

To: Village Board, All Committee Members, and Others  
From: Jen Keller, Village Administrator  
Date: September 17, 2021  
Re: Weekly Update



### **Police Department**

This week staff completed mandatory security awareness training provided by the Village's IT vendor. Security awareness training is required for all PD Staff by the Wisconsin Department of Justice.

Daily meetings and trainings related to the new Jackson Municipal Complex are keeping staff busy. Next week we will be moving several items of furniture from the current site to the new site. We anticipate a mid-October move-in date.

### **Fire Department**

This week, the Jackson Fire Department responded to 19 medical calls, two (2) fire calls, and completed 21 inspections. The fire calls included a mutual aid call to Hartford for a fire at Culvers and a 2-car motor vehicle accident on Pleasant Valley and Division Road. On this call, 5 people were transported to the hospital with minor injuries. Several members attended training on the new highway cable barriers that are being installed between the NB and SB lanes on Hwy 45. The JFD also traveled to Kewaskum with the ladder truck to participate in the 9/11 Memorial ceremony, and to present a check to the WI 9/11 Memorial Foundation for \$1700 from the T-shirt fundraiser.

Finally, October is quickly approaching, which is Fire Prevention Month. Our annual Fire Prevention Open House has been pushed back this year to be held on Wednesday, October 20th from 6 PM –8 PM at the new fire station, which is a part of the new Municipal Complex! Next week, the JFD will begin Fire Prevention school visits which aims to education student about fire safety.

### **Parks and Recreation**

Jessica wrapped up plans for the WPRRA Region IV Washington County Parks Tour on October 15 and the 4K Directors met on Wednesday to review how the start to the school year has gone thus far. On Thursday, Renee and Jessica attended the Salamone Supplies Open House. This Jackson family owns a cleaning supply business, which we have been fortunate to find and use.

Next Tuesday, September 21 at 6PM the Park & Recreation Committee and Friends Group will meet to review the draft 2022 Budget. Anyone interested is welcome to attend. The meeting will be held at the Jackson Community Center.

### **Public Works**

The Jackson Water Utility has schedule disconnects to occur Tuesday, September 21st. Notices have been sent to all affected parties. The meter changeout program will be put on hold until new meters are delivered in January of 2022. Lastly, flushing is underway at the dead end of water main on Delaney Court to increase the chlorine residual.

The Street and Parks Department Crew has completed line painting and necessary asphalt patching at this time. Landscaping in island parkways and parks is underway. The damage to equipment at the skate park in Jackson Park has been repaired.

At the WWTP, Staff met with Town & Country Engineer to review the Phosphorus Study and submittal to the DNR at the end of the month. After further investigation and televising the storm sewer in Georgetown Drive, the storm sewer was found to not be connected properly, which causes a catch basin to backup. Staff members are developing plans to have the catch basin connected to the storm sewer system. Secondly, the sanitary sewer

in the road of STH 60 has now been televised. Staff will review the footage to determine what portions shall be replaced prior to the 2024 STH 60 Resurfacing Project.

The Willow Ridge Reconstruction Project started the removal of the existing curb, sidewalk, and road surface. The Coffee Connection Trail project continues with all utility work being completed first. Grading efforts will begin next week.

### **Building Inspection**

Staff participated in the 2021 Plumbing Inspectors Institute held Wednesday through Friday. The Institute is facilitated by the Wisconsin League of Municipalities and provides required training and continuing education credits.

### **Clerk**

The 2020-2021 list of Election Inspectors was provided to the Washington County Republican Party as requested. Staff attended a IIMC training regarding change in the realm of laws and practices affecting municipal Clerk duties.

### **Administrator**

Administrator Keller met with members of the DOT to discuss planning efforts for the 2024 STH 60 Resurfacing Project. Topics discussed included project limits, closures, detours, and possible Village participation in improving the Eagle Drive intersection with STH 60

Staff attended the Greater Jackson Business Alliance meeting this week held at the Jackson Elementary School. The meeting included a tour of the facility and discussions with West Bend School District Superintendent Jen Wimmer regarding visioning for the future of the school and community support.

The Municipal Complex has reached 95% completion. Final preparations underway include placement of furniture, installation of security and door access systems, and facility cleanings. Be sure to join the Village Board and members of Staff at the Municipal Complex Open House on October 5<sup>th</sup> from 2:30PM-5:00PM!