



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



Tuesday, May 19, 2026 at 6:00 PM

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

1. Call to Order and Roll Call
2. Citizens/Village Staff to Address the Parks and Recreation Committee (Please sign in with the Clerk prior to speaking. Please note this is a business meeting, not a public hearing. People wishing to speak on an item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)
3. Approval of Minutes of the Parks and Recreation Commission Meeting of March 17, 2026
4. Review Current Financial Stat Pak
5. Director of Parks and Recreation Highlights
6. SeeMyLegacy Presentation
7. Approval of Rental Request - Jackson Community Center - Democratic Party of Washington County Fundraiser
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, March 17, 2026 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, Tr. Wells, Brian Mekka, Brittany Rathke, and Kim Powers

Members Excused: None

Members Absent: None

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

2. Approval of Minutes of the Parks and Recreation Commission Meeting of December 16, 2025

The motion to approve Minutes for the Parks and Recreation Commission Meeting of December 16, 2025, was made by Tr. Wells and seconded by B. Rathke.

Vote: 5 ayes, 0 nays. Motion carried.

3. Review 2025 Financial Stat Pak

Director Mentzel highlighted several key factors contributing to budget shortfalls, including the underlying causes of the discrepancies. He also discussed adjustments related to late payments, which will be applied to help offset those shortfalls.

The motion to place the 2025 Financial Stat Pak on file was made by Tr. Wells and seconded by K. Powers.

Vote: 5 ayes, 0 nays. Motion carried.

4. Review Current Financial Stat Pak

Director Mentzel summarized 2026 financials to date, pointing out key challenges.

The motion to place the stat pak on file was made by B. Mekka and seconded by K. Powers.

Vote: 5 ayes, 0 nays. Motion carried.

5. Director of Parks & Recreation Highlights

Director Mentzel recapped the highlights, expressing gratitude to an employee who recently resigned, celebrating success of the February fundraiser, recognizing contributions of volunteers, sponsors and staff and looking ahead to upcoming summer events.

6. Introduction of Dog Park Naming Rights Sponsor

Director Mentzel presented an update to the Commission regarding the progress of the dog park and formally announced a substantial contribution from Westbury Bank, who will be granted naming rights to the park in recognition of their generosity.

The Commission extended its sincere appreciation to Westbury Bank for its exceptional generosity and support.

7. Introduction of Youth Recreation Supervisor - Beth MacDonald

Director Mentzel introduced Beth MacDonald to the commission, provided an overview of her professional background and welcomed her to the Village Park and Recreation team.

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

The Commission Chair Latz requested additional information regarding a specific line item on the financial statement, asking whether it is intended to replace the Fish Derby, be coordinated with it, or serve as an additional event.

B. Mekka requested an update on Hasmer Lake Park, including the status of the pavilion, available funding, and progress on planned improvements.

9. Adjourn to **FRIENDS MEETING**

The motion to adjourn the meeting was made by C. Latz and seconded by B. Rathke.

Vote: 5 ayes, 0 nays. Motion carried. The meeting adjourned at 6:18 PM.

Respectfully Submitted,

Pamela Wolf
Interim Village Clerk/Deputy Clerk
Village of Jackson

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.

May, 19 2026
Parks & Recreation Commission
Financial “Stat Pack”

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: **1/1/2026 12:00 AM** EndDate: **4/30/2026 11:59 PM**

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

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

Regular Revenue

		DEBITS										CREDITS	
**Gross	**Net	<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													
193.75	193.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	583.75	0.00	-390.00	
100-00-21150-000-000 - Reimbursable													
1,000.00	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
100-00-45790 - NSF Fee													
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
204 - Grants/Sponsorships/Donations													
12,975.00	12,975.00	0.00	11,775.00	1,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206 - Adult Programming													
8,919.80	8,919.80	2,803.00	2,133.80	3,923.00	3,923.00	0.00	0.00	0.00	191.00	0.00	-131.00	0.00	
208 - Youth Programming													
25,562.25	25,562.25	297.00	4,275.25	21,310.00	21,310.00	0.00	0.00	0.00	75.00	0.00	-395.00	0.00	
209 - Senior Program													
1,703.00	1,703.00	1,128.00	130.00	415.00	415.00	0.00	0.00	0.00	70.00	0.00	-40.00	0.00	
210 - Adult Leagues													
700.00	700.00	200.00	400.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
211 - Youth Leagues													
350.00	350.00	0.00	0.00	350.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
214 - Concessions													
585.00	585.00	520.00	0.00	65.00	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Revenue By Period - GL Account Summary

Start Date: **1/1/2026 12:00 AM** EndDate: **4/30/2026 11:59 PM**

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

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

224 - Special Events

18,027.35	18,027.35	4,772.35	10,780.00	2,475.00	2,475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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232 - Boys & Girls Club Rentals

30,000.00	30,000.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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234 - Washington County Aging and Disability Resource Center Rental

600.00	600.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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236 - Building/Park Rentals

24,108.00	24,108.00	1,010.00	16,610.00	6,675.00	6,675.00	0.00	0.00	0.00	25.00	0.00	-212.00	0.00	0.00
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237 - Open Gym Type Programs

805.00	805.00	642.00	0.00	154.00	154.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	0.00
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238 - Fitness Memberships

3,694.00	3,694.00	1,249.25	990.25	1,434.50	1,434.50	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00
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240 - Kettlebrook Church Rentals

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

463.70	463.70	0.00	463.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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250 - 4K

78,370.00	78,370.00	1,352.00	62,831.00	14,187.00	14,187.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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NONE - Unassigned

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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215,556.85	215,556.85	13,973.60	149,489.00	52,288.50	52,288.50	0.00	0.00	\$0.00	390.00	583.75	-778.00	-390.00
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**** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value**

Sales Tax

Revenue By Period - GL Account Summary

Start Date: **1/1/2026 12:00 AM** EndDate:**4/30/2026 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	\$1,695.25	CONVENIENCE FEES REFUNDED	\$0.00	NET CONVENIENCE FEES	\$1,695.25
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Budget Comparison - Detail
RECREATION DEPARTMENT

Account Number		2026	2026	2026	Budget Status	% of Budget
		April	Actual 04/30/2026	Budget		
500-00-45620-204-000	REC - GRANTS/DONATIONS/SPONSRS	800.00	13,300.60	10,000.00	3,300.60	133.01
500-00-45620-206-000	REC - ADULT PROGRAM FEES	1,591.00	8,872.06	24,000.00	-15,127.94	36.97
500-00-45620-208-000	REC - YOUTH PROGRAM FEES	7,084.22	25,629.20	45,000.00	-19,370.80	56.95
500-00-45620-209-000	REC - SENIOR PROGRAMS	560.75	1,817.75	3,000.00	-1,182.25	60.59
500-00-45620-210-000	REC - ADULT LEAGUES FEES	0.00	500.00	5,000.00	-4,500.00	10.00
500-00-45620-211-000	REC - YOUTH LEAGUE FEES	350.00	350.00	2,500.00	-2,150.00	14.00
500-00-45620-214-000	REC - CONCESSIONS	0.00	565.00	9,000.00	-8,435.00	6.28
500-00-45620-224-000	REC - SPECIAL EVENTS	0.00	20,266.35	70,000.00	-49,733.65	28.95
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	2,622.19	3,222.19	6,000.00	-2,777.81	53.70
500-00-45620-236-000	REC - BLDG / SHELTER RENTALS	1,790.00	23,658.55	55,000.00	-31,341.45	43.02
500-00-45620-237-000	REC - OPEN GYM FEES	222.00	781.00	1,000.00	-219.00	78.10
500-00-45620-238-000	REC - FITNESS MEMBERSHIPS	768.00	5,797.83	15,000.00	-9,202.17	38.65
500-00-45620-240-000	REC - KETTLEBROK CHURCH RENT	0.00	7,500.00	30,000.00	-22,500.00	25.00
500-00-45620-243-000	REC - POSTAGE / COPY MACHINES	0.00	475.42	600.00	-124.58	79.24
500-00-45620-250-000	REC - WBSC 4K PROGRAM	13,125.00	78,370.00	115,000.00	-36,630.00	68.15
500-00-45620-252-000	REC - VILLAGE WELLNESS PROGRAM	0.00	0.00	1,500.00	-1,500.00	0.00
500-00-45620-260-000	REC - FUND BALANCE APPLIED	0.00	0.00	15,000.00	-15,000.00	0.00
500-00-47210-000-000	REC- GENERAL FUND TRANSFER	23,739.25	94,957.00	284,871.00	-189,914.00	33.33
500-00-49500-000-000	REC-TRANSFER FROM OTHER FUNDS	0.00	0.00	11,000.00	-11,000.00	0.00
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	RECREATION - REV	52,652.41	301,062.95	733,471.00	-432,408.05	41.05
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	Total Revenues	52,652.41	301,062.95	733,471.00	-432,408.05	41.05
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Budget Comparison - Detail
RECREATION DEPARTMENT

Account Number		2026		2026 Budget	Budget Status	% of Budget
		2026 April	Actual 04/30/2026			
500-00-55310-110-000	REC ADMIN - WAGES	5,717.48	58,707.89	231,913.28	173,205.39	25.31
500-00-55310-110-001	REC EVEN/WEEKEND - WAGES	2,507.01	12,847.81	43,750.00	30,902.19	29.37
500-00-55310-110-002	REC PART-TIME SEASONAL - WAGES	4,028.20	11,083.40	21,000.00	9,916.60	52.78
500-00-55310-110-004	REC WBSD 4K - WAGES	7,844.51	33,727.55	95,040.00	61,312.45	35.49
500-00-55310-125-000	REC ADMIN - HEALTH/LIFE INSUR	9,633.80	31,728.08	77,805.71	46,077.63	40.78
500-00-55310-125-002	REC PART-TIME/SEAS-HEALTH/LIFE	15.96	31.92	0.00	-31.92	0.00
500-00-55310-130-000	REC ADMIN - WRS	1,145.34	4,197.46	16,697.76	12,500.30	25.14
500-00-55310-130-001	REC EVEN/WEEKEND - WRS	10.44	43.38	164.70	121.32	26.34
500-00-55310-130-004	REC WBSD 4K - WRS	362.88	1,456.70	3,888.00	2,431.30	37.47
500-00-55310-135-000	REC ADMIN - SOCIAL SECURITY	997.70	4,159.79	14,378.62	10,218.83	28.93
500-00-55310-135-001	REC EVEN/WEEKEND - SOC SEC	155.44	796.57	3,208.78	2,412.21	24.82
500-00-55310-135-002	REC PART-TIME/SEASON - SOC SEC	249.76	687.19	1,302.00	614.81	52.78
500-00-55310-135-004	REC WBSD 4K - SOCIAL SECURITY	486.36	2,059.22	5,892.48	3,833.26	34.95
500-00-55310-140-000	REC ADMIN - MEDICARE	233.34	972.90	3,362.74	2,389.84	28.93
500-00-55310-140-001	REC EVEN/WEEKEND - MEDICARE	36.34	186.31	634.38	448.07	29.37
500-00-55310-140-002	REC PART-TIME/SEASON -MEDICARE	58.42	160.75	304.50	143.75	52.79
500-00-55310-140-004	REC WBSD 4K - MEDICARE	113.74	481.57	1,378.08	896.51	34.94
500-00-55310-145-000	REC ADMIN - MEDICAL REIMBURSE	38.46	230.76	1,000.00	769.24	23.08
500-00-55310-202-000	REC - EDUCATION/TRAVEL/DUES	-41.28	1,423.58	5,500.00	4,076.42	25.88
500-00-55310-204-000	REC - PROGRAM / ACCT REFUNDS	1,479.34	1,737.34	5,000.00	3,262.66	34.75
500-00-55310-205-000	REC - PROP/LIABLT Y INSURANCE	0.00	3,875.56	6,500.00	2,624.44	59.62
500-00-55310-206-000	REC - COMPUTER EQUIPMENT	17.59	233.23	5,000.00	4,766.77	4.66
500-00-55310-207-000	REC - GAS / ELECTRIC	2,988.52	12,436.14	48,000.00	35,563.86	25.91
500-00-55310-208-000	REC - OFFICE SUPPLIES	0.00	162.90	3,500.00	3,337.10	4.65
500-00-55310-209-000	REC - WATER / SEWER	838.00	838.00	3,500.00	2,662.00	23.94
500-00-55310-210-000	REC - CELL PHONES	100.86	404.10	1,800.00	1,395.90	22.45
500-00-55310-211-000	REC - PHONE / INTERNET	184.78	554.06	3,500.00	2,945.94	15.83
500-00-55310-212-000	REC - IT SUPPORT	1,469.00	7,204.25	8,000.00	795.75	90.05
500-00-55310-213-000	REC - BLDG EQUIPMENT / REPAIRS	687.04	1,058.90	15,000.00	13,941.10	7.06
500-00-55310-214-000	REC - YOUTH PROGRAM SUPPLIES	501.42	640.94	3,000.00	2,359.06	21.36
500-00-55310-215-000	REC - JANITORIAL/BLDG SUPPLIES	219.13	1,479.73	3,500.00	2,020.27	42.28
500-00-55310-216-000	REC - ADULT PROGRAM SUPPLIES	17.96	325.96	1,500.00	1,174.04	21.73
500-00-55310-217-000	REC - SENIOR PROGRAMS	73.75	381.62	1,200.00	818.38	31.80
500-00-55310-220-000	REC - SPECIAL EVENTS	424.82	5,911.68	25,000.00	19,088.32	23.65
500-00-55310-222-000	REC - PRINTING	1,946.39	2,978.67	3,500.00	521.33	85.10
500-00-55310-224-000	REC - POSTAGE / COPIER	0.00	11.10	4,500.00	4,488.90	0.25
500-00-55310-228-000	REC - STAFF UNIFORMS	0.00	0.00	1,000.00	1,000.00	0.00
500-00-55310-230-000	REC - CONCESSIONS-RESALEABLE	0.00	158.43	5,000.00	4,841.57	3.17
500-00-55310-254-000	REC - ADULT LEAGUES	0.00	0.00	2,000.00	2,000.00	0.00
500-00-55310-258-000	REC - CONTRACTUAL SERVICES	4,819.78	12,863.78	38,000.00	25,136.22	33.85
500-00-55310-262-000	REC - CONTINGENCY	162.23	233.82	750.00	516.18	31.18
500-00-55310-268-000	REC - CONCESSION STAND MAINT	0.00	0.00	1,000.00	1,000.00	0.00
500-00-55310-269-000	REC - FIRE/SECURITY MONITORING	94.82	691.28	6,000.00	5,308.72	11.52
500-00-55310-270-000	REC - SALES & USE TAX	1,468.78	2,460.77	4,500.00	2,039.23	54.68
500-00-55310-280-000	REC - WBSD 4K PROGRAM SUPPLIES	579.26	693.07	5,000.00	4,306.93	13.86
500-00-55310-282-000	REC - VILLAGE WELLNESS PROGRAM	0.00	0.00	1,000.00	1,000.00	0.00
RECREATION - EXP		51,667.37	222,318.16	733,471.03	511,152.87	30.31
Total Expenses		51,667.37	222,318.16	733,471.03	511,152.87	30.31
Net Totals		985.04	78,744.79	-0.03	-78,744.82	

Budget Comparison - Detail
PARKS

Account Number		2026 April	2026 Actual 04/30/2026	2026 Budget	Budget Status	% of Budget
800-00-45830-000-000	PARK FUND - FEES COLLECTED	4,988.00	11,223.00	10,000.00	1,223.00	112.23
800-00-48110-000-000	PARK FUND - INT ON INVESTMENTS	0.00	2,500.50	1,000.00	1,500.50	250.05
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	PARK - REV	4,988.00	13,723.50	11,000.00	2,723.50	124.76
=====						
	Total Revenues	4,988.00	13,723.50	11,000.00	2,723.50	124.76
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Budget Comparison - Detail
PARKS

Account Number		2026 April	2026 Actual 04/30/2026	2026 Budget	Budget Status	% of Budget
800-00-55210-420-000	PARK FUND - IMPACT PROJECTS	0.00	0.00	100,000.00	100,000.00	0.00
=====						
	PARK - EXP	0.00	0.00	100,000.00	100,000.00	0.00
=====						
	Total Expenses	0.00	0.00	100,000.00	100,000.00	0.00
=====						
Net Totals		4,988.00	13,723.50	-89,000.00	-102,723.50	-15.42

Budget Comparison - Detail
HOTEL/MOTEL

Account Number		2026 April	2026 Actual 04/30/2026	2026 Budget	Budget Status	% of Budget
150-00-41210-000-000	HOTEL/MOTEL - ROOM TAX	8,927.33	20,488.62	61,385.58	-40,896.96	33.38
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	HOTEL/MOTEL - REV	8,927.33	20,488.62	61,385.58	-40,896.96	33.38
=====						
	Total Revenues	8,927.33	20,488.62	61,385.58	-40,896.96	33.38
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Budget Comparison - Detail
HOTEL/MOTEL

Account Number		2026 April	2026 Actual 04/30/2026	2026 Budget	Budget Status	% of Budget
150-00-51100-395-001	COMMUNITY EVENTS & ADVERTISING	2,067.47	14,684.97	30,885.58	16,200.61	47.55
150-00-51100-395-002	WASHINGTON COUNTY SUPPORT	6,000.00	6,000.00	6,000.00	0.00	100.00
150-00-51100-395-003	VILLAGE TOURISM/PROMOTION	11,175.92	11,461.84	24,500.00	13,038.16	46.78
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	HOTEL/MOTEL - EXP	19,243.39	32,146.81	61,385.58	29,238.77	52.37
=====						
	Total Expenses	19,243.39	32,146.81	61,385.58	29,238.77	52.37
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Net Totals		-10,316.06	-11,658.19	0.00	11,658.19	

Jackson Parks & Recreation Department

Multi-Year Budget Comparison

COVID

Village Only Moving Forward

		2021*	2022	2023	2024	2025	2026
Total Budget		542,174	556,016	552,515.00	617,461	690,976.00	733,471.00
Jan.	Revenue (budget %)	27,761 (5%)	35,695 (6%)	37,877 (7%)	45,741 (8%)	54,764 (8%)	48,697 (7%)
	Expenditures (budget %)	38,890 (7%)	58,528 (11%)	36,590 (10%)	57,582 (9%)	52,629 (7%)	53,046 (7%)
Feb.	Revenue (budget %)	121,009 (22%)	123,856 (22%)	122,615 (22%)	146,228 (24%)	119,345 (18%)	208,836 (28%)
	Expenditures (budget %)	74,429 (14%)	106,862 (19%)	104,146 (19%)	108,434 (18%)	113,030 (16%)	153,799 (21%)
March	Revenue (budget %)	153,720 (28%)	No	177,443 (32%)	201,812 (33%)	173,918 (26%)	248,470 (34%)
	Expenditures (budget %)	134,479 (25%)	Workhorse	158,594 (29%)	163,218 (26%)	181,656 (26%)	170,651 (23%)
April	Revenue (budget %)	191,191 (35%)	207,633 (37%)	220,245 (40%)	256,579 (42%)	240,394 (35%)	301,063 (41%)
	Expenditures (budget %)	176,620 (33%)	188,008 (34%)	203,925 (37%)	199,979 (32%)	239,847.71 (34%)	222,318 (30%)
May	Revenue (budget %)	233,212 (43%)	268,272 (48%)	274,941 (50%)	303,883 (49%)	288,487 (42%)	
	Expenditures (budget %)	218,515 (40%)	234,516 (42%)	252,185 (46%)	240,643 (39%)	293,325 (42%)	
June	Revenue (budget %)	281,244 (51%)	300,239 (53%)	307,961 (56%)	348,172 (56%)	335,057 (53%)	
	Expenditures (budget %)	260,609 (48%)	273,274 (49%)	296,271 (54%)	288,891 (47%)	351,814 (58%)	
July	Revenue (budget %)	321,168 (59%)	339,847 (62%)	356,469 (65%)	391,303 (63%)	366,600 (53%)	
	Expenditures (budget %)	294,593 (54%)	322,841 (58%)	347,748 (63%)	343,448 (56%)	400,633 (58%)	
August	Revenue (budget %)	366,367 (67%)	380,959 (69%)	401,790 (73%)	433,910 (70%)	424,362 (61%)	
	Expenditures (budget %)	345,502 (64%)	340,379 (61%)	383,879 (69%)	387,577 (63%)	444,807 (64%)	
Sept.	Revenue (budget %)	398,207 (73%)	No	432,466 (79%)	477,889 (77%)	472,681 (68%)	
	Expenditures (budget %)	399,460 (74%)	Worshorse	436,536 (79%)	431,560 (70%)	494,157 (72%)	
Oct.	Revenue (budget %)	No	475,704 (86%)	527,323 (95%)	527,501 (85%)	533,800 (77%)	
	Expenditures (budget %)	Workhorse	467,784 (84%)	486,242 (88%)	485,687 (79%)	554,061 (80%)	
Nov.	Revenue (budget %)	531,258 (97%)	No	580,067 (100%)	527,501 (85%)	566,276 (82%)	
	Expenditures (budget %)	493,487 (91%)	Workhorse	531,342 (96%)	485,687 (79%)	601,712 (87%)	
Dec.	Revenue (budget %)	560,582 (103%)	608,831 (109%)	601,055 (109%)	615,006 (100%)	638,418 (92%)	
	Expenditures (budget %)	531,480 (98%)	554,142 (100%)	578,728 (105%)	594,521 (96%)	667,317 (97%)	
Year End Village Audit Total:		plus \$18,927	plus 34,840	plus 22,327	plus 20,485	waiting on audit	

PROGRAM & EVENT HIGHLIGHTS & UPDATES

- **Administrative Update** – We have hired on a seasonal Operations Manager, Kelly English. Kelly joins our team as a familiar face who works as an assistant teacher with the West Bend School District at the Jackson Community Center site in the Head Start program. Kelly will begin her employment with the Village in June and resume work until the end of August at which time we hope to have a permanent part-time employee for to fill the position. Kelly was chosen as someone who has worked well with our team since the beginning of the school year. She has expressed interest in continuing employment after school starts as a fill in or on Fridays, which provides the position long term stability and flexibility in the future.

The department has also begun researching new registrations software. The existing software, RecDesk was great at the time in which the department moved to online registration but lacks the ability for all our services to be done online. The outdated processes are inefficient and lead to lost revenue for the department. Staff are evaluating other software options with hopes of finding an alternative option that can provide full online registration opportunities for our users.

- **Past Event Recap (Easter Egg Hunt & Fish Derby)** – The annual Easter Egg Hunt took place in Jackson Park again this year. This free event is a great way to get outside for some family fun. We saw lots of families participate and are looking forward to hosting the event again in 2027 at a different location in Hickory Lane Park. The Fish Derby saw slightly better weather this year for the 60+ participants, which is more than a year ago. The fish enjoyed the weather also as our total fish caught was certainly up from a year ago. The participants enjoyed bringing in some good size bass, including our largest at 16.5 inches.
- **Upcoming Events** – We are gearing up for Action in Jackson! There will be some new festivities this year including face painting and a pickleball tournament along with all our traditional events. Planning and preparation for Jackson Jams, music in the park series is under way. We have gotten so much support from our local partners to help put the event on. We are still seeking a few more sponsors to reach our goal for the year! Our first night will take place on June 18 as we look to celebrate all dads as we kick off Father’s Day weekend with the Last Bees!
- **Programs** – Pickleball is starting to transition outside, but we will continue to offer indoor pickleball to the end of the month. We currently have the following programs running: Time for Tots (8), Movement & Music (7), Tiny Tots Sport Spectacular (15), Wrap Care (13), Pickleball for 60+ (50), Bingo for a Buck (18), Senior Citizens Card Club (69), Strong Bodies (22), Pre-Ballet ages 2-3 (4), Pre-Ballet ages 4-6 (5), Zumba (6), Beginning Yoga (8), Classic yoga (6). The following programs are upcoming: Piano Lessons (two), Summer Youth T-Ball (9), Summer Youth Softball (8), PeeWee T-Ball/Baseball (24), Summer Tot Time (19), Outdoor Volleyball Leagues (3), Pickleball Leagues, Softball Leagues, Babysitting Basics, Trails to Wellness, Power Sculpt HIIT, Story Starts Here Writing Workshop, Playtime Explorers, Learn to Skate Programs, Cops, Rods, and Reels, PeeWee Tennis (8), Pickleball Lessons, Badges, Bows, and Arrows.

Both Recreation supervisors have begun searching for a variety of part-time and seasonal staff members for upcoming programs, including youth dance and fitness programs.

Additionally, we have launched our Youth Recreation Survey to get feedback from community members to help us shape the expansion of our Youth Recreation offerings.

PARK AND PROJECT UPDATES

- **Jackson Community Center Expansion Project** – Jackson Community Center staff are working back on a number of warranty issues including HVAC/humidity issues in the building, ADA door operators, parking lot cracking, etc. Moore was onsite earlier this month to observe issues and have begun resolving areas of need.
- **Cedar Run Dog Park Project** – Work has resumed at the dog park as majority of the paths have been completed. Village staff are working with contractors on a few things, including fencing and landscape, to ensure the project is completed to satisfaction while considering long-term maintenance.
- **Hasmer Lake** - Village staff are conducting some research and are working with a variety of engineering companies to determine what our best approach to the project will be including funding resources, engineering, and construction timeline.

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MEMO DATE 5/19/2026

TO	FROM	REGARDING
To: Parks and Recreation Commission	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Agenda Item #6 – See My Legacy Presentation

Earlier this year, staff were contacted by SeeMyLegacy for an introductory presentation for their communications platform. Their goal was to showcase a platform that can help communities with traditional community functions like memorial bench/tree programs, volunteerism, sponsorships, adopt a park programs, and more.

In evaluating the platforms’ tools and potential budget impact, staff agreed to a contract with SeeMyLegacy. We are currently using the platform for volunteer management and sponsorship opportunity communication. This platform not only provides a singular location for partners to seek opportunities to give back to Jackson Residents but also streamlines the process of making communications easier, gathering information, and most importantly recognizing our partners much easier.

We are looking forward to using the platform for more opportunities and how it can help our department grow our opportunities for the community.

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TO	FROM	REGARDING
To: Parks and Recreation Commission	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Agenda Item #7 - Rental Request – Jackson Community Center – Democratic Party of Washington County - Fundraiser

The Jackson Community Center has received a rental request from the **Democratic Party of Washington County** to host a **fundraising event** on **Saturday, September 18, 2026**, from **5:00 p.m. to 10:00 p.m.** in the **Community Center Gym**.

Policy Requirement:

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

Event Details:

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

Recommendation: Staff recommend approval of the rental request for the event.

Thank you,

Tyler Mentzel
Jackson Parks and Recreation Director