and kayaks.

Cedar Corporation was contracted to provide the following services.

- Review existing plans and studies related to Hika Park and the waterfront.
- Design and lead a process which includes strong public collaboration on park uses and development goals.
- Assist the Village with preparation of a Hika Park Master Plan that will serve as the foundation for future park decisions and improvements.

The Master Plan Update was created with input from stakeholders, the public and the Village's Plan Commission. Hika Park is comprised of three (3) distinct areas referred to as the Hika Boat Launch and Pavilion, Hika Sands and the Centerville Creek Restoration Area.





Village Center Master Plan Concept

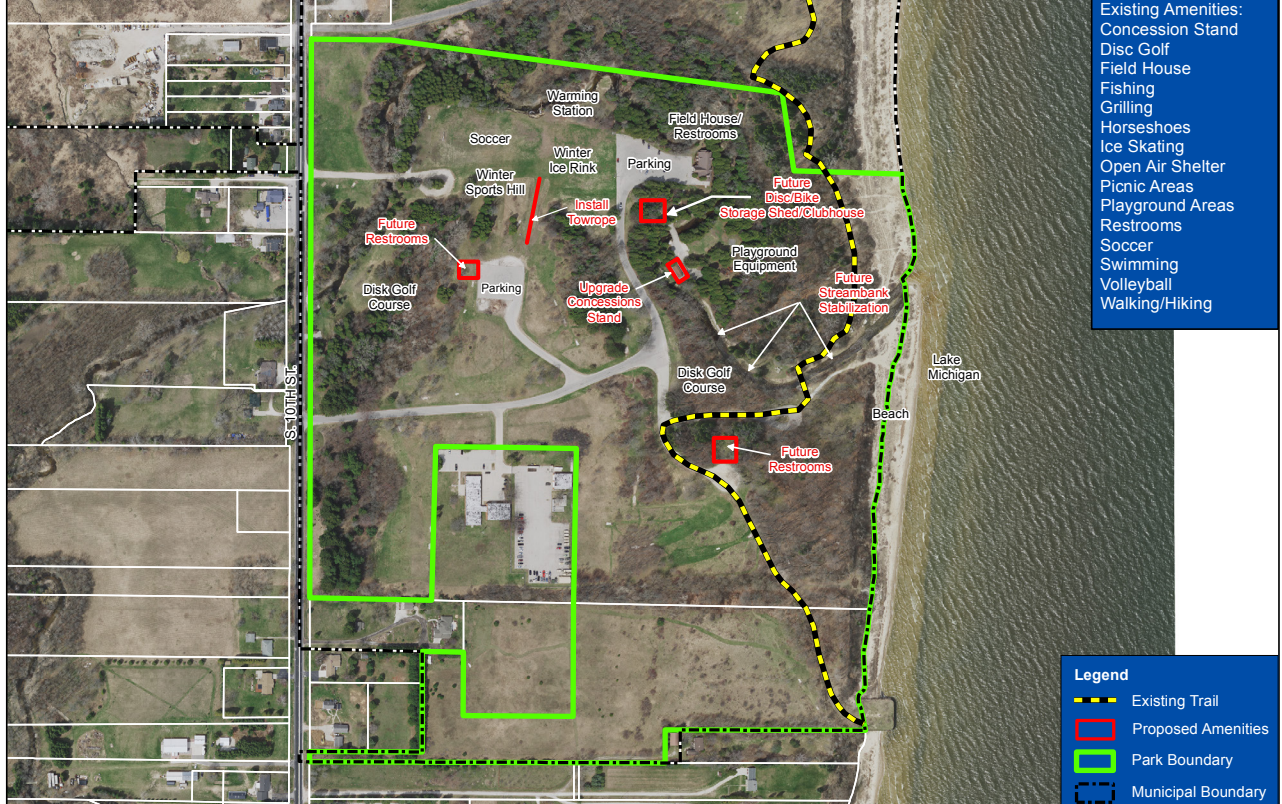
Sherwood, Wisconsin

Cedar Corporation was hired by the Village of Sherwood to create a Village Center Master Plan Concept. The goal of the project was to revitalize the village center while supporting Sherwood's desire to utilize its outdoor recreation opportunities to provide growth and development for the larger community. By activating this space, the community can offer additional development sites while enabling the community to take advantage of open space to create areas for social interaction.

Taking information gathered from the existing Master Plan, Community Development Authority discussions, and comments from Wisconsin Department of Transportation, Cedar modified the original site plan. Through this process, the 2019 Village Center Master Plan Concept was created supporting a safer, walkable downtown that provides usable outdoor space and adds accessible walking/biking trails. The plan also includes legal requirements for development as outlined in the Village Municipal Code and Wisconsin Department of Transportation Standards. Finally, Cedar worked with participating entities to help drive consensus while ensuring design concepts were feasible.

Some key features of the Village Center Master Plan Concept are:

- Construction of numerous businesses to build economic value
- Incorporation of a "Drive Thru" business type
- Small monument located at the intersection of Clifton Road and Harrison Street to display flags, statuary, or honorary amenities related to the Village
- The addition of a proposed roadway, gas station, and credit union to be included for future discussion
- Numerous areas of green space to increase social interactions among residents and visitors
- Possible installation of:
 - ◊ Drinking fountains
 - ◊ Public restrooms
 - ◊ Water feature
 - ◊ Screening methods for parking areas



Park Planning - Comprehensive Park and Recreation Plan

Manitowoc, Wisconsin

In 2017, Ken Jaworski, while with another firm, led the development of this very detailed park planning effort designed to provide an overall picture of park and open space needs for the City of Manitowoc. The plan included the development of over 40 park site master plans for the City's park system including those on the Lake Michigan shoreline. Each master plan was tied to a six-year prioritized capital improvement program which included estimated costs and identification of potential funding sources.

One significant highlight of the process included stakeholder meetings with 10 local associations pivotal in carrying out various park and recreation functions while generating financial support for future improvements. A copy of the complete plan can be found on the City's website.





Riverfront Redevelopment Project

Prescott, Wisconsin

Cedar Corporation worked with the City of Prescott to create a downtown revitalization plan that focused on its historical downtown and the riverfront area at the confluence of the St. Croix River and Mississippi River.

The keystone of the project was a 43-unit condominium complex, which replaced a deteriorating commercial building on the riverfront. The once blighted area now includes attractive housing and walkways along the riverfront. The walkways lead to Mercord Mill Park, which was renovated to include a trail around its perimeter and an expanded parking lot. Cedar Corporation also conducted a downtown architectural inventory in order to incorporate architectural elements into our design of a clock tower next to the City's informational center.





Community Park Master Plan

Greenville, Wisconsin

In 2019, Cedar Corporation was retained by the Village of Greenville to provide park planning services for the Village's oldest park called "Community Park". The Park is a 20 acre park used most often by a local youth sports group. The Park is fully developed. Ken Jaworski worked closely with the park committee to develop several reuse concepts to be developed in a phased approach. The accepted plan recommends a major reuse of areas for recreational facilities that will better serve the community downtown area.





REFERENCES

REFERENCES



VILLAGE OF CLEVELAND
1150 West Washington Avenue
Cleveland, WI 53015

Stacy Grunwald, Dir. of Village Services/Clerk/Treasurer
sgrunwald@clevelandwi.gov
920-693-8181



CITY OF PRESCOTT
800 Borner Street N
Prescott, WI 54021

Jayne Brand, Clerk
jbrand@prescottcity.org
715-262-5544



TOWN OF TROY
654 Glover Road
Hudson, WI 54016

Ray Knapp, Chairperson
troychairperson@baldwin-telecom.net
715-629-0967



TOWN OF UNION
1506 N. Town Hall Road
Eau Claire, WI 54703

Fred Belay, Park Commission Chair
fredbelay@yahoo.com
715-271-1888



PROJECT APPROACH/ SCOPE OF WORK

PROJECT APPROACH/ SCOPE OF WORK



Task I: Inventory, Site Analysis, and Kick-Off Meeting

1. Identification and mapping of environmental conditions and features including topography, potential wetlands, soils, floodplains, and existing vegetation.
2. Relative to potential wetlands, Cedar Corporation's WDNR Assured Wetland delineator will conduct a desktop review of the property to determine the likelihood for the presence of wetlands. The research effort will include the following mapping, if available: WDNR Wetland Inventory; NRCS Draft Wetland Inventory; Web Soil Survey; USGS Quadrangle; County Contours; and Historic Aerials. Suspected wetland areas will be mapped.
3. Based on the above environmental conditions inventory, site opportunities, and constraints for park uses will be identified.
4. Review existing planning documents including, but not limited to, the Village's Comprehensive (Land Use) Plan and Comprehensive Outdoor Recreation Plan (CORP) to provide guidance to the site's potential design and uses.
5. Conduct an on-site meeting with Village Staff prior to holding a kick-off meeting with the Park Commission.
6. Park Commission meeting #1 to review the findings of the site analysis, discuss the planning process moving forward and validate approach to public outreach efforts. Cedar Corporation will summarize the discussion points and directives.



Task II: Coordinate and Conduct On-Site Park Workshop

1. Utilizing a contact list provided by the Village, develop an invitation to the workshop.
2. Create site information displays for workshop.
3. Greet people at the site. Hand out the agenda for the workshop.
4. Present Master Plan process and goals with analysis results.
5. Discuss challenges and possibilities of the site.
6. Have participants interact with displays of various park amenities and development ideas and have them vote on preferences.
7. Provide a board for participants to leave comments or other ideas.
8. Develop summary of workshop results for Village Staff and Park Commission review.
9. Attend follow-up meeting with Park Commission (#2) to review workshop results and get direction on conceptual plan development.

PROJECT APPROACH/ SCOPE OF WORK



Phase III: Conceptual Plan Development

1. Develop two concept Site Plans for the Hasmer Community Park Site based on workshop input plus Village staff and Park Commission directives. Provide cost estimates for the two concept Site Plans as a basis of comparison.
2. Develop a follow-up survey for the neighborhood group and other stakeholders to review and rate concepts. Record feedback and comments to present to Village Staff and Park Commission. An optional approach to the survey would be to hold a second public meeting to present the concepts and obtain review comments and opinions. There would be no cost difference between what outreach tool is selected under this task.
3. Record input to develop the final concept master plan.
4. Provide general cost estimates for the proposed park development features for the final concept Site Master Plan.



Phase IV: Develop DRAFT Master Plan Report including the following:

1. Description of site including natural and environmental features.
2. Describe site opportunities and constraints.
3. Summarize the entire planning process including workshops, public input, and Park Commission meetings.
4. Describe the final Master Plan development concept.
5. Include cost estimates and a development schedule (phases) for the final concept Site Plan.
6. Identify funding sources, deadlines, and Village funding match requirements to help offset costs of the park improvements.
7. The above will be developed in a complete document format including maps, graphics, photos, and written text available for final review.



Phase V: Village Park Commission/Board Presentation

1. Present Draft Master Plan report and final concept plan to Park Commission. Seek a recommendation to the Village Board.
2. Provide resolution to adopt the Final Park Master Plan.
3. Present PC recommended Master Plan report and final concept plan to Village Board. Seek passage of the Master Plan by the Village Board.
4. Prepare Final Master Plan report with supporting resolutions for printing, distribution and posting on the Village Web Site. Up to Twenty (20) printed copies of the Final Master Plan report will be produced.

PROJECT APPROACH/ SCOPE OF WORK

Responsibilities of the Village of Jackson

- Provide locations, advertising, and postings for all required meetings and workshops.
- Post planning related information including conceptual plans and final plans on the Village website for viewing. Host optional survey component, if approved.
- Provide contact list for outreach and execute mailings or workshop notices.
- Provide planning reports and any GIS data which may be of assistance to the planning process.

Deliverables

- In person attendance at three (3) Park Commission meetings and one (1) Village Board Meeting. Village staff meetings can occur prior to these meetings, if necessary.
- Facilitate one in-person on-site neighborhood workshop as described under Task 2.
- Develop survey questions and exhibits to be used to host an on-line public survey to review two park development concepts as described in Task 3.
- Develop a DRAFT Master Plan report document for review as described in Task 4.
- Provide a resolution sample for approval of the Master Plan.
- Develop and print up to 20 copies of the Final Master Plan report.

Optional Services

- Cedar Corporation has an assured WDNR wetland delineator on staff who can perform a wetland delineation of the park site in a timely manner, if requested.



ESTIMATED LABOR HOURS

ESTIMATED LABOR HOURS

Village of Jackson Master Park Plan	Senior Consultant	Planner	Landscape Architect
Tasks from Scope of Services (Hours)			
Task I: Inventory, Site Analysis, and Kick-Off Meeting	4	12	0
Task II: Coordinate and Conduct On-Site Park Workshop	4	20	0
Task III: Conceptual Plan Development	4	32	8
Task IV: Develop DRAFT Master Plan Report	2	20	8
Task V: Village Park Commission/Board Presentation	0	6	0
	14	90	16



KEY PERSONNEL

PROJECT TEAM

Village of Jackson

Kelly Valentino, CPRP
Parks and Recreation Director

Ken Jaworski

*Project Manager/
Senior Consultant*

Lynn McIntyre

*Planning and Grants
Team Lead*

Madison Smith

Community Park Planner

Dennis Blau, LA

Landscape Architect

YOUR TEAM



Ken Jaworski
*Senior Consultant/
Project Manager*

Ken brings over 30 years of experience in comprehensive planning, land use, natural resource management, and park planning. Ken will work in tandem with Madison Smith, in facilitating all elements of the Master Plan project, including but not limited, to attending Park Commission meetings, facilitation of workshops, site analysis, site design concepts, report writing, and more. Ken is an accomplished facilitator and presenter having led conference presentations for WTA, WAPA, and various other organizations. Ken has extensive experience developing fundraising strategies for 501c3 non-profit organizations including planning giving, underwriting, and sponsorships. Ken has served as project manager, facilitator, and author or co-author in the development of over 80 Comprehensive Plans within Wisconsin's Smart Growth requirements. He has also developed over 25 park and recreations plans including CORP's and Park Master Plans. His most recent Park Plans include the Hika Park Master Plan, Village of Greenville Community Park Master Plan, City of Manitowoc Comprehensive Park and Recreation Plan, and the Village of Suamico Calavera Springs Master Plan.



Madison Smith
*Community Park
Planner*

Madison is an experienced project coordinator in site planning and public outreach with a demonstrated passion for sustainable development. She carries strong graphic design skills, distinctive knowledge of natural resources, and coastal community planning. Madison enjoys creating innovative site design elements that align with sustainable environments. She has an array of technical skills with 3D softwares and rendering programs, including video visualization.



Lynn McIntyre *Planning and Grants Team Lead*

Lynn has more than 25 years of experience in Grant Writing and Administration. Lynn specializes in Community Development Block Grant (CDBG), Clean Water Fund (CWF), and Safe Drinking Water Program (SDWP) administration. Lynn has personally administered more than 40 CDBG funded projects. Lynn will be available to assist with any support needed by Jackson.



Dennis Blau, LA *Landscape Architect*

Dennis will serve the project team reviewing design concepts and offering adjustments, when necessary, based on his experiences as a Registered Landscape Architect.

KEN JAWORSKI

SENIOR CONSULTANT/PROJECT MANAGER

Ken Jaworski brings over 35 years of experience in community comprehensive planning, land use, natural resource management, and farmland preservation. He is very experienced in zoning ordinance development and zoning administration. Ken specializes in rural community town level planning.

Areas of Expertise Include:

- Author or co-author in the development of over 80 Comprehensive Plans within Wisconsin's Smart Growth requirements
- Planning and Zoning Administration
- Highway Corridor Master Plans
- Land Use Plans
- Public meeting facilitation
- Development of comprehensive park and recreation plans
- Intergovernmental agreements
- Farmland Preservation Plans and ordinances (DATCP certified)
- Greenway Corridor and trail planning
- Grant writing and administration
- School district attendance boundary studies
- GIS mapping
- Environmental Services program supervisor
- Business development
- Contract negotiation and execution
- Expert testimony

Representative Project Experience Includes:

- On-going Planning and Zoning Administration Services for the Villages of Bonduel, Kekoskee, and Mishicot, and the Towns of Freedom, Clayton, Newton, and Nepeuskun
- Comprehensive Plans for Green Lake County, Village of Little Chute, and the Towns of Clayton, Omro, Watertown, Manitowish Waters, Winneconne, and many more
- Farmland Preservation Plans for Fond du Lac and Green Lake Counties

Other Relevant Experience Includes:

- Dog park design
- Development of fund raising strategies for 501c3 organizations
- Conference presenter for WAPA, WTA, and other agencies

Education

Bachelor of Science in Regional Analysis, Co-Major in Geography: University of Wisconsin-Green Bay (1982)

Professional Certifications/ Training

AICP: 2000

Finance and Accounting: 2001

Negotiating Win/Win Outcomes: 2000

Certified Project Manager: 1996

Instructor – Environmental Planning Course, UW-Green Bay: 1994

Professional Affiliations

American Planning Association,

National and Wisconsin Chapters

Wisconsin Park and Recreation

Association

Wisconsin Towns Association

Total Experience

Since 1983

MADISON SMITH

PLANNER



Madison Smith is an experienced project coordinator in site planning and public outreach with a demonstrated passion for sustainable development. She carries strong graphic design skills, distinctive knowledge of natural resources, and coastal community planning. Madison enjoys creating innovative site design elements that align with sustainable environments. She has an array of technical skills with 3D softwares and rendering programs, including video visualization.

Areas of Expertise Include:

- Comprehensive Outdoor Recreation Plans (CORPs)
- Comprehensive planning
- Zoning and green infrastructure code audits
- Concept site designs
- Watershed management and action plans
- Invasive species management plans
- River restoration plans
- Coastal resiliency
- Hazard mitigation planning
- Stormwater management education and outreach

Representative Project Experience Includes:

(may include projects while with previous employer)

- **Town of Crossfield, Area Structure Plan:** compiled, organized, and analyzed town planning data on economic, social, and physical factors affecting land use. Consulted with professional architects, engineers, and planners to measure the effect of developments, servicing, housing, and transportation. Coordinated two open house events with residents to engage the public and collaboratively define solutions to concerns. Developed an ASP for Crossfield highlighting the benefits of the Intermunicipal plan between Rocky View County and the Town of Crossfield.
- **Town of Newberg, Revitalization of Riverfront:** working with the City of Newberg, as a team created the redesign plan of the City's Willamette River waterfront, and re-establish the historically important connection between the river and the greater community. Using the 2001 Riverfront Master Plan, in teams of 3, dynamic ideas were generated on how to approach the redesign with recent changes in surrounding infrastructure.
- **Western Sky Land Trust, Transferable Development Credits:** partnering with the client, Western Sky Land Trust, a TDC plan was created to allocate areas of growth, and areas of protection against urban sprawl. Using GIS, areas near headwaters and containing high biodiversity were mapped. In the adjacent Town of Cochrane, growth projections were completed to select higher density locations. Project included calculating the financial transaction (ratio) between the values of an acre of conserved land, and increasing density in targeted areas. The TDC plan highlighted the mutual benefit for rural land owners and developers to support and become involved in the plan.
- **Bowness Community Association, Redevelopment and Community Plan:** engaging and working with all stakeholders, a potential location for a community hub redevelopment was determined. Extensive background research concerning flood history, and mitigation was performed. Alongside, social planning research of demographics, market analysis, and circulation patterns using spatial mapping techniques. The goal of the redevelopment and community plan was to illustrate the heritage, unique identity, and values of Bowness, appeal to the diverse aging population, and create a hub which attracts all citizens through capitalizing on local amenities and needed resources.

Education

Bachelor of Science in
Environmental Science: Saint
Mary's University (2015)
Master of Urban and Regional
Planning: University of Calgary
(2017)

Professional Certifications

American Institute of Certified
Planners (AICP) - in progress
Aboriginal/Indigenous Tribal
Planning Certificate

Professional Affiliations

Wisconsin American Planning
Association (WAPA)
American Planning Association
(APA)
Wisconsin Parks and Recreation
Association (WPRA)
Alberta Professional Planners
Institute (APPI)

Total Experience

Since 2017

LYNN MCINTYRE

PLANNING AND GRANT TEAM LEAD



Lynn McIntyre has over 25 years of experience in Grant Administration and leads Cedar Corporation's Planning and Grant Team in the Menomonie office. This involves supervising professional planners and technical staff engaged in community development projects, feasibility studies, and the development and administration of grants. Additionally, Lynn specializes in Community Development Block Grant (CDBG), Clean Water Fund (CWF), and Safe Drinking Water Program (SDWP) administration and project oversight.

Areas of Expertise Include:

- Writing and administration of grants for water resources, transportation, parks, public facilities, and economic development projects
- Specializing in loan and grant applications and administration for Community Development Block Grants (CDBG), Safe Drinking Water, Clean Water Fund, Rural Development, PECFA, and other State/Federal programs
- Park planning projects and grant funding assistance
- Community Development surveys
- Attendance at Village Board, City Council, Town Board, Plan Commission, and various committee meetings
- Technical writing
- Project Plan preparation
- Davis Bacon Payroll Compliance/Certified Payrolls

Representative Project Experience Includes:

Grant Writing/Administration for:

- City of Prescott Food Pantry, Senior Meal Prep Kitchen, and COVID-19 Testing Location - 2021 CDBG-CV
- City of Owen Street and Infrastructure Improvements - 2021 CDBG
- Village of Norwalk WWTF Upgrades - 2021 CDBG
- City of Ashland Street and Infrastructure Improvements - 2021 CDBG and CLOSE
- City of Durand Street and Infrastructure Improvements - 2020 CDBG
- Village of Hilbert Acquisition and Demolition - 2020 CDBG and CLOSE
- City of Menomonie Street and Infrastructure Improvement - 2020 CDBG
- Village of Wausaukee Acquisition and Building Repurposing Project - 2020 CDBG and CLOSE
- Village of Milltown Street and Infrastructure Improvements - 2020 CDBG
- Town of Lorain New Fire Hall - 2020 CDBG
- City of Glenwood City Library/Senior/Community Center - 2020 CDBG
- City of Osseo Street and Infrastructure Improvements - 2020 CDBG
- Village of Elmwood Street and Infrastructure Improvements - 2020 CDBG
- City of Menomonie WWTF Upgrades - 2020 CWF
- Little Suamico Sanitary District No 1 - 2020 CWF
- Village of West Salem WWTF Upgrades - 2020 CWF
- City of Cornell WWTF Updates - 2019 CDBG and CWF
- Village of Woodville Well #3 - 2019 CDBG and SDWP
- Weyauwega Water System Improvements - 2019 CDBG
- City of Stanley Community Center - 2019 CDBG
- Calumet County Planning Grant Administration- 2019 CDBG
- City of Owen Street and Infrastructure Improvements - 2019 CDBG
- Village of Spring Valley Street and Infrastructure Improvements - 2019 CDBG
- Village of Cadott Street and Infrastructure Improvements - 2018 CDBG
- Town of Campbell Street and Infrastructure Improvements - 2018 CDBG
- Village of Camp Douglas Community/Senior Center - 2018 CDBG
- City of Glenwood City WWTF Improvements - 2018 CDBG
- City of Menomonie Street and Infrastructure Improvements - 2018 CDBG
- Village of Milltown Library Addition - 2018 CDBG
- Village of Wausaukee Well and Wellhouse - 2018 CDBG & SDW

Education

Bachelor of Science in
Management - Business
Administration: University of
Wisconsin-Stout (2016)
Associates Degree in Finance:
Western Wisconsin Technical
College (1991)

Professional Affiliations

Society of Human Resource
Management (SHRM)

Total Experience

Since 1993

DENNIS BLAU, LA

LANDSCAPE ARCHITECT



Dennis Blau is a Landscape Architect and specializes in site design for municipal, commercial, industrial, educational, and recreational facilities. Dennis has worked on a variety of projects including athletic fields, multi-purpose trails, signs, boat landings, parks, swimming pools, splash pads, reforestation, and many other projects large and small in size.

Areas of Expertise Include:

- Site design, grading plans, planting plans, and design of exterior environments for municipal, commercial, industrial, and recreational sites
- Urban streetscape
- Park planning/park development/redevelopment
- Boat landing design
- Master planning
- Erosion control plans
- Preparation of presentation graphics for display
- Construction specification
- Assistance with construction supervision

Representative Project Experience Includes:

- Trenton Island Boat Landing Reconstruction, Pierce County, WI
- Glenhaven Assisted Living, City of Glenwood City, WI
- Pleasant Valley Town Hall and Fire Station, Town of Pleasant Valley, WI
- Best Maid Cookie Company Expansion, City of River Falls, WI
- Arbor Place Treatment Facility, City of Menomonie, WI
- Lake Hallie Municipal Building, Village Lake Hallie, WI
- Markquart Toyota, Village of Lake Hallie, WI
- Wakanda Park Baseball Field, City of Menomonie, WI
- Chippewa River Beautification Project, City of Durand, WI
- UW-River Falls Mel Wall Amphitheater Renovation, City of River Falls, WI
- Carson Park Message Center Sign, City of Eau Claire, WI
- McDonough Park, City of Eau Claire, WI
- Jackson County Fair Park Renovation, City of Black River Falls, WI
- Black River Falls Foundation Trail, City of Black River Falls, WI
- UW-River Falls Multi-Modal Trail System, City of River Falls, WI
- Veteran's Peace Memorial Wayside, USH 53, (new facility), Washburn County, WI
- Great River Road Learning Center (new facility), City of Prescott, WI
- Public Library and Museum, Village of Luck, WI

Education

Bachelor of Landscape
Architecture: University of
Minnesota (1985)
Royal Melbourne Institute of
Technology: Melbourne, Australia
Exchange Program

Professional Registrations

Registered Landscape Architect
- WI

Total Experience

Since 1985



PROJECT SCHEDULE

PROJECT TIMELINE

Task	Timeframe
Task 1: Inventory, Site Analysis, and Kick-off Meeting	October 15 - October 30, 2022
Task 2: Coordinate and Conduct On-Site Park Workshop	November 1 - November 30, 2022
Task 3: Conceptual Plan Development	December 1 - December 31, 2022
Task 4: Develop DRAFT Master Plan Report	December 1, 2022 - January 31, 2023
Task 5: Village Park Commission/Board Presentation	February 1 - March 14, 2023



THANK YOU

FOR YOUR TRUST
FOR YOUR BUSINESS

W61N497 Washington Avenue
Cedarburg, WI 53012
262-204-2360
www.cedarcorp.com



PROPOSAL

Based on our review of the requirements outlined in the RFP and our understanding of the project, we propose to complete professional planning services for the Hasmer Lake Community Park Master Plan for a **Lump Sum Fee of \$14,200.**

Additional fees will include, but is not limited to, mileage, printing, etc.: **\$600**

Project Total: \$14,800



PROPOSAL TO PROVIDE Hasmer Lake Community Park Master Planning Services

Prepared for:

Village of Jackson Parks & Recreation
September 13, 2022



MSA PROFESSIONAL SERVICES, INC.

220 East Buffalo Street, Suite 201, Milwaukee, WI 53202

Contact: Luke Geiger, PLA , ASLA, NAIOP
Phone: (608) 421-7146
Email: lgeiger@msa-ps.com
Website: www.msa-ps.com



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separate

A breakdown of anticipated cost





September 13, 2022

Kelly Valentino, CPRP
Jackson Parks & Recreation
NI 65W20330 Hickory Lane
Jackson, WI 53037

Re: Proposal to Provide Park Master Planning Services

Dear Kelly,

The Village of Jackson offers a variety of recreational amenities to its residents. The Village is positioning itself to reimagine and refocus its approach to planning and investing in a park facility. MSA offers a team-based approach that sustains excellence by subscribing to a holistically collaborative process. By applying a diverse set of experts and creative talents, we channel the energy and imagination of our clients, staff, public, and all the project stakeholders to create a meaningful and personalized plan. This plan requires foresight and intuition with the goal of capturing the distinctive spirit and evolution of park facilities within the Village of Jackson. These skills, coupled with specific market expertise, allow our team to provide thoughtful and successful solutions. Working through the lens of the Village's goals and objectives, we are eager to apply our full-service experience to assist you and all project stakeholders in understanding, planning and designing Hasmer Lake Park. Benefits we bring to your project include:

- **Vast Experience.** Our team has an extensive portfolio of park master plan projects. We have excelled in public engagement endeavors to develop guidance in planning open spaces to meet community goals and objectives. We recognize the value of balancing great design with economically sound means of implementation. Our team is well versed in working with regulatory agencies to incorporate support for improvements early in the process.
- **Full-service Team.** The park planning and design group at MSA includes professionals across the region with a wide spectrum of expertise and experience. We recognize that this project will require an understanding of the environment, stormwater issues, and design of defining spaces. We have assembled a team that consists of skilled landscape architects, engineers and planners who are committed to the success of your project.
- **Creative Solutions.** We understand the unique challenges and opportunities of locating, planning, developing and funding recreational amenities that improve quality of life – including environmentally sensitive, visually striking sites and well-used community assets. At MSA, we work hard to enable people to improve communities, and we are dedicated to seeing visions come to fruition.
- **Passion for the Project.** We have the technical requirements, experience and expertise necessary to complete this project, and the drive and corporate support to make a positive impact in your community. This is not just another project for the MSA team; this is our passion!

We know you are as excited as we are to get started on the Park Master Plan for Hasmer Lake. Please review the enclosed proposal which reflects our best understanding of your desires and requirements outlined within your request for proposal. We look forward to working closely with the Village while gathering valuable input from staff, residents, and key stakeholders to craft a grounded, attractive and implementable Park Master Plan. We look forward to refining a project approach collaboratively with you to confirm a path of success for the future of the park. Please do not hesitate to contact me directly at (608) 421-7146 or via email at lgeiger@msa-ps.com.

Sincerely,
MSA Professional Services, Inc.

Luke Geiger, PLA, ASLA, NAIOP
Project Manager



OUR PURPOSE:

ENABLING PEOPLE TO POSITIVELY IMPACT THE LIVES OF OTHERS.
IN EVERY PROJECT. IN EVERY PLAN.



WHO WE ARE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

HISTORY

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of approximately 380 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

OWNERSHIP

Our professionals think like owners because they are owners. When you partner with MSA, your team will be comprised of individuals who are invested in your success and committed to a high standard of performance. We're proud to be 100% employee owned.

TEAM

Our 380+ planners, landscape architects, engineers, architects, surveyors, funding specialists, and environmental professionals are dedicated to your success. While you know the faces behind your projects, we are a team that works as one to support our clients. When you work with MSA, you're not just working with individuals—you're working with all of us.

RECOGNITION

Since 2017, we've been recognized throughout the Midwest with more than 33 industry awards. And, we're just getting started. When you partner with MSA you know you're in good hands.

POSITIVE IMPACT

Finding funding for projects is what we do. We know projects and plans are no good to you if they don't work toward implementation. We get creative. And, it's led to securing over \$500 million in grants and low-interest loans to offset costs for our partner communities.

CLIENT EXPERIENCE

The pillar of our success is seeing our clients succeed. The graphic on the right shows the percentage of clients who say MSA met or exceeded their expectations based on the following categories.

ACCURACY

98% 

HELPFULNESS

96% 

QUALITY

99% 

RESPONSIVENESS

98% 

SCHEDULE

98% 

SCOPE & FEES

97% 

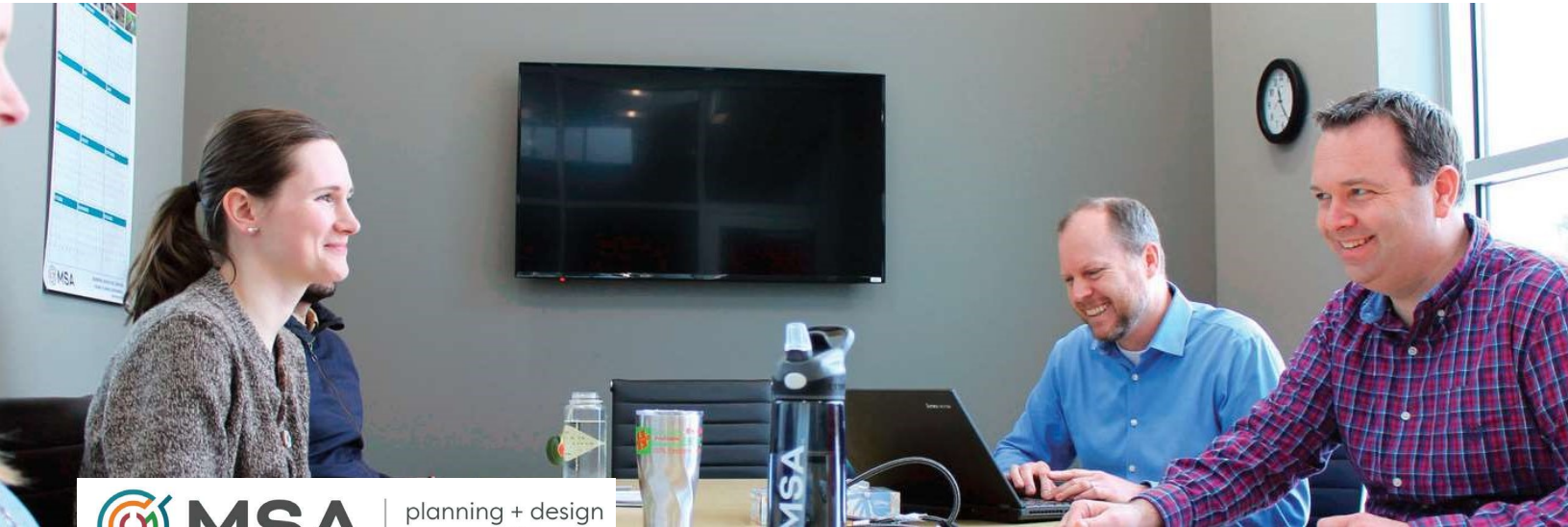


Parks and Recreation CoP

MSA has internally developed our own Community of Practice (CoP) focused solely on Parks and Recreation. This community strives to broaden knowledge sharing across the company and develop standards and technical information to raise the bar on project design and assure clients benefit from the collaborative expertise of all. Each of the MSA professionals listed in this proposal are members of this CoP and communicate daily about project design and innovation, with Landscape Architect Dan Schmitt serving as the CoP's Chair.

How We Help

- ADA Audits for Park and Recreational Facilities
- Aerial Solutions (Mapping, Modeling, Marketing, Surveying)
- Aquatic Facilities (Indoor and Outdoor) and Splash Pads
- Architectural Design (Shelters, Restrooms, etc.)
- Asset Management
- Athletic Facilities (Indoor and Outdoor)
- Campground Development and Infrastructure Design
- Community/Recreational Centers
- Comprehensive Park and Recreation Plans (Municipal, County, Regional)
- Conceptual Site Plans, 3D Renderings and Virtual Reality
- Educational Programming
- Funding
- Infrastructure Survey and Design (Parking, Stormwater, Sewer, Water, etc.)
- Landscape Design
- Lighting Design
- Multimedia (360° Video, Esri Story Maps, etc.)
- Park and Recreational Grant and Funding Administration
- Park Planning and Design
- Playground Safety Audits
- Public Engagement (Public Input, Opinion Surveys, Visioning, etc.)
- Recreational Trails, Bridges and Boardwalks
- Skate Parks
- Tree Inventories and Assessments
- Waterfront Improvements (Boat Launches, Piers, Riverwalks)
- Wayfinding (Interpretive Signage, Interactive Kiosks, etc.)



PLANNING + DESIGN STUDIO TEAM

At MSA, we know that every project starts with a plan – a clear and consensus-driven vision for the future that can be realistically implemented. Our in-house Planning + Design Studio team is 17 strong consisting of:

- 8 American Institute of Certified Planners (AICP)
- 3 Professional Landscape Architects (PLA)
- 2 Housing Specialists
- 1 Funding Expert
- 3 Planning Specialists

Members of our studio regularly give presentations on various planning topics at state and national conferences. The professional planners that comprise the Studio have helped hundreds of communities and private organizations define their vision, obtain funding, and implement the improvements they seek. And, because our landscape architects and planners are part of a multi-disciplinary firm, they are able to engage our professional engineers and architects in the planning processes to aid our clients in developing sustainable, implementable plans.

CORE SERVICES

Below is a sample of the services that MSA's Planning + Design Studio can offer. The bold items are what we feel are the key services that will benefit your project:

- Capital Improvement and Strategic Plans
- Comprehensive Plans
- Zoning: Ordinance Creation, Code Rewrites, Development Regulations and Zoning Administration
- Community Blight Studies
- Cooperative Boundary Agreements
- Economic Development: Market Analysis, Tax Increment Financing, Feasibility Studies
- **Funding: Grant Writing, Grant Administration, Fundraising**
- Housing Studies: Analysis of Impediments to Fair Housing, Market Analysis
- Impact Fee Studies
- **Landscape Architecture**
- **Park and Recreation Planning: Park Master Plans, Comprehensive Outdoor Recreation Plans, ADA Studies**
- **Public Engagement**
- Redevelopment Studies: Downtown, Neighborhood, Corridor, and Site Planning
- Transportation Planning: Bicycle + Pedestrian Plans, Safe Routes to Schools Plans, Access Management Studies
- Urban Design: Wayfinding, Streetscaping, and Design Standards

PARKS AND RECREATION MASTER PLANS

How residents perceive the quality of life within their community can be attributed to the quality of parks and recreational facilities available to them. As new recreational opportunities emerge, and the population and age of Americans continues to diversify, the demand for both traditional and non-traditional recreational facilities surges. In addition, recreational-based tourism continues to proliferate as an important component of local and state economies.

In short, whether fueled by a love of the great outdoors or determination to choose a healthier lifestyle, more Americans are utilizing a wider variety of park and recreational resources. MSA has helped numerous clients meet this growing demand through the planning, development and revitalization of recreational amenities, including parks, waterfront developments, aquatic facilities, multi-use paths and athletic facilities. Our park master plan experience includes the following projects.

PARK MASTER PLANNING EXPERIENCE

- Carson Park Master Plan, Eau Claire, WI
- Birch Lake Park Master Plan, Barneveld, WI
- 22-Acre Park Master Plan, Cottage Grove, WI
- Village Forest Park, West Baraboo, WI
- Park Master Plan, Germantown, WI
- Racetrack Park Master Plan, Stoughton, WI
- Mandt Park Master Plan, Stoughton, WI
- Vilas Park Master Plan, Madison, WI
- Erb Park, Appleton, WI
- Riverfront Park, Wisc. Rapids, WI
- Wisconsin Rapids Aquatic Center, Wisc. Rapids, WI
- Webb Park, Reedsburg, WI
- Baraboo River Corridor Water Trail Planning Project, (Reedsburg, Wonewoc, Hillsborough, Union Center, LaValle, Hillsboro, Rock Springs, Elroy, WI)
- Kautzer Park Master Plan Update, Nekoosa, WI
- Swan Park Master Plan, Beaver Dam, WI
- Rowe Park Master Plan, Onalaska, WI
- Gramercy Park Master Plan, East Dubuque, IL
- Fireman's Park Master Plan Update, Verona, WI
- Mitchell Park Master Plan, Guthrie Center, IA
- Park Master Plan and CORP, North Freedom, WI
- Lowe Park, Marion, IA
- Memorial Park Master Plan, Lexington, MN
- Park Master Plan, Annawan, IL
- Ellen Kort Peace Park Master Plan, Appleton, WI
- Blood Run National Historic Landmark Master Plan, Larchwood, IA*
- Hawn's Bridge - Terrace Mountain Resort Master Plan, Raystown Lake, PA*
- Muskingum Watershed Conservation District Master Plan, New Philadelphia, OH*
- Ashland Waterfront Master Plan, Ashland, WI*
- Bolz Conservancy Master Plan, Waunakee, WI*
- Chicago Parks District Harbors Master Plan, Chicago, IL*
- Liberty Park Master Plan, Clarksville, TN*
- Crossridge Park Master Plan, Milton, WI*
- Dillon Waterfront Master Plan, Dillon, CO*
- Cherry Creek State Park Marina Master Plan, Denver, CO*
- Chatfield State Park Marina Master Plan, Littleton, CO*
- Green Bay Botanical Garden Master Plan, Green Bay, WI*
- Greens Coulee Park Master Plan, Onalaska, WI*
- Honey Creek Resort State Park Master Plan, Rathbun, IA*
- Kohl Park Master Plan, Milwaukee, WI*
- Lakeshore State Park Master Plan, Milwaukee, WI*
- Prophetstown State Park Master Plan, West Lafayette, IN*
- Sand Island Recreational Area Master Plan, Honolulu, HI*
- Northern Great Lakes Regional Visitor Center, Ashland, WI*

***Denotes personal experience of MSA team members.*





WEBB PARK SPLASH PAD

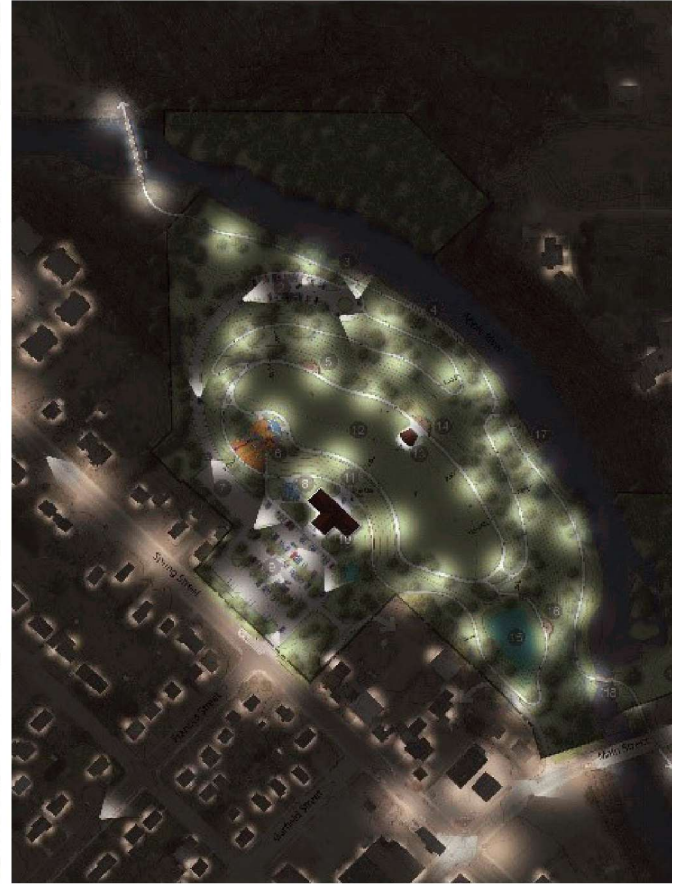
REEDSBURG, WI

MSA was tasked by the City to consider the splash pad's relationship within the overall park, final connectivity to all the existing amenities, and a theme to the splash pad called, "Beaver Springs." The first step was to develop a global park plan to consider the placement of the splash pad near the existing playground. The relationship of wet play (splash pad) and dry play (playground area) are important for the end users of the splash pad, as many users will stay longer at the park if they have the option to utilize both amenities in a close proximity. In addition, it makes the area and park a destination for many residents and surrounding community members to come as there are more things for them to enjoy in a day. The project also included ADA access from the parking lot and existing pool/restrooms, shade structures, benches, and bike racks. Active construction as of August 2022.



REFERENCE INFORMATION

Matt Scott, Park and Recreation Director
City of Reedsburg WI
mscott@ci.reedsburg.wi.us
(608) 524-2600



VILLAGE PARK MASTER PLAN

SOMERSET, WI

Originally a school site, Village Park has served the residents in Somerset as a community park with ballfields and connection to the Apple River. The site is comprised of three terraces that fall steeply with a 20-foot drop between each flat open space.

MSA developed a site analysis and met with community members to discuss a previous survey that identified park uses favored by the community. The next step included three concept plans with precedent images diagramming what identified uses the community favored. A final master plan and companion report was the culmination of the public planning process.

The primary desire of the community for the Village Park Master Plan is to introduce more walking trails to the site. Connection from the upper terrace down to the Apple River provides a 1-mile circuit that offers marked lengths for the avid walker. A proposed large

pavilion with kitchen, band shelter, play and hillside play areas, splash pad, fishing pier and overlooks are all new additions to the park.

MSA prepared a phasing plan for implementation with matched costs as part of the report. A night diagram shows potential light locations covered in the phasing and estimates.

REFERENCE INFORMATION

Bob Gunther, Public Works Director
Village of Somerset
rgunther@vil.somerset.wi.us
(715) 247-5555



TOWN PARK PROJECT PHASE 1

GERMANTOWN, WI

Along the shore of Castle Rock Lake, the Town of Germantown owns a 14-acre park that is occupied partially by the existing Town Hall. Despite the park's location along one of the most popular recreation areas in Wisconsin, it is highly underutilized. With MSA's assistance, a park master plan was developed in 2019 to identify improvements to the park and submitted for Stewardship funding in 2020 to revitalize this existing park and highlight it within the community.

Continuing our work from the master plan, MSA is currently providing Phase 1 design services, including architectural, site civil, structural engineering, plumbing engineering, electrical engineering, site survey and wetland delineation. The project includes a new prefabricated restroom, park shelter/restroom improvements, trails and site furnishings. The prefabricated concrete restroom building includes two single-occupant restrooms, central mechanical chase, and drinking fountains.

Site work includes shoreline repair and improvements, ADA-accessible beach development, a new canoe/kayak launch and storage area, fishing nodes, a boardwalk bridge, parking area improvements and new lower parking area, site security lighting and site stormwater treatment. Site amenities include picnic tables, benches, pet waste stations, bike fix-it stations, bike racks and associated concrete pads.



REFERENCE INFORMATION

Gregg Haunroth Town Chairman
Town Of Germantown
chairman@townofgermantown.com
(608) 562-6537

APPROACH AND SCOPE



PROJECT PLAN

PHASE I - INVENTORY AND ANALYSIS

Task 1.1 – Kick-off and Site Visit

MSA will conduct a kick-off meeting with the Village to verify the project goals, schedule and deliverables. We will conduct an on-site visit to assess the site while collecting photographic inventory of existing conditions. The site photos are part of the of site analysis in the existing conditions portion of the master plan.

Task 1.2 – Review and Analyze Existing Information

MSA will review current maps, GIS, existing plans, and any other available documents the Village or County currently holds for the Hasmer Park property. The pertinent information gathered is supplemental to the analysis of existing conditions to understand how the future development could be planned.

Task 1.3 – Site Analysis

MSA will prepare a site analysis diagram illustrating the existing conditions, utilities, opportunities and constraints of the park and adjacent properties. The feasibility of potential park space on adjacent properties identified for possible park expansion and the Village owned lot will be considered. A scaled plan of the site will be provided in the master plan. Additionally, we will complete a cursory review of the potential traffic impacts of the proposed park roads as well as existing and proposed bicycle and pedestrian connections.

Task 1.4 – Meet with Parks Commission

Before soliciting feedback from the community as a whole, it is beneficial to present our findings and initial ideas to the Village and

consider what should be prioritized for public engagement. MSA previously met with Village staff and identified the time and need for a meeting with Parks Commission and the potential for inclusion of the Friends Group.

Task 1.5 – Public Engagement

In order to effectively reach all members of the community, MSA will work with the Village to create and promote a community survey about park and recreation needs, especially in the northwest portion of the Village and utilizing Hasmer Lake. We will also interview a series of 4-6 key stakeholders or stakeholder groups identified during the process. Likely candidates include the DNR manager for the adjoining property, veterans memorial advocates, and others identified during the planning process.

To support communication and community engagement throughout the process we will create an online StoryMap for the project. A StoryMap is an interactive web page incorporating maps and imagery seamlessly with information about the project.

Meetings

- Kick-off meeting with staff
- Parks Commission Meeting (with Friends Group)
- Staff meeting to review survey results and finalize park amenities to be included in the concepts (virtual/ teleconference)

Deliverables

- StoryMap (website)
- Site inventory and analysis graphic (PDF)
- Survey results summary (PDF)
- Meeting notes (PDF)

PHASE II - CONCEPT DEVELOPMENT

Task 2.1 – Develop Concept Plans

After the completion of the site inventory and analysis and initial public engagement, MSA will develop up to two (2) preliminary concept plans. A consideration of potential uses on adjacent parcels will be examined for possible park expansion as part of the overall plan. MSA will provide the plans to staff to review and comment prior to release to the Commission.

Task 2.2 – Meet with Parks Commission (and Friends Group)

MSA will present the concept plans to the Parks Commission. As part of the overall public engagement plan, the concepts will also be posted to the StoryMap. This allows residents who may not be able to attend the meeting to get a better understanding of the project and provide feedback.

Meetings

- Staff meeting
- Public Open House

Deliverables

- StoryMap updates (website)
- Concept plans (2) (PDF)
- Meeting notes (PDF)

PHASE III - FINAL MASTER PLAN

Task 3.1 – Draft Master Plan

MSA will refine the preferred elements of the concept plans based on input received at the staff presentations into a final draft master plan. Upon updating the draft master plan, the overall cost estimate for the proposed concept will be developed. The draft master plan will be published to the StoryMap.

The master plan sections are as follows:

- **Existing Conditions and Analysis** — documents the current site conditions, analysis of those conditions, and opportunities and constraints of the site.
- **Concept Plans**
- **Draft Master Plan, and Cost Estimate** — outlines the approved comprehensive design and representative images of the future park improvements with implementation phasing and related costs of improvements.
- MSA will present the draft master plan to staff at a meeting for consideration to move forward with the plans for adoption. Feedback and comments will be taken into consideration from this meeting.

Task 3.2 – Final Master Plan

MSA will modify the draft master plan based on feedback from

staff and the Parks Commission. We will submit the updated and associated plan documents via PDF to the Village for final review. We will provide a PDF file of the plan documents. The final master plan will serve as a guiding framework for future implementation providing the Village specific projects to include in capital budgeting and fundraising campaigns.

MSA will present the draft master plan at a meeting of the Parks Commission for consideration of a recommendation for adoption.

Task 3.3 – Presentation of Final Master Plan (by Village Staff)

Village staff will present the final master plan at a Village Board meeting. MSA will assist with preparation for the meeting as determined by the Village staff.

Meetings

- Draft master plan meeting with staff and Parks Commission
- Final master plan meeting with the Village Board

Deliverables

- StoryMap updates (website)
- Master Plan (PDF)
- Phasing Plan (PDF)
- Cost Estimate (PDF)
- Documents of Phase I, II, and III combined in a memo report

ITEMS PROVIDED BY THE CITY

- Existing site documentation such as utility plans, land information on lots, boundary, easements, etc.
- Available GIS data.
- Facilitation of public engagement meetings to gather project input and promotion of the project and survey.

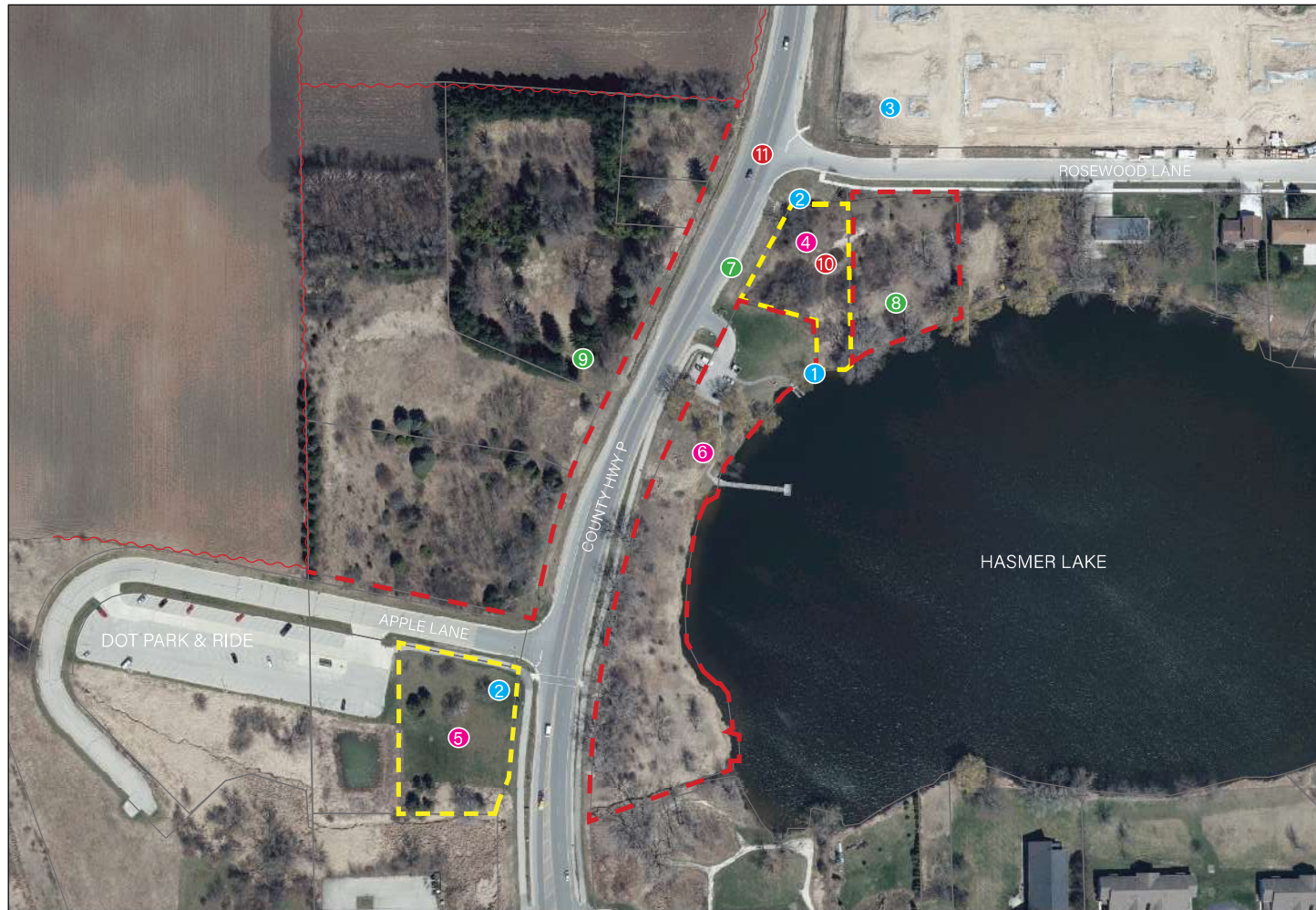
ADDITIONAL SERVICES

During and upon the completion of the Park Master Plan, with MSA's expert in-house staff, we can also provide the following services as additional items.

- **3D Renderings/Visualizations** - MSA can provide 3D renderings of the proposed Master Plan that are supplementary to the design. These can be requested at any time during Phase II or III with the extent/quantity being discussed at time of request.
- **Additional Public Engagement Meetings** – Facilitation of public meetings, promotion of such events/survey, etc.
- **Grant Assistance** – MSA can assist the City with identifying grants for the project, and this information could be included in the final report.



SWOT Analysis - Jackson Hasmer Lake Community Park



STRENGTHS

- 1 Connection to DNR Land and Water Access, DNR willing to cooperate
- 2 Highly Visible Corners
- 3 Proximity to New Residential Development

WEAKNESSES

- 4 Slope of Village Parcel 15' of Elevation Change
- 5 Disconnected from Water and Other Village Parcel
- 6 DNR open to leasing land at this point

OPPORTUNITIES

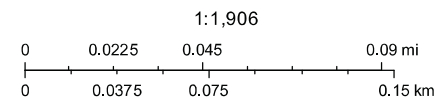
- 7 Connect Bike Path to Park and Rosewood Lane
- 8 Possibility to buy adjacent Parcel
- 9 Possibility to buy parcels and expand park facilities and uses

THREATS

- 10 Park viability may prove to be dependant on acquiring more land
- 11 Parcels separated by County Highway

LEGEND

- Village Parks Owned Parcel
- Potential Acquisition/ Future Expansion
- ~ Potential for More/Less Park Space

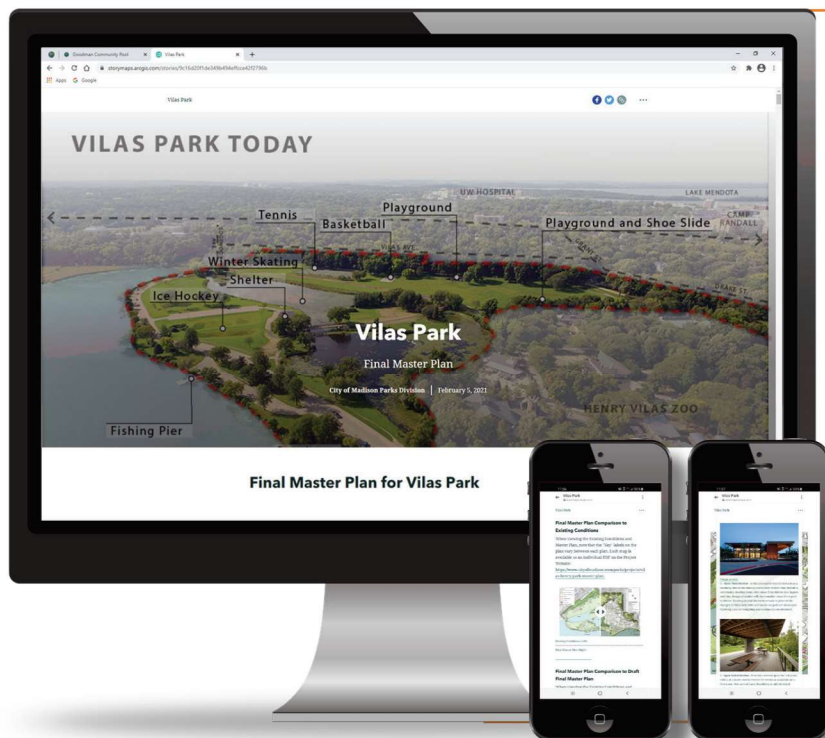


PUBLIC ENGAGEMENT EXPERTISE

Our ability to create and implement effective, comprehensive public participation plans is one of the many reasons communities turn to MSA for their public engagement needs.

At MSA, we believe that when planning a public project, it must be done with the public's advice and input. Decisions made by local governments affect the future of all those who live and work in the community. We are committed to helping governments and organizations understand the diverse needs and concerns of the public, non-profit organizations, business interests and local governments. Aside from community support, this process also lends itself to ensuring the final project reflects the community's ethos and vision for its future.

ENGAGING THE COMMUNITY



StoryMaps

One of the ways our teams engage the community is through the use of Esri GIS StoryMaps. Click the link below to view the Final Master Plan StoryMap for Vilas Park.

QUICK LINKS

[Vilas Park Storymap](#)

[Waverly Process Engagement Portal](#)

PublicInput

Another way we engage the community is through the PublicInput Platform™ — a fully integrated public engagement solution. To explore our live Waverly planning site using PublicInput software, click the link above.

Focus Groups

In-person or virtual focus group discussions can be added to the process if there are any critical stakeholder groups that you would like us to spend time with during the planning process, such as the school district or some aspect of the business or development community.



CONSENSUS BUILDING COMMUNITY RELATIONS STAKEHOLDER ENGAGEMENT

Our ability to create and implement effective, comprehensive public participation plans is one of the many reasons communities turn to MSA for their public engagement needs.

ORGANIZATIONAL CHART

Our team is staffed to handle the needs of your projects. We are a group of experienced planners and engineers backed by more than 380 other technical specialists who are accustomed to working together on similar projects. Our familiarity with each other will enable us to meet your workload and timeline requirements. **We have chosen a team that reflects the needs for this project, including familiarity with similar-sized projects, and the expertise to explore all viable alternatives.**



Jason Valerius, AICP
Planner | Client Liaison



Emma Wenman
Landscape Designer
| Site Designer



Raine Gardner, PE
Principal In Charge | QA/QC



Luke Geiger, PLA, ASLA, NAOIP

PROJECT MANAGER | LANDSCAPE ARCHITECT

Luke will be responsible for managing the planning effort, assisting with public engagement, and leading the design.

Luke is heavily involved in MSA's park and recreation projects and streetscaping plans. He also has experience in the field as a manager of landscape crews for installation of large-scale site plans. Luke's resume includes site inventory and analysis, concept development and master planning, landscape planting plans, site design and engineering, and construction documentation preparation.

He is currently leading efforts for MSA in 3-dimensional site design to provide communities with realistic renderings of proposed open spaces and parks. His technical skills help bring park master plans to life and help communities present these life-like drawings to the community to gather important public input. **Located in the downtown Milwaukee office, Luke will be assisting in the project management efforts as being the local point of contact for the community.**

EDUCATION

B.S., Landscape Architecture
University of Wisconsin-
Madison

REGISTRATIONS

Professional Landscape
Architect, WI

American Society of Landscape
Architects (ASLA)

AREAS OF EXPERTISE

- Computer Graphics
- Computer Modeling
- Planting Design
- Streetscape and
Downtown Design
- 3D Graphics
- AutoCAD
- Lumion
- ArcView GIS
- Land Effects

SELECTED PROJECT EXPERTISE

- Crawford Park Master Plan, Caledonia, WI
- Vilas Park Master Plan, Madison, WI
- Great Sauk Trail Feasibility Study, Sauk County, WI
- Waukau Dam Master Plan, Winnebago County, WI
- Gramercy Park Master Plan, East Dubuque, IA
- Waterfront Master Plan and Town Core Walkability Study, Dillon, CO
- Mandt Park Master Plan*, Stoughton, WI
- Gramercy Park Master Plan, East Dubuque, IL
- Swan Park Master Plan, Beaver Dam, WI
- Alonzo Park Master Plan and Downtown Plan, Hortonville, WI
- Barron Streetscape Enhancements, Barron, WI
- Fireman's Park, Verona, WI
- Milwaukee Yacht Club Redevelopment, Milwaukee, WI
- Beach Drive Resiliency Project, Fox Point, WI
- Park and Pool Design, Evansville, WI
- Centennial Park Improvements, Hartford, WI
- Downtown Plan, Hortonville, WI
- Rendering Work
 - Barron, WI; Cottage Grove, WI; Dillon, CO; Downs, IL; Evansville, WI; Farley, IA; Fox Point, WI; Highland Park, TX; La Porte City, IA; Milwaukee, WI; Sauk City, WI; Verona, WI; Waverly, IA; Wisconsin Rapids, WI
- Streetscape and Downtown Plans
 - Antigo, WI; Barron, WI; Cross Plains, WI; Janesville, WI; La Porte City, IA; Port Byron, IL; Savannah, IL; Waupun, WI
- Private Development
 - Champaign, IL; Hales Corners, WI; Minneapolis, MN; St. Paul, MN; Stoughton, WI; Sun Prairie, WI; Wales, WI
- ADA Audits
 - Beloit, WI; Cottage Grove, WI; Neenah, WI; Elkhorn, WI; New Berlin, WI



Jason Valerius, AICP

PLANNER & CLIENT LIAISON

Jason will be responsible for the for client coordination, leading public engagement efforts, and assessing feasibility of potential improvements.

Jason has more than 18 years of community planning and design experience across the Midwest. He has led the development of housing plans and studies, comprehensive plans, neighborhood plans, redevelopment plans, and zoning ordinances. As team leader for the Madison-based Planning and Design team, Jason manages a talented staff with expertise ranging from comprehensive planning and transportation planning to park and recreation plans, landscape architecture, and urban design. Jason serves as the Past President of the Wisconsin Chapter of the American Planning Association.

EDUCATION

M.S., Architecture & Urban Planning
University of Wisconsin-Milwaukee

B.S., Government/Psychology
Lawrence University

CERTIFICATIONS

American Institute of Certified Planners American Planning Association

AREAS OF EXPERTISE

- Urban Design and Sustainable Design
- Development and Redevelopment Planning
- Comprehensive Planning
- Housing and Fair Housing Studies
- Multijurisdictional Planning and Agreements
- Public Involvement and Deliberative Processes

SELECTED PROJECT EXPERTISE

Vilas Park Master Plan, Madison, WI

Involved in the design and implementation of the community engagement process for this plan, including methods for working with highly engaged adjacent neighborhoods and typically underrepresented groups and neighborhoods.

Rivers to Ridges Outdoor Recreation Plan, Jo Daviess County, IL

Evaluated and provided recommendations for the use of 50+ sites in a three-county area to be better utilized as recreation destinations in a popular tourism region. Study identified which sites were ready for immediate promotion as recreation destinations, sites requiring improvements to be visitor-ready, and sites that should not be included in this recreation network.

- CORP
 - Marathon County, WI
 - Middleton, WI
- Comprehensive Plans
 - Sun Prairie, WI
 - Fox Crossing, WI
 - Waunakee/Westport, WI
 - La Crescent, MN
 - Whiteside County, IL
 - Waupun, WI
 - Columbus, WI
 - Fond du Lac, WI
- HUD-Regulated Planning
 - Consolidated Plan, Janesville, WI
 - Greenstep Plan - Comprehensive Plan, La Crescent, MN



Emma Wenman

LANDSCAPE DESIGNER | SITE DESIGNER

Emma will be responsible for summarizing data and feedback collection, development of plan renderings, and preparation of master plan documents.

Emma recently joined MSA. She has experience from part-time design-build, consulting and courses from UW-Madison. From site-specific design to master planning, Emma has a wide range of experience and interests within landscape architecture.

SELECTED PROJECT EXPERTISE

Senior Capstone: Downtown Redevelopment Plan*, Campbellsport, WI

Fall semester: produced site inventory and analysis graphics and report for downtown district. Spring semester: master planning proposals for transportation, amenities and land use. Also took site focus area (1.2 acres) and produced planting design, grading and drainage and construction documents. Report and presentation included graphic representations of the site design.

Rice Lake Master Plan*, Rice Lake, WI

Designed connections from Main Street to the Lakeshore while activating the spaces for pedestrians and lake users. Included a pedestrian mall for safe access to the lakeshore and developing opportunities for programming along the lakeshore. Promoted ecological design by introducing native plant species and different shoreline treatments.

Wisconsin Historical Society Downtown Development*, Madison, WI

Proposed two blocks along E. Washington for a multi-use development. Focused on transportation inventory, analysis and proposal. Also involved in general conceptual design and development of project layout.

Neighborhood House Community Center Rain Garden*, Madison, WI

Communicated with the client and scheduled initial site visit to determine suitability for a rain garden. Received approval, ordered plants, completed planting layout/design, organized volunteers and assisted with implementation of planting. Also gathered and create documents for maintenance, care and education of community/organization members.

EDUCATION

B.A., Landscape Architecture
University of Wisconsin-
Madison

MEMBERSHIPS

American Society of Landscape
Architects, WI

AREAS OF EXPERTISE

- Site Design
- Formatting Graphics
- Rain Gardens

*Denotes experience prior to MSA.



Raine Gardner, PE

PRINCIPAL IN CHARGE | QA/QC

Raine will provide quality assurance and quality control support throughout the duration of the project. She will serve this project as an advisor on recreation trends, site and community context, and local stakeholder interests and outreach.

As a park and recreation senior project engineer, Raine has worked with numerous municipal governments in planning, design, and constructing various projects. Many of these include park planning, streetscaping plans, river corridor planning, waterfront development, recreational parks, and trail projects. Raine manages MSA's Parks and Recreation service division. She helps clients apply for local, state, and federal funding grants and assistance. Clients also rely on her for project planning/concepts, estimating assistance, consideration of sustainable elements within projects, and designs to lower maintenance and operational costs.

EDUCATION

M.S., Civil Engineering
University of Wisconsin-
Madison

B.S., Civil Engineering
Michigan Technological
University

REGISTRATIONS

Professional Engineer, MI, IA,
MN, WI, OH

MEMBERSHIPS/AFFILIATIONS

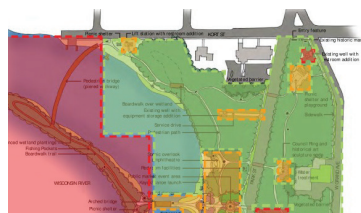
MSA Board of Directors
National Recreation and Parks
Association (NRPA)
Wisconsin Park and Recreational
Association (WPRA)
American Society of Civil
Engineers
ACEC – Engineering Future
Leader

AREAS OF EXPERTISE

- Recreational Parks
- Boat Launches, Boarding
Docks and Fishing Piers
- Zoning Administration
- Project Estimating and
Permitting
- Streetscape Plans
- Project and Construction
Management
- GIS Mapping

SELECTED PROJECT EXPERTISE

- Baraboo River Corridor, Various Baraboo River Communities, WI
- Splash Park at Mead Field, Wisconsin Rapids, WI
- Marathon County CORP, Marathon County, WI
- Village Forest Park, West Baraboo, WI
- Swan Park Master Plan and Development, Beaver Dam, WI
- Vilas Park Master Plan, Madison, WI
- Fireman's Park Improvements, Verona, WI
- Erb Park and Swimming Pool, Appleton, WI
- Thomas G. Rowe Park Master Plan, Onalaska, WI
- Sauk City Riverfront Park, Sauk City, WI
- Riverside Park and Riverwalk Multi-Use Trails, Mauston, WI
- Lake County Ohio Port and Economic Development Authority Fairport Harbor
Transient Marina Study, Fairport Harbor, OH
- Apostle Islands Marina, Bayfield, WI
- New London River Wall, Downtown Transient Boat Dock and Fishing Pier,
New London, WI
- Recreation Complex, Wisconsin Rapids, WI
- Liberty Park Shelter and Restroom, Sun Prairie, WI
- Gramercy Park Master Plan, East Dubuque, IL
- Military Creek Trail Head, Phelps, WI
- Clara Avenue Multiuse Trail, Lake Delton, WI
- Witter Field and Pool, Wisconsin Rapids, WI
- Mead Field Splash Pad, Wisconsin Rapids, WI
- Town Park, Town of Germantown, WI
- Riverwall Transient Boat Pier, New London, WI
- CORPS
 - North Freedom, WI
 - Middleton, WI
 - Lake Delton, WI
 - West Baraboo, WI
 - Chilton, WI
 - Barneveld, WI
 - Lake Geneva, WI



COST PROPOSAL TO PROVIDE Hasmer Lake Community Park Master Planning Services

Prepared for:

Village of Jackson Parks & Recreation
September 13, 2022

PROPOSED FEES

Cost – The price to complete a Master Plan for as proposed in the Scope of Work.

TASK	TASK DESCRIPTION	TEAM MEMBER-VALERIUS	TEAM MEMBER-GEIGER	TEAM MEMBER-WENMAN	TEAM MEMBER-GARDNER	DOLLARS	HOURS
PHASE I - INVENTORY AND ANALYSIS							
1.1	Kick-Off and Site Visit	6	5	2	-	\$1,835	13
1.2	Review and Analyze Existing Information	2	4	6	-	\$1,310	12
1.3	Site Analysis	2	4	4	-	\$1,140	10
1.4	Meet with Parks Commission (and Friends group)	4	8	-	-	\$1,600	12
1.5	Public Engagement	6	12	4	-	\$2,740	22
\$8,625	69	20	33	16	4	0	
PHASE II - CONCEPT DEVELOPMENT							
2.1	Develop Concept Plans	4	8	20	1	\$3,640	34
2.2	Meet with Parks Commission (and Friends group)	1	5	4	-	\$1,055	10
		5	13	24	2	\$4,695	44
PHASE III - FINAL MASTER PLAN							
3.1	Draft Master Plan and Supporting Documents	3	6	20	1	\$3,070	30
3.2	Final Master Plan and Supporting Document	3	8	8	1	\$2,260	20
3.3	Present to Parks Commission (and Friends group)	6	5	-	-	\$1,665	11
3.4	Presentation of Final Master Plan (by Village Staff)	1	2	-	-	\$400	3
		13	21	28	2	\$7,395	64
	Expenses					\$1,005	
	Project Management	4	4	-	-	\$1,180	
		42	71	64	4	\$22,900	

2023 JPR Budget Worksheet

9/30/2022

DRAFT

		2021 Actual		2022 Actual		2022 Year-End	2023	NOTES
Account Number	Short account description	2021 Budget	12/31/2021	2022 Budget	08/31/2022	Projection	Proposed Budget	
500-00-45620-201-000	REC - VILLAGE SUBSIDY	194,015.00	194,015.00	209,185.00	0.00	209,185.00	252,715.00	\$247,894 was 2022 Levy to make JPR whole, 2023 = \$4,821 increase (2%)
500-00-45620-202-000	REC - TOWN SUBSIDY	42,959.00	42,959.00	38,709.00	0.00	0.00	0.00	
500-00-45620-204-000	REC - GRANTS/DONATIONS/SPONSRS	4,000.00	10,287.20	5,000.00	3,750.00	6,000.00	6,000.00	includes guide and general advertising
500-00-45620-205-000	REC - GIFT CERTIFICATES	0.00	380.00	0.00	0.00	0.00	0.00	omitted in 2022
500-00-45620-206-000	REC - ADULT PROGRAM FEES	17,000.00	19,979.58	18,279.00	14,199.00	19,000.00	20,000.00	
500-00-45620-208-000	REC - YOUTH PROGRAM FEES	33,000.00	33,976.32	36,000.00	21,535.00	34,000.00	34,000.00	
500-00-45620-209-000	REC - SENIOR PROGRAMS	2,000.00	1,062.60	2,000.00	2,184.00	2,500.00	2,500.00	
500-00-45620-210-000	REC - ADULT LEAGUES FEES	5,000.00	3,150.00	4,000.00	3,350.00	4,500.00	4,500.00	
500-00-45620-211-000	REC - YOUTH LEAGUE FEES	3,000.00	2,774.71	3,000.00	2,457.00	2,500.00	2,500.00	
500-00-45620-214-000	REC - CONCESSIONS	4,000.00	11,216.20	7,243.00	6,707.00	10,000.00	10,000.00	
500-00-45620-224-000	REC - SPECIAL EVENTS	27,000.00	29,013.73	24,000.00	50,062.00	51,000.00	39,000.00	the independent Beer Gardens boosted Rev.
500-00-45620-228-000	REC - TICKET SALES	17,000.00	5,534.57	12,000.00	9,623.00	9,600.00	8,000.00	WPRA Annual Ticket Sales Fundraiser
500-00-45620-232-000	REC - BOYS & GIRLS CLUB RENT	10,000.00	6,666.66	10,000.00	7,734.00	10,000.00	10,000.00	
500-00-45620-234-000	REC - WASH CTY AGING RENT	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	Received through Co. programming grant
500-00-45620-236-000	REC - BLDG / SHELTER RENTALS	34,000.00	42,224.00	37,700.00	34,046.00	40,000.00	40,000.00	Includes WBSD Head Start
500-00-45620-237-000	REC - OPEN GYM FEES	500.00	1,428.00	800.00	814.00	1,200.00	1,200.00	
500-00-45620-238-000	REC - FITNESS MEMBERSHIPS	17,000.00	10,092.20	16,000.00	11,228.00	15,000.00	15,000.00	Includes portion of CVMIC Grant
500-00-45620-240-000	REC - KETTLEBROK CHURCH RENT	29,000.00	28,305.24	29,000.00	14,116.00	29,000.00	29,000.00	
500-00-45620-243-000	REC - POSTAGE / COPY MACHINES	600.00	87.98	600.00	274.00	600.00	600.00	
500-00-45620-245-000	REC - VENDING MACHINE	800.00	0.00	0.00	0.00	0.00	0.00	omitted in 2022/combined with concession
500-00-45620-250-000	REC - WBSC 4K PROGRAM	93,800.00	101,836.00	95,000.00	52,165.00	88,000.00	90,000.00	
500-00-45620-252-000	REC - VILLAGE WELLNESS PROGRAM	1,500.00	10,050.00	1,500.00	260.00	1,500.00	1,500.00	
TOTAL REVENUES		542,174.00	561,038.99	556,016.00	240,504.00	539,585.00	572,515.00	
500-00-55310-110-000	REC ADMIN - WAGES	263,000.00	269,284.00	193,080.00	132,940.00	197,800.00	200,850.00	includes approved wage adjustments FT/\$11k tourism
500-00-55310-125-000	RED ADMIN - HEALTH/LIFE INSUR	0.00	0.00	50,708.00	34,164.00	50,708.00	53,752.00	est. a 6% health increase
500-00-55310-130-000	REC ADMIN - WRS	0.00	0.00	12,551.00	10,287.00	13,000.00	14,406.00	13% split between Village/Employee
500-00-55310-135-000	REC ADMIN - SOCIAL SECURITY	0.00	0.00	11,971.00	11,238.00	12,500.00	13,135.00	6.20%
500-00-55310-140-000	REC ADMIN - MEDICARE	0.00	0.00	2,800.00	2,628.00	3,000.00	3,073.00	1.45%
500-00-55310-145-000	REC ADMIN - MEDICAL REIMBURSE	0.00	0.00	0.00	981.00	1,500.00	1,500.00	\$500/full time employee with Village Health Ins.
500-00-55310-110-001	REC EVEN/WEEKEND - WAGES	33,000.00	41,146.00	36,000.00	26,834.00	43,000.00	33,000.00	JCC Bldg. Supervisors & Splash Park Attendent
500-00-55310-125-001	REC - EVEN/WEEKEND - HEALTH	0.00	0.00	0.00	1.00	0.00	0.00	
500-00-55310-130-001	REC EVEN/WEEKEND - WRS	0.00	0.00	0.00	110.00	75.00	100.00	
500-00-55310-135-001	REC EVEN/WEEKEND - SOC SEC	0.00	0.00	0.00	260.00	200.00	250.00	
500-00-55310-140-001	REC EVEN/WEEKEND - MEDICARE	0.00	0.00	0.00	61.00	50.00	60.00	
500-00-55310-145-001	REC EVEN/WEEKENDS-MED REIMBURS	0.00	0.00	0.00	0.00	0.00	0.00	
500-00-55310-110-002	REC PART-TIME SEASONAL - WAGES	10,400.00	5,584.00	14,000.00	3,229.00	4,500.00	22,313.00	JCC program staff/ 4th Q-full time rec. sup. position
500-00-55310-125-002	REC PART-TIME/SEAS-HEALTH/LIFE	0.00	0.00	0.00	1.00	0.00	5,583.00	
500-00-55310-130-002	REC PART-TIME/SEASONAL - WRS	0.00	0.00	0.00	63.00	30.00	800.00	
500-00-55310-135-002	REC PART-TIME/SEASON - SOC SEC	0.00	0.00	0.00	88.00	60.00	725.00	
500-00-55310-140-002	REC PART-TIME/SEASON -MEDICARE	0.00	0.00	0.00	21.00	20.00	225.00	
500-00-55310-145-002	REC PART-TIME/SEAS-MED REIMBUR	0.00	0.00	0.00	0.00	0.00	0.00	
500-00-55310-110-004	REC WBSD 4K - WAGES	61,000.00	62,933.00	63,180.00	27,912.00	58,000.00	55,000.00	Teacher, Aid and Subs
500-00-55310-125-004	REC WBSD 4K - HEALTH/LIFE INS	0.00	0.00	0.00	1.00	0.00	0.00	
500-00-55310-130-004	REC WBSD 4K - WRS	0.00	0.00	0.00	17.00	100.00	2,600.00	
500-00-53310-140-004	REC WBSD 4K - MEDICARE	0.00	0.00	0.00	4.00	300.00	400.00	

500-00-55310-135-004	REC WBSD 4K - SOCIAL SECURITY	0.00	0.00	0.00	16.00	100.00	943.00	
500-00-55310-145-004	REC WBSD 4K - MEDICAL REIMBURS	0.00	0.00	0.00	0.00	0.00	0.00	
500-00-55310-202-000	REC - EDUCATION/TRAVEL/DUES	4,124.00	2,321.76	4,000.00	2,028.00	3,600.00	4,000.00	
500-00-55310-204-000	REC - PROGRAM / ACCT REFUNDS	8,000.00	2,153.00	5,000.00	1,865.00	2,000.00	3,500.00	
500-00-55310-205-000	REC - PROP/LIABLTY INSURANCE	4,000.00	3,253.00	4,000.00	2,837.00	3,000.00	4,000.00	JCC - MPIC coverage
500-00-55310-206-000	REC - COMPUTER EQUIPMENT	850.00	1,340.28	600.00	0.00	0.00	600.00	
500-00-55310-207-000	REC - GAS / ELECTRIC	34,000.00	34,767.99	33,000.00	27,340.00	35,000.00	35,000.00	WeEnergies
500-00-55310-208-000	REC - OFFICE SUPPLIES	2,500.00	1,819.71	2,000.00	1,758.00	2,000.00	2,000.00	
500-00-55310-209-000	REC - WATER / SEWER	2,000.00	2,656.06	2,000.00	1,275.00	2,700.00	2,700.00	Village Utilities
500-00-55310-210-000	REC - CELL PHONES	1,800.00	1,680.00	1,800.00	400.00	1,800.00	1,800.00	
500-00-55310-211-000	REC - COMM CENTER PHONE	2,000.00	2,003.62	2,000.00	1,582.00	3,000.00	1,500.00	new phone system
500-00-55310-212-000	REC - SOFTWARE FEES & INTERNET	3,500.00	7,666.86	7,800.00	8,188.00	10,000.00	7,000.00	new Village wide internet services
500-00-55310-213-000	REC - BLDG EQUIPMENT / REPAIRS	22,000.00	21,253.49	15,000.00	8,891.00	15,000.00	13,500.00	
500-00-55310-214-000	REC - YOUTH PROGRAM SUPPLIES	1,500.00	2,884.12	1,500.00	1,383.00	2,000.00	2,000.00	
500-00-55310-215-000	REC - JANITORIAL/BLDG SUPPLIES	5,500.00	2,866.69	6,000.00	1,454.00	2,100.00	2,100.00	
500-00-55310-216-000	REC - ADULT PROGRAM SUPPLIES	1,200.00	922.40	1,200.00	296.00	1,000.00	1,000.00	
500-00-55310-217-000	REC - SENIOR PROGRAMS	600.00	1,353.52	1,500.00	429.00	1,000.00	1,000.00	
500-00-55310-220-000	REC - SPECIAL EVENTS	7,000.00	11,269.46	5,169.00	14,568.00	15,000.00	12,000.00	
500-00-55310-222-000	REC - PRINTING	1,000.00	0.00	6,000.00	1,453.00	3,100.00	3,200.00	
500-00-55310-224-000	REC - POSTAGE / COPIER	8,500.00	5,649.27	7,000.00	2,305.00	4,100.00	5,600.00	
500-00-55310-228-000	REC - STAFF UNIFORMS	800.00	800.00	800.00	0.00	0.00	0.00	
500-00-55310-230-000	REC - CONCESSIONS-RESALEABLE	6,000.00	6,763.44	6,957.00	3,793.00	5,000.00	5,000.00	
500-00-55310-232-000	REC - SUMMER TICKET SALES	14,000.00	5,513.68	11,600.00	0.00	9,200.00	7,500.00	net changes with amount of sales
500-00-55310-254-000	REC - ADULT LEAGUES	2,500.00	523.37	2,300.00	721.00	1,000.00	2,000.00	
500-00-55310-258-000	REC - CONTRACTUAL SERVICES	31,000.00	34,767.00	35,000.00	30,034.00	35,000.00	35,000.00	
500-00-55310-260-000	REC - VEHICLE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	Omitted 2022
500-00-55310-262-000	REC - CONTINGENCY	600.00	428.27	500.00	58.00	200.00	500.00	friends group, recognition, dept. funeral flowers etc...
500-00-55310-268-000	REC - CONCESSION STAND MAINT	1,500.00	1,016.38	800.00	822.00	900.00	800.00	Co2, licenses, repairs
500-00-55310-269-000	REC - FIRE/SECURITY MONITORING	3,600.00	2,257.83	3,800.00	628.00	4,000.00	4,200.00	renewals for monitoring etc. are at year end
500-00-55310-270-000	REC - SALES & TAX	3,200.00	3,788.52	3,200.00	2,180.00	3,600.00	3,800.00	state tax
500-00-55310-280-000	REC - WBSD 4K PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	0.00	1,000.00	part of 4k wages for 2021 & 2022
500-00-55310-282-000	REC - VILLAGE WELLNESS PROGRAM	1,500.00	1,445.84	1,200.00	2,832.00	3,000.00	1,500.00	offset by CVMIC Grant
TOTAL EXPENDITURES		542,174.00	542,112.56	556,016.00	369,976.00	553,243.00	572,515.00	

End of Year Proj. -13,658.00
Town loss of \$38,709 not added to Village \$209,185 in revenues
(Will be adding approx. \$25,051.00 to JPR reserves if made whole by the Village at year end)

JPR 2023 Capital Projects

9/30/2022

Project	Location	Description	Estimated Cost	Funding	Due
Jax Park Courts	Jackson Pk	Conversion of tennis into Pickleball, Basketball, Tennis	\$ 350,000.00	CP -600/PIF - 800	2023
			(RFP) rebid Jan. 2023		
Early Learning Play Area	JCC	Commercial grade, purposeful play equipment for EC lot at JCC	\$ 50,000.00	CP - 600/FG	2023
		(Include shade structure)	(RFQ)		
Expansion of JCC	JCC	RFP for Design and Cost Estimates	\$ 50,000.00	CP - 600	2023
			(RFP)		
Expansion of JCC	JCC	Expansion of shared space, including needed bldg maintenace	\$ 3,500,000.00	Village Borrow	2023/2024
Gym & Dance Floors	JCC	Complete Sand down and refinish of wood floors	\$ 50,000.00	JCC Village	2023
				Borrow	
Concrete Floors	JCC	Diamond cut and polish concrete floors throughout the JCC	\$ 50,000.00	JCC Village	2023
				Borrow	
Skate/Wheel Park	Jackson Pk	Begin the process of replacing equipment in phases	\$ 100,000.00	CP - 600	2023/2024
Park Master Plan	Jackson Pk	Complete Park Master Plan for shelter replacement etc...	\$ 50,000.00	CP - 600	2022/2023
Splash Pad Surface	Hickory Pk	Install a rubber type surface over water play area (non slip)	\$ 75,000.00	CP -600/PIF - 800	2025

CP=capital projects

PIF=park impact fees

FG+Friends Group