

# Agenda

*Joint Park & Recreation Committee Meeting*

**Tuesday, March 17, 2015**

**6:30 pm**

**\*\*\*\*\*Jackson Community Center\*\*\*\*\***

N165 W20330 Hickory Lane

Jackson, WI 53037



**\*\*There will be a “Friends” Meeting at 6:00pm prior to the Joint Parks & Rec. Meeting. This meeting is open to the public and people are invited and encouraged to attend.**

1. Call To Order & Roll Call
2. Approve Agenda for March 17, 2015 meeting
3. Approval of Minutes – January 20, 2014 Meeting
4. Town Contracts – Update
5. Jt. Parks, Recreation and Open Space Plan – Update
6. Budget Review –
  - Update on budget
  - Review current month “Stat Pack”
7. Friends Group – Update
8. RecDesk – Update and website launch
9. Directors Report & Upcoming Events:
  - **MONTE CARLO NIGHT** – financials
  - **Easter Egg Hunt & Youth Fish Derby**
10. Citizens/Committee Member Comments
11. Adjourn

**EASTER EGG STUFFING FOLLOWING THE MEETING – PLEASE BRING INDIV. WRAPPED CANDY – to stuff 5,000 eggs!!**

**NOTE: All support materials will be distributed at meeting.**

*\*\*Persons with disabilities that would like attend the meeting and require special accommodations should contact the Parks & Recreation Department at least one (1)-one business day prior to the meeting.*

*\*\*\*It is possible that a quorum of other governmental bodies for the Town or Village may be in attendance at the meeting to gather information; no action will be taken by any governmental bodies at this meeting other than the governmental body specifically referred to in this meeting notice.*

*March 12, 2015*

March, 2015  
Jt. Park & Recreation Committee  
*Financial "Stat Pack"*  
*(Jan. – Feb. 2015)*



Included:

- \*ACTIVE NET – Registration/Scheduling Software:  
    To date “Cash Distribution By Account ” - *revenue report*
- \*Village Budget Comparison Report – *revenues & expenses*
- \* Rental/Usage Calendar for the current month

# Cash Distribution By Account (Summary)

GL Account: Adult Leagues, Adult Program Fees, Facilities and Park Rentals, Fitness Memberships, Gift Certificates, Grants/Donations/Sponsorships, Open Gym, Payment Account: Cash, Payment Account: Checks, Payment Account: Credit Cards, Payment Account: Credit Memos, Special Events, Tournaments, WPRA ticket sales, Youth Leagues, Youth Program Fees  
Transaction Date/Time: From Jan 1, 2015 12:00 AM through Feb 28, 2015 11:59 PM

Account Name	Account Number	Total Cash Payment	Total Check Payment	Total Gift Certificate Payment	Total Card Payment	Total Cash, Check, Card, Certificate	Total Memo / Man. Deduct Payment	Total Payments	Total ECP and Journal Payments	Total Payments + ECP/Journal
Adult Program Fees	206	\$2,041.50	\$949.00	\$0.00	\$1,349.70	\$4,340.20	\$0.00	\$4,340.20	\$0.00	\$4,340.20
Facilities and Park Rentals	236	\$660.00	\$3,403.00	\$0.00	\$455.00	\$4,518.00	\$350.00	\$4,868.00	\$0.00	\$4,868.00
Fitness Memberships	238	\$280.50	\$1,129.00	\$0.00	\$1,437.00	\$2,846.50	\$15.00	\$2,861.50	\$11.26	\$2,872.76
Open Gym	237	\$191.00	\$0.00	\$0.00	\$28.00	\$219.00	\$0.00	\$219.00	\$0.00	\$219.00
Special Events	224	\$0.00	\$0.00	\$0.00	\$2,225.00	\$2,225.00	\$0.00	\$2,225.00	\$0.00	\$2,225.00
Youth Program Fees	208	\$444.00	\$2,669.00	\$0.00	\$4,518.22	\$7,631.22	\$32.00	\$7,663.22	\$50.00	\$7,713.22

**Totals:** \$3,617.00 \$8,150.00 \$0.00 \$10,012.92 \$21,779.92 \$22,176.92 \$61.26 \$22,238.18

Unposted Included  
Fund: 500 - RECREATION-VILL/TOWN

Account Number		2015 February	2015 Actual 02/28/2015	2015 Budget	Budget Status	% of Budget
500-00-55310-200-000	REC - ADMIN WAGES	16,577.09	33,104.64	216,000.00	182,895.36	15.33
500-00-55310-201-000	REC - EVENING / WEEKEND WAGES	2,215.52	4,161.46	28,000.00	23,838.54	14.86
500-00-55310-202-000	REC - EDUCATION/TRAVEL/DUES	585.00	715.00	3,200.00	2,485.00	22.34
500-00-55310-204-000	REC - PROGRAM / ACCT REFUNDS	130.00	3,279.00	8,000.00	4,721.00	40.99
500-00-55310-205-000	REC - PROP/LIABTY IINSURANCE	0.00	3,400.00	3,400.00	0.00	100.00
500-00-55310-206-000	REC - COMPUTER EQUIPMENT	0.00	0.00	850.00	850.00	0.00
500-00-55310-207-000	REC - GAS / ELECTRIC WE ENERGIES	5,136.90	10,894.59	46,000.00	35,105.41	23.68
500-00-55310-208-000	REC - OFFICE SUPPLIES	144.77	647.60	2,000.00	1,352.40	32.38
500-00-55310-209-000	REC - WATER / SEWER	0.00	0.00	2,500.00	2,500.00	0.00
500-00-55310-210-000	REC - CELL PHONES	70.00	140.00	1,300.00	1,160.00	10.77
500-00-55310-211-000	REC - COMM CENTER PHONE	110.07	110.07	1,400.00	1,289.93	7.86
500-00-55310-212-000	REC - SOFTWARE FEES MAINTENANCE	259.00	259.00	3,000.00	2,741.00	8.63
500-00-55310-213-000	REC - BLDG EQUIPMENT / REPAIRS	1,526.85	1,794.25	7,000.00	5,205.75	25.63
500-00-55310-214-000	REC - YOUTH PROGRAM SUPPLIES	42.50	42.50	1,600.00	1,557.50	2.66
500-00-55310-215-000	REC - JANITORIAL/BLDG SUPPLIES	283.36	928.43	3,000.00	2,071.57	30.95
500-00-55310-216-000	REC - ADULT PROGRAM SUPPLIES	101.27	270.14	1,200.00	929.86	22.51
500-00-55310-218-000	REC - PART TIME/SEASONAL WAGES	2,081.42	3,693.42	24,000.00	20,306.58	15.39
500-00-55310-220-000	REC - SPECIAL EVENTS	1,918.98	2,129.98	3,000.00	870.02	71.00
500-00-55310-222-000	REC - PRINTING	0.00	0.00	4,500.00	4,500.00	0.00
500-00-55310-224-000	REC - POSTAGE / COPIER	724.23	1,217.34	7,000.00	5,782.66	17.39
500-00-55310-228-000	REC - STAFF UNIFORMS	0.00	71.00	500.00	429.00	14.20
500-00-55310-230-000	REC - CONCESSIONS-RESALABLE FOOD,SUPPLIES	95.27	95.27	6,500.00	6,404.73	1.47
500-00-55310-232-000	REC - SUMMER TICKET SALES	0.00	0.00	26,000.00	26,000.00	0.00
500-00-55310-254-000	REC - ADULT LEAGUES	0.00	0.00	3,200.00	3,200.00	0.00
500-00-55310-258-000	REC - CONTRACTUAL WAGES	2,585.57	3,433.28	31,000.00	27,566.72	11.08
500-00-55310-260-000	REC - VEHICLE MAINTENANCE	0.00	0.00	100.00	100.00	0.00
500-00-55310-262-000	REC - CONTINGENCY	0.00	0.00	300.00	300.00	0.00
500-00-55310-268-000	REC - CONCESSION STAND MAINT CO2,LICENSES,REPAIRS	0.00	0.00	1,500.00	1,500.00	0.00
500-00-55310-269-000	REC - FIRE/SECURITY MONITORING	0.00	0.00	2,100.00	2,100.00	0.00
500-00-55310-270-000	REC - SALES & USE TAX	0.00	0.00	3,300.00	3,300.00	0.00
<b>JIM FRECHETTE</b>		<b>34,587.80</b>	<b>70,386.97</b>	<b>441,450.00</b>	<b>371,063.03</b>	<b>15.94</b>
<b>Total Expenses</b>		<b>34,587.80</b>	<b>70,386.97</b>	<b>441,450.00</b>	<b>371,063.03</b>	<b>15.94</b>
<b>Net Totals</b>		<b>-8,271.81</b>	<b>-31,189.14</b>	<b>0.00</b>	<b>31,189.14</b>	<b>0.00</b>

Unposted Included  
Fund: 500 - RECREATION-VILL/TOWN

324,1350  
+ 12 = 83  
18,645.83

Account Number		2015		2015 Budget	Budget Status	% of Budget
		2015 February	Actual 02/28/2015			
500-00-45620-201-000	REC - VILLAGE SUBSIDY	0.00	0.00	145,467.00	-145,467.00	0.00
500-00-45620-202-000	REC - TOWN SUBSIDY	0.00	0.00	78,883.00	-78,883.00	0.00
500-00-45620-204-000	REC - GRANTS/DONATIONS/SPONSRS	0.00	0.00	8,000.00	-8,000.00	0.00
500-00-45620-205-000	REC - GIFT CERTIFICATES	0.00	0.00	200.00	-200.00	0.00
500-00-45620-206-000	REC - ADULT PROGRAM FEES	2,161.52	4,243.10	17,000.00	-12,756.90	24.96
500-00-45620-208-000	REC - YOUTH PROGRAM FEES	1,717.07	5,743.05	44,000.00	-38,256.95	13.05
500-00-45620-210-000	REC - ADULT LEAGUE FEES	0.00	695.00	7,000.00	-6,305.00	9.93
500-00-45620-211-000	REC - YOUTH LEAGUE FEES	0.00	0.00	2,600.00	-2,600.00	0.00
500-00-45620-214-000	REC - CONCESSIONS	0.00	230.00	15,000.00	-14,770.00	1.53
500-00-45620-224-000	REC - SPECIAL EVENTS	8,707.45	10,233.45	16,000.00	-5,766.55	63.96
500-00-45620-228-000	REC - TICKET SALES	0.00	0.00	27,000.00	-27,000.00	0.00
500-00-45620-232-000	REC - BOYS & GIRLS CLUB RENT	0.00	0.00	10,000.00	-10,000.00	0.00
500-00-45620-234-000	REC - WASH CTY AGING RENT	6,000.00	6,000.00	6,000.00	0.00	100.00
500-00-45620-236-000	REC - BLDG / SHELTER RENTALS	1,394.25	4,255.33	22,000.00	-17,744.67	19.34
500-00-45620-237-000	REC - OPEN GYM FEES	96.66	202.23	1,200.00	-997.77	16.85
500-00-45620-238-000	REC - FITNESS MEMBERSHIPS	1,592.29	2,810.07	11,000.00	-8,189.93	25.55
500-00-45620-240-000	REC - KETTLEBROK CHURCH RENT	4,640.00	4,640.00	29,000.00	-24,360.00	16.00
500-00-45620-243-000	REC - POSTAGE / COPY MACHINES	0.00	90.74	500.00	-409.26	18.15
500-00-45620-245-000	REC - VENDING MACHINE	6.75	54.86	600.00	-545.14	9.14
500-00-45620-246-000	REC - BIRTHDAY PARTIES	0.00	0.00	0.00	0.00	0.00
=====		26,315.99	39,197.83	441,450.00	-402,252.17	8.88
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<b>Total Revenues</b>		26,315.99	39,197.83	441,450.00	-402,252.17	8.88
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+ 18,645.83  
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57,893.66

13%

# JACKSON JT. PARKS & RECREATION DEPARTMENT

Directors Report

Submitted by: Kelly Valentino, CPRP

March, 2015



## PROGRAM & EVENT HIGHLIGHTS & UPDATES

- **EASTER EGG HUNT** – is early this year – **Saturday, March 28th** (Easter is April 5th), we are need of donations of candy, small prizes and at least 8 large filled baskets for those that find “special eggs”! **SPECIAL THANKS to Jackson Pet Hospital** for continuing to sponsor our Community Easter Egg Hunt! We will be stuffing eggs at the Jackson Jt. Parks & Rec. Committee meeting on Tuesday, March 17<sup>th</sup> at 6:30 for anyone who would like to volunteer to help!!
- **SPRING/SUMMER ACTIVITY GUIDE** - Renee, Jess and Kelly are working hard on the Spring/Summer Guide, we hope to have it out by early May.
- **ADULT SUMMER LEAGUES** – Mailings went out for Softball, Kickball and Volleyball, contact Renee if you would like to register a team for the 2014 season.
- **ACTION IN JACKSON** – The dates will be June 12, 13 & 14, 2015 – keep your eyes posted for the exciting details! The 2015 parade theme is a Flashback from the 1979 theme: “All In A Summer’s Day”!
- **2015 Events Calendar** – The 2015 Events Calendar has been distributed at various meetings. The events have been submitted to the Washington County CVB.
- **SUMMER PLANNING** – is in full swing, the Spring/Summer guide will be out by the end of April.
- **HUNGER TASK FORCE STOCKBOX PROGRAM** – requirements have been modified to allow for more individuals to qualify, if you’re interested in the program contact Renee (our onsite coordinator) 677-9665.
- **WASHINGTON COUNTY AGING AND DISABILITY RESOURCE CENTER** – We have several partnering programs running at the Community Center: Strong People Program, Walk with Ease and multiple seminars and workshops for older adults.
- **FITNESS CENTER MEMBERSHIP ADDED BENEFIT** – All Fitness Center Members will now receive a 10% discount on all Adult Leagues and Fitness Classes. Call for details!

## COMMUNITY CENTER BUILDING & PARKS

- **2015 Budget** – Both Village and Town Budget have been approved for 2015.
- **Annual Playground Inspections** – All playgrounds (Town and Village) should budget for additional fresh certified matting (wood fiber) for spring.
- **Community Center Block/Roof** – After evaluation and consulting with block specialists we will be putting a Lexon coating on the split face block on the gym in the spring of 2015. This should solve the programs we have been experiencing with leaking during heavy storms.
- **Eagle Scout Projects** – Simon Daniels will be presenting is Eagle Scout project at the March Jt. Park & Rec. meeting.
- **Capital Projects and Future Planning** – Per the Friends Group, Kelly will be putting a proposal together for the March 17<sup>th</sup> “Friends” meeting for the fencing around the Early Childhood area.
- **Washington County Parks, Recreation & Open Space Plan**– Patron, Business and User survey’s and focus groups have been completed and the information presented to the PCPC, the advisory committee will be meeting in the near future.

## FRIENDS GROUP/VOLUNTEER PROGRAM UPDATE

- **Next Friends Meeting – Tuesday, March 17<sup>th</sup> at 6pm,**  
ANYONE and EVERYONE interested in joining the “Friends” group is WELCOMED and ENCOURAGED to attend the meeting!

**UPCOMING VOLUNTEER OPPORTUNITIES let us know if you can help – 677-9665.**

EASTER EGG HUNT – Saturday, March 28th, 2015

**“In order to carry a positive action we must develop  
here a positive vision.”**

-Dalai Lama

**2015**  
**MONTE CARLO NIGHT**  
*Revenue & Expenses as of 2/17/2015*

**REVENUE**

Pre-sale tickets	\$	630.00
Door Tickets	\$	305.00
General Donations	\$	520.00
Bingo	\$	80.00
Raffle	\$	459.00
Extra Fun Money	\$	500.00
Table Sponsors	\$	3,700.00
Concessions	\$	825.00
2 Drink Carts	\$	582.00
Silent Auction	\$	3,145.00
Bev. & Food Sponsors	\$	1,000.00
Corporate Sponsor	\$	1,500.00
Hotel/Motel (VOW \$2,700, New Reveue 500, Equip. Rentals)		3,700.00
Misc. Donations (post event - wine and volunteer refreshments)		100.00
	<b>REV. \$</b>	<b>17,046.00</b>

**EXPENSES**

Hotel/Motel (VOW \$2,700, 5 Card Studs \$500, Equip. Rentals)	\$	3,700.00
RMB Sports (signed packer items)		200
Beer & Wine	\$	459.50
Ice	\$	32.90
Raffle Prizes/Supplies/Soda	\$	135.20
B&L Copies	\$	55.00
Concessions	\$	298.77
Paper Stock	\$	-
Postage	\$	60.00
Misc. Expense (B&L sponsor posters)	\$	75.00
	<b>EXP. \$</b>	<b>5,016.37</b>

<b>2015 Profit: \$ 12,029.63</b>
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2/17/2015

2014	\$10,796.11
2013	\$8,502.01
2012	\$5,227.00
2011	\$1,887.00

**2015 Event Overview:**

\*We had approx. 175 participants (tickets & volunteers)

\*10 Blackjack Tables

\*2 Roulette Tables

\*1 Craps (We need to add a 2nd craps table, 3rd roulette table and possibly one more blackjack for 2015)

\* 3 Texas Holdum

\*Similar to 2014, less in attendance, but more spent at event.

\* 2 pages of notes for 2015 - overall, another successful year!

Weather: was mild.