



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



**Tuesday, September 16, 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 for the Parks and Recreation Commission Meeting of July 15, 2025
3. Review Current Financial Stat Pak
4. Director's Report
5. Review of Cleaning Service Agreement - N&J Professional Cleaners, LLC
6. Presentation and Discussion - Proposed 2026 Budget
7. Citizens/Village Staff to Address the Parks & Recreation Committee
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, July 15, 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, Brittany Rathke, and Traci Wells

Members Excused: None

Members Absent: None

Staff Present: Parks and Recreation Director Tyler Mentzel, Administrator Jen Heidtke, and Deputy Clerk Pamela Wolf

2. Approval of Minutes of the Parks and Recreation Commission Meeting of May 20, 2025

The motion to approve Minutes for the Parks and Recreation Commission Meeting of May 20, 2025, was made by Kim Powers and seconded by Brian Mekka.

Vote: 5 ayes, 0 nays. Motion carried.

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

Director Mentzel presented the Stat Pak, noting that the revenues will be balanced when registration begins for Fall events. He stated the ADA-compliant crosswalk, the Splash Pad Resurfacing and the installation of an additional 17 picnic tables at Jackson Park have been completed. Program updates include Safer@home and babysitter courses, and staff is coordinating 2026 events with local organizations to avoid scheduling conflicts. New events include Preschool Prom and Touch-A-Truck. Director Mentzel reported that 2025 Action in Jackson revenues surpassed 2024, and the event will run for three days in 2026.

The motion to place the Financial Stat Pak, highlights and updates on file was made by Brian Mekka and seconded by Brittany Rathke.

Vote: 5 ayes, 0 nays. Motion carried.

4. Review of Bids - Cedar Run Dog Park

The motion to recommend the Budget and Finance Committee and Village Board approve the Construction Contract for the Dog Park at Cedar Run Park to Lowe Underground, Inc., in the amount of \$217,614.10, was made by Tr. Wells and seconded by Brian Mekka.

Vote: 5 ayes, 0 nays. Motion carried.

5. 2025-2026 Contract Amendment #1 - MSA

The motion to recommend the Budget and Finance Committee and Village Board approve Contract Amendment #1 for MSA in the amount of \$15,550.00, with adjustments to the dates the contract covers being amended prior to doing so, was made by Brian Mekka and seconded by Tr. Wells.

Vote: 5 ayes, 0 nays. Motion carried.

6. Review of Membership Fees - Jackson Community Center

After further review and discussion, the Commission and Director Mentzel have decided not to proceed with the implementation of membership fees.

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

Chairperson Latz stated a representative with Wimmers spoke very highly of Parks and Recreation Operations Manager Jessica Loomans recently.

President Heckendorf, as part of the audience, said July is National Park and Rec Month, and he thanked Director Mentzel and his team for the outstanding work they are doing.

8. Adjourn to **FRIENDS MEETING**

The motion to adjourn the meeting was made by Chair Casey Latz and seconded by Brittany Rathke.

Vote: 5 ayes, 0 nays. Motion carried. The meeting adjourned at 6:17 PM.

Respectfully Submitted,

Pam Wolf  
Deputy Clerk  
Village of Jackson

September 16, 2025  
Parks & Recreation Commission  
*Financial “Stat Pack”*  
*(January – August 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: **9/8/2025 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>
<b>000 - Household Credit Account</b>												
<b>802.50</b>	<b>802.50</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,455.00	0.00	-652.50
<b>100-00-45790 - NSF Fee</b>												
<b>100.00</b>	<b>100.00</b>	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>204 - Grants/Sponsorships/Donations</b>												
<b>6,894.13</b>	<b>6,894.13</b>	0.00	5,994.13	900.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>206 - Adult Programming</b>												
<b>15,274.14</b>	<b>15,274.14</b>	3,104.50	3,996.64	8,437.00	8,437.00	0.00	0.00	0.00	140.00	0.00	-404.00	0.00
<b>208 - Youth Programming</b>												
<b>30,363.20</b>	<b>30,363.20</b>	1,383.50	10,625.20	23,462.50	23,462.50	0.00	0.00	0.00	122.50	0.00	-5,230.50	0.00
<b>209 - Senior Program</b>												
<b>2,254.73</b>	<b>2,254.73</b>	1,325.00	569.73	330.00	330.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00
<b>210 - Adult Leagues</b>												
<b>3,750.00</b>	<b>3,750.00</b>	300.00	3,050.00	700.00	700.00	0.00	0.00	0.00	0.00	0.00	-300.00	0.00
<b>211 - Youth Leagues</b>												
<b>2,475.00</b>	<b>2,475.00</b>	0.00	0.00	2,525.00	2,525.00	0.00	0.00	0.00	0.00	0.00	-50.00	0.00
<b>214 - Concessions</b>												
<b>5,066.00</b>	<b>5,066.00</b>	5,066.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>224 - Special Events</b>												
<b>36,307.00</b>	<b>36,307.00</b>	19,622.00	14,905.00	1,780.00	1,780.00	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: **9/8/2025 11:59 PM**

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

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

<b>228 - WPRA Tickets</b>												
2,034.75	2,034.75	1,511.75	256.00	237.00	237.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00
<b>232 - Boys &amp; Girls Club Rentals</b>												
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
<b>236 - Building/Park Rentals</b>												
30,355.50	30,355.50	1,295.00	17,122.50	12,893.00	12,893.00	0.00	0.00	0.00	100.00	0.00	-1,055.00	0.00
<b>237 - Open Gym Type Programs</b>												
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
<b>238 - Fitness Memberships</b>												
4,676.75	4,676.75	939.75	1,956.25	1,995.75	1,995.75	0.00	0.00	0.00	0.00	0.00	-215.00	0.00
<b>240 - Kettlebrook Church Rentals</b>												
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
<b>243 - Postage and Copier Revenue</b>												
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
<b>250 - 4K</b>												
26,433.86	26,433.86	0.00	22,945.86	6,543.00	6,543.00	0.00	0.00	0.00	0.00	0.00	-3,055.00	0.00
<b>300 - Deposits For Rentals</b>												
400.00	400.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>197,355.96</b>	<b>197,355.96</b>	<b>34,815.90</b>	<b>111,821.31</b>	<b>59,803.25</b>	<b>59,803.25</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>422.50</b>	<b>1,455.00</b>	<b>-10,309.50</b>	<b>-652.50</b>

\*\* 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: 9/8/2025 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	\$1,948.02	CONVENIENCE FEES REFUNDED	\$0.00	NET CONVENIENCE FEES	\$1,948.02
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Fund: 500 - RECREATION

Account Number		2025	2025	2025	Budget Status	% of Budget
		July	Actual 07/31/2025	Budget		
500-00-45620-201-000	REC - VILLAGE TRANSFER	0.00	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	0.00	6,979.13	8,500.00	-1,520.87	82.11
500-00-45620-206-000	REC - ADULT PROGRAM FEES	1,025.50	14,103.64	24,000.00	-9,896.36	58.77
500-00-45620-208-000	REC - YOUTH PROGRAM FEES	2,960.00	37,949.80	40,000.00	-2,050.20	94.87
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	0.00	4,100.00	5,000.00	-900.00	82.00
500-00-45620-211-000	REC - YOUTH LEAGUE FEES	1,050.00	1,050.00	2,500.00	-1,450.00	42.00
500-00-45620-214-000	REC - CONCESSIONS	1,026.00	2,743.00	9,000.00	-6,257.00	30.48
500-00-45620-224-000	REC - SPECIAL EVENTS	9,412.00	37,158.00	55,000.00	-17,842.00	67.56
500-00-45620-228-000	REC - TICKET SALES	143.00	143.00	0.00	143.00	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	5,974.12	6,574.12	6,000.00	574.12	109.57
500-00-45620-236-000	REC - BLDG / SHELTER RENTALS	2,330.00	35,587.50	50,000.00	-14,412.50	71.18
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	182.25	8,086.00	15,000.00	-6,914.00	53.91
500-00-45620-240-000	REC - KETTLEBROK CHURCH RENT	7,500.00	15,000.00	29,000.00	-14,000.00	51.72
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	0.00	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
<b>PUBLIC CHARGES FOR SERVICES</b>		<b>31,602.87</b>	<b>234,346.70</b>	<b>679,976.00</b>	<b>-445,629.30</b>	<b>34.46</b>
500-00-47210-000-000	REC- GENERAL FUND TRANSFER	0.00	132,254.00	0.00	132,254.00	0.00
<b>MISCELLANEOUS REVENUE</b>		<b>0.00</b>	<b>132,254.00</b>	<b>0.00</b>	<b>132,254.00</b>	<b>0.00</b>
500-00-49500-000-000	REC-TRANSFER FROM OTHER FUNDS	0.00	0.00	11,000.00	-11,000.00	0.00
<b>ARPA - FUND BALANCE APPLIED</b>		<b>0.00</b>	<b>0.00</b>	<b>11,000.00</b>	<b>-11,000.00</b>	<b>0.00</b>
<b>Total Revenues</b>		<b>31,602.87</b>	<b>366,600.70</b>	<b>690,976.00</b>	<b>-324,375.30</b>	<b>53.06</b>

Fund: 500 - RECREATION

Account Number		2025		2025 Budget	Budget Status	% of Budget
		2025 July	Actual 07/31/2025			
500-00-55310-110-000	REC ADMIN - WAGES	17,481.50	161,079.48	257,429.00	96,349.52	62.57
500-00-55310-110-001	REC EVEN/WEEKEND - WAGES	3,383.26	26,191.28	30,000.00	3,808.72	87.30
500-00-55310-110-002	REC PART-TIME SEASONAL - WAGES	2,220.00	12,632.40	21,000.00	8,367.60	60.15
500-00-55310-110-004	REC WBSD 4K - WAGES	0.00	19,278.00	50,000.00	30,722.00	38.56
500-00-55310-125-000	REC ADMIN - HEALTH/LIFE INSUR	7,248.93	40,263.58	95,918.00	55,654.42	41.98
500-00-55310-125-002	REC PART-TIME/SEAS-HEALTH/LIFE	9.54	33.48	0.00	-33.48	0.00
500-00-55310-130-000	REC ADMIN - WRS	1,214.96	10,597.49	22,564.00	11,966.51	46.97
500-00-55310-130-001	REC EVEN/WEEKEND - WRS	23.46	71.94	2,000.00	1,928.06	3.60
500-00-55310-130-002	REC PART-TIME/SEASONAL - WRS	54.21	87.57	100.00	12.43	87.57
500-00-55310-130-004	REC WBSD 4K - WRS	0.00	997.37	3,500.00	2,502.63	28.50
500-00-55310-135-000	REC ADMIN - SOCIAL SECURITY	1,001.39	10,305.02	14,884.00	4,578.98	69.24
500-00-55310-135-001	REC EVEN/WEEKEND - SOC SEC	209.79	1,623.94	3,200.00	1,576.06	50.75
500-00-55310-135-002	REC PART-TIME/SEASON - SOC SEC	137.64	783.21	1,500.00	716.79	52.21
500-00-55310-135-004	REC WBSD 4K - SOCIAL SECURITY	0.00	1,195.24	4,000.00	2,804.76	29.88
500-00-55310-140-000	REC ADMIN - MEDICARE	234.21	2,410.13	3,481.00	1,070.87	69.24
500-00-55310-140-001	REC EVEN/WEEKEND - MEDICARE	49.07	379.84	650.00	270.16	58.44
500-00-55310-140-002	REC PART-TIME/SEASON -MEDICARE	32.19	183.19	350.00	166.81	52.34
500-00-55310-140-004	REC WBSD 4K - MEDICARE	0.00	279.57	700.00	420.43	39.94
500-00-55310-145-000	REC ADMIN - MEDICAL REIMBURSE	88.46	609.60	2,000.00	1,390.40	30.48
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	1,907.00	5,471.00	3,000.00	-2,471.00	182.37
500-00-55310-205-000	REC - PROP/LIABTY INSURANCE	26.64	3,428.76	6,000.00	2,571.24	57.15
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	1,921.18	18,493.51	45,000.00	26,506.49	41.10
500-00-55310-208-000	REC - OFFICE SUPPLIES	25.15	1,392.66	3,000.00	1,607.34	46.42
500-00-55310-209-000	REC - WATER / SEWER	828.18	1,641.96	3,000.00	1,358.04	54.73
500-00-55310-210-000	REC - CELL PHONES	100.86	1,062.92	1,800.00	737.08	59.05
500-00-55310-211-000	REC - PHONE / INTERNET	112.27	4,036.59	3,000.00	-1,036.59	134.55
500-00-55310-212-000	REC - IT SUPPORT	422.00	3,753.34	7,500.00	3,746.66	50.04
500-00-55310-213-000	REC - BLDG EQUIPMENT / REPAIRS	1,698.00	13,576.88	12,000.00	-1,576.88	113.14
500-00-55310-214-000	REC - YOUTH PROGRAM SUPPLIES	82.67	915.82	2,500.00	1,584.18	36.63
500-00-55310-215-000	REC - JANITORIAL/BLDG SUPPLIES	403.67	2,504.31	3,000.00	495.69	83.48
500-00-55310-216-000	REC - ADULT PROGRAM SUPPLIES	0.00	188.68	1,500.00	1,311.32	12.58
500-00-55310-217-000	REC - SENIOR PROGRAMS	0.00	3,000.87	1,000.00	-2,000.87	300.09
500-00-55310-220-000	REC - SPECIAL EVENTS	1,912.04	14,088.86	12,000.00	-2,088.86	117.41
500-00-55310-222-000	REC - PRINTING	541.51	2,824.76	3,300.00	475.24	85.60
500-00-55310-224-000	REC - POSTAGE / COPIER	0.00	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	2,733.59	4,164.69	5,000.00	835.31	83.29
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	2,520.00	20,566.06	35,000.00	14,433.94	58.76
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	0.00	527.46	500.00	-27.46	105.49
500-00-55310-268-000	REC - CONCESSION STAND MAINT	72.77	339.22	800.00	460.78	42.40
500-00-55310-269-000	REC - FIRE/SECURITY MONITORING	94.82	393.16	5,000.00	4,606.84	7.86
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	27.39	713.61	2,600.00	1,886.39	27.45
500-00-55310-282-000	REC - VILLAGE WELLNESS PROGRAM	0.00	316.44	1,000.00	683.56	31.64
<b>PARKS &amp; RECREATION</b>		<b>48,818.35</b>	<b>400,633.02</b>	<b>690,976.00</b>	<b>290,342.98</b>	<b>57.98</b>

Fund: 500 - RECREATION

Account Number	2025 July	2025 Actual 07/31/2025	2025 Budget	Budget Status	% of Budget
<b>Total Expenses</b>	48,818.35	400,633.02	690,976.00	290,342.98	57.98
<b>Net Totals</b>	-17,215.48	-34,032.32	0.00	34,032.32	

# 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
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 (25%)
	Expenditures (budget %)	138,943 (25%)	134,479 (25%)	Workhorse	158,594 (29%)	<u>163,218 (26%)</u>	181,656 26%
April	Revenue (budget %)	193,589 (35%)	191,191 (35%)	207,633 (37%)	220,245 (40%)	256,579 (42%)	240,393 (35%)
	Expenditures (budget %)	177,177 (32%)	176,620 (33%)	188,008 (34%)	203,925 (37%)	199,979 (32%)	239,847 (35%)
May	Revenue (budget %)	231,477(42%)	233,212 (43%)	268,272 (48%)	274,941 (50%)	303,883 (49%)	288,487 (42%)
	Expenditures (budget %)	211,665 (39%)	218,515 (40%)	234,516 (42%)	252,185 (46%)	240,643 (39%)	293,325 (42%)
June	Revenue (budget %)	278,660 (51%)	281,244 (51%)	300,239 (53%)	307,961 (56%)	348,172 (56%)	335,057 (48%)
	Expenditures (budget %)	245,661 (45%)	260,609 (48%)	273,274 (49%)	296,271 (54%)	<u>288,891 (47%)</u>	351,814 (51%)
July	Revenue (budget %)	305,886 (56%)	321,168 (59%)	339,847 (62%)	356,469 (65%)	391,303 (63%)	366,600 (53%)
	Expenditures (budget %)	280,926 (51%)	294,593 (54%)	322,841 (58%)	347,748 (63%)	343,448 (56%)	400,633 (58%)
August	Revenue (budget %)	336,440 (62%)	366,367 (67%)	380,959 (69%)	401,790 (73%)	433,910 (70%)	424,362 (61%)
	Expenditures (budget %)	326,740 (60%)	345,502 (64%)	340,379 (61%)	383,879 (69%)	387,577 (63%)	444,807.48 (64%)
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 DEPARTMENT

September 16, 2025, JPR Directors Report



### PROGRAM & EVENT HIGHLIGHTS & UPDATES

- **Summer Events** – We hosted our July Beer Garden as well as the Circus. The Beer Garden brought in \$9,912.00 in revenue and the Circus grew \$2,034.75 in revenue. Both events were comparable to 2024.
- **Early Learning Program with West Bend School District** – The first day of school took place on September 8, 2025. Kids were back in the classrooms, and it was great to see the teachers and students in their new spaces. We launched a new program in partnership with the Early Learning Program. A **NEW** wrap care program in 2025 for families who need full day care. We have 10 participants in the Monday – Thursday offering and 5 in the Friday session.
- **Fall Festival of Fun!** – Mark your calendars for the Friday, October 10<sup>th</sup>, run/walk with an “After Glo” party and GhouL Gala at the Community Center! 3 events in 1. This year the event will be enhanced with the addition of the BEER GARDEN in front of the Jackson Community Center! **WE NEED A LOT OF VOLUNTEERS FOR THIS EVENT!** With the construction on Hickory Lane the route will be a bit different this year.
- **Programs** – We have a few new program offerings this year coming up! This includes something for all ages: puzzle contest, trivia nights, **NEW** dance classes (Hip Hop/Jazz/Basic Tap, Creative Dance/Poms, Dance with Me, Dance & Batons), financial planning classes (Passport to Retirement, Financial Organization, Building a Financial Foundation), and more!



### COMMUNITY CENTER BUILDING

- **Eagle Scout Projects** - I had a meeting with an Eagle Scout interested in building a Gaga Ball Pit in the Village Parks. I will be working with the Department of Public Works to determine an ideal location and maintenance plan before proceeding.
- **The Village Parks, Recreation & Open Space Plan** - We received just under 200 responses from our community needs survey. Staff are working together to review the survey results and use them to develop a plan for the next 5 years while prioritizing the feedback we received.
- **Vending Machine Contract** – The Jackson Community Center was approached by a local resident and owner of Snack Grabbers, LLC. about putting in a new vending machine. Staff evaluated the current needs, and it was determined that a snack vending machine is not something we currently offer and that we have had users request something to fill this need. It was determined that we would proceed with an agreement with Snack Grabbers, LLC, to provide a snack vending machine as a new service at the Jackson Community Center. This service will not include any expenses incurred by the village as the machines, maintenance, and supplies are provided by the company. The Jackson Community Center will receive 3% of all sales.

### PARK AND PROJECT UPDATES

- **Jackson Community Center Expansion Project** - The final pay request has been submitted by Moore Construction and has been reviewed by the Budget and Finance Committee and Village Board on 9/9/2025. Staff continue to work with Moore on a few warranty items such as HVAC units that control humidity and some other miscellaneous items.
- **Cedar Run Dog Park Project** – The bid for construction was awarded to Lowe Underground, Inc. We have received authorization from the Department of the Navy regarding the Department of Natural Resources wetlands permit. Next steps will be to receive final approval from the Department of Natural Resources on the permit. Once received we will hold our pre-construction meeting, and the crew will begin work as they see fit to complete the project on time.

Submitted by: Tyler Mentzel

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



**MEMO** DATE SEPTEMBER 16, 2025

TO	FROM	REGARDING
Parks and Recreation Commission	Tyler Mentzel Jackson Parks and Recreation Director <a href="mailto:tyler.mentzel@villageofjacksonwi.gov">tyler.mentzel@villageofjacksonwi.gov</a> Phone Ext: (262) 677-9665 x113	Agenda Item #5 Review Cleaning Service Agreement – N&J Professional Cleaners, LLC

For the past four years, the Jackson Community Center has partnered with a local family to provide cleaning services for the facility. After dedicated service, the current providers have announced their retirement and will officially conclude their work with the Community Center on **October 31, 2025**.

To ensure continued cleanliness and maintenance of the facility, staff have explored several options, including securing a new contracted service and the possibility of hiring an in-house cleaning/maintenance staff member.

After review, **N&J Professional Cleaners, LLC** has submitted a proposal to provide cleaning services for both the existing Community Center and the newly expanded areas, as needed, at a cost of **\$3,000.00 per month**.

N&J Professional Cleaners, LLC, is a reputable company with proven experience, currently serving organizations such as **Glacier Hills Credit Union** and recently reached an agreement with the **Village of Jackson** to clean the **Municipal Complex**.

Staff recommend approval of the proposal from **N&J Professional Cleaners, LLC** to provide cleaning services for the Jackson Community Center effective **November 1, 2025**.

**N&J Professional Cleaners, LLC**

W6639 County Rd Y,  
Brownsville, WI 53006  
[njprocleaners@gmail.com](mailto:njprocleaners@gmail.com)  
[\(262\) 808-3373](tel:(262)808-3373)

Nicole Wergin & Jeff Wergin  
Commercial Cleaning Services

**Cleaning Services Estimate for:**

Jackson Community Center  
N165W20330 Hickory Lane,  
Jackson, WI 53037  
Contact: Tyler Mentzel  
[tyler.mentzel@villageofjackson.gov](mailto:tyler.mentzel@villageofjackson.gov)  
(262) 677-9665 x113

**Summary:**

Cleaning Services for the Village of Jackson Community Center building at N165W20330 Hickory Lane, Jackson, WI 53037 will be provided five times per week, every weekday. Each cleaning will include the manufacturers required maintenance for all flooring, tabletop surfaces and bathrooms. Each of the bathrooms, the main hallways and entrance, and the three West Wing classrooms will be cleaned daily, as specified below. All other requested areas of the building will require varied cleaning, as specified below.

N&J Professional Cleaners, LLC will clean the rooms and areas as identified below. However, N&J Professional Cleaners, LLC realizes that it is difficult to list everything that may need cleaning and will be flexible in cleaning beyond what is listed below (within reason) on an as needed basis. We welcome and encourage open communication so that we can best service our customers to their utmost satisfaction.

**Cleaning Schedule and Cleaning Duties**

**1. Daily Cleaning (5x per week – Monday through Friday)**

- a. West Wing Classrooms (3)
  - Mop floors
  - Sanitize surfaces
  - Clean restrooms (attached)
- b. Main Hallways
  - Dust mop and mop/use floor machine the floors
  - Spot clean entrance windows
  - Sanitize door handles
- c. Gathering Hall
  - Remove trash
- d. Kitchen
  - Wipe surfaces
  - Sanitize sinks and appliances
  - Remove trash

- e. Restrooms (Entire Facility)
    - Clean and sanitize toilets, sinks, mirrors and floors
    - Refill soap, paper towels and toilet paper
    - Remove trash
  - f. Fitness Center
    - Spot mop floors as needed
    - Remove trash
- 2. Thrice Weekly (3x per week – e.g., M/W/F)**
- a. Men’s and Women’s Restrooms
    - Deep clean and sanitize
  - b. Kitchen
    - Deep clean counters, floor, sinks and appliances
- 3. Twice Weekly (2x per week – e.g., T/Th)**
- a. East Wing Restrooms (3)
    - Clean and sanitize toilets, sinks, mirrors and floors
    - Refill supplies
- 4. Weekly Cleaning (1x per week)**
- a. East Wing Auditorium (On Fridays)
    - Sweep and mop floor
    - Dust surfaces and clean windows if needed
  - b. Technology Center
    - Vacuum or mop floors
    - Sanitize keyboards, tables and chairs
  - c. Art Studio
    - Clean and wipe down table, floors and sinks
  - d. Office
    - Dust surfaces and vacuum floors
  - e. Gathering Hall
    - Mop floors and sanitize tables/chairs
  - f. Dance Studio
    - Clean mirrors and floors
  - g. Fitness Center
    - Full deep clean and wipe down equipment and mirrors

**Service Cost Estimate**

\$3000 per month. Invoices will be billed monthly and due net 15 days. Checks should be made out to N&J Professional Cleaners, LLC and mailed to 6394 Scenic Drive East, West Bend, WI 53095. Our service provided is on a month-to-month basis, and should you need to discontinue using our service please provide a month notice. Also, should something change with our ability to continue providing you with cleaning service it is our intention to also provide at least one month’s notice.

### **Additional Comments**

While we're aware that every area of the building is important, we place extra special value on the entrance and lobby area, and finally on the restrooms in the building to help keep the rest of the building as sanitary as possible.

Nicole and Jeff Wergin, the owners of N&J Professional Cleaners, deeply value our Customers and vow to maintain a happy and healthy ongoing professional relationship with the Village of Jackson Community Center, so we would implore that even the smallest of issues be brought to us personally whether it be by phone, email or in person, so that we may remedy any potential issue as promptly and satisfactory as possible.

While stated that our services are month-to-month, our intention and hope is to keep a longstanding professional and friendly relationship with all of our customers for decades to come, as all of our oldest customers are still with us to this day since the beginning of our company in 2018.

### **Conclusion**

We value your business and realize that you have other cleaning options. We feel extremely grateful and privileged to even be considered as the cleaning option for the Village of Jackson Community Center, and we do not take your consideration lightly. Should you decide to choose N&J Professional Cleaners, LLC as your commercial cleaning service provider, we will personally do our best to accommodate the Jackson Community Center as a highly valued customer and to address any suggestions or concerns that may arise over what we hope will flourish into a long-standing professional relationship.

Respectfully Submitted  
Nicole & Jeffrey Wergin  
N&J Professional Cleaners, LLC

# 2025 REVIEW AND 2026 DRAFT BUDGET PRESENTATION

The Jackson Parks and Recreation Department offers quality of life opportunities for individuals and families that are priceless to our community. Today, more than ever, families are relying on their "community recreation" offerings to provide quality family time, stress relief, enrichment and health benefits

To provide quality of life opportunities for residents of all ages and abilities, at an affordable price.



## PARTNERING SUCCESSES



The following partnerships that the Parks & Recreation Department has nurtured over the years have become priceless enrichment opportunities for the entire community.

Boys & Girls Club  
Kettlebrook Church  
West Bend School District  
Washington County Parks and Planning  
Washington County Aging and Disability Resource Center  
Humane Society of Washington County  
Versiti/Blood Center of Wisconsin  
American Red Cross  
Family Center of Washington County  
Neighboring Park and Recreation Departments  
Visit Washington County (CVB)  
Hunger Task Force  
Interfaith Caregivers  
Aveda Hearing For Life  
Greater Jackson Business Alliance

Germantown Library  
West Bend Library  
Hartford Library  
Aurora Advocate Health  
ATI Physical Therapy  
VFW  
Henry Gumm Legion Post  
Boy Scout Troop #765  
Cub Scout Pack #3787  
It's A Stitch Quilting Guild  
Ozaukee/Washington County Beekeeper's  
Cream City Calligraphers  
Northern Cross Science Foundation  
District 12, AA  
Wash. Co. Homeschool Assoc.

# The Village of Jackson Parks & Recreation Department

## 2025 GOALS & OBJECTIVES

1. Complete Succession Planning Materials. **Done**
2. Complete recruitment, hiring, onboarding and training of new team members filling Director and Recreation Supervisor Positions. **Done**
3. Complete Jackson Community Center Expansion Project. **In Progress**
4. Secure construction contract for Cedar Run Park - Dog Park project. **Done**
5. Begin development of Community Outdoor Recreation Plan for 2026-2031. **In Progress**
6. Develop Strategic Planning for Jackson Community Center. **In Progress**
7. Renew agreements with long term renters (BGC, Kettlebrook Church, and WBSD) - **Done**

## 2026 GOALS & OBJECTIVES

1. Complete Cedar Run Park - Dog Park Project
2. Launch and Implement 2026-2031 Comprehensive Outdoor Recreation Plan
3. Complete upgrade to Hickory Lane Park Splash Pad
4. Complete RFP for Hasmer Lake Park Project
5. Apply for grant opportunities for Hasmer Lake Park Project
6. Develop Department Standard Operating Procedures Manual

# 2024 PROPOSED REVENUE

Description	Account ID	FY25 Adopted Budget	7/9/2025 YTD Budget	FY25 Projected	FY26 Proposed Budget	Difference - FY26 Propose	Percent - FY26 Proposed Budget
-> RECREATION -> REC -> Revenue		\$ 690,976.00	\$ 345,110.33	\$ 687,476.00	\$ 737,658.00	\$ 46,682.00	6.76
REC - VILLAGE TRANSFER	500-00-45620-201-000	\$ 264,508.00	\$ -	\$ 264,508.00	\$ 299,058.00	\$ 34,550.00	13.06
REC - GRANTS/DONATIONS/SPONSRS	500-00-45620-204-000	\$ 8,500.00	\$ 6,979.13	\$ 8,500.00	\$ 10,000.00	\$ 1,500.00	17.65
REC - ADULT PROGRAM FEES	500-00-45620-206-000	\$ 24,000.00	\$ 13,259.14	\$ 20,000.00	\$ 24,000.00	\$ -	0
REC - YOUTH PROGRAM FEES	500-00-45620-208-000	\$ 40,000.00	\$ 35,289.80	\$ 40,000.00	\$ 40,000.00	\$ -	0
REC - SENIOR PROGRAMS	500-00-45620-209-000	\$ 3,000.00	\$ 3,799.73	\$ 4,000.00	\$ 3,000.00	\$ -	0
REC - ADULT LEAGUES FEES	500-00-45620-210-000	\$ 5,000.00	\$ 4,100.00	\$ 5,000.00	\$ 5,000.00	\$ -	0
REC - YOUTH LEAGUE FEES	500-00-45620-211-000	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	0
REC - CONCESSIONS	500-00-45620-214-000	\$ 9,000.00	\$ 2,728.00	\$ 9,000.00	\$ 9,000.00	\$ -	0
REC - SPECIAL EVENTS	500-00-45620-224-000	\$ 55,000.00	\$ 27,746.00	\$ 55,000.00	\$ 70,000.00	\$ 15,000.00	27.27
REC - BOYS & GIRLS CLUB RENT	500-00-45620-232-000	\$ 30,000.00	\$ 15,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	0
REC - WASH CTY AGING RENT	500-00-45620-234-000	\$ 6,000.00	\$ 600.00	\$ 6,000.00	\$ 6,000.00	\$ -	0
REC - BLDG / SHELTER RENTALS	500-00-45620-236-000	\$ 50,000.00	\$ 34,357.50	\$ 50,000.00	\$ 55,000.00	\$ 5,000.00	10
REC - OPEN GYM FEES	500-00-45620-237-000	\$ 1,000.00	\$ 165.00	\$ 500.00	\$ 1,000.00	\$ -	0
REC - FITNESS MEMBERSHIPS	500-00-45620-238-000	\$ 15,000.00	\$ 7,924.25	\$ 15,000.00	\$ 15,000.00	\$ -	0
REC - KETTLEBROK CHURCH RENT	500-00-45620-240-000	\$ 29,000.00	\$ 15,000.00	\$ 29,000.00	\$ 30,000.00	\$ 1,000.00	3.45
REC - POSTAGE / COPY MACHINES	500-00-45620-243-000	\$ 600.00	\$ 3.40	\$ 600.00	\$ 600.00	\$ -	0
REC - WBSC 4K PROGRAM	500-00-45620-250-000	\$ 101,000.00	\$ 45,891.72	\$ 101,000.00	\$ 110,000.00	\$ 9,000.00	8.91
REC - VILLAGE WELLNESS PROGRAM	500-00-45620-252-000	\$ 1,500.00	\$ 12.66	\$ 1,500.00	\$ 1,500.00	\$ -	0
REC - FUND BALANCE APPLIED	500-00-45620-260-000	\$ 34,368.00	\$ -	\$ 34,368.00	\$ 15,000.00	\$ (19,368.00)	-56.35
REC- GENERAL FUND TRANSFER OUT	500-00-47210-000-000	\$ -	\$ 132,254.00	\$ -	\$ -	\$ -	0
REC-TRANSFER FROM OTHER FUNDS	500-00-49500-000-000	\$ 11,000.00	\$ -	\$ 11,000.00	\$ 11,000.00	\$ -	0

# 2024 PROPOSED EXPENSES

Description	Account ID	FY25 Adopted Budget	7/9/2025 YTD Budget	FY25 Projected	FY26 Proposed Budget	Difference - FY26 Propose	Percent - FY26 Proposed Budget
-> RECREATION -> REC -> Expense		\$ 690,876.00	\$ 354,862.51	\$ 701,269.22	\$ 737,657.81	\$ 46,681.81	6.76
REC ADMIN - WAGES	500-00-55310-110-000	\$ 257,429.00	\$ 143,597.98	\$ 258,057.23	\$ 234,617.28	\$ (22,811.72)	-8.86
REC EVEN/WEEKEND - WAGES	500-00-55310-110-001	\$ 30,000.00	\$ 22,808.02	\$ 40,000.00	\$ 51,757.50	\$ 21,757.50	72.52
REC PART-TIME SEASONAL - WAGES	500-00-55310-110-002	\$ 21,000.00	\$ 10,412.40	\$ 21,000.00	\$ 21,000.00	\$ -	0
REC CONTRACTUAL - WAGES	500-00-55310-110-003			\$ -	\$ -	\$ -	0
REC WBSD 4K - WAGES	500-00-55310-110-004	\$ 50,000.00	\$ 19,278.00	\$ 50,000.00	\$ 89,120.00	\$ 39,120.00	78.24
REC ADMIN - HEALTH/LIFE INSUR	500-00-55310-125-000	\$ 95,918.00	\$ 35,287.07	\$ 97,946.72	\$ 77,805.71	\$ (18,112.29)	-18.88
REC PART-TIME/SEAS-HEALTH/LIFE	500-00-55310-125-002	\$ -	\$ 31.92	\$ -	\$ -	\$ -	0
REC ADMIN - WRS	500-00-55310-130-000	\$ 22,564.00	\$ 9,382.53	\$ 22,564.00	\$ 16,423.21	\$ (11,740.79)	-41.69
REC EVEN/WEEKEND - WRS	500-00-55310-130-001	\$ 2,000.00	\$ 48.48	\$ 2,000.00	\$ 324.45	\$ 324.45	0
REC PART-TIME/SEASONAL - WRS	500-00-55310-130-002	\$ 100.00	\$ 33.36	\$ -	\$ -	\$ -	0
REC WBSD 4K - WRS	500-00-55310-130-004	\$ 3,500.00	\$ 997.37	\$ 3,500.00	\$ 3,528.00	\$ 3,528.00	0
REC ADMIN - SOCIAL SECURITY	500-00-55310-135-000	\$ 14,884.00	\$ 9,303.63	\$ 8,300.27	\$ 14,546.27	\$ (9,037.73)	-38.32
REC EVEN/WEEKEND - SOC SEC	500-00-55310-135-001	\$ 3,200.00	\$ 1,414.15	\$ 3,200.00	\$ 3,208.78	\$ 3,208.78	0
REC PART-TIME/SEASON - SOC SEC	500-00-55310-135-002	\$ 1,500.00	\$ 645.57	\$ 1,500.00	\$ 1,302.00	\$ 1,302.00	0
REC WBSD 4K - SOCIAL SECURITY	500-00-55310-135-004	\$ 4,000.00	\$ 1,195.24	\$ 4,000.00	\$ 5,525.44	\$ 5,525.44	0
REC ADMIN - MEDICARE	500-00-55310-140-000	\$ 3,481.00	\$ 2,175.92	\$ 3,481.00	\$ 3,401.95	\$ (1,779.05)	-34.34
REC EVEN/WEEKEND - MEDICARE	500-00-55310-140-001	\$ 650.00	\$ 330.77	\$ 650.00	\$ 750.48	\$ 750.48	0
REC PART-TIME/SEASON - MEDICARE	500-00-55310-140-002	\$ 350.00	\$ 151.00	\$ 350.00	\$ 304.50	\$ 304.50	0
REC WBSD 4K - MEDICARE	500-00-55310-140-004	\$ 700.00	\$ 279.57	\$ 70.00	\$ 1,292.24	\$ 1,292.24	0
REC ADMIN - MEDICAL REIMBURSE	500-00-55310-145-000	\$ 2,000.00	\$ 521.14	\$ 2,000.00	\$ 1,000.00	\$ (1,000.00)	-50
REC - EDUCATION/TRAVEL/DUES	500-00-55310-202-000	\$ 5,000.00	\$ 2,378.61	\$ 5,000.00	\$ 5,500.00	\$ 500.00	10
REC - PROGRAM / ACCT REFUNDS	500-00-55310-204-000	\$ 3,000.00	\$ 3,564.00	\$ 5,000.00	\$ 5,000.00	\$ 2,000.00	66.67
REC - PROP/LIABLTY INSURANCE	500-00-55310-205-000	\$ 6,000.00	\$ 3,402.12	\$ 6,000.00	\$ 6,500.00	\$ 500.00	8.33
REC - COMPUTER EQUIPMENT	500-00-55310-206-000	\$ 4,000.00	\$ 2,494.00	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00	25
REC - GAS / ELECTRIC	500-00-55310-207-000	\$ 45,000.00	\$ 16,572.33	\$ 40,000.00	\$ 48,000.00	\$ 3,000.00	6.67
REC - OFFICE SUPPLIES	500-00-55310-208-000	\$ 3,000.00	\$ 1,367.51	\$ 3,000.00	\$ 3,500.00	\$ 500.00	16.67
REC - WATER / SEWER	500-00-55310-209-000	\$ 3,000.00	\$ 813.78	\$ 3,200.00	\$ 3,500.00	\$ 500.00	16.67
REC - CELL PHONES	500-00-55310-210-000	\$ 1,800.00	\$ 962.06	\$ 1,800.00	\$ 1,800.00	\$ -	0
REC - PHONE / INTERNET	500-00-55310-211-000	\$ 3,000.00	\$ 4,035.04	\$ 5,000.00	\$ 3,500.00	\$ 500.00	16.67
REC - IT SUPPORT	500-00-55310-212-000	\$ 7,500.00	\$ 3,753.34	\$ 7,500.00	\$ 8,000.00	\$ 500.00	6.67
REC - BLDG EQUIPMENT / REPAIRS	500-00-55310-213-000	\$ 12,000.00	\$ 12,178.88	\$ 15,000.00	\$ 15,000.00	\$ 3,000.00	25
REC - YOUTH PROGRAM SUPPLIES	500-00-55310-214-000	\$ 2,500.00	\$ 833.15	\$ 2,000.00	\$ 3,000.00	\$ 500.00	20
REC - JANITORIAL/BLDG SUPPLIES	500-00-55310-215-000	\$ 3,000.00	\$ 2,100.64	\$ 2,500.00	\$ 3,500.00	\$ 500.00	16.67
REC - ADULT PROGRAM SUPPLIES	500-00-55310-216-000	\$ 1,500.00	\$ 188.68	\$ 1,000.00	\$ 1,500.00	\$ -	0
REC - SENIOR PROGRAMS	500-00-55310-217-000	\$ 1,000.00	\$ 3,000.87	\$ 3,500.00	\$ 1,200.00	\$ 200.00	20
REC - SPECIAL EVENTS	500-00-55310-220-000	\$ 12,000.00	\$ 12,176.82	\$ 18,000.00	\$ 25,000.00	\$ 13,000.00	108.33
REC - PRINTING	500-00-55310-222-000	\$ 3,300.00	\$ 2,283.25	\$ 3,300.00	\$ 3,500.00	\$ 200.00	6.06
REC - POSTAGE / COPIER	500-00-55310-224-000	\$ 4,200.00	\$ 1,215.30	\$ 4,000.00	\$ 4,500.00	\$ 300.00	7.14
REC - STAFF UNIFORMS	500-00-55310-228-000	\$ 1,000.00	\$ 923.80	\$ 1,000.00	\$ 1,000.00	\$ -	0
REC - CONCESSIONS-RESALEABLE	500-00-55310-230-000	\$ 5,000.00	\$ 1,431.10	\$ 4,000.00	\$ 5,000.00	\$ -	0
REC - ADULT LEAGUES	500-00-55310-254-000	\$ 2,000.00	\$ 247.37	\$ 1,000.00	\$ 2,000.00	\$ -	0
REC - CONTRACTUAL SERVICES	500-00-55310-258-000	\$ 35,000.00	\$ 18,046.06	\$ 35,000.00	\$ 38,000.00	\$ 3,000.00	8.57
REC - CONTINGENCY	500-00-55310-262-000	\$ 500.00	\$ 527.46	\$ 750.00	\$ 750.00	\$ 250.00	50
REC - CONCESSION STAND MAINT	500-00-55310-268-000	\$ 800.00	\$ 266.45	\$ 1,000.00	\$ 1,000.00	\$ 200.00	25
REC - FIRE/SECURITY MONITORING	500-00-55310-269-000	\$ 5,000.00	\$ 298.34	\$ 2,500.00	\$ 6,000.00	\$ 1,000.00	20
REC - SALES & USE TAX	500-00-55310-270-000	\$ 4,000.00	\$ 970.05	\$ 4,000.00	\$ 4,500.00	\$ 500.00	12.5
REC - WBSD 4K PROGRAM SUPPLIES	500-00-55310-280-000	\$ 2,600.00	\$ 686.22	\$ 2,600.00	\$ 5,000.00	\$ 2,400.00	92.31
REC - VILLAGE WELLNESS PROGRAM	500-00-55310-282-000	\$ 1,000.00	\$ 316.44	\$ 1,000.00	\$ 1,000.00	\$ -	0

# The Village of Jackson Parks & Recreation Department

## 2025 January - September 9

Facility Name	Facility Type	Available Days	Available Hours	Used Days	Used Hours	Used Days (%)	Used Hours (%)	Check-Ins	Reservations
Jackson Area Community Center	General	215	2256	4	45.5	1.86 %	2.02 %	1	3
▶ Art Studio	General	215	2256	26	50.25	12.09 %	2.23 %	0	15
▶ Auditorium	General	215	2256	109	803.5	50.70 %	35.62 %	0	89
▶ Conference Room	General	215	2256	39	131	18.14 %	5.81 %	0	15
▶ Dance Studio	General	215	2256	181	467	84.19 %	20.70 %	0	57
▶ Early Childhood Center	General	215	2256	33	97.5	15.35 %	4.32 %	32	1
▶ Fitness Center	General	215	2256	0	0	0.00 %	0.00 %	4446	0
▶ Game Room/Lounge	General	215	2256	75	620.5	34.88 %	27.50 %	0	78
▶ Gathering Hall	General	215	2256	220	1667.5	102.33 %	73.91 %	0	434
▶ Gymnasium	General	215	2256	208	1742.25	96.74 %	77.23 %	0	346
▶ Kitchen	General	215	2256	17	97.75	7.91 %	4.33 %	0	9
▶ New East MultiPurpose Room	General	215	2256	33	111.25	15.35 %	4.93 %	0	0
▶ Technology Center	General	215	2256	106	333.25	49.30 %	14.77 %	0	104
▶ Teen Room	General	215	2256	0	0	0.00 %	0.00 %	0	0

## 2024 January - December

Facility Type	Time Range	From Date	To Date							
-All-	Custom	01/01/2024	12/31/2024	<a href="#">Apply Filters</a>						
Facility: Jackson Area Community Center				<a href="#">Clear All</a>						
25 records per page				<a href="#">List Actions</a>						
Facility Name	Facility Type	Available Days	Available Hours	Used Days	Used Hours	Used Days (%)	Used Hours (%)	Check-Ins	Reservations	
Jackson Area Community Center	General	314	3300	4	19	1.27 %	0.58 %	0	4	
▶ Art Studio	General	314	3300	100	637	31.85 %	19.30 %	0	92	
▶ Auditorium	General	314	3300	0	0	0.00 %	0.00 %	0	0	
▶ Conference Room	General	314	3300	100	325.25	31.85 %	9.86 %	0	26	
▶ Dance Studio	General	314	3300	270	681.42	85.99 %	20.65 %	0	94	
▶ Early Childhood Center	General	314	3300	110	701.5	35.03 %	21.26 %	0	83	
▶ Fitness Center	General	314	3300	6	3.5	1.91 %	0.11 %	5891	0	
▶ Game Room/Lounge	General	314	3300	116	796.5	36.94 %	24.14 %	47	239	
▶ Gathering Hall	General	314	3300	286	1755.25	91.08 %	53.19 %	0	365	
▶ Gymnasium	General	314	3300	322	2844.5	102.55 %	86.20 %	0	629	
▶ Kitchen	General	314	3300	112	519	35.67 %	15.73 %	0	110	
▶ New East MultiPurpose Room	General	314	3300	0	0	0.00 %	0.00 %	0	0	
▶ Technology Center	General	314	3300	168	503.25	53.50 %	15.25 %	0	95	
▶ Teen Room	General	314	3300	95	1004	30.25 %	30.42 %	0	93	

# The Village of Jackson Parks & Recreation Department

## A FEW JACKSON PARKS AND RECREATION ACTIVITY STATS

2025 January - September 9

### Organization Activity

From 1/1/2025 to 9/8/2025

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
<b>All</b>	1359	289	321	4513	555	0
<b>Resident</b>	993	198	291	4171	305	
<b>Non-Resident</b>	366	88	30	342	250	
<b>No Residency Set</b>	0	0	0	0	0	
<b>Demographics</b>						
<b>&lt; 18</b>	356	0	24	29	158	
<b>18 - 65</b>	444	157	172	1617	257	
<b>65+</b>	383	28	104	2717	46	
<b>Male</b>	516	92	158	2014	230	
<b>Female</b>	843	194	163	2499	325	
<b>Other Genders</b>	0	0	0	0	0	
<b>Online vs In-House</b>						
<b>Online</b>	478	0	0	N/A	342	
<b>In-Person</b>	881	286	[No Title]	N/A	213	

2024 January - December

### Organization Activity

From 1/1/2024 to 12/31/2024

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
<b>All</b>	2418	333	403	5944	1093	0
<b>Resident</b>	1604	254	353	5340	467	
<b>Non-Resident</b>	814	79	50	604	626	
<b>No Residency Set</b>	0	0	0	0	0	
<b>Demographics</b>						
<b>&lt; 18</b>	656	0	20	46	369	
<b>18 - 65</b>	735	190	218	1556	463	
<b>65+</b>	626	33	150	4242	82	
<b>Male</b>	855	102	185	2807	470	
<b>Female</b>	1563	231	218	3137	623	
<b>Other Genders</b>	0	0	0	0	0	
<b>Online vs In-House</b>						
<b>Online</b>	868	0	0	N/A	741	
<b>In-Person</b>	1550	333	403	N/A	352	

# The Village of Jackson Parks & Recreation Department



THANK YOU  
FOR HELPING TO MAKE THE JACKSON  
COMMUNITY A PLACE TO CALL "HOME"!

