



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

Tuesday, April 9, 2024 at 6:00 PM

(Or immediately following Personnel Committee)

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

1. Call to Order and Roll Call
2. Approval of Minutes for the Parks & Recreation Commission Meeting of January 16, 2024
3. Review Current Financial Stat Pak, Monte Carlo Financials
4. Adopt-A-Flower Bed Program
5. Jackson Dog Park Feasibility & Design Update
6. Jackson Parks & Recreation Participation & Data Usage from 2015-2023
7. 2024 Jackson Community Center Expansion Project Bid Review, Presentation by Moore Construction
8. Resolution #24-07 Accepting and Rejecting Bids for the 2024 Jackson Community Center Expansion Project
9. Rental Approval Required - Washington County Democratic Party Annual Picnic - September 14, 2024
10. Citizens/Village Staff to Address the Parks & Recreation Committee
11. Adjourn

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



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

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

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

MINUTES
PARKS & RECREATION COMMISSION
Tuesday, January 16, 2024 at 6:00 PM
Parks & Recreation Commission



1. Call to Order and Roll Call

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

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

Members Excused: Susan Rank

Members Absent: None

Staff Present: Parks & Recreation Director Kelly Valentino, Renee Fisher, Jessica Loomans and Deputy Clerk Pamela Wolf

Trustees Present in Audience: President Heckendorf

Trustee Engelhardt arrived at 6:02 PM

2. Approval of Minutes for the Special Parks & Recreation Commission Meeting of December 5, 2023

The motion to approve Minutes for the Special Parks & Recreation Commission Meeting of December 5, 2023 was made by Brian Mekka and seconded by Brittany Rathke.

Vote: 3 ayes, 0 nays. Motion carried. Tr. Engelhardt was not yet in attendance.

3. Review Current Financial Stat Pak

Director Valentino explained to the body that the auditors will be present in March, but presently she conservatively estimates approximately \$15,000 under budget.

The motion to put on file the Current Financial Stat Pak was made by Brian Mekka and seconded by Brittany Rathke.

Vote: 4 ayes, 0 nays. Motion carried.

4. Project Update - Jackson Community Center Expansion

Finalized the last few questions for the request for presentation (RFP). A Request for Bid was sent out to vendors. The bid opening is to take place on Monday, February 19th at 2:00pm with the Village Clerk, Anastasia Gonstead. The best options to be presented to the Parks & Recreation Commission at the meeting February 20th, 2024 at 6:00 PM.

5. Jackson Dog Park Feasibility and Design - Request for Proposal Selection and Recommendation

Director Valentino provided the Commission with handouts of the two options for proposals

for the Jackson Dog Park Feasibility and Design. Both are in the supplemental attachments to this meeting. The commission was given time to review them both and complete a rubric to compare.

The motion to recommend the MSA proposal to the Village Board was made by Brian Mekka and seconded by Chair Casey Latz..

Vote: 4 ayes, 0 nays. Motion carried.

Discussion regarding the reason for the choice, Brian Mekka stated MSA has more experience with Dog Parks, and was the overall better proposal. Director Valentino commented that the public engagement survey was not needed, so once that \$2600 was removed, the pricing was much better as well.

6. Review Upcoming Events - 2024 Calendar of Events and Monte Carlo Night, February 24, 2024

Discussion about Monte Carlo night, still looking for additional donations/sponsors. Gift card tree and other ideas are being discussed by Jessica Loomans, Renee Fisher and Kelly Valentino. No formal action needed/taken.

7. Director of Parks & Recreation Highlights

Director Valentino stated highlights were covered in previous agenda items.

8. Citizens/Village Staff to Address the Parks & Recreation Committee

None

9. Adjourn to **FRIENDS MEETING**

A motion to adjourn the meeting was made by Brittany Rathke and seconded by Brian Mekka.

Vote: 4 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:19 PM.

Respectfully Submitted,
Pamela Wolf - Village Deputy Clerk

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.

April 9, 2024

Parks & Recreation Commission

Financial "Stat Pack"

(January-March 2024)

Included:

*REC DESK – Registration/Scheduling Software:

To date "Cash Distribution by Account – *in house revenue report*

*Village Budget Comparison Report – *Village Workhorse Program*

*5-year comparison spreadsheet

⊕ Monte Carlo Night Financials

Revenue By Period - GL Account Summary

Start Date: **1/1/2024 12:00 AM** End Date: **3/31/2024 11:59 PM**
 Payment Methods: **CA, CK, CC, IC, EC, CR**
 User(s)/Cashier(s): **- All -**



Regular Revenue

		DEBITS								CREDITS	
<u>**Gross</u>	<u>**Net</u>	<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>Refunds</u>	<u>Other</u>
000 - Household Credit Account											
41.00	41.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	478.50	0.00	-437.50
204 - Grants/Sponsorships/Donations											
1,500.00	1,500.00	0.00	1,000.00	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00
206 - Adult Programming											
8,406.00	8,406.00	3,199.50	1,513.00	3,915.50	3,915.50	0.00	0.00	237.00	0.00	-459.00	0.00
208 - Youth Programming											
10,753.00	10,753.00	150.00	4,323.00	6,916.00	6,916.00	0.00	0.00	183.00	0.00	-819.00	0.00
209 - Senior Program											
1,180.00	1,180.00	805.00	150.00	235.00	235.00	0.00	0.00	5.00	0.00	-15.00	0.00
210 - Adult Leagues											
2,025.00	2,025.00	400.00	1,425.00	200.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00
214 - Concessions											
919.00	919.00	919.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224 - Special Events											
22,589.38	22,589.38	4,494.00	12,947.29	3,165.00	3,165.00	0.00	1,983.09	0.00	0.00	0.00	0.00
236 - Building/Park Rentals											
18,609.52	18,609.52	1,030.00	14,627.75	3,080.00	3,080.00	0.00	9.27	0.00	0.00	-137.50	0.00
237 - Open Gym Type Programs											
530.00	530.00	510.00	0.00	20.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00
238 - Fitness Memberships											
1,710.50	1,710.50	505.50	544.00	661.00	661.00	0.00	0.00	0.00	0.00	0.00	0.00
240 - Kettlebrook Church Rentals											
7,057.56	7,057.56	0.00	7,057.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

243 - Postage and Copier Revenue											
14.98	14.98	1.00	13.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
252 - Employee Wellness											
40.00	40.00	20.00	0.00	7.50	7.50	0.00	0.00	12.50	0.00	0.00	0.00
300 - Deposits For Rentals											
675.00	675.00	75.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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
76,050.94	76,050.94	12,109.00	44,201.58	18,700.00	18,700.00	0.00	\$1,992.36	437.50	478.50	-1,430.50	-437.50

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

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</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

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

Convenience Fees

Convenience Fees Assessed	\$628.07	CONVENIENCE FEES REFUNDED	\$0.00	NET CONVENIENCE FEES	\$628.07
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Fund: 500 - RECREATION

Account Number		2024	2024	2024	Budget	% of
		March	Actual 03/31/2024	Budget	Status	Budget
500-00-45620-201-000	REC - VILLAGE TRANSFER	0.00	0.00	261,021.00	-261,021.00	0.00
500-00-45620-202-000	REC - TOWN SUBSIDY	0.00	0.00	0.00	0.00	0.00
500-00-45620-204-000	REC - GRANTS/DONATIONS/SPONSRS	1,500.00	1,500.00	6,000.00	-4,500.00	25.00
500-00-45620-206-000	REC - ADULT PROGRAM FEES	2,258.65	8,626.25	23,000.00	-14,373.75	37.51
500-00-45620-208-000	REC - YOUTH PROGRAM FEES	3,880.00	11,299.00	36,000.00	-24,701.00	31.39
500-00-45620-209-000	REC - SENIOR PROGRAMS	870.00	1,180.00	3,000.00	-1,820.00	39.33
500-00-45620-210-000	REC - ADULT LEAGUES FEES	500.00	2,025.00	5,000.00	-2,975.00	40.50
500-00-45620-211-000	REC - YOUTH LEAGUE FEES	0.00	0.00	2,500.00	-2,500.00	0.00
500-00-45620-214-000	REC - CONCESSIONS	674.00	919.00	9,000.00	-8,081.00	10.21
500-00-45620-224-000	REC - SPECIAL EVENTS	1,310.00	22,589.38	55,000.00	-32,410.62	41.07
500-00-45620-228-000	REC - TICKET SALES	0.00	0.00	7,000.00	-7,000.00	0.00
500-00-45620-232-000	REC - BOYS & GIRLS CLUB RENT	0.00	0.00	11,500.00	-11,500.00	0.00
500-00-45620-234-000	REC - WASH CTY AGING RENT	0.00	600.00	6,000.00	-5,400.00	10.00
500-00-45620-236-000	REC - BLDG / SHELTER RENTALS	14,368.75	23,517.75	45,000.00	-21,482.25	52.26
500-00-45620-237-000	REC - OPEN GYM FEES	200.00	530.00	800.00	-270.00	66.25
500-00-45620-238-000	REC - FITNESS MEMBERSHIPS	1,190.25	4,031.27	13,000.00	-8,968.73	31.01
500-00-45620-240-000	REC - KETTLEBROK CHURCH RENT	7,057.56	7,057.56	29,000.00	-21,942.44	24.34
500-00-45620-243-000	REC - POSTAGE / COPY MACHINES	13.98	489.32	600.00	-110.68	81.55
500-00-45620-250-000	REC - WBSC 4K PROGRAM	0.00	52,165.00	102,540.00	-50,375.00	50.87
500-00-45620-252-000	REC - VILLAGE WELLNESS PROGRAM	10.00	27.50	1,500.00	-1,472.50	1.83
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PUBLIC CHARGES FOR SERVICES		33,833.19	136,557.03	617,461.00	-480,903.97	22.12
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500-00-47210-000-000	REC- GENERAL FUND TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
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MISCELLANEOUS REVENUE		0.00	0.00	0.00	0.00	0.00
=====						
500-00-49500-000-000	REC-TRANSFER FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
=====						
ARPA - FUND BALANCE APPLIED		0.00	0.00	0.00	0.00	0.00
=====						
Total Revenues		33,833.19	136,557.03	617,461.00	-480,903.97	22.12

+ 65,255

201,812

33%

Fund: 500 - RECREATION

Account Number		2024	2024	2024	Budget	% of
		March	Actual 03/31/2024	Budget	Status	Budget
500-00-55310-110-000	REC ADMIN - WAGES	16,153.74	56,555.83	223,760.00	167,204.17	25.28
500-00-55310-110-001	REC EVEN/WEEKEND - WAGES	3,899.50	14,014.25	30,000.00	15,985.75	46.71
500-00-55310-110-002	REC PART-TIME SEASONAL - WAGES	3,924.00	5,564.00	21,000.00	15,436.00	26.50
500-00-55310-110-004	REC WBSD 4K - WAGES	6,362.00	18,589.01	60,000.00	41,410.99	30.98
500-00-55310-125-000	REC ADMIN - HEALTH/LIFE INSUR	10,068.70	20,137.40	63,666.00	43,528.60	31.63
500-00-55310-125-002	REC PART-TIME/SEAS-HEALTH/LIFE	0.00	0.00	0.00	0.00	0.00
500-00-55310-130-000	REC ADMIN - WRS	1,114.60	3,901.08	15,684.00	11,782.92	24.87
500-00-55310-130-001	REC EVEN/WEEKEND - WRS	153.31	522.19	800.00	277.81	65.27
500-00-55310-130-002	REC PART-TIME/SEASONAL - WRS	0.00	0.00	200.00	200.00	0.00
500-00-55310-130-004	REC WBSD 4K - WRS	248.40	854.91	4,080.00	3,225.09	20.95
500-00-55310-135-000	REC ADMIN - SOCIAL SECURITY	936.00	3,277.11	14,101.00	10,823.89	23.24
500-00-55310-135-001	REC EVEN/WEEKEND - SOC SEC	241.79	868.94	1,860.00	991.06	46.72
500-00-55310-135-002	REC PART-TIME/SEASON - SOC SEC	243.29	344.97	1,302.00	957.03	26.50
500-00-55310-135-004	REC WBSD 4K - SOCIAL SECURITY	394.44	1,152.52	3,720.00	2,567.48	30.98
500-00-55310-140-000	REC ADMIN - MEDICARE	218.90	766.41	3,298.00	2,531.59	23.24
500-00-55310-140-001	REC EVEN/WEEKEND - MEDICARE	56.56	203.22	435.00	231.78	46.72
500-00-55310-140-002	REC PART-TIME/SEASON - MEDICARE	56.92	80.70	305.00	224.30	26.46
500-00-55310-140-004	REC WBSD 4K - MEDICARE	92.25	269.54	870.00	600.46	30.98
500-00-55310-145-000	REC ADMIN - MEDICAL REIMBURSE	115.38	403.83	2,000.00	1,596.17	20.19
500-00-55310-202-000	REC - EDUCATION/TRAVEL/DUES	714.00	2,702.21	3,000.00	297.79	90.07
500-00-55310-204-000	REC - PROGRAM / ACCT REFUNDS	30.00	659.00	3,000.00	2,341.00	21.97
500-00-55310-205-000	REC - PROP/LIABTY INSURANCE	0.00	3,065.94	4,500.00	1,434.06	68.13
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	3,889.09	8,045.65	45,000.00	36,954.35	17.88
500-00-55310-208-000	REC - OFFICE SUPPLIES	196.37	788.78	2,500.00	1,711.22	31.55
500-00-55310-209-000	REC - WATER / SEWER	0.00	0.00	2,800.00	2,800.00	0.00
500-00-55310-210-000	REC - CELL PHONES	50.00	200.00	1,800.00	1,600.00	11.11
500-00-55310-211-000	REC - PHONE / INTERNET	251.27	753.81	3,180.00	2,426.19	23.70
500-00-55310-212-000	REC - IT SUPPORT	538.30	5,514.90	7,500.00	1,985.10	73.53
500-00-55310-213-000	REC - BLDG EQUIPMENT / REPAIRS	210.00	726.76	12,000.00	11,273.24	6.06
500-00-55310-214-000	REC - YOUTH PROGRAM SUPPLIES	107.62	354.21	2,500.00	2,145.79	14.17
500-00-55310-215-000	REC - JANITORIAL/BLDG SUPPLIES	199.31	585.31	3,000.00	2,414.69	19.51
500-00-55310-216-000	REC - ADULT PROGRAM SUPPLIES	49.68	120.85	1,000.00	879.15	12.09
500-00-55310-217-000	REC - SENIOR PROGRAMS	127.53	199.75	1,000.00	800.25	19.98
500-00-55310-220-000	REC - SPECIAL EVENTS	839.64	4,062.19	12,000.00	7,937.81	33.85
500-00-55310-222-000	REC - PRINTING	0.00	0.00	3,200.00	3,200.00	0.00
500-00-55310-224-000	REC - POSTAGE / COPIER	412.18	1,097.37	6,500.00	5,402.63	16.88
500-00-55310-228-000	REC - STAFF UNIFORMS	0.00	0.00	1,000.00	1,000.00	0.00
500-00-55310-230-000	REC - CONCESSIONS-RESALEABLE	20.16	108.54	5,000.00	4,891.46	2.17
500-00-55310-232-000	REC - SUMMER TICKET SALES	0.00	0.00	6,500.00	6,500.00	0.00
500-00-55310-254-000	REC - ADULT LEAGUES	105.14	270.28	2,000.00	1,729.72	13.51
500-00-55310-258-000	REC - CONTRACTUAL SERVICES	2,535.00	5,305.00	30,000.00	24,695.00	17.68
500-00-55310-262-000	REC - CONTINGENCY	133.97	214.97	500.00	285.03	42.99
500-00-55310-268-000	REC - CONCESSION STAND MAINT	52.75	52.75	800.00	747.25	6.59
500-00-55310-269-000	REC - FIRE/SECURITY MONITORING	0.00	0.00	3,000.00	3,000.00	0.00
500-00-55310-270-000	REC - SALES & USE TAX	0.00	667.38	3,500.00	2,832.62	19.07
500-00-55310-280-000	REC - WBSD 4K PROGRAM SUPPLIES	41.94	216.23	2,000.00	1,783.77	10.81
500-00-55310-282-000	REC - VILLAGE WELLNESS PROGRAM	0.00	0.00	1,000.00	1,000.00	0.00
PARKS & RECREATION		54,783.73	163,217.79	617,461.00	454,243.21	26.43

Fund: 500 - RECREATION

Account Number	2024	2024	2024	Budget	% of
	March	Actual 03/31/2024	Budget	Status	Budget
Total Expenses	54,783.73	163,217.79	617,461.00	454,243.21	26.43
Net Totals	-20,950.54	-26,660.76	0.00	26,660.76	

163,218
26%

Jackson Parks & Recreation Department
5 year Budget Comparison (subsidies extrapolated)

5 year Budget Comparison (subsidies extrapolated)			COVID	COVID	Village Only**			
		2018*	2019*	2020*	2021*	2022	2023	2024
	Total Budget	519,929	528,450	546,782	542,174	556,016	552,515.00	617,461
Jan.	Revenue (budget %)	37,070 (7%)	31,820 (3%)	40,290 (7%)	27,761 (5%)	35,695 (6%)	37,877 (7%)	45,741 (8%)
	Expenditures (budget %)	39,817 (7.7%)	46,201 (9%)	40,746 (7%)	38,890 (7%)	58,528 (11%)	36,590 (10%)	57,582 (9%)
Feb.	Revenue (budget %)	120,830 (23%)	126,222(24%)	134,263 (25%)	121,009 (22%)	123,856 (22%)	122,615 (22%)	146,228 (24%)
	Expenditures (budget %)	79,080 (15%)	86,508(16%)	89,248 (16%)	74,429 (14%)	106,862 (19%)	104,146 (19%)	108,434 (18%)
March	Revenue (budget %)	\$153,695 (29%)	161,386 (31%)	171,686 (31%)	153,720 (28%)	No	177,443 (32%)	201,812 (33%)
	Expenditures (budget %)	\$123,668 (24%)	129,485 (25%)	138,943 (25%)	134,479 (25%)	Workhorse	158,594 (29%)	<u>163,218 (26%)</u>
April	Revenue (budget %)	\$184,391 (35%)	201,802 (38%)	193,589 (35%)	191,191 (35%)	207,633 (37%)	220,245 (40%)	
	Expenditures (budget %)	\$176,282 (34%)	188,474 (36%)	177,177 (32%)	176,620 (33%)	188,008 (34%)	203,925 (37%)	
May	Revenue (budget %)	230,875 (44%)	253,908(48%)	231,477(42%)	233,212 (43%)	268,272 (48%)	274,941 (50%)	
	Expenditures (budget %)	218,216 (42%)	228,774(43%)	211,665 (39%)	218,515 (40%)	234,516 (42%)	252,185 (46%)	
June	Revenue (budget %)	278,036 (53%)	291,663(55%)	278,660 (51%)	281,244 (51%)	300,239 (53%)	307,961 (56%)	
	Expenditures (budget %)	252,175 (49%)	263,372(50%)	245,661 (45%)	260,609 (48%)	273,274 (49%)	296,271 (54%)	
July	Revenue (budget %)	302,007 (58%)	325,514 (62%)	305,886 (56%)	321,168 (59%)	339,847 (62%)	356,469 (65%)	
	Expenditures (budget %)	284,599 (55%)	295,489 (56%)	280,926 (51%)	294,593 (54%)	322,841 (58%)	347,748 (63%)	
August	Revenue (budget %)	335,051 (64%)	366,210 (69%)	336,440 (62%)	366,367 (67%)	380,959 (69%)	401,790 (73%)	
	Expenditures (budget %)	322,192 (62%)	333,108 (63%)	326,740 (60%)	345,502 (64%)	340,379 (61%)	383,879 (69%)	
Sept.	Revenue (budget %)	406,412 (78%)	415,858 (79%)	365,741 (67%)	398,207 (73%)	No	432,466 (79%)	
	Expenditures (budget %)	376,357 (72%)	408,811 (77%)	364,768 (67%)	399,460 (74%)	Worshorse	436,536 (79%)	
Oct.	Revenue (budget %)	488,220 (94%)	485,351 (92%)	449,107 (82%)	No	475,704 (86%)	527,323 (95%)	
	Expenditures (budget %)	430,860 (83%)	456211(86%)	403,845 (74%)	Workhorse	467,784 (84%)	486,242 (88%)	
Nov.	Revenue (budget %)	472,393 (91%)	527,342 (100%)	473,121 (87%)	531,258 (97%)	No	580,067 (100%)	
	Expenditures (budget %)	512,327 (99%)	493,594 (93%)	439,615 (80%)	493,487 (91%)	Workhorse	531,342 (96%)	
Dec.	Revenue (budget %)	548,466 (105%)	564,619 (107%)	517,457 (95%)	560,582 (103%)	608,831 (109%)	601,055 (109%)	
	Expenditures (budget %)	529,521 (102%)	538,450 (102%)	473,508 (87%)	531,480 (98%)	554,142 (100%)	578,728 (105%)	
Year End Village Audit Total:		plus 18,945	plus 25,648	plus \$33,295	plus \$18,927	plus 34,840		

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

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

2024
MONTE CARLO NIGHT
Revenue & Expenses

REVENUE	2024	Up/Down	2023	2022
Side Hustles: (Gift Card Tree \$460, BooziWoozi \$350.00)	\$ 810.00	U \$150	\$ 660.00	\$ 690.00
Pre-sale tickets (103 purchased at \$35)	\$ 3,605.00	U \$980	\$ 2,625.00	\$ 3,070.00
Sponsor Only Addt. Tickets (5 at \$30)	\$ 150.00	U \$150	\$ -	\$ -
Door Tickets (7 at \$50)	\$ 350.00	D \$275	\$ 625.00	\$ 830.00
General Donations (\$100.00 Sue Rank)	\$ 100.00	D \$1,370	\$ 1,470.00	\$ 240.00
Bingo	\$ 125.00	D \$52	\$ 177.00	\$ 193.00
Extra Fun Money & Raffle Tickets	\$ 540.00	D \$680	\$ 1,220.00	\$ 1,390.00
Table Sponsors	\$ 8,000.00	U \$1,600	\$ 6,400.00	\$ 5,501.00
Concessions (Alcohol and soda only)	\$ 348.00	U \$125	\$ 223.00	\$ 261.00
2 Drink Carts	\$ 926.00	U \$196	\$ 730.00	\$ 865.00
Silent Auction	\$ 3,005.00	U \$845	\$ 2,160.00	\$ 3,005.00
Bev. & Food Sponsors	\$ 1,400.00	U \$300	\$ 1,100.00	\$ 2,400.00
Corporate Sponsor	\$ 3,500.00	U \$500	\$ 3,000.00	\$ 3,000.00
Hotel/Motel (VOW \$6,625, New Reveue 500, Equip. Rentals \$1,400)	\$ 8,525.00	U \$211	\$ 8,314.00	\$ 7,085.00
Misc. Donations (post event - wine and volunteer refreshments)	\$ -		\$ -	0.00
REV	\$ 31,384.00	U \$2,680	\$ 28,704.00	\$28,530.00

EXPENSES

Side Hustles: Gift Card Tree donations into gift cards)	\$ -	D \$626	\$ 626.00	\$ -
Hotel/Motel (VOW \$6,700, Live Music \$500, Equip. Rentals \$800)	\$ 8,525.00	U \$1,211	\$ 8,314.00	\$ 7,085.00
Beer & Seltzers	\$ 537.00	U \$17	\$ 520.00	\$ 523.00
Ice	\$ 15.00	U \$15	\$ -	\$ 37.00
Soda & Water	\$ 45.00	D \$57	\$ 102.00	\$ 60.00
Concessions (Sysco Donation)	\$ 656.00	U \$636	\$ 20.00	\$ 139.00
Raffle Prizes/Supplies (grill)	\$ 79.00	D \$1	\$ 80.00	\$ 50.00
Postage	\$ -		\$ -	\$ -
Misc. Expense	\$ -		\$ -	\$ 696.00
EXP	\$ 9,857.00	UP \$195	\$ 9,662.00	\$ 8,590.00

\$ 21,527.00	U \$2,485	\$ 19,042.00	\$19,810.00
---------------------	------------------	---------------------	-------------

2011	\$1,887	2017	\$16,543	2023	\$19,042
2012	\$5,227	2018	\$15,981	2024	\$21,517
2013	\$8,502	2019	\$15,103		
2014	\$10,796	2020	\$16,492		
2015	\$12,030	2021	COVID		

2024 Event Overview:

*2024 first year with unlimited appetizers was GREAT!

*Weather: it was a beautiful night.

* Requesting Pickleball Players to bring in booze was awesome, need to also ask for gift cards "side hustles"

*It worked GREAT to have Jessica send the sponsor form emails first, and then each of us follow-up. A bunch came in right away!

*Having SYSCO donate food is HUGE even if it was less.

* See past notes - overall, another successful year!

*The last week in February continues to work good.

*Could use a designated part-time person to just work on sponsors and donations!!!!

**IMPORTANT: This event is not about
getting lots of people, we can only have as many as tables can fit to be a success.**

ADOPT-A-FLOWERBED PROGRAM

The Village of Jackson Parks & Recreation encourages public involvement in the enhancement of community parks and facilities. The Adopt-a-Flowerbed program is a volunteer-based activity where area volunteer groups or individuals "adopt" and maintain designated flowerbeds within the Village of Jackson.

Program Guidelines

- The flowerbed or planter should be adopted for one complete growing season (tentatively May through September).
- Adopters may either be an individual or a group, however groups must identify one person to be the contact with the JPR/Village liaison.
- Planting is restricted to only those areas identified by Parks and Recreation as Adopt-a-Flowerbed locations.
- Sign up is on a first come, first served basis.

Volunteer Responsibilities

- Complete Application and Release of Liability Agreement.
- Remove and dispose of litter and weeds.
- Provide own hand tools for area maintenance.
- Notify JPR/Village liaison of problems or concerns.
- Visit the site frequently to ensure good health of plant material (suggested bi-weekly).
- If applicable, maintain adequate signage of plant or display boards.
- Plant and move plants approved by the JPR/Village liaison.

Jackson Parks & Recreation/Village of Jackson Responsibilities

- Monitor and adjust water requirements.
- Provides the mulch to be spread at flowerbed sites upon request.
- Acknowledge the adoption through signage placed by the flowerbed or planter and/or provide signage of dedication if the adopter so desires.
- If at any time the JPR/Village liaison deems the flowerbed or planter to be unsightly, contact will be made with the individual adopter or adopter team lead.
- If identified issues are not corrected within 10 business days, the JPR/Village will take over the maintenance of the bed and may offer the bed to another group or individual.
- Winter/spring preparation of beds.

Get Involved

View available flowerbeds and complete both the Adopt-a-Flowerbed Program Application (PDF) and Release of Liability Agreement (PDF). If you would like additional information, please contact Kelly Valentino, Jackson Parks & Recreation Director at kelly.valentino@villageofjacksonwi.gov or (262) 677-9665 x113.



N165W20330 Hickory Lane * Jackson, WI 53037 * (262) 677-9665
parkrec@villageofjacksonwi.gov * jacksonparkrec.recdesk.com

Adopt-a-Flowerbed Application

Adopt-a-Flowerbed is an effort to encourage community involvement in the enhancement of public parks and facilities. This program is a volunteer-based activity where area volunteer groups or individuals "adopt" a flowerbed within the Village of Jackson. The adoptive group is responsible for maintaining the selected bed with direction and oversight of the Jackson Parks & Recreation Department.

Name of Group: _____ Name of Group Leader/Individual: _____

Leader/Individual Address: _____

City

Zip

Leader/Individual Email: _____ Cell Phone: (____) _____

Location Choice: _____ Date: ____/____/____

Adoption Period: _____ to _____ (minimum of 1 growing season)

☐

I have read the guidelines and agree to perform the duties listed under the volunteer's responsibilities section. Responsibilities include weeding, dead-heading and general aesthetic maintenance of flowerbed. (See guidelines for a complete list of responsibilities)

☐

I have read the JPR/Village Volunteer Release of Liability form and agree to the terms and conditions set forth in the waiver.

It is the intent of this agreement to provide quality, attractive flowerbeds to enhance the beauty of our community. If at any time the JPR/Village deems the flowerbed or planter is unsightly, contact will be made with the individual adopter or group team leader. Any time you need assistance or have problems meeting the maintenance schedule, please call Kelly Valentino at the Jackson Parks & Recreation Department (262) 677-9665 x113 or kelly.valentino@villageofjacksonwi.gov.

Thank you for volunteering your time and talents!

Signature of Volunteer/Sponsor

THIS FLOWERBED HAS BEEN ADOPTED BY:

Wording on Sign (recognizing individual/group, 22 characters or less)

Send completed form by e-mail to kelly.valentino@villageofjacksonwi.gov or deliver to the Jackson Community Center.

Donations for the purchase of flowers or bedding plants are welcomed.

March 18, 2024



N165W20330 Hickory Lane * Jackson, WI 53037 * (262) 677-9665
parkrec@villageofjacksonwi.gov * jacksonparkrec.recdesk.com

ADOPT A FLOWERBED PROGRAM
RELEASE OF LIABILITY AGREEMENT THIS IS A RELEASE OF ALL LIABILITY,
PLEASE READ CAREFULLY.

I, _____, for myself, my heirs, and my personal representatives hereby assume all risk of personal injury or death and property damage or loss from whatever causes arising while I am on Village of Jackson premises and/or while I am engaged in the activity of picking up trash and debris within parks and along various trails. Further, I release the Jackson Parks & Recreation Department & Village of Jackson, its officers, agents and employees from any liability therefore, directly or indirectly, and will defend, indemnify and save harmless the Department & Village, its officers, agents and employees from any such liability, whether or not arising out of negligent or willful actions or the failure to act on the part of the Department & Village, its officers, agents and employees. The consideration for my agreements herein is my being allowed to engage in the activity identified above. Further, I certify that I am over 18 years of age.

DATED: ____/____/20____.

Signature

Signature

Printed Name

Printed Name

If participant is under the age of 18 years the following section must be completed.

I _____, being a parent or legal guardian of: _____, a child, for myself, my heirs, and my personal representatives, hereby agree to defend, indemnify, and save harmless the Jackson Parks & Recreation Department & Village of Jackson, its officers, agents and employees, from any action brought by or on behalf of the above-named child arising out of the activity identified above. The consideration for my agreements herein is the Village allowing said child to engage in such activity.

DATED: ____/____/20____.

Parent/Guardian Signature

Printed Name

Return this signed page for each participant – Complete lower waiver section for anyone under 18 years old. email/scan to kelly.valentino@villageofjacksonwi.gov or deliver to the Jackson Community Center.

JPR/Village Liaison Signature: _____ Date: ____/____/____

March 18, 2024

MEMO

DATE 4/4/2024

TO

Jackson Village Board/Budget & Finance, Jackson Parks & Recreation Commission, Jen Keller, Village Administrator, Moore Construction, Zimmerman

FROM

Kelly Valentino, CPRP
Jackson Parks & Recreation Director
kelly.valentino@villageofjacksonwi.gov
Phone Ext: (262) 677-9665 x113

REGARDING

Jackson Community Center Expansion: Final Bid Review
April 9 – JPRC and Budget & Finance Meetings
April 16 – Village Board Meeting

Last spring, the rough design and estimates were presented for the JCC Expansion, and the project was approved to move into Phase II, which included the final design specs and bidding of the project. It has been a very busy year of narrowing down the project and defining all the details necessary to provide a quality addition, while keeping a very simple and cost responsible approach to create a building that will better serve the growing Jackson Community.

Moore Construction worked closely with Zimmerman Architectural Studios to provide detailed bid specs to gain the most competitive bids possible for the project. Included with this packet are the overall bid results and narrative.

Ehlers financial advisors have updated the Village's Financial Management Plan to include the current bid numbers, as the JCC expansion was a part of the 2023 Financial Management Plan. The Financing Plan for this project will be presented at the Budget and Finance Committee meeting.

Included with the Packet:

- *Renderings of the east and west addition, secure front desk area and floor plan.***
- *Moore Bid Documents (bid narrative, rejection & approval memo's, project budget summary,)***
- *Village of Jackson Resolution #24-07***
- *Initial Expansion Feasibility Study***
- *JPR Participation and User Data/Demographics***

Sample Motion: *This agenda item is for discussion and presentation purposes only. The following agenda item will necessitate a recommendation to approve or deny resolution 24-07 approving and denying bids for the 2024 Jackson Community Center Expansion Project.*

Thank you for helping to make Jackson a place to call HOME!

Kelly Valentino

JCC Expansion Overview 12/23

Consultant

Project

Jackson Community Center

SENIORS-card club, meals, programs

JPR -performances, programs, rentals

MISC - KB Sundays/B&G after school

(increased handicap parking)

Location

1100 W. Main Street, Jackson, WA 98002

Key Plan

Overall First Floor Plan

Scale

3/32" = 1'-0"

Revisions

Date

September 25, 2023

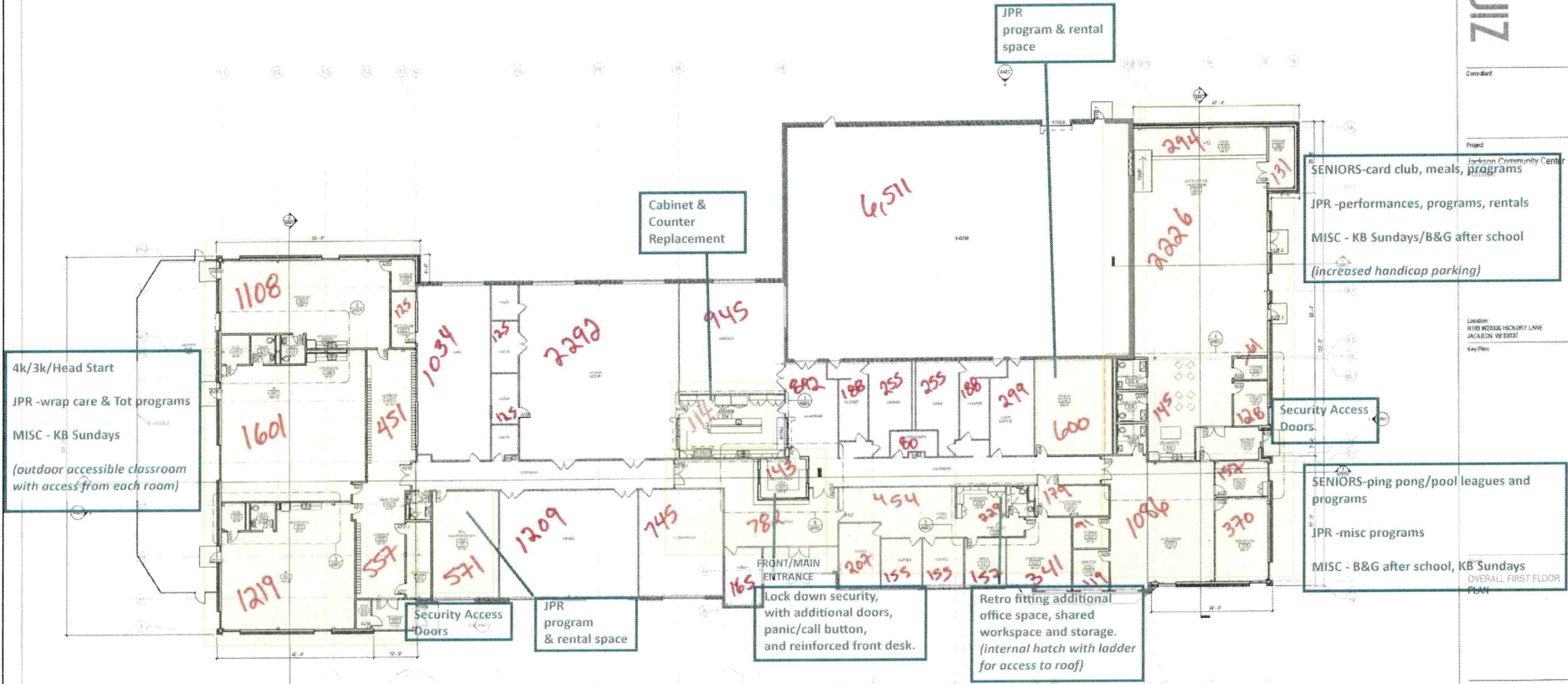
Project No.

230026.00

Owner Proj. No.

Sheet No.

A100



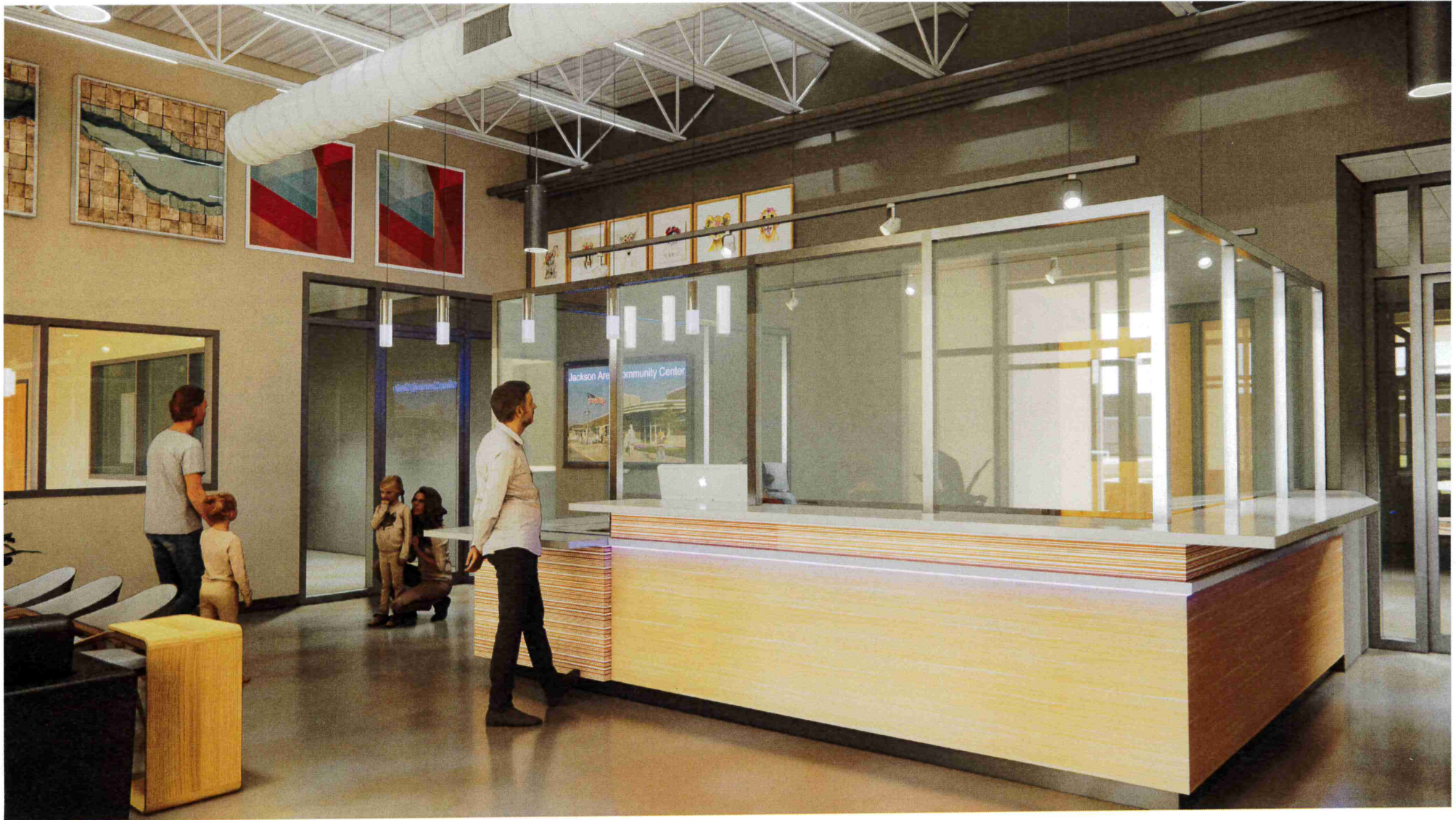
1 OVERALL FIRST FLOOR PLAN
30'-0"

Hickory Lane

Jackson Drive



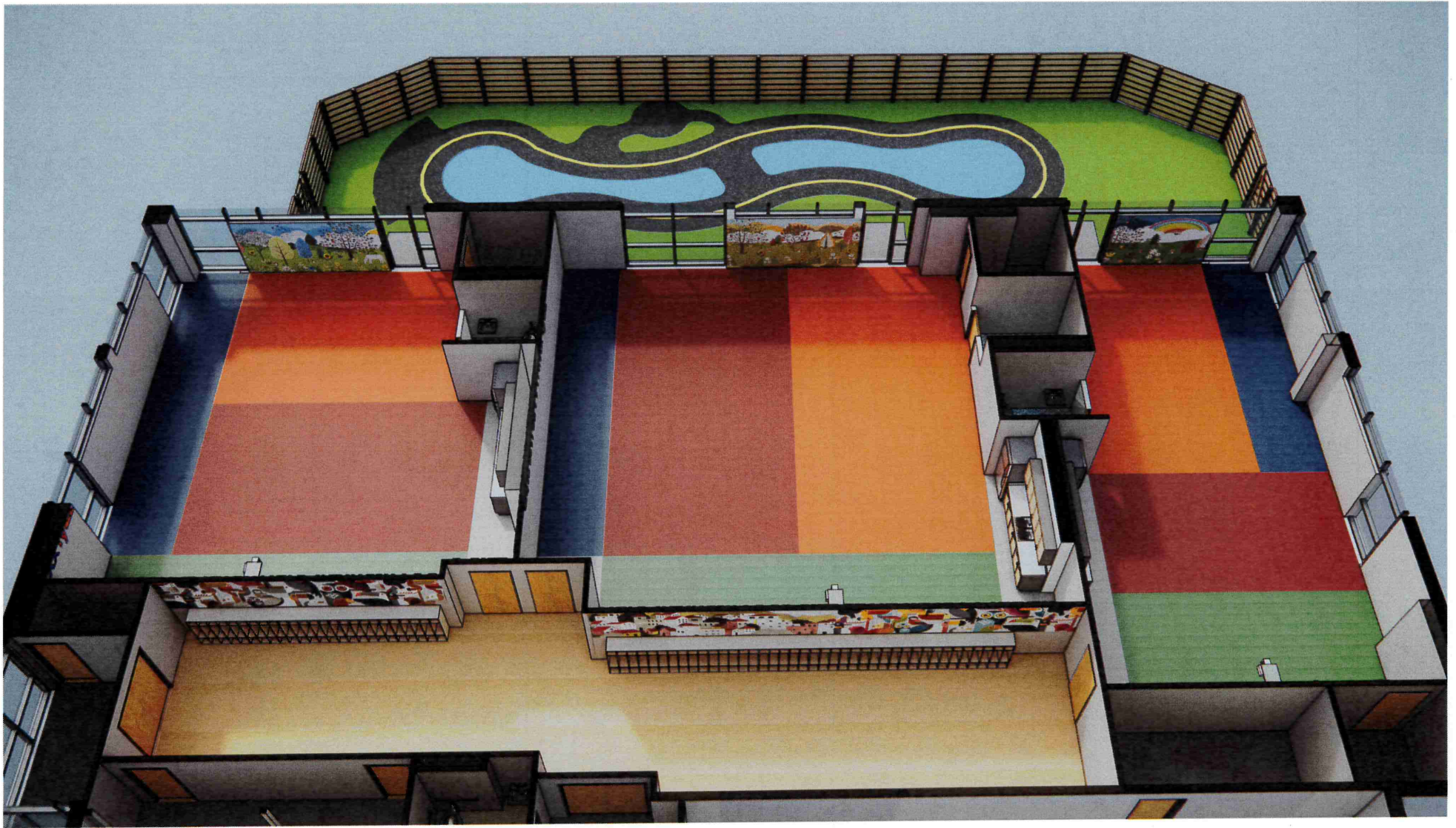
**Secure Front Desk Area;
Bullet resistant glass, additional lock down doors to hallways.**



**West Area;
Early Learning Classrooms/Tot Programs**



West Area, (east to west view);
Early Learning Classrooms/Tot Programs



**Southeast Area;
Senior games room/lounge, B&G offices**

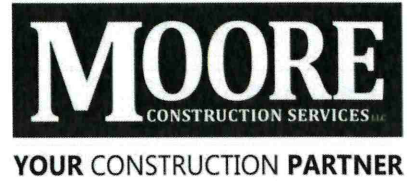


**Northeast Multipurpose/Auditorium Kitchenette;
Senior Meals, Senior Card Club, Performances, B&G, Kettlebrook**



**Northeast Multipurpose/Auditorium Stage;
Senior Meals, Senior Card Club, Performances, B&G, Kettlebrook**





March 29, 2024

Dear Village of Jackson Board,

Moore Construction Services (MCS), Construction Manager for the Village of Jackson, has received and reviewed all qualified bids submitted to the Village on February 20, 2024, for the proposed Village of Jackson Community Center expansion project. Based on our review of the proposals we recommend the following actions to the Village Board:

- Reject all submitted bids for contract #7 Roofing.
- Reject all submitted bids for contract #10 Aluminum Storefront Systems.

Both recommendations are based on the cost of the bids and availability of equivalent or similar performing building systems at a lower cost. Please feel free to contact Moore Construction Services with any questions or concerns.

Regards,

A handwritten signature in black ink, appearing to read "J. Kruchko", is written over a light gray circular stamp.

Jason M. Kruchko
Project Manager

MOORE
CONSTRUCTION SERVICES LLC

YOUR CONSTRUCTION PARTNER



JACKSON COMMUNITY CENTER ADDITION

DESIGN/BUILD | CONSTRUCTION MANAGEMENT | GENERAL CONSTRUCTION

VILLAGE OF JACKSON

JACKSON COMMUNITY CENTER ADDITION

April 9, 2024

Village of Jackson
N168W19851 Main Street
Jackson, WI 53037

Village of Jackson Stakeholders,

Thank you for partnering with us to work with your project team and Zimmerman Architectural Studios to provide preconstruction services and conduct the public bidding of the addition for your Jackson Parks & Recreation Community Center. Below, please find our recommendation for the award of contract packages that were bid, a brief summary of the project scope, a breakdown of the contracts we are recommending to be awarded, and a list of the additional information that we are including for further reference.

RECOMMENDATION & CONTRACT BREAKDOWN

It is our recommendation that we award contracts to the low qualified bidders for the following contracts:

Public Bids Received February 20, 2024

- #1 Concrete
- #2 Concrete Flooring
- #3 Masonry
- #4 Metal Fabrications
- #5 Cold Formed Framing & Gypsum Board
- #6 General Trades & Carpentry
- #8 EIFS
- #9 Air Barrier
- #11 Safety Laminates
- #12 Tile & Flooring
- #13 Acoustical Ceiling Tile
- #14 Wall Coverings & Painting
- #17 Plumbing
- #18 HVAC
- #19 Electrical
- #20 Low Voltage
- #21 Earthwork
- #22 Pavement
- #23 Fencing

- #24 Landscaping & Retaining Wall
- #25 Utilities
- #28 Wood Floor Refinishing & Striping

Public Bids Received March 21, 2024

- #7 Roofing
- #10 Aluminum Storefront Systems
- #16 Fire Suppression
- #26 Artificial Surfacing

SUMMARY OF PROJECT SCOPE

Throughout the preconstruction process, we have worked with Zimmerman and the Village of Jackson project team to ensure the addition is designed to meet not only the current expansion and space needs, but also to allow for future use of the space as the Village continues to grow. We have refined the systems & construction needs of the project based on the design updates with a focus on the needs of the expanded spaces, incorporating deferred maintenance, and additional building security measures from our initial budgeting analysis from April of 2023.

The addition on the West side of the building includes three new classroom spaces with an expanded and adjoining exterior playground area accessible to each room, which now incorporates additional privacy fencing and a retaining wall to separate the space from the public sidewalk on Jackson Avenue. The East addition building height was raised to accommodate the many uses of the new multipurpose area. Attack rated and bullet resistant security laminate films were added to many of the buildings public access points to provide a strong level of security to the building. Exterior work includes a refined scope of utility work, as well as updated paving, landscaping, and a modest exterior façade upgrade to the building.

ATTACHMENTS

In addition to this recommendation and summary, please refer to the following documents:

- Bid sheet and contract summary
- Appendix of further information on bid scope
- Renderings of the project provided by Zimmerman Architectural Studios

Respectfully,

Jason Kruchko, Project Manager
Kevin Leonard, Project Engineer

Moore Construction Services, LLC
W146 N5650 Enterprise Avenue
Menomonee Falls, WI 53051

APPENDIX – CONTRACT SCOPE

JACKSON COMMUNITY CENTER ADDITION

April 9, 2024

Village of Jackson
N168W19851 Main Street
Jackson, WI 53037

Below is a table showing the contracts with positive cost deltas relative to the initial project budget presented in April of 2023. The primary driver of these cost deltas was due to the further refining of systems and project needs as we moved from the schematic design of the addition to the fully formed construction specifications, working in conjunction with the Village of Jackson project team and Zimmerman Architectural Studios. These updates to the project were made with a focus on the needs of the expanded spaces, incorporation of deferred maintenance, and adding additional building security measures. Following this table breakdown is a deeper dive into each of the contracts to highlight any cost changes that have occurred over the past year.

Table of Contracts Above April 2023 Costs, Descending Order

Contract	Description	Delta	% Cumul.
18	HVAC	\$ 192,450	18%
7	ROOFING	\$ 159,444	32%
11	SAFETY LAMINATES	\$ 109,163	42%
23	FENCING	\$ 107,245	52%
5	COLD FORM FRAMING & GYP	\$ 94,932	60%
4	METAL FABRICATIONS	\$ 90,300	69%
10	ALUMINUM STOREFRONT SYSTEMS	\$ 73,387	75%
25	UTILITIES	\$ 62,034	81%
8	EIFS	\$ 43,288	85%
14	WALL COVERINGS AND PAINTING	\$ 31,685	88%
17	PLUMBING	\$ 31,500	91%
12	TILE AND FLOORING	\$ 22,821	93%
22	PAVEMENT	\$ 21,184	95%
1	CONCRETE	\$ 19,281	97%
26	ARTIFICIAL SURFACING	\$ 15,324	98%
13	ACOUSTICAL CEILING TILE	\$ 11,231	99%
9	AIR BARRIER	\$ 6,394	100%
2	CONCRETE FLOOR	\$ 2,999	100%
16	FIRE SUPPRESSION	\$ 1,767	100%

Individual Contract Breakdown of Cost & Design Impact

1. **Concrete.** There have been moderate price increases in materials. The initial budget did not account for the items on the east side of the site including:
 - a. Concrete pad for trash enclosure
 - b. Concrete pad at the rear (north) of the building
 - c. A ramp and stairs are needed to accommodate the grade change between the parking lot and extended building.
2. **Concrete Floor** polishing was a lower budget scope of work (less than \$40K). A slight increase in the total area for concrete polish accounts for the increase of \$3,000.
3. **Masonry** was on budget (slightly less) due to no significant scope changes.
4. **Metal Fabrications** increased by 32% and can be mostly attributed to the number of railings needed for accessibility and safety on the east side of the building. Increased building height also added to the overall contract cost.
5. **Cold Formed Framing & Gypsum Board** increased by 32% and can be mostly attributed to the increase building heights necessary for a more functional activity space. The increased building height is necessary for better building functionality as a multi-purpose community building.
6. **General Trades & Carpentry** was within budget.
7. **Roofing** initial bids for Bituminous roofing were double the initial EPDM estimate. However, EPDM roofing was only \$60,000 less. After contacting the Garland Roofing Products consultant, we attribute the higher cost to increases in roofing materials particularly EPDM due to demand. The design using tapered insulation to achieve the roof slope also impacted this number.
8. **EIFS** was over and can be attributed to the increase in building height as the cost increase is proportional to the size increase. The budget is relatively small which makes the increase appear larger by percentage. Again, increased building height was meant to aid the building's functionality.
9. **Air Barrier** was over and can be attributed to the increase in building height as the cost increase is proportional to the size increase. The budget is relatively small which makes the increase appear larger by percentage.
10. **Aluminum Storefront Systems** was over by 46%. The large increase was caused by the addition of the *Safety Laminate* SOW which changed the standard

specifications of the window packages. The laminate requirements also deter companies from bidding on the contract to avoid liability exposure, resulting in a premium for the labor. We only received one bid on this contract, even after recruiting heavily.

11. **Safety Laminates** – This contract was initially given a budget of only \$10,000 as it was assumed that only the windows of the main lobby help desk would require added protection. The additional \$109,000 is attributed to the request to include bullet resistant and attack resistant glazing film in multiple areas of the building and not just the main desk.
12. **Tile and Flooring** was over by 19% and is attributed to updating the finishes from polished concrete in the new addition areas to LVT and other required resilient floorings during the design phase. Resilient flooring was added in the children's classrooms and restrooms for durability and functionality. Larger areas of plain concrete floors were assumed in the original estimate.
13. **Acoustic Ceiling** was over by approximately 11% as more areas of the building were assumed to be open to structure (OTS).
14. **Wall Coverings and Paint** was over and is partially attributed increased building height and recent increase in labor costs.
15. **Window Treatments** – Removed from project scope.
16. **Fire Suppression** was at the approximate budget. We did need to rebid this project due to no bids on the 1st round. This is a very busy industry currently.
17. **Plumbing** was over due to slight differences in design and material assumptions. A portion of the concrete demo and reinstallation work was also incorporated into this contract.
18. **HVAC** increased significantly due to recent labor and equipment cost increases. An additional RTU was also required for the HVAC design and added to the scope of work. There was good coverage for this contract, and we reached out to our subcontractor that indicated that costs have risen more than expected in the last 12 months. MCS did not expect such a drastic increase in the cost for this contract.
19. **Electrical** was within budget. There are no large pieces of equipment to be ordered or labor complexities.
20. **Low Voltage** is also within budget.

21. **Earthwork** was within budget. Any added contract costs would be picked up in Utilities and Pavement.
22. **Pavement.** There was very little pavement in the original plan set. Required changes to the east parking lot increased this budget, which was very small to begin with.
23. **Fencing** increased due to the required increase in size of the outdoor playground and the specification of more durable fencing materials. A trash enclosure was also not considered in the initial budget estimate but was determined to be required after the dumpster location needed to be relocated during design.
24. **Landscape and Retaining Wall** was within budget.
25. **Utilities** cost increased after the civil plans were developed in detail during design updated and indicated that additional stormwater and plumbing laterals would be needed, than what was initially estimated.
26. **Artificial Surfacing** increased in proportion to the required increase in playground size. The playground size increased to accommodate the number of children anticipated on the west side of the building.
27. **Playground Equipment** was removed from project scope.
28. **Wood Floor Refinishing** was within budget.

The majority of significant budget overage are grouped into three groups:

- **Market Cost Increases** in **Roofing** and **HVAC** attributed to **37%** of the cost increase.
- **Expanded System Needs & Deferred Maintenance** of necessary items identified during the design phase for a better functioning multipurpose building (building height and secure exterior child play area) attributed to **26%** of the cost increase. The affected contracts were **Fencing, Cold Formed Frame & Gyp, EIFS, Air Barrier, Metal Fabrications, and HVAC.**
- **Building Safety Features** scope additions, associated with **Safety Laminates** and **Aluminum Storefront Systems** attributed to **17%** of the cost increase.

The remaining 18% of cost increases can be attributed to Market and Minor Scope Increases.

JACKSON COMMUNITY CENTER

04/09/24

Contract #	Contract Name	Description	Contractor	COST
1	Concrete		Mike Koenig Construction Co., Inc.	\$321,000
2	Concrete Floor		L&A Crystal	\$11,945
3	Masonry		Edgar J Prager & Sons, Inc.	\$168,168
4	Metal Fabrications		Cardinal Fabricating Corp.	\$375,000
5	Cold Formed Framing & Gypsum Board		Common Links Construction	\$387,450
6	General Trades & Carpentry		JC Building Systems	\$514,151
7	Roofing		M.M. Schranz Roofing, Inc.	\$359,800
8	EIFS		Applewood Plastering Services, Inc.	\$93,724
9	Air Barrier		Masterfoam	\$43,600
10	Aluminum Storefront Systems		Corcoran Glass LLC	\$249,987
11	Safety Laminates		Safe Haven Defense	\$119,163
12	Tile & Flooring		Carpet Service International	\$140,417
13	Acoustical Ceiling Tile		Advantage Acoustical	\$114,776
14	Wall Coverings & Painting		Blair Commercial Painting	\$81,230
16	Fire Suppression		Blair Fire Protection	\$51,000
17	Plumbing		Braden Plumbing, Inc.	\$203,500
18	HVAC		Sure-Fire, Inc.	\$498,750
19	Electrical		Nelco Electric	\$281,300
20	Low Voltage		Circle Electric, Inc.	\$109,295
21	Earthwork		Ridge Excavating	\$145,082
22	Pavement		Payne & Dolan, Inc.	\$54,880
23	Fencing		Century Fence Company	\$143,245
24	Landscaping & Retaining Wall		All-Ways Contractors, Inc.	\$49,779
25	Utilities		Joe DeBelak Plumbing & Heating Co.	\$112,534
26	Artificial Surfacing		Northland Recreation LLC	\$41,086
28	Wood Floor Refinishing & Striping		Baseman Bros.	\$20,387
Subtotal				\$4,691,249
		General Conditions		\$311,992
		Building Permit		\$9,264
		Performance Bond		\$54,000
Subtotal				\$5,066,505
	Construction Management Fees			
	Construction Management Fee	6.0%		\$303,990
	Libability Insurance	0.85%		\$43,065
	Contingency	5%		\$253,325
Total Costs				\$5,666,886
	OTHER ITEMS NOT INCLUDED ABOVE			
	Testing Services; Soils & Concrete Allowance			\$10,000
	Soil Borings Allowance			\$5,000
	DESIGNER COST			
	Architectural & Engineering Fees			\$283,874
TOTAL PROJECT COSTS				\$5,965,760
	Exclusions			
	- City Assessment & Impact Fees			
	- Hazardous Material Abatement , If Any			
	- WE Energies Charges			

RESOLUTION #24-07

ACCEPTING AND REJECTING BIDS FOR THE 2024 JACKSON COMMUNITY CENTER EXPANSION PROJECT

The Village Board of the Village of Jackson, Washington County, Wisconsin, does resolve as follows:

WHEREAS, The Village of Jackson competitively and publicly bid contracts to expand the Jackson Community Center and to address deferred maintenance needs; and

WHEREAS, the Village of Jackson held a public bid opening on February 20, 2024 and March 21, 2024; and

WHEREAS, the Jackson Park and Recreation Commission reviewed bids received on April 9, 2024; and

WHEREAS, the Jackson Budget and Finance Committee reviewed bids received on April 9, 2024; and

WHEREAS, the Jackson Village Board reviewed those bids on April 16, 2024; and

NOW, THEREFORE, BE IT RESOLVED, by the Village of Jackson Board of Trustees that the Village does hereby accept and reject the following bids received:

Contract No. 1 – For Concrete, Award bid to Mike Koenig Construction Co., Inc. in the amount of \$321,000

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Jackson Community Center Expansion Project Construction Contracts Awarded – \$5,066,505

Project Construction Contracts with the additional Construction Management Fees, Design Fees and Soils Allowances, for a total project cost of - \$5,965,760

BE IT FURTHER RESOLVED, that upon Village Board approval of a financing plan, Staff will provide oversight of financing and construction management of the Jackson Community Center Expansion Project along with Ehlers Financial Advisors and Moore Construction Services.

Introduced by: _____

Seconded by: _____

Vote: ____Ayes ____ Nays

Passed and Approved: _____

Brian Heckendorf - Village President

Attest: _____
Anastasia Gonstead - Village Clerk

Proof of Posting:

I the undersigned, certify that I posted this Resolution on posting boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

Village Official

Date

JACKSON PARKS & RECREATION



JACKSON COMMUNITY CENTER EXPANSION FEASIBILITY REPORT



Building Overview



April 8, 2008

GROTH
DESIGN
GROUP

Jackson Community Center

JACKSON, WISCONSIN

May 26, 2022

OVERVIEW

The ultimate purpose of this report is to be approved to go out for RFP for the Design & Bid of the Jackson Community Center Expansion Project.

The Joint Parks & Recreation Dept. was formed in 2001 in a collaborative effort with the Village of Jackson, Town of Jackson and the Boys & Girls Club of Washington County (BGC). From 2001 to 2008, the department held programs and events in the local churches, schools and Village/Town Halls. It became very clear early on that a designed space was needed to serve the community properly.

In the fall of 2008, there was a ground-breaking for the construction of the new Jackson Community Center (JCC). This brought with it new partners in the Washington County Aging & Disability Resource Center (ADRC) and Kettlebrook Church (KC). And then eventually even included the West Bend School District (WBSD).

NEEDS ASSESSMENT

It became very clear, that the space was very much needed for the Community as a whole. The JCC soon became the “hub” for the Jackson. As the growth and revenue continue to grow so do the expectations and space requirements.

Most people in the Community that utilize the JCC witness the stresses of the rooms with multiple room uses. Examples are strong with our Early Learning Programs, where the Head Start Program uses the Art Room, and 3K uses the meeting room and Adult Lending Library. The 4K space also hosts many fitness programs in the evening including Yoga and Pilates. We are in a constant state of reshuffling the senior meal program from the Gathering Hall to accommodate meetings and other programs. This list could go on and on and on!

In 2016, the Village contracted with Cedar Corporation to complete a Space Needs Analysis for all Village Departments. The JCC was included in the analysis. Included is the summary page and below is the segment on the Parks & Recreation Department from that document:

“Parks & Recreation Department

While the Community Center and the Parks and Recreation Department are not a focus of this analysis, we feel that it is important to note this group. The Community Center, as for mentioned, is out of space for the current programing they are offering to the public. In the event of relocating the Police Department, it could be considered to add additional Community Center function space within the existing Village facilities. This could also be considered along with a town square or event center that could become a focal point for the community and hold events such as Action in Jackson, Music in the Park, Sprecher Beer Garden and other community functions.

The Parks & Recreation Department is located at the Community Center at N165 W20330 Hickory Lane near the intersection of Hickory Lane and Jackson Drive and Hickory Lane Park. The Community Center was built in 2010 to house the Park & Recreation Department, Boys & Girls Club, Early Childhood Center, Senior Meals, and many other events. With the large number of events and functions of the 26,000 square foot Community Center, staff is forced to use

spaces as multi-function spaces which were not originally designed for. With the addition of the 4K contract with the West Bend School District, it has become apparent that the Community Center is expanding its services to the community and is out of space.

In summary, additional consideration for future Community Center expansion and programing should be considered. The current facilities are utilized to and in some periods over their capacity.”

In the fall of 2019, the JPR Director met with the BGC Executive Director and the Pastor of the KC. The meeting was called by the (2) partner groups, and the topic was potential expansion. Discussions happened with the Village Administrator at the time and the JPR Director to explore if this would be something to continue discussing, and it was strongly felt that it was at the time. In February of 2020, the original team reconvened to discuss the concept deeper and identify what each group was envisioning. We got as far as an extremely preliminary design concept (included) with the help of Jim Blise and Design2Construct, who were the project managers for the construction of the JCC in 2008. Things were moving forward internally and then the COVID Pandemic hit, which brought the forward motion to a halt. It's definitely time to get back to it!

DESIGN SUMMARY

Several key needs were incorporated into that preliminary design. From KC, the most important was an auditorium type space with a stage and large storage areas that would be used for services and also considered “shared” space with the JCC as a whole. From the BGC, a separate and secured entrance area on the west portion of the building, which included their private office space and storage. The KC, BGC and JPR agreed (2) Family Type Restrooms were needed on the west end of the building. In addition to the restroom addition the JPR also identified the need to expand the fitness center along the gym and create an additional program space was needed. In addition, converting what is now being used for the BGC Teen Room back to a general meeting room and moving the adult lending library to that space would allow for the “Technology Room” to be converted to an early learning center (which is currently being used for the 3K during the day and meetings and library in the evenings). The project would allow for the finishing of the administrative office area, creating separate offices and file areas. Also included in the JPR discussion was incorporating the needed repairs and maintenance of an aging building. For example, painting of the exterior, which is discoloring and molding, carpet replacement, kitchen cabinet replacement (most are falling off the hinges). And most importantly, redesigning the front desk area to be a secured and safe space for staff.

Although, these key needs were discussed, it would take more detailed analysis to define exactly what the expansion would look like. However, this gives us a pretty good start with some very good stakeholder feedback and input.

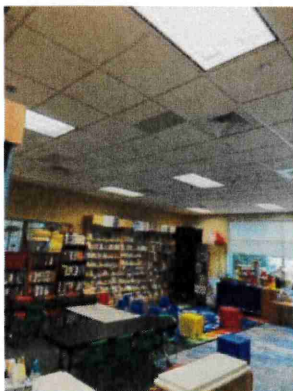
ECONOMICS

This project is a continued investment in quality of life in Jackson. In the last Parks, Recreation & Open Space Plan a survey was conducted and when asked in Question #5 to prioritize the need for amenities (JCC, Splash Park, Playgrounds, Walking/Hiking Trails, Biking Trails, Paved Trails, Sports Fields, Farmer's

Market, Dog Park, Pavilions, and Main Street Beautification), the highest rated with 265 responses (out of 268) and a 77.74% rating was the Jackson Community Center.

The funding of the expansion would most likely be the responsibility of the Village. There may be opportunities for contributions from partner groups. What that would look like, would need to be further discussed during the Design & Bid phases.

In 2019, along with the design concepts, D2C provided a rough estimate. The estimate came in at \$1,343,071 and when you add in the owner costs it jumped to approx. \$1,643,071, and then when you estimate building repairs and replacements, we were looking at a total of \$2 million. It's safe to assume that since 2019, these costs have all increased. But we won't know until we go out for formal Design & Bid.



Thank You

Jackson Parks & Recreation
N165 W20330Hickory Lane
Jackson, WI 53037
(262) 677-9665
parkrec@villageofjacksonwi.gov



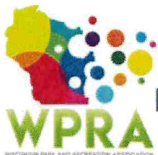
MEMO

DATE 4/1/2024

TO	FROM	REGARDING
Jackson Village Board Jackson Parks & Recreation Commission Jen Keller, Village Administrator	Kelly Valentino, CPRP Jackson Parks & Recreation Director kelly.valentino@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	JPR Participation & Usage Data
Cc: Jessica Loomans, Renee Fisher		

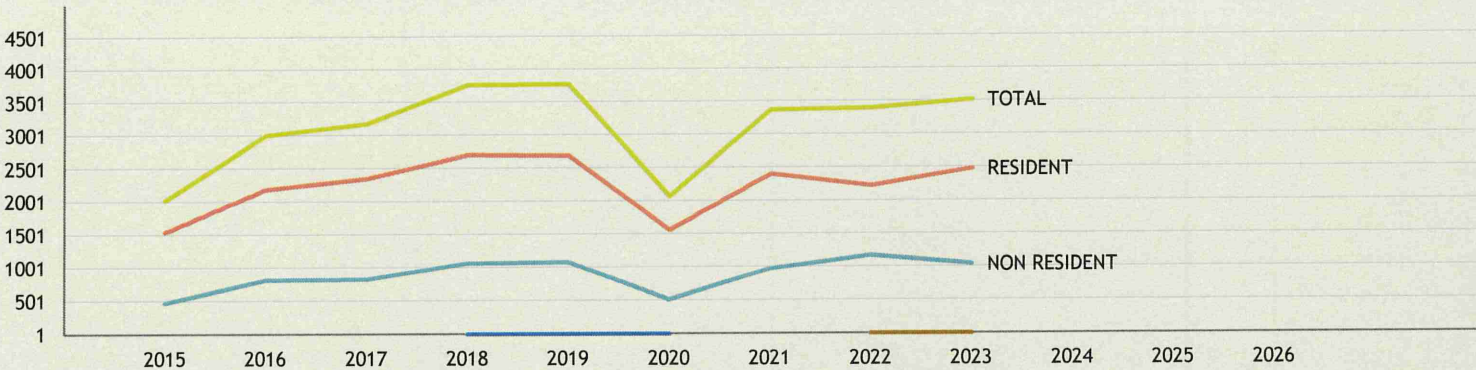
Attached please find data and demographic information as gathered from RecDesk, the Jackson Parks & Recreation software. The numbers in the graph represent the annual totals (2015-2023) of program registrations, building/shelter reservations and fitness center memberships combined.

It is important to note that it does not include participants in special events where registration is not required, partner programs where we do take registrations ie: WBSD 4K and Head Start. As well as the many community members that benefit from the following partner groups Boys & Girls Club, the ADRC programs including Senior Meals on Wheels and Kettlbrook Church. These would make the numbers even greater.



THANK YOU!

Jackson Parks & Recreation Participation Data Report/RecDesk



NOTES:
Includes Registrations,
Reservations and Memberships.
*Does NOT include participation
numbers for partner program
usage (WBSD, B&G,
Kettlebrook, ADRC-Meals on
Wheels and Special Events.)*

REGION	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	TOTAL	Label
RESIDENT	1545	2189	2350	2703	2689	1558	2402	2224	2480				20140	RESIDENT (72%)
NON RESIDENT	473	813	823	1063	1080	511	971	1173	1042				7949	NON RESIDENT (28%)
TOTAL	2018	3002	3173	3766	3769	2069	3373	3397	3522				28089	
				Duplicatio	Issues	COVID		Town Non	Began To					
								Residents	Preauthorize					
									Residency					
														3/7/2024



RecDesk 2015
ORGANIZATION ACTIVITY REPORT
From 1/1/2015 to 12/31/2015

***First Year with RecDesk, transferring files from ActiveNet.**

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	1583	104	331	1707	6438
Resident	1149	84	312	1687	4551
Non-Resident	434	20	19	20	1886
No Residency Set	0	0	0	0	1
< 18	520	0	13	6	872
18 - 65	675	75	223	838	4551
65+	248	11	93	863	822
Male	698	29	148	894	2516
Female	885	75	183	813	3922
Other Genders	0	0	0	0	0
Online	282	0	0	N/A	239
In-Person	1301	104	331	N/A	6199

RecDesk 2016
ORGANIZATION ACTIVITY REPORT
From 1/1/2016 to 12/31/2016

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	2439	244	319	3351	1209
Resident	1700	199	290	3288	747
Non-Resident	739	45	29	63	462
No Residency Set	0	0	0	0	0
< 18	576	1	15	48	213
18 - 65	990	141	208	1312	418
65+	387	49	89	1975	102
Male	947	72	139	1673	477
Female	1492	172	180	1678	732
Other Genders	0	0	0	0	0
Online	314	0	0	N/A	273
In-Person	2125	244	319	N/A	936

RecDesk 2017
ORGANIZATION ACTIVITY REPORT
From 1/1/2017 to 12/31/2017

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	2409	250	518	6411	1064
Resident	1683	184	483	6030	664
Non-Resident	726	62	35	380	400
No Residency Set	0	0	0	0	0
< 18	637	0	20	39	262
18 - 65	900	158	274	2240	403
65+	461	40	207	4070	104
Male	901	77	235	3155	434
Female	1508	169	283	3255	630
Other Genders	0	0	0	0	0
Online	505	0	0	N/A	467
In-Person	1904	246	518	N/A	597

RecDesk 2018
ORGANIZATION ACTIVITY REPORT
From 1/1/2018 to 12/31/2018

***Experienced Dublication Issues**

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	3154	225	388	6001	1084
Resident	2179	174	350	5488	671
Non-Resident	975	50	38	513	413
No Residency Set	0	0	0	0	0
< 18	648	0	13	15	263
18 - 65	1071	128	180	1399	361
65+	686	29	187	4563	87
Male	1104	71	167	3003	404
Female	2050	153	221	2998	680
Other Genders	0	0	0	0	0
Online	547	0	0	N/A	527
In-Person	2607	224	388	N/A	557

RecDesk 2019
ORGANIZATION ACTIVITY REPORT
From 1/1/2019 to 12/31/2019

***Experienced Duplication Issues**

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	3085	232	452	6767	980
Resident	2095	176	418	6410	628
Non-Resident	990	56	34	357	352
No Residency Set	0	0	0	0	0
< 18	680	0	11	42	196
18 - 65	865	126	242	1720	334
65+	913	28	188	4986	124
Male	1151	70	200	3201	399
Female	1934	162	252	3566	581
Other Genders	0	0	0	0	0
Online	677	0	1	N/A	453
In-Person	2408	232	451	N/A	527

RecDesk 2020
ORGANIZATION ACTIVITY REPORT
From 1/1/2020 to 12/31/2020

COVID - Allowed time to correct duplication issues in 2018 & 2019

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	1636	155	278	3660	622
Resident	1194	114	250	3363	424
Non-Resident	442	41	28	294	198
No Residency Set	0	0	0	0	0
< 18	394	1	13	22	176
18 - 65	515	99	152	942	251
65+	471	11	104	2632	74
Male	617	47	114	1798	266
Female	1019	108	164	1859	356
Other Genders	0	0	0	0	0
Online	475	0	1	N/A	369
In-Person	1161	155	277	N/A	253

RecDesk 2021
ORGANIZATION ACTIVITY REPORT
From 1/1/2021 to 12/31/2021

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	2720	253	400	5030	1243
Resident	1855	186	361	4507	796
Non-Resident	865	67	39	523	447
No Residency Set	0	0	0	0	0
< 18	850	0	27	21	399
18 - 65	847	143	230	1716	528
65+	568	26	136	3272	79
Male	986	81	158	2285	478
Female	1734	172	242	2745	765
Other Genders	0	0	0	0	0
Online	1064	0	2	N/A	840
In-Person	1656	253	398	N/A	403

RecDesk 2022
ORGANIZATION ACTIVITY REPORT
From 1/1/2022 to 12/31/2022

***Town Residents became Non-Residents in May of 2022**

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	2634	336	427	5695	967
Resident	1602	237	385	5098	540
Non-Resident	1032	99	42	597	427
No Residency Set	0	0	0	0	0
< 18	518	0	31	91	219
18 - 65	806	175	266	1626	393
65+	718	28	118	3913	92
Male	956	101	180	2553	365
Female	1678	235	247	3142	602
Other Genders	0	0	0	0	0
Online	700	0	2	N/A	536
In-Person	1934	336	425	N/A	431

ORGANIZATION ACTIVITY REPORT

From 1/1/2023 to 12/31/2023

**Most accurate year after implementing "pre-approval" for new patrons to confirm residency*

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	2670	431	423	7076	877
Resident	1844	272	364	6237	500
Non-Resident	826	157	59	839	377
No Residency Set	0	0	0	0	0
< 18	489	2	16	132	182
18 - 65	949	203	211	1893	340
65+	823	59	178	4942	81
Male	794	126	200	2959	349
Female	1876	303	223	4117	528
Other Genders	0	0	0	0	0
Online	767	0	7	N/A	437
In-Person	1903	429	416	N/A	440

RESOLUTION #24-07

ACCEPTING AND REJECTING BIDS FOR THE 2024 JACKSON COMMUNITY CENTER EXPANSION PROJECT

The Village Board of the Village of Jackson, Washington County, Wisconsin, does resolve as follows:

WHEREAS, The Village of Jackson competitively and publicly bid contracts to expand the Jackson Community Center and to address deferred maintenance needs; and

WHEREAS, the Village of Jackson help a public bid opening on February 20, 2024 and March 21, 2024; and

WHEREAS, the Jackson Park and Recreation Commission reviewed bids received on April 9, 2024; and

WHEREAS, the Jackson Budget and Finance Committee reviewed bids received on April 9, 2024; and

WHEREAS, the Jackson Village Board reviewed those bids on April 16, 2024; and

NOW, THEREFORE, BE IT RESOLVED, by the Village of Jackson Board of Trustees that the Village does hereby accept and reject the following bids received:

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BE IT FURTHER RESOLVED, that upon Village Board approval of a financing plan, Staff will provide oversight of financing and construction management of the Jackson Community Center Expansion Project along with Ehlers Financial Advisors and Moore Construction Services.

Introduced by: _____

Seconded by: _____

Vote: ____Ayes ____ Nays

Passed and Approved: _____

Brian Heckendorf - Village President

Attest: _____
Anastasia Gonstead - Village Clerk

Proof of Posting:

I the undersigned, certify that I posted this Resolution on posting boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

Village Official

Date

WI NON-PROFIT TAX ID:
436-0000480087-03

Jackson Parks & Recreation Department
Jackson Community Center
N165W20330 Hickory Lane, Jackson, WI 53037
Phone: (262) 677-9665

Date of Reservation: 07/02/24

Rental Agreement

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

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

Name of Applicant (or Organization): WASHINGTON COUNTY Democratic Party

Applicant's Address (Street, City, State, Zip): P.O. Box 355

Phone and/or Cell Number: (262) 707-9935 Email: drk9003@gmail.com

Event Date: SATURDAY, SEPTEMBER 14, 2024

Purpose of Event: ANNUAL FALL MEMBERSHIP SOCIAL NOTE: THE ONLY FUNDRAISERS WILL BE VOLUNTARY DONATIONS Is the Event a Fundraiser? ☒ Yes ☐ No
(*Fundraisers require Village Board approval & tickets sold or admission charged is not permitted.)

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

If yes, please explain: _____

* Will there be decorations? ☒ Yes ☐ No

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

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

Estimated Number of Persons to Attend Event: 100-125

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

Rental Start Time: 6:00 PM Rental End Time: 10:00 PM

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

Please List the Rooms Being Rented & Rate:

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

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

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

Additional Equipment Charge:

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

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

Please read the following terms and conditions of agreement carefully!

TERMS AND CONDITIONS OF JACKSON COMMUNITY CENTER

RENTAL AGREEMENT

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

RESPONSIBILITY

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

Please initial after reading WJ

RENTAL CONDITIONS

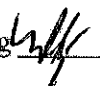
1. Rental requests and dates are accepted on a **first-come, first-served** basis.
2. **Tables and chairs may not be removed from the building premises.**
3. Smoking is prohibited inside the building. If guests smoke outside, the butts must be picked up or put in proper receptacle.
4. You provide food,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

Please initial after reading WJ

RESERVATIONS, FEES, DEPOSITS & REFUNDS

1. For any rental to be saved, including "CO" rentals, ALL FEES and A **\$100.00 deposit (separate check or cc number on file)** must accompany this application. The \$100.00 deposit is nonrefundable if:
 - a. Any time within 15 calendar days from your reservation the event is cancelled.
 - b. Renters coming in prior to their reservation time and/or staying past reservation time.

- c. This fee will also be used to cover expenses incurred due to unacceptable cleaning and/or damage. You will be billed for any damage not covered by this fee. If damage to the building or its premises exceeds \$100.00, you will be charged the difference so that we may maintain the quality of the building.
2. All Cancellations made prior to the 15 day reservation refund cutoff are subject to a 50% cancellation fee (again, there are NO refunds when cancelled 15 days or less prior to reservation).
3. Applicants must be 21 years of age to reserve this facility. Application may be revoked if the intended facility use is misrepresented.
4. The Jackson Parks & Recreation Department and Community Center representatives are always willing to negotiate terms of this agreement with Jackson Community Organizations, for the interest of all parties involved, within reason.
5. For all **LONG-TERM APPROVED RENTALS**, 60 days' notice must be given by both the Jackson Parks & Recreation Department and the Renter to terminate and/or alter the rental agreement. Each LONG-TERM AGREEMENT shall be reviewed during renewals or annually by the Jackson Parks & Recreation Department.
6. **NONPROFIT COMMUNITY GROUPS**: must provide a copy of the letter showing not for profit/tax exempt status. Full deposits are still required and will be refunded as long as the checklist criteria is approved.

Please initial after reading 

POLITICAL MEETINGS/PURPOSES OF SOLICITATION AND FUNDRAISING

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

Please initial after reading 

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

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

Please initial after reading 

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

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

Please Circle How You Heard of the Jackson Community Center:

☒ Previous Customer
 ☐ Activity Guide
 ☐ Event/Program
 ☐ Facebook
 ☐ Newspaper
 ☐ Other: _____

TOTAL FEES

Rental Deposit/Cleaning/Damage/Rental Reservation Time Violation: \$ 100.00 ☒ check ☐ cc
 Rental Fee: \$ 300.00 Long Term Rental Fees: Monthly ☐ Bi-Annually ☐
 Additional Charges: \$ _____ Description of Additional Charges: _____

TOTAL: \$ 400.00

PAYMENT: Check #: 4605 Cash Total: 100.00 Credit Below

The applicant hereby agrees to save, secure, and keep harmless the Jackson Community Center/Jackson Parks & Recreation Department/Village of Jackson and its officers, employees, agents, and the Village of Jackson against claims of action, liability, judgments, costs, and expenses, including attorney fees, and in all things strictly comply to the conditions of this agreement. I certify that I have read all the **TERMS & CONDITIONS** as provided and shall accept responsibility on behalf of my group for any damage or theft sustained by the community center (i.e., premises, furniture, equipment, or supplies) because of the occupancy of said premises by our group.

Please initial after reading WJ

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

Signature of responsible party: [Signature] Date: 04/02/2024

JPR Community Center Representative: _____ Date: ____/____/____

Jackson Parks & Recreation Credit Card Authorization

Name: _____
(as it appears on card)

Address: _____ City: _____ Zip: _____

☐ Check if Billing is the same or list:

Visa/MC/Discover ☐ ☐ ☐ ☐ ☐ ☐

Exp. Mo/Yr. ☐ ☐ ☐ ☐ CVV Code ☐ ☐ ☐

JACKSON
POUNDS & RECREATION
800.333.7273

AMEX ☐ ☐ ☐ ☐ ☐ ☐

Exp. Mo/Yr. ☐ ☐ ☐ ☐ Sec. Code ☐ ☐ ☐

I authorize the Jackson Parks & Recreation Dept. to charge my credit card for the above fees. If the Jackson Parks & Recreation Dept. is unable to process my payment, I will be responsible for an alternate payment arrangement. I understand there may be a fee associated with credit card processing.

Signature: _____ Date: ____/____/____



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

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

Please note, there is a 3% convenience fee charged for Credit Card purchases.

12/2023