



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



Tuesday, July 15, 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 May 20, 2025
3. Reports, Updates and Highlights
 - a. Financial Stat Pack
 - b. Park Projects
 - i. Jackson Community Center Expansion Project
 - ii. SPLASH Pad Re-Surfacing
 - iii. Jackson Park Picnic Tables
 - c. Program Updates
 - i. Current Programs
 - ii. Upcoming Programs
 - d. 2026 Event Calendar
 - e. Action in Jackson Update
4. Review of Bids - Cedar Run Dog Park
5. 2025-2026 Contract Amendment #1 - MSA
6. Review of Membership Fees - Jackson Community Center
7. Citizens/Village Staff to Address the Parks and Recreation Commission
8. 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, May 20, 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, Brian Mekka, Kim Powers

Members Excused: Tr. Wells and Brittany Rathke

Members Absent: None

Staff Present: Parks and Recreation Director Tyler Mentzel and Administrator Jen Heidtke

2. Approval of Minutes of the Parks and Recreation Commission Meeting of March 18, 2025

The motion to approve Minutes of the Parks and Recreation Meeting of March 18, 2025, was made by Brian Mekka and seconded by Kim Powers.

Vote: 3 ayes, 0 nays. Motion carried.

3. Review Current Financial Stat Pak

a. Review Stat Pak

b. Discuss Future Outlook

Director Mentzel provided an overview of financials through the end of April 2025.

The motion to place the stat pack on file was made by Brian Mekka and seconded by Kim Powers.

Vote: 3 ayes, 0 nays. Motion carried.

4. Parks Report

a. JCC Construction Update

b. Jackson Dog Park Update

c. Hickory Lane Splash Pad Resurfacing Update

Director Mentzel provided an update on the parking lot, gym, dance studio, and playground. Discussion followed regarding the review of the final punch list.

5. Approval of Rental Request - Jackson Community Center - Democratic Party of Washington County Fundraiser

The motion to recommend the Village Board approve the Rental Application of the Democratic Party of Washington County to Rent the Jackson Community Center for a

fundraiser to be held on Saturday, October 4, 2025, was made by Brian Mekka and seconded by Kim Powers.

Vote: 3 ayes, 0 nays. Motion carried.

6. Discussion of Recreation and Open Space Plan - Community Need Survey

Director Mentzel introduced the topic and explained the Parks and Open Space Plan is created every five years. Per Director Mentzel, the survey is crucial to developing the next iteration of the plan, and will be open until the end of June 2025.

7. Discussion and Possible Action - Room Rental Fees

Director Mentzel introduced the topic. Discussion included non-profit rates and audio/video equipment upgrades in the auditorium.

The motion to recommend the Village Board approve the Room Rental Fees, as proposed in the chart below, was made by Brian Mekka and seconded by Kim Powers.

	Monday – Thursday	Friday – Sunday
Auditorium	R - \$225 NR - \$275	R - \$275 NR - \$325
Gathering Hall w/ 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

Vote: 3 ayes, 0 nays. Motion carried.

8. Discussion and Possible Action - Jackson Community Center Membership Fees

Director Mentzel introduced the topic. Discussion included the Commission's interest in feedback from current users of the Jackson Community Center and whether they would be willing to pay a membership fee.

9. Citizens/Village Staff to Address the Parks and Recreation Commission

Chair Casey Latz thanked staff for help at the Jackson Beer Garden event.

10. Adjourn to **FRIENDS MEETING**

The motion to adjourn the meeting was made by Kim Powers and seconded by Brian Mekka.

Vote: 3 ayes, 0 nays. Motion carried. The meeting adjourned at 6:27 PM.

Respectfully Submitted,

Jacqueline Schuh
Village 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

MEMO

DATE 7/15/2025

TO	FROM	REGARDING
Parks and Recreation Commission	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Agenda Item # 3 Financial Stat Pak Park Projects Program Update 2026 Event Calendar Action in Jackson Update

a. Financial Stat Pak

The second quarter has concluded, and everything appears to be right on track. You will see that Youth League revenues appear low. This is because our Flag Football Program is the bulk of that revenue account which takes place in fall. The revenue from the copy machine is not sent until the end of year so that will be reflected later in the year. From an expense standpoint you will note that evening/weekend wages are higher than expected due to some unexpected staff absences throughout the first two quarters. The bulk of the special event expenses should be wrapped up so that accounts should also stabilize over the remainder of the year.

b. Park Projects

- i. **JCC Expansion Project** – The new ADA compliant cross walk has been completed. Thank you to Jack and his team for their work to make it safer for our guests to access the facility. Contractors are waiting on a few parts to wrap up door security and function. Owner training has been scheduling for this month!
- ii. **SPLASH Pad Re-surfacing** – Project was completed on time for the season and families have been enjoying the opportunity to stay cool during the past few weeks when the weather has been hot!
- iii. **Jackson Park Picnic Tables** – 17 additional picnic tables have been ordered for Jackson Park as part of a 4-year plan to replace picnic tables in village parks. 2026 will be the last remaining year for this project.

c. Program Update

- i. **Current Programs:** Currently we are running multiple programs. This includes piano lessons (3), 2 pre ballet classes (6), Fitness drumming (6), cardio extreme (4), cardio lite T/Th (10), Zumba t/th (8), yoga (12), pee wee tumbling (8), and pee wee t-ball/baseball (25). Additionally, the co-ed sand volleyball league is underway with 8 teams registered.

Currently, I am focusing on ramping up marketing for programs to increase registration numbers.

- ii. **Upcoming Programs:** Looking ahead for the rest of July and all of August we have some programs to look out for. Pickleball Lessons will run on July 14th with 10 people registered. Art Adventures Camp is scheduled to start on July 21st. This is a half-day art camp for kids grades 3-6. It runs M-F from 9am-12pm for 1 week.

Kettlebell Fitness is also scheduled to start that week. This is a brand-new program that is being offered by the community center in partnership with The Gym of West Bend.

August will see Pee Wee Football, Fitness Drumming, Parent/Child Cookie Decorating, and the Red Cross Babysitter's Training Course among others.

d. 2026 Event Calendar

Included in the attachment is a tentative event calendar for your review. You will see the return of Music in the Park, a formerly popular event that will provide more opportunities for the community to gather in our parks and enjoy live music and socialize with friends and family. Another thing to note is a few new events including Touch-A-Truck and Preschool Prom coming in 2026. We are very excited to be bringing these events to life along with our long-standing traditional events like Monte Carlo, Fish Derby, Action in Jackson, Beer Gardens, etc. We will be working to finalize dates soon!

e. Action in Jackson Update

Action in Jackson was a huge success this year with most revenue generators (food, entertainment, beer) bringing in higher revenues than in 2024. Thank you to all the volunteers who help make this action-packed event happen in our community!

Jackson Festivals Inc. held a recap meeting in June and is excited to be bringing Action in Jackson back to a 3-day event! We are planning new and exciting activities, entertainment and more. The event will take place June 5th – 7th in 2026.

One focus to help make this event happen is to provide more sponsorship opportunities to local businesses. The sponsorship will be integral to the success of the event and can draw a lot of visibility to local businesses.

Attachments:

1. Stat Pak as of 7/15/25
2. 2026 Event Calendar

July 15, 2025

Parks & Recreation Commission

Financial “Stat Pack”

(January – July 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

Fund: 500 - RECREATION

Account Number		2025 June	2025 Actual 06/30/2025	2025 Budget	Budget Status	% of Budget
500-00-45620-201-000	REC - VILLAGE TRANSFER	-110,211.66	0.00	264,508.00	-264,508.00	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	400.00	6,979.13	8,500.00	-1,520.87	82.11
500-00-45620-206-000	REC - ADULT PROGRAM FEES	1,540.50	13,078.14	24,000.00	-10,921.86	54.49
500-00-45620-208-000	REC - YOUTH PROGRAM FEES	6,925.00	34,989.80	40,000.00	-5,010.20	87.47
500-00-45620-209-000	REC - SENIOR PROGRAMS	0.00	3,799.73	3,000.00	799.73	126.66
500-00-45620-210-000	REC - ADULT LEAGUES FEES	400.00	4,100.00	5,000.00	-900.00	82.00
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	146.00	1,717.00	9,000.00	-7,283.00	19.08
500-00-45620-224-000	REC - SPECIAL EVENTS	196.65	27,746.00	55,000.00	-27,254.00	50.45
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	0.00	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	6,562.50	33,317.50	50,000.00	-16,682.50	66.64
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	708.50	7,903.75	15,000.00	-7,096.25	52.69
500-00-45620-240-000	REC - KETTLEBROK CHURCH RENT	0.00	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	45,891.72	101,000.00	-55,108.28	45.44
500-00-45620-252-000	REC - VILLAGE WELLNESS PROGRAM	0.00	12.66	1,500.00	-1,487.34	0.84
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		-85,683.89	202,803.83	679,976.00	-477,172.17	29.83
500-00-47210-000-000	REC- GENERAL FUND TRANSFER OUT	132,254.00	132,254.00	0.00	132,254.00	0.00
MISCELLANEOUS REVENUE		132,254.00	132,254.00	0.00	132,254.00	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		46,570.11	335,057.83	690,976.00	-355,918.17	48.49

Fund: 500 - RECREATION

Account Number		2025	2025	2025	Budget	% of
		June	Actual 06/30/2025	Budget	Status	Budget
500-00-55310-110-000	REC ADMIN - WAGES	26,222.55	143,597.98	257,429.00	113,831.02	55.78
500-00-55310-110-001	REC EVEN/WEEKEND - WAGES	4,876.76	22,808.02	30,000.00	7,191.98	76.03
500-00-55310-110-002	REC PART-TIME SEASONAL - WAGES	2,798.40	10,412.40	21,000.00	10,587.60	49.58
500-00-55310-110-004	REC WBSD 4K - WAGES	2,702.00	19,278.00	50,000.00	30,722.00	38.56
500-00-55310-125-000	REC ADMIN - HEALTH/LIFE INSUR	7,225.08	33,014.65	95,918.00	62,903.35	34.42
500-00-55310-125-002	REC PART-TIME/SEAS-HEALTH/LIFE	0.00	23.94	0.00	-23.94	0.00
500-00-55310-130-000	REC ADMIN - WRS	1,822.46	9,382.53	22,564.00	13,181.47	41.58
500-00-55310-130-001	REC EVEN/WEEKEND - WRS	11.99	48.48	2,000.00	1,951.52	2.42
500-00-55310-130-002	REC PART-TIME/SEASONAL - WRS	33.36	33.36	100.00	66.64	33.36
500-00-55310-130-004	REC WBSD 4K - WRS	170.28	997.37	3,500.00	2,502.63	28.50
500-00-55310-135-000	REC ADMIN - SOCIAL SECURITY	1,489.13	9,303.63	14,884.00	5,580.37	62.51
500-00-55310-135-001	REC EVEN/WEEKEND - SOC SEC	302.39	1,414.15	3,200.00	1,785.85	44.19
500-00-55310-135-002	REC PART-TIME/SEASON - SOC SEC	173.50	645.57	1,500.00	854.43	43.04
500-00-55310-135-004	REC WBSD 4K - SOCIAL SECURITY	167.52	1,195.24	4,000.00	2,804.76	29.88
500-00-55310-140-000	REC ADMIN - MEDICARE	348.30	2,175.92	3,481.00	1,305.08	62.51
500-00-55310-140-001	REC EVEN/WEEKEND - MEDICARE	70.74	330.77	650.00	319.23	50.89
500-00-55310-140-002	REC PART-TIME/SEASON -MEDICARE	40.58	151.00	350.00	199.00	43.14
500-00-55310-140-004	REC WBSD 4K - MEDICARE	39.17	279.57	700.00	420.43	39.94
500-00-55310-145-000	REC ADMIN - MEDICAL REIMBURSE	132.69	521.14	2,000.00	1,478.86	26.06
500-00-55310-202-000	REC - EDUCATION/TRAVEL/DUES	0.00	2,378.61	5,000.00	2,621.39	47.57
500-00-55310-204-000	REC - PROGRAM / ACCT REFUNDS	0.00	3,564.00	3,000.00	-564.00	118.80
500-00-55310-205-000	REC - PROP/LIABTY 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	1,707.38	16,572.33	45,000.00	28,427.67	36.83
500-00-55310-208-000	REC - OFFICE SUPPLIES	446.41	1,367.51	3,000.00	1,632.49	45.58
500-00-55310-209-000	REC - WATER / SEWER	0.00	813.78	3,000.00	2,186.22	27.13
500-00-55310-210-000	REC - CELL PHONES	100.86	962.06	1,800.00	837.94	53.45
500-00-55310-211-000	REC - PHONE / INTERNET	-78.72	3,924.32	3,000.00	-924.32	130.81
500-00-55310-212-000	REC - IT SUPPORT	422.00	3,331.34	7,500.00	4,168.66	44.42
500-00-55310-213-000	REC - BLDG EQUIPMENT / REPAIRS	111.00	11,878.88	12,000.00	121.12	98.99
500-00-55310-214-000	REC - YOUTH PROGRAM SUPPLIES	15.00	833.15	2,500.00	1,666.85	33.33
500-00-55310-215-000	REC - JANITORIAL/BLDG SUPPLIES	295.22	2,100.64	3,000.00	899.36	70.02
500-00-55310-216-000	REC - ADULT PROGRAM SUPPLIES	167.48	188.68	1,500.00	1,311.32	12.58
500-00-55310-217-000	REC - SENIOR PROGRAMS	32.19	3,000.87	1,000.00	-2,000.87	300.09
500-00-55310-220-000	REC - SPECIAL EVENTS	499.75	12,176.82	12,000.00	-176.82	101.47
500-00-55310-222-000	REC - PRINTING	80.75	2,283.25	3,300.00	1,016.75	69.19
500-00-55310-224-000	REC - POSTAGE / COPIER	165.92	1,215.30	4,200.00	2,984.70	28.94
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	1,005.59	1,431.10	5,000.00	3,568.90	28.62
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	4,441.00	18,046.06	35,000.00	16,953.94	51.56
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	14.00	527.46	500.00	-27.46	105.49
500-00-55310-268-000	REC - CONCESSION STAND MAINT	75.00	266.45	800.00	533.55	33.31
500-00-55310-269-000	REC - FIRE/SECURITY MONITORING	94.82	298.34	5,000.00	4,701.66	5.97
500-00-55310-270-000	REC - SALES & USE TAX	0.00	970.05	4,000.00	3,029.95	24.25
500-00-55310-280-000	REC - WBSD 4K PROGRAM SUPPLIES	266.72	686.22	2,600.00	1,913.78	26.39
500-00-55310-282-000	REC - VILLAGE WELLNESS PROGRAM	0.00	316.44	1,000.00	683.56	31.64
=====						
PARKS & RECREATION		58,489.27	351,814.67	690,976.00	339,161.33	50.92
=====						

Fund: 500 - RECREATION

Account Number	2025	2025	2025	Budget	% of
	June	Actual 06/30/2025	Budget	Status	Budget
=====					
Total Expenses	58,489.27	351,814.67	690,976.00	339,161.33	50.92
=====					
Net Totals	-11,919.16	-16,756.84	0.00	16,756.84	

Fund: 800 - PARK FUND

Account Number	2025 June	2025 Actual 06/30/2025	2025 Budget	Budget Status	% of Budget
800-00-45830-000-000 PARK FUND - FEES COLLECTED	22,446.00	66,369.00	10,000.00	56,369.00	663.69
=====					
PUBLIC CHARGES FOR SERVICES	22,446.00	66,369.00	10,000.00	56,369.00	663.69
=====					
800-00-48110-000-000 PARK FUND - INT ON INVESTMENTS	0.00	2,834.93	500.00	2,334.93	566.99
=====					
MISCELLANEOUS REVENUE	0.00	2,834.93	500.00	2,334.93	566.99
=====					
800-00-49200-000-000 TRANSFER FROM CAP PRJTS FUND	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	22,446.00	69,203.93	10,500.00	58,703.93	659.09
=====					

Fund: 800 - PARK FUND

Account Number		2025 June	2025 Actual 06/30/2025	2025 Budget	Budget Status	% of Budget
800-00-55210-420-000	PARK FUND - IMPACT PROJECTS	0.00	0.00	0.00	0.00	0.00
800-00-55210-421-000	PARK FUND - PLAY APPARATUS	0.00	0.00	0.00	0.00	0.00
PARKS & RECREATION		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	0.00	0.00	0.00	0.00
Net Totals		22,446.00	69,203.93	10,500.00	-58,703.93	659.09

Fund: 150 - HOTEL / MOTEL

Account Number		2025	2025	2025	Budget Status	% of Budget
		June	Actual 06/30/2025	Budget		
150-00-41210-000-000	HOTEL/MOTEL - ROOM TAX	0.00	20,970.46	74,000.00	-53,029.54	28.34
=====						
	TAXES	0.00	20,970.46	74,000.00	-53,029.54	28.34
=====						
	Total Revenues	0.00	20,970.46	74,000.00	-53,029.54	28.34
=====						

Fund: 150 - HOTEL / MOTEL

Account Number		2025	2025	2025	Budget	% of
		June	Actual 06/30/2025	Budget	Status	Budget
150-00-51100-395-001	COMMUNITY EVENTS & ADVERTISING	5,894.31	21,056.31	43,500.00	22,443.69	48.41
150-00-51100-395-002	WASHINGTON COUNTY SUPPORT	0.00	6,000.00	6,000.00	0.00	100.00
150-00-51100-395-003	VILLAGE TOURISM/PROMOTION	138.16	11,678.79	24,500.00	12,821.21	47.67
=====						
GENERAL GOVERNMENT		6,032.47	38,735.10	74,000.00	35,264.90	52.34
=====						
Total Expenses		6,032.47	38,735.10	74,000.00	35,264.90	52.34
=====						
Net Totals		-6,032.47	-17,764.64	0.00	17,764.64	

Service Analysis & Financial Strategies Spreadsheet

Service Analysis & Financial Strategies Spreadsheet

Summer 2025

Service Analysis & Financial Strategies Spreadsheet												Social Good	Cost Recovery
Service Analysis & Financial Strategies Spreadsheet												Invest To Capture Market	Market Driven
Summer 2025												Invest To Sustain Market	Competitive
												Divest	Community
Service Provided	Total COST	Total Revenue	Meets Mission		Financial Viability		Market Position		Other Providers		% Cost Recovery	Recommended Financial Strategy	Pricing Strategy
			Yes	No	Good	Poor	Strong	Weak	High	Low			
Fitness Center (annually)	approx. \$1,500	\$7,903.00	X		X		X		X		100%+	Invest to Sustain Market	Market Driven/Comp.
Personal Training	see rec desk		x		x		x		x		100%	restructure	Competitive
Independent Walking	0	0	X			X	X			X	0	social good	community
Summer Open Gym	see rec desk		x		x		x		x		100%	restructure	Community
Youth Fish Derby	\$71.57	sponsor/don	x		x		x			x	100%	social good	community
Action in Jackson Events	0		x		x		x			x	100%	Social Good	Community
Little Authors	\$0	\$0	x		x		x		x		100%	restructure	market driven
Mad Science	\$0	\$0	X		X		X		X		100%	restructure	market driven
Badges & Bows	\$0	\$0	x		x		x		x		100%	invest to sustain	market driven
Lets Start with a Book	Free	Free	x		x		x		x		100%	restructure	Community
Beginner Tumbling	0	171	x		x		x			x	100%	Social Good	Community
BINGO for a Buck			x		x		x			x	100%	social good	community
Cops Rods Reels	\$0	\$0	x		x		x			x	100%	invest to sustain	market driven
Picxleball crt indoor rental	0	525	x		x		x		x		100%	invest to sustain	market driven
Pee Wee Tumbling	\$360	\$630	x		x		x		x		100%	invest to sustain	market driven
Stock Box	Free	Free	x		x		x			x	100%	Social Good	Community
Movement & Music	\$72.00	\$315	x		x		x			x	100%	invest to sustain	market driven
Tiny Tots Sports	\$342	\$645	x		x		x			x	100%	invest to sustain	market driven
Tot Time	\$5,000	\$6,960	x		x		x			x	100%	invest to sustain	market driven
Don't Fear the Fall	Free	Free	x		x		x			x	100%	restructure	Community
Medicare Workshop	FREE	Free	x		x		x		x		100%	Social Good	community
Senior Card Club	see rec desk		x		x		x			x	100%	Social Good	community
Learn to SKate	\$0	\$0	x		x		x		x		100%	invest to suseain	community
Pee Wee Tennis	\$0	\$0	x		x		x		x		100%	invest to sustain	market driven
Peewee Basketball	\$198	\$263	x		x		x		x		100%	invest to sustain	market driven
Peewee Baseball - tball	\$540	\$975	x		x		x		x		100%	invest to sustain	market driven
Peewee Football	not paid yet	\$210	x		x		x		x		100%	invest to sustain	market driven
Paint Party	\$0	\$0	x		x		x			x	100%	restructure	market driven
Red Cross Blood Drive	Free	Free	x		x		x			x	100%	Social Good	Community
adventures in art	\$40	\$40	x		x			x	x		100%	restructure	Community
Walking	Free	Free	x		x		x			x	100%	Social Good	Community
Cartooning	\$0	\$0	x		x		x			x	100%	restructure	market driven

Social Good

Invest To Capture Market

Invest To Sustain Market

Divest

Cost Recovery

Market Driven

Competitive

Community

Cardio Lite Tuesday	\$1,180	\$2,704	x		x		x		x	100%	invest to sustain	market driven
Pickleball	\$0	\$2,895	x		x		x		x	100%	invest to sustain	market driven
Piano Lessons	\$1,380	\$1,925	x		x		x		x	100%	invest to sustain	market driven
youth tennis	\$0	\$0	x		x		x		x	100%	invest to sustain	market driven
Beer Garden	\$0	\$5,289	x		x		x		x	100%	Social Good	Community
Slice of Art	\$50	\$50	x		x		x		x	100%	restructure	market driven
Babysitting-Redcross	\$0	\$0	x		x		x		x	100%	restructure	market driven
Challenger Soccer Camp	community		x		x		x		x	100%	invest to sustain	Community
Cookie Decorating	\$250	\$315	x		x		x		x	100%	restructure	market driven
art with heart	\$75	\$120	X		X		X		X	100%	restructure	market driven
parent/child cookie	0	0	x		x		x		x	100	restructure	market driven
quality time in the kitchen	0	148	x		x			x	x	100	restructure	market driven
Medicare Scams AARP	Free	Free	x		x		x		x	100%	social good	community
Indoor Youth Archery	\$0	\$100	x		x		x		x	100%	invest to sustain	market driven
Youth Golf-Bog	\$0	\$0	x		x		x		x	100%	invest to sustain	market driven
Tech Support Scams AARP	Free	Free	x		x		x		x	100%	social good	Community
parent/tot gardening	\$50	\$63	x		x		x		x	100%	restructure	market driven
Lets Dance	\$1,533	\$2,999	x		x		x		x	100%	invest to sustain	market driven
need asst with laptop	0	0	x		x		x		x	100%	invest to sustain	market driven
ABC'S Computers	0	0	x		x		x		x	100%	invest to sustain	market driven
Pickleball League	\$0	\$0	x		x		x		x	100%	invest to sustain	market driven
Pickleball Clinics	\$0	\$400	x		x		x		x	100%	invest to sustain	market driven
Pickleball Outdoor Rental	\$0	\$0	x		x		x		x	100%	invest to sustain	market driven
Enchanted Library	Free	Free	x		x		x		x	100%	Social Good	Community
Body Pump	\$600	\$616	x		x		x		x	100%	invest to sustain	market driven
annual youth free throw	0	0	x		x		x		x	100	social good	community
momm & me kitchen	\$0	\$333	x		x			x	x	100%	restructure	market driven
Strike	\$280	\$455	x		x		x		x	100%	invest to sustain	market driven
Beginning Yoga	\$1,809	\$2,755	x		x		x		x	100%	invest to sustain	market driven
Smart Sitters	\$175	\$250	x		x		x		x	100%	invest to sustain	market driven
Learn to Skate	\$0	\$0	x		x		x		x	100%	invest to sustain	market driven
Zumba	\$1,035	\$1,633	x		x		x		x	100%	invest to sustain	market driven
AARP Safe Driving			x		x		x		x	100%	Social Good	community
CPR Certification	\$0	\$0	x		x		x		x	100%	restructure	market driven
Jazzercise	\$0	\$0	x		x		x		x	100%	restructure	market driven
PB Court Indoor Rentals	\$0	\$525	x		x		x		x	100%	Social Good	Community
Fantasy Football	\$0	\$0	x		x		x		x	100%	invest to sustain	Community
pb Tournament	\$0	\$140	x		x		x		x	100%	invest to sustain	market driven
Parent Gardening	\$0	\$0	x		x		x		x	100%	restructure	market driven
Fitness orientation	\$0	Part memb	x		x		x		x	0%	restructure	community

Arbor Day	free	free	x		x		x		x		0%	social good	community
Easter Egg Hunt	400	sponsor/don	x		x		x		x		100%	social good	community
Ping Pong League	Free	Free	x		x		x		x		100	restructure	Community
VB Open Gym	\$0	\$0	x		x		x		x		100%	restructure	Community
Health CPR	\$0	\$0	x		x		x		x		100%	restructure	market driven
Envelop Decorating	\$0	\$0	x		x		x		x		100%	divest	market driven
KML Youth Softball	0	1000	x		x		x		x		100%	invest to sustain	market driven
Pickleball Lessons	\$30	\$220	x		x		x		x		100%	invest to sustain	market driven
Summer Volleyball	\$0	\$800	x		x		x		x		100%	invest to sustain	market driven
Injury Prevention Wkshop	Free	Free	x		x		x		x		100%	restructure	community
Summer Wed Softball	\$0	\$1,100	x		x		x		x		100%	invest to sustain	market driven
Container Gardening	0	\$0	x		x		x		x		100%	restructure	market driven
stay home alone	\$0	\$0	x		x		x		x		100%	restructure	market driven
Hearing Tests	Free	Free	x		x		x		x		100%	social good	Community
Fitness Drumming	\$120	\$207	x		x		x		x		100%	invest to sustain	market driven
Understanding Medicare	free	free	x		x		x		x		100%	Social Good	community
Martin yth baseball	\$0	\$0	x		x		x		x		100%	restructure	market driven
Martin yth Basketball	\$0	\$0	x		x		x		x		100%	restructure	market driven
Martin yth Football	\$0	\$0	x		x		x		x		100%	restructure	market driven
Cario Extreme	\$600	\$848	x		x		x		x		100%	invest to sustain	market driven
Power Sculpt HIIT	\$0	\$0	x		x		x		x		100%	Invest To Capture M	market driven
Sit and Be Fit	\$375	\$250	x		x		x		x		100%	invest to sustain	market driven
Kettlebell Fitness	\$0	\$0	x		x		x		x		100%	Invest To Capture M	market driven
smart starts	\$0	\$0	x		x		x		x		100%	Invest To Capture M	market driven
passport to retirement	\$0	\$0	x		x		x		x		100%	Invest To Capture M	market driven
financial organization works	\$0	\$0	x		x		x		x		100%	Invest To Capture M	market
CLASSES THAT HAVE \$0 IN THEM MAY HAVE RUN. Jackson did not have enrollment but Slinger did or Hartford.													

						Amount of Grant left: \$816.64				
<u>Grant Pograms</u>	Instr Cost		expenses		facility fee		5% admin fee			
Cooking for 1	1549.5		240		150		89.5			Renee Taught
Lets Create	120		0		50		8.5			Sonya Behan
Bingo for a Buck 60+	0		202		50		10.1			Jacob taught/volunteers taught
Pickleball 60 +	187.46		2520		50		135			Jacob supervised
Cardio Drumming 60+	240		0		100		17			Wendy Iverson
Total	2096.96		2961		400		260		5718.85	

Some of the total amount has not been billed to the ADRC yet. Current amount remaining in grant sits at 816.64

Programs Taken out as of 2025 Spring/Summer/Fall Activity Guide

Succulents vs Moss	0	0	x		x		x				100%	divest	Community
Everything your mom....	\$0	\$0	x		x		x			x	100%	divest	market driven
Goat Yoga	0	0	X		x		x			x	100%	invest to sustain	market driven
Family Archery	0	0	x		x		x			x	100%	invest to sustain	market driven
Hand and Foot	0	50	x		x		x			x	100%	invest to sustain	community
cardio hoop mix lite TH	\$240	\$429	x		x		x			x	100%	invest to sustain	market driven
Adult Tennis	\$0	\$0	x		x		x			x	100%	invest to sustain	market driven
Pelvic Floor Exercise	\$0	\$0	x		x		x			x	100%	divest	market driven
Beg Tennis	\$45	\$78	x		x		x			x	100%	invest to sustain	market driven
Only leaves should fall	Free	Free	x		x		x			x	100%	Social Good	Community
Chess Camp	\$0	\$0	x		x		x			x	100%	invest to sustain	market driven

Revenue By Period - GL Account Summary

Start Date: 1/1/2025 12:00 AM End Date: 7/8/2025 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												
665.00	665.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,057.50	0.00	-392.50
204 - Grants/Sponsorships/Donations												
6,394.13	6,394.13	0.00	5,494.13	900.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
206 - Adult Programming												
12,674.14	12,674.14	2,870.50	3,360.64	6,672.00	6,672.00	0.00	0.00	0.00	45.00	0.00	-274.00	0.00
208 - Youth Programming												
26,095.20	26,095.20	805.00	9,135.20	19,250.00	19,250.00	0.00	0.00	0.00	107.50	0.00	-3,202.50	0.00
209 - Senior Program												
1,794.73	1,794.73	1,215.00	539.73	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210 - Adult Leagues												
3,850.00	3,850.00	300.00	3,050.00	700.00	700.00	0.00	0.00	0.00	0.00	0.00	-200.00	0.00
211 - Youth Leagues												
225.00	225.00	0.00	0.00	225.00	225.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
214 - Concessions												
2,728.00	2,728.00	2,728.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224 - Special Events												
26,395.00	26,395.00	10,510.00	14,105.00	1,780.00	1,780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
228 - WPRA Tickets												
78.00	78.00	0.00	78.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Revenue By Period - GL Account Summary

Start Date: 1/1/2025 12:00 AM End Date: 7/8/2025 11:59 PM

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

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

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												
26,242.50	26,242.50	950.00	15,492.50	10,755.00	10,755.00	0.00	0.00	0.00	100.00	0.00	-1,055.00	0.00
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
238 - Fitness Memberships												
4,094.25	4,094.25	778.25	1,730.25	1,620.75	1,620.75	0.00	0.00	0.00	0.00	0.00	-35.00	0.00
240 - Kettlebrook Church 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
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
250 - 4K												
29,488.86	29,488.86	0.00	22,945.86	6,543.00	6,543.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300 - Deposits For Rentals												
300.00	300.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
171,193.21	171,193.21	20,325.15	106,231.31	48,485.75	48,485.75	0.00	0.00	\$0.00	252.50	1,057.50	-4,766.50	-392.50

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

Sales Tax

Revenue By Period - GL Account Summary

Start Date: 1/1/2025 12:00 AM End Date: 7/8/2025 11:59 PM

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

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

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

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

Convenience Fees

Convenience Fees Assessed	\$1,566.56	CONVENIENCE FEES REFUNDED	\$0.00	NET CONVENIENCE FEES	\$1,566.56
---------------------------	------------	---------------------------	--------	----------------------	------------

2026 Event Calendar

Monte Carlo Night	Feb. 28					
Indoor Pickleball Tournament	March 21					
Easter Egg Hunt	March 27					
Fish Derby	May 1					
Preschool Prom	May 25					
Village Wide Rummage	May 16					
Action in Jackson	June 5 – 7					
Music in the Park	June 18	July 2	July 16	August 13 August 27	September 10	
Touch-A-Truck	July 9					
Beer Garden	July 30 – 31					
National Night Out - Jackson PD	???					
JFD Open House	???					
Jackson Fall Festival of Fun & Beer Garden	October 8					
Village Christmas Tree Lighting	December 4					

MEMO

DATE 7/15/2025

TO	FROM	REGARDING
Park and Recreation Commission	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Agenda Item #4 Cedar Run – Dog Park Project Bid Review and Staff Recommendation

In 2024, the Village Board approved a budget of \$500,000 for the engineering and construction of a dog park in Jackson. The Village subsequently entered a contract with MSA Professional Services to conduct a feasibility study, determine the most suitable location, complete engineering plans, and manage the project through the bid opening phase.

Following site analysis and coordination with Village staff, **Cedar Run Park** was identified as the preferred location for the dog park. Bid openings for the project were held on **July 2, 2024**, and two bids were received:

- **Lowe Underground, Inc.** – \$217,614.10
- **C.W. Purpero, Inc.** – \$310,458.00

After reviewing the bids, MSA recommends awarding the contract to **Lowe Underground, Inc.**, the lowest responsive and responsible bidder. Lowe Underground Inc. has been evaluated and determined to be a qualified contractor capable of meeting the project's scope and expectations.

Project Scope

The scope of work for this phase of the project includes:

- Installation of a **perimeter fence** around the park
- **Tree removal and turf replacement** to create open play areas for dogs
- Construction of **mulched walking paths**
- Creation of a **separate, smaller fenced area** for small dogs to be separated from large dogs if desired



Project Timeline

- **Start** is anticipated to begin **fall of 2025**
- **Substantial completion** is anticipated by **May 15, 2026**
- **Completion** is scheduled for **June 15, 2026**

Project Funding

The project is being funded as part of the Capital Improvement Plan with GO Notes. The project scope **does not include** amenities such as signage, park benches, or other park features. Village staff are currently developing **sponsorship opportunities** to include such amenities which will also be used to help with the project. Staff is also working with the Friends of Parks and Recreation on additional fundraising and outreach efforts as part of the next steps in the project.

Recommendation

Staff recommend that the Village proceed with awarding the construction contract for the Dog Park at Cedar Run Park to **Lowe Underground, Inc.**, in the amount of **\$217,614.10**, contingent on final contract execution and approval of construction oversight services.

Attachment:

1. Bid Comparison Spreadsheet
2. Lowe Underground Bid Documents

Village of Jackson Cedar Creek Dog Park Project (#9734010)

Owner: Village of Jackson

Solicitor: MSA Professional Services - Baraboo

07/02/2025 10:00 AM CDT

MSA Project #05900007

				Lowe Underground, Inc.		C.W. Purpero, Inc	
Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
General							
	MOBILIZATION, BONDS &						
1	INSURANCE	LS	1	\$16,000.00	\$16,000.00	\$8,000.00	\$8,000.00
2	CONSTRUCTION LAYOUT	LS	1	\$3,850.00	\$3,850.00	\$5,000.00	\$5,000.00
	EROSION AND SEDIMENTATION						
3	CONTROL	LS	1	\$7,650.00	\$7,650.00	\$17,000.00	\$17,000.00
4	TURF AND SITE RESTORATION	LS	1	\$42,841.00	\$42,841.00	\$55,500.00	\$55,500.00
5	CLEARING AND GRUBBING	LS	1	\$21,244.00	\$21,244.00	\$31,000.00	\$31,000.00
6	UNCLASSIFIED EXCAVATION	LS	1	\$16,750.00	\$16,750.00	\$69,000.00	\$69,000.00
	5-INCH CONCRETE SIDEWALK						
7	WITH BASE	SF	450	\$14.50	\$6,525.00	\$26.00	\$11,700.00
	POST AND WOVEN WIRE FENCE,						
8	4-FOOT	LF	1970	\$30.24	\$59,572.80	\$29.00	\$57,130.00
	POST AND WOVEN WIRE FENCE,						
9	PEDESTRIAN GATE	EA	3	\$1,098.00	\$3,294.00	\$1,036.00	\$3,108.00
	POST AND WOVEN WIRE FENCE,						
10	SERVICE GATE	EA	2	\$2,978.00	\$5,956.00	\$2,690.00	\$5,380.00
11	WOOD CHIP PATH	CY	370	\$31.69	\$11,725.30	\$45.00	\$16,650.00
	DENSE GRADED BASE, 1 1/4						
12	INCH	TON	450	\$35.00	\$15,750.00	\$55.00	\$24,750.00
13	GEOTEXTILE FABRIC, TYPE DF	SY	2400	\$2.69	\$6,456.00	\$2.60	\$6,240.00
Base Bid Total Lines 1 - 13:				\$217,614.10		\$310,458.00	



1230 South Boulevard
Baraboo, WI 53913
(800) 362-4505

www.msa-ps.com

July 3, 2025

Brian Heckendorf, Village President
Village of Jackson
N168W19851 Main St.
Jackson, WI 53037

Re: Cedar Creek Dog Park
Village of Jackson

Dear Mr. Heckendorf:

Upon review of the bids received on July 2, 2025 for the above-referenced project, it was found that they were submitted by qualified contractors. We received two bids and bids ranged from \$217,614.10 to \$310,458.00. It is our recommendation that the low responsive bidder listed below be accepted and award made at your next meeting.

Lowe Underground, Inc.
13201 W. Silver Spring Rd.
Butler, WI 53007

Bid Amount \$217,614.10

Please execute the enclosed Notice of Award for the contract. Once the form is signed, please email a copy back to sgranberg@msa-ps.com and mssmith@msa-ps.com. After receiving the executed copy, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,

MSA Professional Services, Inc.


Shelley Granberg, P.E.
Project Manager

mss
Enc.

NOTICE OF AWARD

Date of Issuance: _____

Owner: Village of Jackson

Owner's Contract No.:

Engineer: MSA Professional Services, Inc

Engineer's Project No.:05900007

Contract: Village of Jackson - Cedar Creek Dog Park

Bidder: Lowe Underground, Inc.

Bidder's Address: 13201 W. Silver Spring Rd., Butler, WI 53007

You are notified that your Bid dated July 2, 2025 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for Cedar Creek Dog Park

Describe Work, alternates, or sections of Work awarded.]

The Contract Price of your Contract is two hundred seventeen thousand, six hundred fourteen dollars and ten cents Dollars (\$217,614.10). Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

1 unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☐ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 1 counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: Village of Jackson

By (signature): _____

Name (printed): _____

Title: _____

Copy to Engineer

00 51 00 Notice of Award

EJCDC® C-510, Notice of Award.

Copyright © 2018 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

G:\05\05900\05900007\Spec\Construction Contracts\1_NOA to Owner\NOA Doc_05900007.docx

BID
CEDAR CREEK DOG PARK PROJECT
VILLAGE OF JACKON
WASHINGTON COUNTY, WI

PROJECT #05900007

TABLE OF ARTICLES

<u>Article Number</u>	<u>Article</u>
1	Owner and Bidder
2	Attachments to this Bid
3	Basis of Bid – Unit Prices
4	Time of Completion
5	Bidders Acknowledgements: Acceptance Period, Instructions, and Receipt of Addenda
6	Bidder's Representations and Certifications

ARTICLE 1 - OWNER AND BIDDER

1.01 This Bid is submitted to:

Quest CDN/vBID (www.QuestCDN.com)

Access the electronic bid form by downloading the project documents, and select the online bidding button at the top of the advertisement. Contact Quest at (952) 233-1632 if you have questions on how to upload your bid.

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 - ATTACHMENTS TO THIS BID

2.01 The following documents are submitted with and made a condition of this Bid:

A. Required Bid security Bid Bond

B. List of Proposed Subcontractors

Homer Tree Services - Clearing & Grubbing

Property Solutions Contracting - Site Work

C. List of Proposed Suppliers

TBD

D. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;

E. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;

F. Required Bidder Qualifications Statement with Supporting Data;

ARTICLE 3 - BASIS OF BID – LUMP SUM AND UNIT PRICES

3.01 Unit Price Bids

A. Bidder will perform the following Work at the indicated unit prices:

ITEM NO.	ITEM DESCRIPTION	EST. QTY	UNITS	UNIT PRICE	TOTAL PRICE
-------------	---------------------	-------------	-------	---------------	----------------

COMPLETE AND SUBMIT BID ITEMS VIA QUEST vBID ONLINE

B. Bidder acknowledges that:

1. each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and
2. estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 4 - TIME OF COMPLETION

- 4.01 Bidder agrees that the Work will be substantially complete within 60 calendar days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 90 calendar days after the date when the Contract Times commence to run.
- 4.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 5 - BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

5.01 Bid Acceptance Period

- A. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 Instructions to Bidders

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 Receipt of Addenda

- A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date
1	6/17/2025
2	6/30/2025
X	X

ARTICLE 6 - BIDDER'S REPRESENTATIONS AND CERTIFICATIONS

6.01 Bidder's Representations

- A. In submitting this Bid, Bidder represents the following:
1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
 2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
 4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
 5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
 6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical

Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder's (Contractor's) safety precautions and programs.

7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

6.02 Bidder's Certifications

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
 - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.

- c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
- d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

BIDDER: Lowe Underground, Inc.

BIDDER hereby submits this Bid as set forth above:

Bidder:

Lowe Underground, Inc.

(typed or printed name of organization)

By:



(individual's signature)

Name:

Tyler Lowe

(typed or printed)

Title:

President

(typed or printed)

Date:

7/2/2025

(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest:



(individual's signature)

Name:

William Conley

(typed or printed)

Title:

Witness

(typed or printed)

Date:

7/2/2025

(typed or printed)

Address for giving notices:

13201 W. Silver Spring Rd. Butler, WI 53007

Bidder's Contact:

Name:

Tyler Lowe

(typed or printed)

Title:

President

(typed or printed)

Phone:

262-613-1142

Email:

tyler@loweug.com

Address:

13201 W. Silver Spring Rd. Butler, WI 53007

Bidder's Contractor License No.: (if applicable)

1103087



TO WHOM IT MAY CONCERN:

I, Tyler Lowe, hereby warrant that I am the president of Lowe Underground, Inc. and have the sole authority to sign contracts and other construction documents on behalf of the corporation.

Signed: *Tyler Lowe* Date: 5/14/2025

Lowe Underground, Inc.
Tyler Lowe



State of Wisconsin
Department of Financial Institutions

ARTICLES OF INCORPORATION - STOCK FOR-PROFIT CORPORATION

Executed by the undersigned for the purpose of forming a Wisconsin Stock For-Profit Corporation under Chapter 180 of the Wisconsin Statutes:

- Article 1. **Name of the corporation:**
 LOWE Underground, Inc.
- Article 2. **The corporation is organized under Ch. 180 of the Wisconsin Statutes.**
- Article 3. **Name of the initial registered agent:**
 Edward J. Lawton
- Article 4. **Street address of the initial registered office:**
 2 E. Mifflin Street, Suite 200
 Madison, WI 53703
 United States of America
- Article 5. **Number of shares of stock the corporation shall be authorized to issue:**
 Number of Shares Authorized: 100
 Class: Common
- Article 6. **Name and complete address of each incorporator:**
 Edward J. Lawton
 2 E. Mifflin Street, Suite 200
 Madison, WI 53703
 United States of America
- Other provisions (optional). (No other provisions declared.)
- Other Information. **This document was drafted by:**
 Edward J. Lawton
- Incorporator signature:**
 Edward J. Lawton

Date & Time of Receipt:

12/8/2021 3:37:41 PM

Order Number:

202112085850597

**ARTICLES OF INCORPORATION - Wisconsin Stock For-Profit Corporation (Ch.
180)**

--

Filing Fee: \$100.00
Total Fee: \$100.00

ENDORSEMENT

**State of Wisconsin
Department of Financial Institutions**

EFFECTIVE DATE	
12/8/2021	

FILED 12/8/2021	
	Entity ID Number L072708



EIN Assistant

1. Progress 2. EIN Assigned 3. Confirmation 4. Confirmation 5. EIN Confirmation

Congratulations! The EIN has been successfully assigned.

EIN Assigned: **87-3994307**

Legal Name **LOWE UNDERGROUND INC**

The confirmation letter will be mailed to the applicant. This letter will be the applicant's official IRS notice and will contain important information regarding the EIN. Allow up to 4 weeks for the letter to arrive by mail.

We strongly recommend you print this page for your records.

Click "Continue" to get additional information about using the new EIN.

[Continue >>](#)

Help Topics

[Can the EIN be used before the confirmation letter is received?](#)



EIN Assistant

[1. New Program](#) [2. Identify](#) [3. Authenticate](#) [4. Review](#) [5. EIN Confirmation](#)

5. EIN Confirmation

Summary of your information

Please review the information you are about to submit. If any of the information below is incorrect, you will need to [start a new application](#).

Click the "Submit" button at the bottom of the page to receive your EIN.

Organization Type: Corporation

Corporation Information

Legal name:	LOWE UNDERGROUND INC
County:	WAUKESHA
State/Territory:	WI
Date Corporation started or acquired:	DECEMBER 2021
Closing month of accounting year:	DECEMBER
State/Territory where articles of organization are (or will be) filed:	WI

Addresses

Physical Location:	13201 W SILVER DRIVE BUTLER WI 53007
Phone Number:	262-781-9210
TPD Name:	EDWARD J LAWTON
TPD Address:	2 E MIFFLIN STREET SUITE 200 MADISON WI 53703
TPD Phone Number:	608-283-6759

Responsible Party

Name:	TYLER LOWE
SSN/ITIN:	XXX-XX-8534

Principal Business Activity

What your business/organization does:	CONSTRUCTION
Principal products/services:	ELECTRICAL

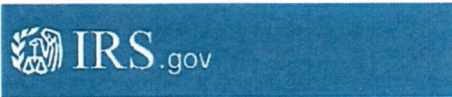
Additional Corporation Information

Owens a \$5,000 pounds or greater highway motor vehicle:	NO
Involves gambling/wagering:	NO
Involves alcohol, tobacco or firearms:	NO
Files Form 720 (Quarterly Federal Excise Tax Return):	NO
Has employees who receive Forms W-2:	NO
Reason for Applying:	STARTED A NEW BUSINESS

We strongly recommend you print this summary page for your records as this will be your only copy of the application. You will not be able to return to this page after you click the "Submit" button.

Click "Submit" to send your request and receive your EIN.

Once you submit, please wait while your application is being processed. It can take up to two minutes for your application to be processed.

**EIN Assistant**[Home](#) [About](#) [Security](#) [Download Forms](#) [Businesses](#) [Partners](#)**5. EIN Confirmation****Additional Information about your EIN**

We suggest you print this page for your records.

When Can You Use Your EIN?

This EIN is your permanent number and can be used immediately for most of your business needs, including:

- Opening a bank account
- Applying for business licenses
- Filing a tax return by mail.

However, it will take up to two weeks before your EIN becomes part of the IRS's permanent records. You must wait until this occurs before you can:

- File an electronic return
- Make an electronic payment
- Pass an IRS Taxpayer Identification Number (TIN) matching program.

Next Steps

You can download IRS forms, publications, and tax returns at <http://www.irs.gov/formspublic>

Corrections?

If you need to make changes to your organization's information, you must do so in writing and mail the information to the address provided at <https://www.irs.gov/businesses/business-name-change>.

[<< Back](#)[Continue >>](#)

BIDDER QUALIFICATIONS

DOCUMENT INCLUDES: *Information necessary to determine if BIDDER is qualified to do work.*

QUESTIONNAIRE CONTENTS: *Contents of questionnaire will be considered confidential. If OWNER is not satisfied with sufficiency of answers, bid may be rejected or additional information required.*

I. IDENTIFICATION

Name of Bidder Lowe Underground, Inc.

Bidder's Address 13201 W. Silver Spring Rd.

City Butler State Wisconsin Zip 53007

Telephone No. 262-613-1142

When Organized? 12/8/2021

Where Incorporated? Wisconsin

How many years have you been engaged in contracting business under present firm name? 4

II. EXPERIENCE

Contracts on hand (attach list of present contracts, including schedule as to estimated completion date and gross amount of each contract).

General character of work performed by your firm.

Excavation/Storm Sewer/Site Work

Have you ever failed to complete any work awarded to you? Yes___ No X

If so, attach statement showing where and why?

Have you ever defaulted on a contract? Yes___ No X

If so, attach statement showing where and why?

Attach list of more important contracts completed by your firm including kind of work and approximate cost.

Attach statement of background and experience of principal members of your personnel, including officers.

Attach list of similar projects completed by your firm in last five (5) years including description of work, approximate cost of work, and phone number and address for Owner's contact person.

III. EQUIPMENT

Attach list of your major equipment.

IV. CONTRACTOR'S FINANCIAL STATEMENT

Credit available. Furnish written evidence, preferable from banks.

Condition of close of business on May 5th, 2025.

ASSETS

1.	Cash	\$ <u>SEE ATTACHED</u>
2.	Accounts receivable	\$ <u>SEE ATTACHED</u>
3.	Real estate equity	\$ <u>SEE ATTACHED</u>
4.	Material in stock	\$ <u>SEE ATTACHED</u>
5.	Equipment, book value	\$ <u>SEE ATTACHED</u>
6.	Furniture, fixtures, book value	\$ <u>SEE ATTACHED</u>
7.	Other Assets	\$ <u>SEE ATTACHED</u>
	TOTAL ASSETS =	\$ <u>SEE ATTACHED</u>

LIABILITIES

1.	Accounts, notes and interest payable	\$ <u>SEE ATTACHED</u>
2.	Other Liabilities	\$ <u>SEE ATTACHED</u>
	TOTAL LIABILITIES =	\$ <u>SEE ATTACHED</u>

NET WORTH: \$ SEE ATTACHED

BONDING CAPACITY \$ 2,000,000 Aggregate

IV. ADDITIONAL INFORMATION MAY BE SUBMITTED IF DESIRED

Dated at Butler, WI this 2nd day of July, 2025.
(City, State)

Name of organization: Lowe Underground, Inc.

By: *Tyler Lowe*

Title: President

State of: Wisconsin

County of: Waukesha

Tyler Lowe being duly sworn that he/she is
(Name)

President of Lowe Underground, Inc.
(Title) (Name of Organization)

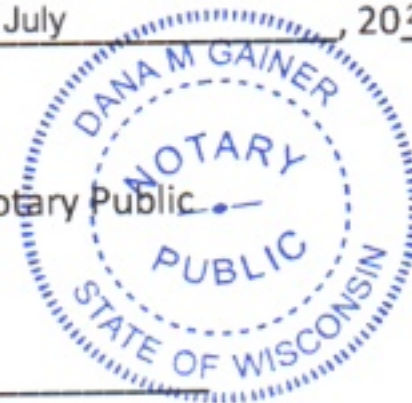
and that the answers to foregoing questions and all statements contained are true and correct.

Signed *Tyler Lowe*

Subscribed and sworn to before me this 2nd day of July, 2025

Dana M. Gainer, Notary Public

My commission expires 7-16-28



SIMILAR/IMPORTANT PROJECTS

Jones Road Parking Lot (2024 Delafield, WI) – Construction of New Parking Lot including storm sewer install, paving, grading, concrete sidewalks, new pond, and excavation for electrical conduit. Joe Moravec (DFD) 608-228-7680 \$175,000

State Fair Infield Storage (2024 West Allis, WI) – Renovation of the Infield at Milwaukee Mile Speedway including storm sewer install, paving, grading, concrete pads, fencing, and excavation for electrical conduit. Heather Beilke (DFD) 414-550-3524 \$225,000

West Allis PD (2023 West Allis, WI) – Site Work for Install of New Generator including fencing, brick patching, concrete pads, and excavation for electrical conduit.

Frank Macino (Donohue) 312-583-7233 \$110,000

Asset List	Using (name)	Last to use (name)	Issues with equipment?	Duration of use
Volvo Dump Truck				
Keniworth Dump				
650 JD Dozer 2024				
JD 135 Excavator				
JD 210 Excavator				
700 JD Dozer 2023				
Tag trailer triple axcel				
Small internatation Dump				
Sterling Yellow City MKE Dump				
F750 Red Dump				
450 Dump Ford old				
450 Dump ford new				
Chevy Dump 3500				
F450 Black flat bed				
F150 Single Cab Long Bed				
Mazddddaaaaa Shovel				
Tilt Deck Trailer				
Old Ramp one (needs repair)				
Shitty light duty flat bed car carrier				
Felling Trailer Skid Trailer #1				
Felling Trailer Skid Trailer #2				
Tag trailer with air brakes				
Yellow tag trailer				
Wire reel trailer				
Big reel trailer				
Yellow Reel Trailer				
Cummins reel trailer				
20x23 Vermeer				
20x23 Vermeer				
23x24 Vermeer				
20x22 Vermeer				
Semi Box truck Aldo				
Automatic drill box truck				
Jack Drill truck				
Case front end loader				
135 Excavator JD				
85 Excavator JD				
E50 Excavator Bobcat Tint				
E50 Excavator Bobcat				
E35 Excavator				
E35 Excavator				
JCB excavator				
Scrubber				

E10 baby mini
JD Skid
770 Track Loader Skid
775 Poblocki #1 Skid
775 Poblocki #2 Skid
Pure P skid 250 Bobcat
300 Skid Bobcat
Forks Skid #1
Forks Skid #2
Sweeper Skid Steer
Trencher Excavator
Vac Wagon #1
Vac Wagon #2
Large Hydro Vac Pete
White blue digger derrick
Newer white digger derrick
Red Digger derrick needs fixed
F450 Bucket Truck
Old Big Bucket truck
Newer big bucket truck
Pole Tipper Attachement #1
Pole Tipper Attachement #2
Auger truck ***
Core drill #1 Jack
Core Drill #2 Aldo
Core drill #3 Goose
Generator #1 Brian
Generator #2
Generator #3
Gas Saw #1
Gas Saw #2
Gas Saw #3
Gas Saw #4
Aircompressor trailer
Ground rod pounder

Location of equipment

Balance Sheet
LOWE UNDERGROUND, INC.
As of Dec, 2024

Page 1

5/2/25 14:37

Company: L4

Assets

PNC CHECKING	161,648.38
ACCOUNTS RECEIVABLE COMMERCIAL	26,400.00
EMPLOYEE ADVANCES	250.00
TRANSPORATION EQUIPMENT	110,000.00
JOB EQUIPMENT	1,554,007.29
ACCUMULATED DEPRECIATION	-1,070,658.35
ACCUM DEPREC JOB EQUIPMENT	-347,455.57
Total Assets	<u>434,191.75</u>

Balance Sheet
LOWE UNDERGROUND, INC.
As of Dec, 2024

Page 2

5/2/25 14:37

Company: L4

Liabilities & Equity

LOANS PAYABLE		396,467.86
ACCOUNTS PAYABLE		-1,531.03
FED/FICA/MEDICARE TAXES 941		10,782.15
WI WITHHOLDING WT-6		11,365.00
ACCRUED PAYROLL		-0.01
STATE UNEMPLOYMENT TAX		2,640.43
ACCRUED SALES TAX--WI		891.00

Equity

COMMON STOCK	500.00
RETAINED EARNINGS	26,620.75
PROFIT DISTRIBUTION	-70,717.00
YEAR TO DATE PROFIT OR LOSS	<u>57,172.60</u>

Total Equity	13,576.35
Total Liabilities & Equity	<u><u>434,191.75</u></u>

November 25, 2024



Lowe Underground, Inc.
13201 W. Silver Spring Drive
Butler, WI 53007

RE: Lowe Underground, Inc. 2025 Bonding Capacity

To Whom It May Concern:

Old Republic Surety Company has established surety credit for Lowe Underground, Inc. for single projects of \$1,000,000 and an aggregate of \$2,000,000. Old Republic Surety Company is rated "A+" (Superior) by AM Best with a financial size category of XV (\$2 billion or greater).

If Lowe Underground, Inc. is awarded a contract and requests that we provide the necessary Performance and/or Payment Bonds, we will be prepared to execute the bonds subject to our acceptable review of the contract terms and conditions, bond forms, appropriate contract funding and any other underwriting considerations at the time of the request.

Our consideration and issuance of bonds is a matter solely between Lowe Underground, Inc. and ourselves, and we assume no liability to third parties or to you by the issuance of this letter.

We trust that this information meets with your satisfaction. If there are further questions, please feel free to contact me.

Sincerely,
Old Republic Surety Company

A handwritten signature in black ink, appearing to read "Terence R. Geszvain", written over a circular corporate seal.

Terence R. Geszvain,
Attorney-in-Fact



Knowledge.
Experience.
Trust.

Surety Bonding & Insurance

CONTRACTS ON HAND

NAME: Malone Park Improvements – New Berlin, WI

EST. COMPLETION: June 2026

CONTRACT AMOUNT: \$1,150,000

NAME: McGaw Park Pickleball Courts – Fitchburg, WI

EST. COMPLETION: November 2025

CONTRACT AMOUNT: \$225,000

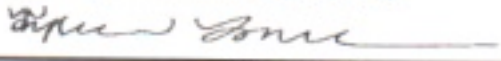
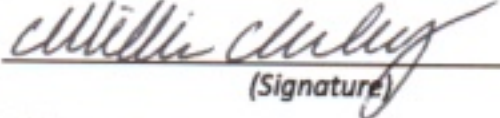
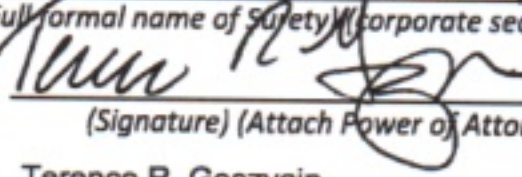
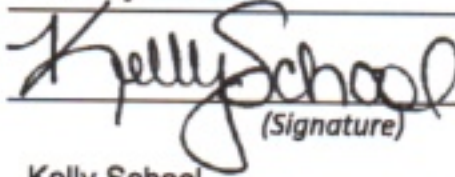
STATEMENT OF BACKGROUND/EXPERIENCE OF PRINCIPAL MEMBERS

Tyler Lowe – PM/Estimator 10+ Years Experience Excavation/Earthwork

Connor Anderson – PM 10+ Years Excavation/Storm Sewer

Max Anderson – Foreman 10+ Years Excavation/Directional Drilling

BID BOND (PENAL SUM FORM)

Bidder Name: Lowe Underground, Inc. Address (principal place of business): 13201 W. Silver Spring Road Butler, WI 53007	Surety Name: Merchants National Bonding, Inc. Address (principal place of business): 6700 Westown Parkway West Des Moines, IA 50266-7754
Owner Name: Village of Jackson Address (principal place of business): N168 W19851, Main Street Jackson, WI 53037	Bid Project (name and location): Cedar Creek Dog Park Project #05900007 Bid Due Date: July 2, 2025
Bond Penal Sum: Five Percent (5%) of Principal's Bid Date of Bond: July 1, 2025	
Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.	
Bidder Lowe Underground, Inc. (Full formal name of Bidder) By: <u></u> (Signature) Name: <u>Tyler Lowe</u> (Printed or typed) Title: <u>President</u> Attest: <u></u> (Signature) Name: <u>William Conley</u> (Printed or typed) Title: <u>Witness</u>	Surety Merchants National Bonding, Inc. (Full formal name of Surety) (Corporate seal) By: <u></u> (Signature) (Attach Power of Attorney) Name: <u>Terence R. Geszvain</u> (Printed or typed) Title: <u>Attorney-in-Fact</u> Attest: <u></u> (Signature) Name: <u>Kelly School</u> (Printed or typed) Title: <u>Witness</u>
Notes: (1) Note: Addresses are to be used for giving any required notice. (2) Provide execution by any additional parties, such as joint venturers, if necessary.	



1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond will be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder occurs upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation will be null and void if:
 - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2. All Bids are rejected by Owner, or
 - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions does not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action will be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety, and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond will be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder must be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Postal Service registered or certified mail, return receipt requested, postage pre-paid, and will be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond will be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute governs and the remainder of this Bond that is not in conflict therewith continues in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Chris Brehmer; Jason A Braatz; Linda Mengel; Melissa Babiak; Randy L Brehmer; Terence R Geszvain

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 3rd day of February, 2024.



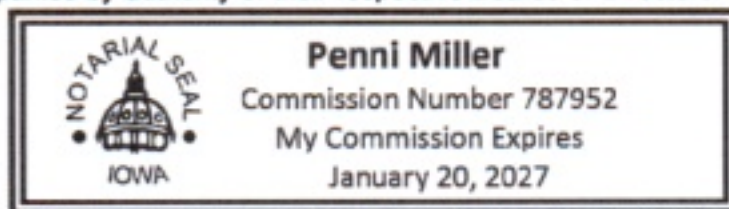
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 3rd day of February, 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission does not invalidate this instrument)

[Signature]
Notary Public

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 1st day of July, 2025.



William Warner Jr.
Secretary

Village of Jackson Cedar Creek Dog Park Project (#9734010)

Owner: Village of Jackson

Solicitor: MSA Professional Services - Baraboo

07/02/2025 10:00 AM CDT

MSA Project #05900007

				Lowe Underground, Inc.		C.W. Purpero, Inc	
Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
General							
	MOBILIZATION, BONDS &						
1	INSURANCE	LS	1	\$16,000.00	\$16,000.00	\$8,000.00	\$8,000.00
2	CONSTRUCTION LAYOUT	LS	1	\$3,850.00	\$3,850.00	\$5,000.00	\$5,000.00
	EROSION AND SEDIMENTATION						
3	CONTROL	LS	1	\$7,650.00	\$7,650.00	\$17,000.00	\$17,000.00
4	TURF AND SITE RESTORATION	LS	1	\$42,841.00	\$42,841.00	\$55,500.00	\$55,500.00
5	CLEARING AND GRUBBING	LS	1	\$21,244.00	\$21,244.00	\$31,000.00	\$31,000.00
6	UNCLASSIFIED EXCAVATION	LS	1	\$16,750.00	\$16,750.00	\$69,000.00	\$69,000.00
	5-INCH CONCRETE SIDEWALK						
7	WITH BASE	SF	450	\$14.50	\$6,525.00	\$26.00	\$11,700.00
	POST AND WOVEN WIRE FENCE,						
8	4-FOOT	LF	1970	\$30.24	\$59,572.80	\$29.00	\$57,130.00
	POST AND WOVEN WIRE FENCE,						
9	PEDESTRIAN GATE	EA	3	\$1,098.00	\$3,294.00	\$1,036.00	\$3,108.00
	POST AND WOVEN WIRE FENCE,						
10	SERVICE GATE	EA	2	\$2,978.00	\$5,956.00	\$2,690.00	\$5,380.00
11	WOOD CHIP PATH	CY	370	\$31.69	\$11,725.30	\$45.00	\$16,650.00
	DENSE GRADED BASE, 1 1/4						
12	INCH	TON	450	\$35.00	\$15,750.00	\$55.00	\$24,750.00
13	GEOTEXTILE FABRIC, TYPE DF	SY	2400	\$2.69	\$6,456.00	\$2.60	\$6,240.00
Base Bid Total Lines 1 - 13:				\$217,614.10		\$310,458.00	

MEMO

DATE 7/15/2025

TO	FROM	REGARDING
Park and Recreation Commission	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Agenda Item #5 2025 – 2026 Contract Amendment #1 - MSA

The purpose of this memo is to inform you of the construction related services from the engineer such as construction administration and observation for the Cedar Run Park Dog Park project in the amount of **\$15,550**.

The Village currently holds a contract with MSA Professional Services, Inc. (MSA) in the amount of \$30,000 for the engineering and design services related to the 2025 – 2026 Dog Park development project. This contract included the engineering, design, wetland delineation, bid process, ect. It did not include engineering and design services beyond the awarding of the bid.

Contract Amendment #1 proposes to expand the scope of the services to include oversight of the project to ensure construction progress is recorded and monitored to meet the scope of the project. This work is to include:

- Construction Administration
 - o Manage and coordinate project team, budget and schedules
 - o Construction meetings
 - o Review and Recommend Change order Requests
 - o Preliminary and Final Punch list
- Construction Observation
 - o Assist in communication between engineer, contractor, and owner
 - o Onsite observation
 - o Daily recording of construction activity

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



Funding

The funding for this contract will come from GO Notes for the Cedar Run Dog Park Project.

Recommendation

Staff recommends the approval of Contract Amendment #1 – MSA in the amount of **\$15,550**.

Attachment

1. MSA Contract Amendment



Amendment

Amendment No: 1

MSA Design Project Number: 05900007
MSA Construction Project Number: 05900011
Date of Issuance: 01/16/2024

This is an amendment to the Agreement dated July 7, 2025 and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 1230 South Boulevard, Baraboo, WI 53913

Phone: (608) 356-2771

Representative: Marcus Rue, PE

Email: mrue@msa-ps.com

VILLAGE OF JACKSON (OWNER)

Address: N165W20330 Hickory Lane, Jackson, WI 53037

Phone: (262) 677-9665 x 113

Representative: Tyler Mentzel

Email: tyler.mentzel@villageofjacksonwi.gov

Project Name: Cedar Run Dog Park Improvements

The project scope has changed due to: Addition of Construction Related Services

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: Approximate Start Date: July 2025
Approximate Completion Date: September 2025

The estimated fee for the work is: \$15,550

Any attachments or exhibits referenced in this Amendment are made part of the original Agreement. Payment for these services will be on a time and expense basis. Attachment B: Rate Schedule is attached and made part of this Agreement

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Amendment. A copy of this Amendment signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

VILLAGE OF JACKSON

Tyler Mentzel
Parks & Recreation Director
Date: _____

MSA PROFESSIONAL SERVICES, INC.

Marcus Rue
Marcus Rue, PE
Team Leader
Date: 7/7/2025

PROJECT UNDERSTANDING

The bid opening for the Village of Jackson's Cedar Run Community Dog Park project was held on July 2, 2025, at 10:00 a.m. Per the bidding documents, substantial completion is targeted for May 15, 2026, with final completion set for June 15, 2026.

This Amendment authorizes Construction Related Services under a new project number 05900011 associated with the prior Professional Services Agreement Cedar Run Dog Park Improvements for design and bidding services MSA project number 05900007. The construction-related services detailed below will be provided on a time and expense basis and are separate from the lump sum contract of the design and bidding services.

Construction Administration/Observation (assumes 4 weeks of active construction activity)

1. Construction Administration

- a. Manage and coordinate project team, budget and schedules. Maintain communication with Owner and stakeholders on project.
- b. Facilitate a preconstruction meeting and incidental progress meetings.
- c. Respond to Contractor Requests for Information and assist in interpretation of contract documents in person, in writing, or by telephone.
- d. Review Contractor Shop Drawings, Submittals, Schedules and Samples for compliance with Construction Documents. (Assume 20 hours.)
- e. Review Change Order requests from Contractor; recommend Change Orders to Owner as appropriate.
- f. Prepare preliminary and final punch list (items to be completed or corrected), and Substantial Completion Certificate. Review Contractor work and completion documents for compliance with construction contract and readiness for final payment (includes warranty documentation and lien waiver review).

2. Construction Observation

- a. MSA will provide part-time field observation of the construction to observe the progress and quality of the Contractor's work on the Project. Duties and responsibilities of the CO include:
 - i. Attend meetings with Contractor and job progress meetings as needed. (Assume 2 meetings.)
 - ii. Assist in communication between Engineer, Contractor and Owner, especially when additional information, interpretation, or clarification is needed regarding existing conditions or contract documents.
 - iii. Perform on-site observations of Contractor's work in progress to assist Engineer in determining if the Work is in general proceeding in accordance with the Contract Documents. Assume 28 hours including travel time to the site and a total of Four (4) site visits.
 - iv. Maintain and prepare a daily field report recording Contractor's hours and activities at the site.
 - v. Review applications for payment with regard to Work completed, and materials and equipment delivered at the Site. Assume 2 pay applications total.
 - vi. Participate in visits to the Project to determine punch list items, and readiness for Substantial Completion and Final Completion. Assume 10 hours for this work.
 - vii. Prepare Record Drawings based on addenda, Field Orders, Change Orders and Contractor's Records.

Additional Services:

Services that are not included in the above Scope of Services can be provided under separate contract or by amending the scope and fee listed in this Agreement. Examples of additional services that may be needed or desired for completion of the project include:

1. Survey mapping and monumentation
2. Additional meetings not specifically listed in the scope.
3. Additional services required due to active construction schedule extension beyond substantial completion date or the presumed 4-week duration of heavy construction or due to contractor non-performance.
4. Accommodations for environmental hazards, endangered species, or historical or cultural issues at or near the project site.
5. Changes to Owner's electronic Geographic Information System to reflect changes from project.
6. Public Engagement and Meeting.
7. Permit assistance related to surface waters and wetlands.
8. Floodplain Documents and permitting.
9. Work outside the identified construction limits of this Phase.
10. Environmental impacts discovered construction.
11. Wetland Delineation and Associated Permitting

ATTACHMENT B: RATE SCHEDULE

CLASSIFICATION

Administrative	\$ 85 – \$154/hr.
Architects	\$ 85 – \$198/hr.
Community Development Specialists	\$137 – \$198/hr.
Digital Design	\$115 – \$151/hr.
Environmental Scientists/Hydrogeologists	\$110 – \$193/hr.
Geographic Information Systems (GIS)	\$100 – \$193/hr.
Housing Administration	\$ 97 – \$198/hr.
Inspectors/Zoning Administrators	\$110 – \$160/hr.
IT Support	\$175 – \$193/hr.
Land Surveying	\$ 85 – \$198/hr.
Landscape Designers & Architects	\$ 85 – \$220/hr.
Planners	\$ 85 – \$215/hr.
Principals	\$225 – \$314/hr.
Professional Engineers/Designers of Engineering Systems	\$155 – \$204/hr.
Project Managers	\$120 – \$248/hr.
Real Estate Professionals	\$140 – \$193/hr.
Staff Engineers	\$ 85 – \$149/hr.
Technicians	\$100 – \$151/hr.
Wastewater Treatment Plant Operator	\$ 92 – \$118/hr.

REIMBURSABLE EXPENSES

Copies/Prints	Rate based on volume
Specs/Reports	\$10
Copies	\$0.14/page
Plots.....	\$0.01/sq.in.
Flash Drive.....	\$10
GPS Equipment.....	\$20/hour - \$10.75/hour for DOT
GPS R2 Equipment	\$20/hour - \$2/hour for DOT
Dini Laser Level.....	\$85/per day
Mailing/UPS.....	At cost
Mileage – Reimbursement.....	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle.....	\$0.70 mile standard/ \$0.69 mile for DOT
Nuclear Density Testing.....	\$30/day
Organic Vapor Field Meter.....	\$100/day
PC/CADD Machine.....	Included in labor rates
Robotic Survey Equipment	\$20/hour - \$10/hour for DOT
Stakes/Lath/Rods	At cost
Travel Expenses, Lodging, & Meals.....	At cost
Traffic Counting Equipment & Data Processing	At cost
Geodimeter.....	\$30/hour
Drone Flight.....	\$375/flight - \$360/flight for DOT

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2025.

MEMO

DATE 7/15/2025

TO	FROM	REGARDING
Park and Recreation Commission	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Agenda Item # 6 Membership Fees

In May, Park and Recreation staff presented the concept of implementing a nominal general membership fee for all Jackson Community Center (JCC) users. At that time, a memo was shared outlining the rationale and supporting data collected by staff.

Since that presentation, staff have continued to assess the feasibility and potential benefits of a general membership fee. The primary objectives of such a fee would be to:

- Identify and track authorized building users to enhance security and safety for all guests.
- Offset staffing and maintenance costs associated with services provided at the JCC.

As part of this ongoing evaluation, staff have engaged in informal conversations with individuals who utilize free services at the JCC. Feedback has been mixed. While some community members expressed a willingness to pay a fee, others felt such a charge should not be required. That said, most individuals understood the reasoning behind exploring this option.

After further consideration, staff have decided not to move forward with a general membership fee currently. Instead, we will begin evaluating each service individually to determine whether it should be categorized as a **program** or **service**. This approach will allow for more tailored and equitable fee structures that better reflect the resources required to offer each component of the JCC experience while providing the same level of security and safety the membership would provide.