



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



Tuesday, May 20, 2025 at 6:00 PM

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

1. Call to Order and Roll Call
2. Approval of Minutes of the Parks and Recreation Commission Meeting of March 18, 2025
3. Review Current Financial Stat Pak
 - a. Review Stat Pak
 - b. Discuss Future Outlook
4. Parks Report
 - a. JCC Construction Update
 - b. Jackson Dog Park Update
 - c. Hickory Lane Splash Pad Resurfacing Update
5. Approval of Rental Request - Jackson Community Center - Democratic Party of Washington County Fundraiser
6. Discussion of Recreation and Open Space Plan - Community Need Survey
7. Discussion and Possible Action - Room Rental Fees
8. Discussion and Possible Action - Jackson Community Center Membership Fees
9. Citizens/Village Staff to Address the Parks and Recreation Commission
10. Adjourn to **FRIENDS MEETING**

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



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

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

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

MINUTES
PARKS AND RECREATION COMMISSION
Tuesday, March 18, 2025 at 6:00 PM



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, Brittany Rathke, and Kim Powers, Tr. Engelhardt arrived at 6:02 PM

Members Excused: Brian Mekka

Members Absent: None

Staff Present: Parks and Recreation Director Kelly Valentino, Director Tyler Mentzel, Parks and Recreation Supervisor Jacob Caltagerone, Administrator Jen Heidtke, and Deputy Clerk Pamela Wolf

2. Approval of Minutes for the Parks & Recreation Commission Meeting of November 19, 2024

The motion to approve Minutes for the Parks and Recreation Meeting of November 19, 2024, was made by Brittany Rathke and seconded by Kim Powers.

Vote: 3 ayes, 0 nays. Motion carried.

3. Introductions: Tyler Mentzel, Jackson Parks and Recreation Director, and Jacob Caltagerone, Jackson Parks and Recreation Supervisor

Commissioner Casey Latz introduced Tyler and Jacob to the Commission and welcomed them to the Village.

4. Review Current Financial Stat Pak and 2024 Year-End Estimate

Director Valentino provided an overview of the current financial state of the Parks and Recreation Department, a forecast for the upcoming year, and reviewed the report in detail for new Director Mentzel.

The motion to place the Financial Stat Pak and 2024 Year-End Estimate on file was made by Casey Latz and seconded by Brittany Rathke.

Vote: 4 ayes, 0 nays. Motion carried.

5. Review Service Analysis and Financial Strategies Spreadsheet: Fall 2024 - Winter 2025

Director Valentino provided a brief overview of the report, and explained that the report and the 2025 Spring-Summer Catalog would be discussed with staff the following day. Director Valentino could not confirm if any programs would be removed or not.

6. Jackson Dog Park Update

Director Valentino explained the dog park project could not go to bid until the DNR and MSA wetland delineation was complete.

7. Jackson Community Center Expansion Update and Ribbon Cutting Ceremony/Open House

Director Valentino stated that although full occupancy would not yet be granted due to weather delays affecting project completion, the Ribbon Cutting would take place on March 28th, 2025. Discussion followed regarding increased IT costs due to extra licensing required to cross-train new staff.

8. Long-Term Rental Agreement Update

Director Valentino stated there are two 20-year long-term agreements with bi-annual billing cycles, both of which will be reviewed every five years for cost-of-living adjustments.

9. Review Monte Carlo Night Financials

Director Valentino thanked volunteers, sponsors, and attendees of the 2025 Monte Carlo night. She stated that despite a lower-than-anticipated attendance, proceeds remained just slightly lower than in previous years due to supportive sponsors.

10. Review 2025 Calendar of Events

Director Valentino recently became aware that Jackson Elementary is holding a winter carnival at the same time as the Easter Egg Hunt. Per Director Valentino, the Easter Egg Hunt will now begin at 4:45PM, with egg hunting beginning at 5:15PM sharp. The Culpepper Merriweather Circus has also been added to the Events Calendar to avoid this in the future.

11. Director of Parks and Recreation Highlights

Director Valentino reviewed the highlights provided in the supplemental packet. Director Valentino reminded the Commission this is her last meeting before she retires. She thanked the Commission for their support over the years and provided well-wishes for the future staff.

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

Administrator Heidtke expressed sincere gratitude to Director Valentino for her accomplishments over the years. Pres. Heckendorf echoed Administrator Heidtke's gratitude and added that her dedication to the Village is unsurpassed.

13. Adjourn to **FRIENDS MEETING**

The motion to adjourn the meeting was made by Tr. Engelhardt and seconded by Brittany Rathke.

Vote: 4 ayes, 0 nays. Motion carried. The meeting adjourned at 6:27 PM.

Respectfully Submitted,

Pam Wolf
Deputy Clerk
Village of Jackson

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.

DRAFT

May 20, 2025
Parks & Recreation Commission
Financial “Stat Pack”
(January – February 2025)

Included:

*REC DESK – Registration/Scheduling Software:

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

*Village Budget Comparison Report – *Village Workhorse Program*

*Multi-year comparison spreadsheet

Revenue By Period - GL Account Summary

Start Date: 1/1/2025 12:00 AM End Date: 4/30/2025 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 (Gross)</u>	<u>ACH (Net)</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>Refunds</u>	<u>Other</u>
000 - Household Credit Account												
350.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	510.00	0.00	-160.00
204 - Grants/Sponsorships/Donations												
5,794.13	5,794.13	0.00	4,894.13	900.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206 - Adult Programming												
9,379.14	9,379.14	2,770.50	2,325.64	4,442.00	4,442.00	0.00	0.00	0.00	0.00	0.00	-159.00	0.00
208 - Youth Programming												
23,255.20	23,255.20	575.00	6,265.20	18,550.00	18,550.00	0.00	0.00	0.00	100.00	0.00	-2,235.00	0.00
209 - Senior Program												
1,764.73	1,764.73	1,185.00	539.73	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210 - Adult Leagues												
2,150.00	2,150.00	200.00	1,750.00	400.00	400.00	0.00	0.00	0.00	0.00	0.00	-200.00	0.00
214 - Concessions												
739.00	739.00	739.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224 - Special Events												
21,106.00	21,106.00	5,221.00	14,105.00	1,780.00	1,780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
232 - Boys & Girls Club Rentals												
15,000.00	15,000.00	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
236 - Building/Park Rentals												
16,775.00	16,775.00	760.00	8,565.00	7,775.00	7,775.00	0.00	0.00	0.00	60.00	0.00	-385.00	0.00

Revenue By Period - GL Account Summary

Start Date: 1/1/2025 12:00 AM End Date: 4/30/2025 11:59 PM

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

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

237 - Open Gym Type Programs

165.00	165.00	165.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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238 - Fitness Memberships

3,152.50	3,152.50	527.75	1,683.75	941.00	941.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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240 - Kettlebrook Church Rentals

7,500.00	7,500.00	0.00	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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243 - Postage and Copier Revenue

3.40	3.40	3.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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250 - 4K

7,648.62	7,648.62	0.00	7,648.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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300 - Deposits For Rentals

225.00	225.00	0.00	225.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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115,007.72	115,007.72	12,146.85	70,502.07	34,828.00	34,828.00	0.00	0.00	\$0.00	160.00	510.00	-2,979.00	-160.00
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** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Sales Tax

		DEBITS								CREDITS		
**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
		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	\$1,118.36	CONVENIENCE FEES REFUNDED	\$0.00	NET CONVENIENCE FEES	\$1,118.36
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Fund: 500 - RECREATION

Account Number		2025 April	2025 Actual 04/30/2025	2025 Budget	Budget Status	% of Budget
500-00-45620-201-000	REC - VILLAGE TRANSFER	22,042.33	88,169.33	264,508.00	-176,338.67	33.33
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	1,700.00	5,679.13	8,500.00	-2,820.87	66.81
500-00-45620-206-000	REC - ADULT PROGRAM FEES	2,089.14	10,006.14	24,000.00	-13,993.86	41.69
500-00-45620-208-000	REC - YOUTH PROGRAM FEES	3,730.20	23,681.80	40,000.00	-16,318.20	59.20
500-00-45620-209-000	REC - SENIOR PROGRAMS	90.00	3,754.73	3,000.00	754.73	125.16
500-00-45620-210-000	REC - ADULT LEAGUES FEES	200.00	2,400.00	5,000.00	-2,600.00	48.00
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	155.00	739.00	9,000.00	-8,261.00	8.21
500-00-45620-224-000	REC - SPECIAL EVENTS	1,000.00	22,260.35	55,000.00	-32,739.65	40.47
500-00-45620-228-000	REC - TICKET SALES	0.00	0.00	0.00	0.00	0.00
500-00-45620-232-000	REC - BOYS & GIRLS CLUB RENT	15,000.00	15,000.00	30,000.00	-15,000.00	50.00
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	3,775.00	23,875.00	50,000.00	-26,125.00	47.75
500-00-45620-237-000	REC - OPEN GYM FEES	0.00	165.00	1,000.00	-835.00	16.50
500-00-45620-238-000	REC - FITNESS MEMBERSHIPS	1,545.50	5,965.50	15,000.00	-9,034.50	39.77
500-00-45620-240-000	REC - KETTLEBROK CHURCH RENT	7,500.00	7,500.00	29,000.00	-21,500.00	25.86
500-00-45620-243-000	REC - POSTAGE / COPY MACHINES	0.00	3.40	600.00	-596.60	0.57
500-00-45620-250-000	REC - WBSC 4K PROGRAM	7,648.62	30,594.48	101,000.00	-70,405.52	36.29
500-00-45620-252-000	REC - VILLAGE WELLNESS PROGRAM	0.00	0.00	1,500.00	-1,500.00	0.00
500-00-45620-260-000	REC - FUND BALANCE APPLIED	0.00	0.00	34,368.00	-34,368.00	0.00
PUBLIC CHARGES FOR SERVICES		66,475.79	240,393.86	679,976.00	-439,582.14	35.35
500-00-47210-000-000	REC- GENERAL FUND TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
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	11,000.00	-11,000.00	0.00
ARPA - FUND BALANCE APPLIED		0.00	0.00	11,000.00	-11,000.00	0.00
Total Revenues		66,475.79	240,393.86	690,976.00	-450,582.14	34.79

Fund: 500 - RECREATION

Account Number		2025		2025 Budget	Budget Status	% of Budget
		April	Actual 04/30/2025			
500-00-55310-110-000	REC ADMIN - WAGES	21,371.35	99,893.93	257,429.00	157,535.07	38.80
500-00-55310-110-001	REC EVEN/WEEKEND - WAGES	3,894.88	14,960.51	30,000.00	15,039.49	49.87
500-00-55310-110-002	REC PART-TIME SEASONAL - WAGES	3,071.00	6,441.00	21,000.00	14,559.00	30.67
500-00-55310-110-004	REC WBSD 4K - WAGES	3,136.00	13,188.00	60,000.00	36,812.00	26.36
500-00-55310-125-000	REC ADMIN - HEALTH/LIFE INSUR	6,534.01	18,564.49	95,918.00	77,353.51	19.36
500-00-55310-125-002	REC PART-TIME/SEAS-HEALTH/LIFE	7.98	23.94	0.00	-23.94	0.00
500-00-55310-130-000	REC ADMIN - WRS	1,473.68	6,345.11	22,564.00	16,218.89	28.12
500-00-55310-130-001	REC EVEN/WEEKEND - WRS	8.34	28.15	2,000.00	1,971.85	1.41
500-00-55310-130-002	REC PART-TIME/SEASONAL - WRS	0.00	0.00	100.00	100.00	0.00
500-00-55310-130-004	REC WBSD 4K - WRS	165.42	661.67	3,500.00	2,838.33	18.90
500-00-55310-135-000	REC ADMIN - SOCIAL SECURITY	1,952.46	6,813.11	14,884.00	8,070.89	45.77
500-00-55310-135-001	REC EVEN/WEEKEND - SOC SEC	247.69	927.57	3,200.00	2,272.43	28.99
500-00-55310-135-002	REC PART-TIME/SEASON - SOC SEC	190.40	399.34	1,500.00	1,100.66	26.62
500-00-55310-135-004	REC WBSD 4K - SOCIAL SECURITY	194.43	817.66	4,000.00	3,182.34	20.44
500-00-55310-140-000	REC ADMIN - MEDICARE	456.63	1,593.41	3,481.00	1,887.59	45.77
500-00-55310-140-001	REC EVEN/WEEKEND - MEDICARE	57.93	216.96	650.00	433.04	33.38
500-00-55310-140-002	REC PART-TIME/SEASON -MEDICARE	44.53	93.41	350.00	256.59	26.69
500-00-55310-140-004	REC WBSD 4K - MEDICARE	45.48	191.26	700.00	508.74	27.32
500-00-55310-145-000	REC ADMIN - MEDICAL REIMBURSE	88.46	299.99	2,000.00	1,700.01	15.00
500-00-55310-202-000	REC - EDUCATION/TRAVEL/DUES	275.00	2,358.62	5,000.00	2,641.38	47.17
500-00-55310-204-000	REC - PROGRAM / ACCT REFUNDS	1,640.00	2,324.00	3,000.00	676.00	77.47
500-00-55310-205-000	REC - PROP/LIABLTY INSURANCE	0.00	3,402.12	6,000.00	2,597.88	56.70
500-00-55310-206-000	REC - COMPUTER EQUIPMENT	0.00	2,494.00	4,000.00	1,506.00	62.35
500-00-55310-207-000	REC - GAS / ELECTRIC	2,930.51	12,224.80	45,000.00	32,775.20	27.17
500-00-55310-208-000	REC - OFFICE SUPPLIES	266.76	784.93	3,000.00	2,215.07	26.16
500-00-55310-209-000	REC - WATER / SEWER	813.78	813.78	3,000.00	2,186.22	27.13
500-00-55310-210-000	REC - CELL PHONES	129.60	760.34	1,800.00	1,039.66	42.24
500-00-55310-211-000	REC - PHONE / INTERNET	257.03	1,236.14	3,000.00	1,763.86	41.20
500-00-55310-212-000	REC - IT SUPPORT	501.59	1,973.74	7,500.00	5,526.26	26.32
500-00-55310-213-000	REC - BLDG EQUIPMENT / REPAIRS	3,061.40	11,767.88	12,000.00	232.12	98.07
500-00-55310-214-000	REC - YOUTH PROGRAM SUPPLIES	11.99	413.84	2,500.00	2,086.16	16.55
500-00-55310-215-000	REC - JANITORIAL/BLDG SUPPLIES	133.06	813.57	3,000.00	2,186.43	27.12
500-00-55310-216-000	REC - ADULT PROGRAM SUPPLIES	0.00	21.20	1,500.00	1,478.80	1.41
500-00-55310-217-000	REC - SENIOR PROGRAMS	0.00	541.61	1,000.00	488.39	54.16
500-00-55310-220-000	REC - SPECIAL EVENTS	0.00	8,976.12	12,000.00	3,023.88	74.80
500-00-55310-222-000	REC - PRINTING	727.50	727.50	3,300.00	2,572.50	22.05
500-00-55310-224-000	REC - POSTAGE / COPIER	0.00	674.38	4,200.00	3,525.62	16.06
500-00-55310-228-000	REC - STAFF UNIFORMS	0.00	923.80	1,000.00	76.20	92.38
500-00-55310-230-000	REC - CONCESSIONS-RESALEABLE	34.93	345.20	5,000.00	4,654.80	6.90
500-00-55310-232-000	REC - SUMMER TICKET SALES	0.00	0.00	0.00	0.00	0.00
500-00-55310-254-000	REC - ADULT LEAGUES	0.00	247.37	2,000.00	1,752.63	12.37
500-00-55310-258-000	REC - CONTRACTUAL SERVICES	2,776.00	12,257.18	35,000.00	22,742.82	35.02
500-00-55310-260-000	REC - RETIREMENT EXPENSES	0.00	0.00	0.00	0.00	0.00
500-00-55310-262-000	REC - CONTINGENCY	260.07	491.09	500.00	8.91	98.22
500-00-55310-268-000	REC - CONCESSION STAND MAINT	0.00	53.95	800.00	746.05	6.74
500-00-55310-269-000	REC - FIRE/SECURITY MONITORING	0.00	0.00	5,000.00	5,000.00	0.00
500-00-55310-270-000	REC - SALES & USE TAX	970.05	970.05	4,000.00	3,029.95	24.25
500-00-55310-280-000	REC - WBSD 4K PROGRAM SUPPLIES	44.99	474.55	2,600.00	2,125.45	18.25
500-00-55310-282-000	REC - VILLAGE WELLNESS PROGRAM	316.44	316.44	1,000.00	683.56	31.64
PARKS & RECREATION		58,191.37	239,847.71	690,976.00	451,128.29	34.71

Fund: 500 - RECREATION

Account Number	2025 April	2025 Actual 04/30/2025	2025 Budget	Budget Status	% of Budget
Total Expenses	58,191.37	239,847.71	690,976.00	451,128.29	34.71
Net Totals	8,284.42	546.15	0.00	-546.15	

Jackson Parks & Recreation Department

Multi-Year Budget Comparison

		COVID	COVID	Village Only Moving Forward			
		2020*	2021*	2022	2023	2024	2025
Total Budget		546,782	542,174	556,016	552,515.00	617,461	690,976.00
Jan.	Revenue (budget %)	40,290 (7%)	27,761 (5%)	35,695 (6%)	37,877 (7%)	45,741 (8%)	54,764 (8%)
	Expenditures (budget %)	40,746 (7%)	38,890 (7%)	58,528 (11%)	36,590 (10%)	57,582 (9%)	52,629 (7%)
Feb.	Revenue (budget %)	134,263 (25%)	121,009 (22%)	123,856 (22%)	122,615 (22%)	146,228 (24%)	119,345 (18%)
	Expenditures (budget %)	89,248 (16%)	74,429 (14%)	106,862 (19%)	104,146 (19%)	108,434 (18%)	113,030 (16%)
March	Revenue (budget %)	171,686 (31%)	153,720 (28%)	No	177,443 (32%)	201,812 (33%)	173,918 (26%)
	Expenditures (budget %)	138,943 (25%)	134,479 (25%)	Workhorse	158,594 (29%)	163,218 (26%)	181,656 (26%)
April	Revenue (budget %)	193,589 (35%)	191,191 (35%)	207,633 (37%)	220,245 (40%)	256,579 (42%)	240,394 (35%)
	Expenditures (budget %)	177,177 (32%)	176,620 (33%)	188,008 (34%)	203,925 (37%)	199,979 (32%)	239,847.71 (34%)
May	Revenue (budget %)	231,477 (42%)	233,212 (43%)	268,272 (48%)	274,941 (50%)	303,883 (49%)	
	Expenditures (budget %)	211,665 (39%)	218,515 (40%)	234,516 (42%)	252,185 (46%)	240,643 (39%)	
June	Revenue (budget %)	278,660 (51%)	281,244 (51%)	300,239 (53%)	307,961 (56%)	348,172 (56%)	
	Expenditures (budget %)	245,661 (45%)	260,609 (48%)	273,274 (49%)	296,271 (54%)	288,891 (47%)	
July	Revenue (budget %)	305,886 (56%)	321,168 (59%)	339,847 (62%)	356,469 (65%)	391,303 (63%)	
	Expenditures (budget %)	280,926 (51%)	294,593 (54%)	322,841 (58%)	347,748 (63%)	343,448 (56%)	
August	Revenue (budget %)	336,440 (62%)	366,367 (67%)	380,959 (69%)	401,790 (73%)	433,910 (70%)	
	Expenditures (budget %)	326,740 (60%)	345,502 (64%)	340,379 (61%)	383,879 (69%)	387,577 (63%)	
Sept.	Revenue (budget %)	365,741 (67%)	398,207 (73%)	No	432,466 (79%)	477,889 (77%)	
	Expenditures (budget %)	364,768 (67%)	399,460 (74%)	Worshorse	436,536 (79%)	431,560 (70%)	
Oct.	Revenue (budget %)	449,107 (82%)	No	475,704 (86%)	527,323 (95%)	527,501 (85%)	
	Expenditures (budget %)	403,845 (74%)	Workhorse	467,784 (84%)	486,242 (88%)	485,687 (79%)	
Nov.	Revenue (budget %)	473,121 (87%)	531,258 (97%)	No	580,067 (100%)	527,501 (85%)	
	Expenditures (budget %)	439,615 (80%)	493,487 (91%)	Workhorse	531,342 (96%)	485,687 (79%)	
Dec.	Revenue (budget %)	517,457 (95%)	560,582 (103%)	608,831 (109%)	601,055 (109%)	615,006 (100%)	
	Expenditures (budget %)	473,508 (87%)	531,480 (98%)	554,142 (100%)	578,728 (105%)	594,521 (96%)	
Year End Village Audit Total:		plus \$33,295	plus \$18,927	plus 34,840	plus 22,327	Waiting on Audit	

Jackson Parks & Recreation
N165 W20330 Hickory Lane
Jackson, WI 53037
(262) 677-9665
parkrec@villageofjacksonwi.gov



MEMO DATE 5/15/2023

TO	FROM	REGARDING
To: Parks and Recreation Commission	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Jackson Community Center Construction - Update

The Jackson Community Center expansion project is nearing completion, with several major milestones recently achieved:

- **Parking Lot:** The new parking lot was completed this month. Please note that the circle driveway entrances off Hickory Lane are now designated as a **Fire Lane** and marked “**No Parking.**” This includes no leaving the vehicle to drop-off or pick-up. **Enforcement will begin on June 1, 2025.**
- **Gym and Dance Studios:** The wood floors in both the gym and dance studios are currently being refinished. This work is expected to be completed by the end of the month.
- **Playground:** The playground equipment has been installed. We are now awaiting the installation of the play surface and fencing to complete this portion of the project.

Once these items are completed, we will focus on a few final tasks, including door functionality, security systems, and other miscellaneous finishing touches.

If you have any questions, please don't hesitate to reach out.

Tyler Mentzel
Jackson Parks and Recreation Director

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MEMO DATE 5/15/2023

TO	FROM	REGARDING
To: Parks and Recreation Commission	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Cedar Run Park – Dog Park

The Department of Natural Resources (DNR) completed the required field work for the delineation process on **April 30, 2025**. Village staff are currently working with **MSA** to review the completed work, along with applicable **floodplain and floodway regulations**, to ensure the project aligns with all Village standards and requirements.

Once the review is complete, we will provide further updates on the next steps.

Thank you,

Tyler Mentzel
Jackson Parks and Recreation Director

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MEMO DATE 5/15/2023

TO	FROM	REGARDING
To: Parks and Recreation Commission	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Hickory Lane – Splash Park

The Hickory Lane Splash Park project began on Thursday, March 15, and was originally scheduled for completion by the end of last week, weather permitting.

Village staff are currently working to replace a few mechanical components and are hopeful the splash pad will be fully operational by **Saturday, May 24, 2025**, barring any unforeseen delays.

We look forward to welcoming everyone back to enjoy this summer at the Splash park!

Thank you,

Tyler Mentzel
Jackson Parks and Recreation Director

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MEMO DATE 5/15/2023

TO	FROM	REGARDING
To: Parks and Recreation Commission	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Rental Request – Jackson Community Center – Democratic Part of Washington County - Fundraiser

The Jackson Community Center has received a rental request from the **Democratic Party of Washington County** to host a **fundraising event** on **Saturday, October 4, 2025**, from **5:00 p.m. to 10:00 p.m.** in the **Community Center Gym**.

Policy Requirement:

Per Village policy, any political meetings and/or fundraising events require approval from both the **Village Clerk** and the **Village Board**.

Event Details:

- **Estimated Attendance:** 100–125 participants
- **Admission:** Free to attend
- **Activities:** Donations, silent auction, and complimentary beer service (no charge)
- **History:** This event has been held in the past and has become a recurring annual fundraiser

Recommendation:

Staff recommend approval of the rental request for the event.

Thank you,

Tyler Mentzel
Jackson Parks and Recreation Director

Village of Jackson Parks and Recreation - Community Assessment Survey (2025)

We want to hear from you!

Help shape the future of parks and recreation in the Village of Jackson. Your input will directly influence how we invest in our parks, programs, and public spaces to enhance experiences for the Jackson community in our 2026-2031 Comprehensive Parks and Recreation Plan. Thank you for helping make Jackson feel like home!

* Required

1. Which community do you reside in? *

- Village of Jackson
- Town of Jackson
- West Bend
- Slinger
- Cedarburg
- Germantown
- Other

2. How long have you lived there? *

- Less than a year
- 1 - 5 years
- 6 - 10 years
- 11 - 15 years
- 16 - 20 years
- More than 20 years

3. Please indicate how many people from each age group live at your residence, including yourself. *

	One	Two	Three	Four
2 years old and under	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 - 5 years old	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 - 12 years old	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 - 18 years old	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19 - 30 years old	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31 - 50 years old	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
51 - 65 years old	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
66 - 75 years old	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
76 and older	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Approximately, how often do you visit the following parks? (check all that apply) *

	3 or more times each week	1 - 2 times each week	1 - 2 times each month	1 - 2 time each year	Never
Jackson Community Center Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hickory Lane Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jackson Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cedar Run Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reis Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meadowview Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DNR Hasmer Lake Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. How close is the nearest park or trail to your home? *

- Within reasonable walking distance
- Within reasonable biking distance
- I have to drive

6. How often do you use the following park facilities? *

	3 or more times each week	1 - 2 days each week	1 - 2 times each month	1 - 2 time each year	Never
Jackson Community Center - Gym	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jackson Community Center - Fitness Center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hickory Lane - Splash Pad (summer only)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Playgrounds (summer only)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skate / Wheel Park (summer only)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Picnic Shelters (summer only)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pickleball Courts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tennis Courts (summer only)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Baseball / Softball Diamonds (summer only)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Soccer Fields (summer only)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Park / Nature Paths (summer only)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Village of Jackson Parks and Recreation - Community Assessment Survey (2025)

	3 or more times each week	1 - 2 days each week	1 - 2 times each month	1 - 2 time each year	Never
Jackson Community Center - Classroom / Multi-Purpose Room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volleyball Courts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disc Golf Course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Should Jackson allocate additional funds to be spent on: *

	Yes	No	Not Sure
Park Maintenance (maintain existing grounds / facilities)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Installing New Park Facilities / Equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Park Land Acquisition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bicycle Facilities / Trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sidewalk Facilities / Pedestrian Trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tree Planting / Emerald Ash Borer Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Which of the following amenities would you like to be improved or expanded by the Village? (Select up to 5) *

Please select at most 5 options.

- Hasmer Lake Facilities
- Canoe / Kayak Facilities
- Fishing Facilities
- Dog Park
- Walking / Hiking Trails
- Splash Pad
- Park Shelters
- Restrooms
- Concession / Kitchen Facilities
- Park Landscaping / Trees
- Ball Diamonds
- Basketball Courts
- Soccer Fields
- Sand Volleyball Courts
- Disc Golf
- Pickleball Courts
- Playground Equipment
- Jackson Community Center
- Tennis Courts

Other

9. Which of the following amenities would you like to be added either by public or private entities? (Check all that apply) *

- Hasmer Lake Development
- Archery / Trap Shooting
- ATV Trails
- Ball Diamonds
- Basketball Courts
- Bocce Ball Courts
- Dog Park
- Camping Areas
- Canoe / Kayak Facilities
- Ice Rink (*Skating, Curling, Hockey, etc.*)
- Equestrian Trails
- Fishing Facilities
- Football Fields
- Golf Course
- Golf Simulator
- Golf Driving Range
- Horseshoe Pits
- Shoreline Restoration
- Entertainment Venue / Bandshell
- Indoor Athletic Complex

- Indoor Pool
- Outdoor Pool
- Off-Road Walking / Hiking Trails
- Off-Road Biking Trails / BMX
- Restrooms
- Parking Lots
- Pickleball Courts
- Playground Equipment
- Sand Volleyball Courts
- Sledding Hill
- Other

10. Do you or anyone in your family participate in village-sponsored recreational activities? *(select all that apply)* *

- Jackson Community Center Fitness Membership
- Adult Leagues *(Pickleball, Volleyball, etc.)*
- Youth Sports
- Youth Enrichment *(Early Childhood Education, Art Classes, etc.)*
- Adult / Senior Programs *(Art, Card Club, etc.)*
- Community Events / Festivals *(Beer Garden, Glo Run, Action in Jackson, etc.)*

11. Are there any recreational programs/activities you would like offered in the Village of Jackson? *(select all that apply)* *

- E-Sports Leagues
- Computer Coding Classes
- Music Lessons *(voice, guitar, etc.)*
- Gardening
- Nature-Based Activities
- Pet Activities *(Training, Pet CPR, Special Events)*
- Adult Art / Crafts *(Porch Pots, Art & Wine, etc.)*
- Youth Arts / Crafts
- Cards / Board Games / Classes *(Gin Rummy, Horses, Cribbage, etc.)*
- Youth Sports
- Youth Open Gyms
- Adult Sports
- Baton Twirling
- Youth Dance *(Poms, Hip-Hop, Jazz, Tap)*
- Adult Dance
- Cooking Classes
- Parent & Me Classes
- Community / Youth Theatre Program
- Special Events *(Gala, Preschool Prom, etc.)*
- Slime Making

Other

12. What is your favorite park in the Village of Jackson and why? *

13. What is your least favorite park in the Village of Jackson and why? *

14. In your opinion, what should be the 3 highest priorities for the Village of Jackson Park & Recreation Department? (please list them as #1 being the highest priority, #2 as second in priority, and then #3 as third-highest) *

15. Overall, how satisfied are you with the parks and recreational opportunities provided in the Village of Jackson? *

Very satisfied

Somewhat satisfied

Neither satisfied nor dissatisfied

Somewhat dissatisfied

Very dissatisfied

16. Please offer any additional comments you would like to add that will assist the Jackson Parks and Recreation Department in serving you better:

17. The "Friends of Jackson Parks & Recreation" is a 501 C-(3) nonprofit organization, which helps with future planning and funding of the Jackson Community's Parks, Recreation, and Open Space needs. We are always looking to add dedicated and passionate community members to this group! Please list any interest you may have below:


- Join the Friends of Jackson Park & Rec
- Help with Friends Event Planning
- Volunteer with the Friends Group
- Assist with Sponsorships or Donations

18. If you expressed interest in the Friends of Jackson Park & Rec above, please provide your name, email address, and phone number below. A member of the Friends Group will reach out to you.

19. If you are interested in receiving Village of Jackson Park & Recreation Department emails, please provide your name and email address below. You will then be added to our email distribution list.

Thank you for your time! We truly appreciate your input!

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms

MEMO DATE 5/15/2023

TO	FROM	REGARDING
To: Parks and Recreation Commission	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Jackson Community Center – Room Rental Fees

With the completion of the **Jackson Community Center expansion project**, new and exciting opportunities have opened for our community. Parks and Recreation staff have been diligently assessing the needs and interests of residents, and one immediate priority is the development of the new **auditorium** into a rental space for special events such as **weddings, family reunions, birthdays, wedding/baby showers**, and more.

Rental Fee Evaluation Process

In establishing a fair and competitive rental fee structure, staff considered a variety of factors:

- Amenities available within the auditorium
- Range of **event types** of space can accommodate
- **Square footage** and **maximum capacity**
- **Comparable facilities** and pricing from surrounding communities

A summary of this research is included in the table below (note all rentals are 4 hours in length unless otherwise specified:

Jackson Community Center (current pricing)	Town of Jackson	Hartford Parks and Recreation	Cedarburg Parks and Recreation	Port Washington Parks and Recreation	West Bend
Auditorium (160) – N/A	Town Hall R -175 NR – 200	Comm. A (30) R – 45 NR – 80	Gym R-50/hr NR-75/hr	Multi-purpose (80) R – 120 NR - \$175	Regner Beach House (93) R - \$325 NR - \$487.50
Gathering Hall w/ Kitchen (150) M-Th (R-94/NR – 140) F-Su (R-125/NR-190)		Comm B + kitchen (50) R – 75 NR - 110			Sandy Knoll Barn (160) \$500

All Other Rooms M-Th (R-50/NR-75) F-Su (R - 75/NR - 113)		Comm A/B + kitchen (80) R - 100 NR - 160			
Gym M-Th (R-50/hr NR - 75/hr) F-Su (R-100/hr NR-190/hr)		Gym R - 35/hr NR - 70/hr			

Recommended Fee Schedule

Based on this evaluation, staff developed a **recommended fee schedule** for auditorium rentals at the Jackson Community Center:

	Monday - Thursday	Friday - Sunday
Auditorium	R - \$225 NR - \$275	R - \$275 NR - \$325
Gathering Hall with Kitchen	R - \$100 NR - \$150	R - \$150 NR - \$200
All Other Rooms	R - \$60 NR - \$110	R - \$75 NR - \$125
Gymnasium	R - \$50/hr NR - \$100/hr	R - \$100/hr NR - \$150/hr

Next Steps

This information is presented for **discussion purposes** tonight. If the Park and Recreation Commission agrees that the proposed fee structure is appropriate, **staff recommend a motion for approval** to begin offering the space for public rental.

Thank you,

Tyler Mentzel
Jackson Parks and Recreation Director

MEMO

DATE 5/15/2023

TO	FROM	REGARDING
To: Parks and Recreation Commission	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Jackson Community Center – Membership Opportunities

Jackson Parks and Recreation staff are currently evaluating how the Jackson Community Center is being utilized. This comprehensive review includes general building use, rental opportunities, programs, and memberships.

The Community Center meets an important need within the Village of Jackson, offering services comparable to those provided by parks and recreation departments, senior centers, and YMCA facilities in surrounding communities.

Historically, the Community Center has provided several “open use” amenities, either at no cost or included with the purchase of a membership. These include:

- Billiards (open play)
- Technology Center (library, puzzles, lounge)
- Ping pong
- Card Club
- Fitness Center
- Open gym
- Other miscellaneous services

Following the recent expansion of the facility, staff are also exploring new offerings to make use of the increased amenities.

As part of this evaluation, staff have reviewed services and fee structures in neighboring communities to understand how similar facilities manage costs. This comparison can be viewed below:

	General Membership	Fitness Membership
Jackson Community Center		*Includes weight room Single Senior R - \$10/month - \$\$6.25/mo NR - \$15/month NR - \$10.50/mo
Hartford Rec Department	Open use activities like the ones listed above are a day fee or a program	*Includes weight room and gymnasium R - \$30/mo NR - \$39/mo
Hartford Senior Center	*Includes cards, meals, fellowship activities, health/edu. sessions \$10/year	
Port Washington Senior Center	*includes billiards, cards, meals, monthly newsletter, social activities, ect. R - \$25/year NR - \$45/year	
Grafton Senior Center	*includes book club, health and education classes, cards, ping pong, yard games, social activities, ect. R - \$20/year NR - \$30/year	
West Bend – Senior Center	\$3/activity	
Planet Fitness		\$15/month

Currently, many of our open-use services are offered free of charge. However, these services require staff supervision and result in equipment maintenance, repair, and replacement costs over time.

Additionally, the lack of a check-in or payment requirement for free services creates challenges. It can lead to confusion about who is authorized to be in the building, posing potential security concerns.

Next Steps

Staff will continue gathering data and researching options, with the goal of presenting a proposal to the Parks and Recreation Commission later this year. The proposed changes, including potential adjustments to the current fee structure, would take effect on **January 1, 2026**.

Thank you,
Tyler Mentzel
Jackson Parks and Recreation Director