

To: Village Board, All Committee Members, and Others  
From: Tiffany Washburn, Administrative Assistant  
Date: November 12, 2021  
Re: Weekly Update



### **Police Department**

This week, our field training officers interviewed several qualified applicants for our open police officer position. The next step in the process is an interview with the Police and Fire Commission on November 16<sup>th</sup>.

Our Air Science evidence processing equipment has arrived. We have two (2) forensic drying cabinets and two (2) fume hoods to assist with safely testing drugs and recovering fingerprints. Officer Krueger has been working on setting the equipment up and making it operational. We anticipate completing training with the new equipment in December.

We've had several requests from schools and businesses to assist with emergency planning. This week, JPD's Detective Foeger and JFD's Captain Huyser provided a presentation to a local business regarding emergency response to critical incidents. JPD has two (2) certified ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) Instructors on staff. We are happy to assist any local business or school with their emergency planning. For more information, contact Chief Vossekul at [chief@jacksonpolice.org](mailto:chief@jacksonpolice.org).

### **Fire Department**

This week, JFD performed 33 inspections, responded to 22 medical calls, and responded to two (2) fire calls. The fire calls consisted of responding to a potential natural gas leak and a two-vehicle accident at Western Avenue/Country Aire Drive, which required a passenger transport to the hospital.

Monday night training included a review of policies and procedures with JFD officers. Officer meetings are also dedicated to review issues or ways to make the department run more smoothly. Lastly, the epoxy application has been completed on one half of the floor in the apparatus bay. Crews will begin work next week on the application of epoxy to the other half of the floor in the apparatus bay.

### **Parks and Recreation**

Please be sure to join us for the 1<sup>st</sup> Annual Village of Jackson Christmas Tree Lighting event on Friday, December 10<sup>th</sup> from 5:30 PM to 7:00 PM at the Municipal Complex, located at N168 W19851 Main Street. For more details, please visit the Jackson Parks and Recreation website: [www.jacksonparkrec.recdesk.com](http://www.jacksonparkrec.recdesk.com). Also, a reminder that the deadline to register for the Holiday Outdoor Lights Decorating Contest is Friday, December 1<sup>st</sup> and judging will occur on Tuesday, December 7<sup>th</sup>. A map of the decorated houses that registered for the contest will be available at the Christmas Tree Lighting event, so families can enjoy checking out the houses after the event.

It was a busy week for our Early Learners with Parent/Teacher Conferences. Information regarding the 4K program registration for the 2022-2023 school year will be available in January 2022. Welcome Stephanie McNamee as our new 4K Teacher's Aid. She will begin her new role on November 22<sup>nd</sup>, with Angie Jeske stepping into the role of 4K Teacher. Congrats, ladies!

Recreation Supervisor Renee Fisher attended the final Washington/Ozaukee Public Health Department's wellness initiative meeting on Friday. It will hopefully inspire further collaboration with groups within Washington and Ozaukee Counties.

## **Public Works**

The Jackson Water Utility climbed both towers to flush mud valves and change light bulbs. The hydrant located at the end of East Gate Drive has been removed, which allowed another hydrant to be placed back into service. On Thursday afternoon, a car hit the hydrant located at the corner of Northwest Passage/County Rd P. We are in the process of scheduling repairs.

The Street & Parks Department Staff continues with the Fall bag pick-up and brush chipping curbside program. Yard Waste Site access cards are still available and can be obtained through the Public Works building located at W194 N16660 Eagle Drive. If you have any questions, please call (262) 677-0707. General maintenance to vehicles and plow markers were completed this week, as well as winterizing all park buildings and the Hickory Lane Splash Pad.

At the Wastewater Treatment Plant, Staff repaired the underground broken conduits, so all yard lights are now functioning. Staff continues to prepare for the winter by completing the necessary equipment maintenance, cleaning out the septage tanks, and patching holes in the aeration basin wall.

The Coffee Connection Trail Project continues with the installation of asphalt, with concrete to follow soon. The Willow Ridge Drive Reconstruction Project has both lifts of asphalt installed, with streetlights following soon. In TID #6, the progress on Caymus Court continues with the installation of curb and gutter.

## **Building Inspection**

Permits were issued this week for a new single-family home in the Laurel Springs Subdivision No. 1. State Approved Plans and permit applications were received for the Genoa Healthcare development of Caymus Court. They are currently operating under an Early Start permit. Inspection volume remained strong this week, with several industrial projects underway, as well as various residential related projects.

## **Clerk**

Candidate packets for the April 2022 Village Board Election are now available to be picked up at the Municipal Complex located at N168 W19851 Main Street. Those interested in learning more about becoming a candidate for Village Trustee, may contact Clerk Dobratz by calling (262) 677-9001 ext. 213.

## **Treasurer**

Staff authored and submitted the 2022 Budget Notice for a Public Hearing to take place on Monday, November 29<sup>th</sup> at 7:00 PM. The meeting will take place at the Municipal Complex located at N168 W19851 Main Street. The 2020 Audited Financial Statements were provided by the Village Auditors to Staff, and final copies were shared with the Village Board, Ehlers, and Moody's. Staff also began working on the 2021 Levy Limit Worksheet and will submit to the WI Department of Revenue in December, following budget adoption. Lastly, Treasurer Smith and Administrator Keller attended a one-day seminar, hosted by the Wisconsin City/County Manager's Association on Friday in Fond du Lac, regarding the topic of organizational leadership.

## **Administrator**

This week, Village Clerk Jilline Dobratz was recognized at the Village Board meeting for attaining the designation of Wisconsin Certified Professional Clerk. Clerk Dobratz began the journey to attain this certification eight (8) years ago and has now successfully satisfied these requirements via WMCA trainings paired with years of service in the profession. The Resolution honoring her accomplishment is available to view on the [Village website](#). Congrats, Jilline!



# Village of Jackson Christmas Tree Lighting

Friday, December 10<sup>th</sup>  
5:30pm to 7pm  
Municipal Complex

*Join us for an evening of Christmas Spirit and Joy! We will have hot cocoa and cookies, SANTA with photo opportunities, Letters to Santa and Custom Ornaments available for purchase.*

*Christmas Carol Performances By:*  
JPR/WBSD Early Learners, Jackson Elementary Jingers, Kettlebrook Singers and Morning Star Church.

*The Giant Tree will be lit promptly at 5:30pm followed by caroling and fun!  
Holiday House Decorating Contest Maps will be available for families to take a post tree light drive!*

## ORDER YOUR CUSTOMIZED FAMILY ORNAMENT FOR THE VILLAGE TREE TODAY!

Ornaments are \$20.00 and Benefit the Jackson Parks & Recreation Department.

### ORNAMENT ORDER DETAILS:

**Last Day To Pre-Order For Tree Placement:** Friday, December 3  
(Ornaments Will Be Available for Customization at the event.)

**Pick-up Dates For Your Ornament:** December 21 & 22 at JCC  
**What Goes On The Ornament:** Date, Your Family Name, and Family Members. No limit to names, however, the more names the smaller the print.



Scan Me to Order

**Click On The QR Code Above To Order Yours!**  
*Special Thanks to Deb Zeinert, Calligraphy Artist and JPR Instructor*



**QUESTIONS: PLEASE CONTACT THE JACKSON PARK & REC.  
(262) 677-9665 x102 or parkrec@villageofjackson.com**