

To: Village Board, All Committee Members, and Others
From: Jen Keller, Administrator
Date: February 5, 2021
Re: Weekly Update



Police Department

A department meeting was held this week to review new policies and procedures of the Police Department. Shortly after the meeting, the department went on a walking tour of Living Word Lutheran High School and the Living Word Child Development Center and Church. Staff toured the Kiel Police Department which was built in 2015. We reviewed their telephone, computer, and camera systems in preparation for the proposal of services in the Jackson Municipal Complex. Since the Village of Jackson utilizes the same I.T. vendor as the City of Kiel, it was helpful to see the products in action.

Fire Department

There were 12 medical calls and two (2) fire calls this week. The two (2) fire calls included a CO call on Main street and a stove fire on Spring Valley Road.

Training consisted of a debriefing from our last two (2) shed fires. This is useful in our training process to see what went well and what did not. We then build off what we learn and create training for the future. After the debriefing, several members worked on driving our heavy apparatus. The remainder of the department did truck check offs, a scavenger hunt for tools, maps, and MABAS. The Chiefs also met to discuss future promotions within the department. Lastly, new members continued their fourth week of the recruit academy.

The Jackson Fire Department (JFD) Paramedics participated in a one-day ACLS and PALS refresher at West Bend. Our thanks go out to the West Bend Fire Department and Aurora for hosting this class at no expense to the Village of Jackson.

JPD partnered with Aurora Hospital for the second round of first responder vaccinations on Wednesday. We also hosted the Washington County Fire Investigator meeting on Wednesday.

Joint Parks and Recreation

Join us for the next Blood Drive on February 24th from 1 p.m. – 6 p.m at the Jackson Area Community Center (JACC) Sign up online at: <http://bit.ly/jackson0224> or call 1 (877)-232-4376.

The 2021 Village of Jackson Parks, Recreation and Open Space Plan has been added to our website for community members and visitors to view. It may be found online by visiting jacksonparkrec.recdesk.com and scrolling down to the middle of the homepage.

There will be a presentation of the 2021 Village of Jackson Parks, Recreation and Open Space plan at the Greater Jackson Business Alliance meeting on March 17th at the JACC. Contact Tim Meffert at tim.meffert@proforma.com for information on attending and/or joining the GJBA.

The Village of Jackson Welcome and Service Directory was added to the JACC website. This resource can be found by visiting our website and selecting “forms” on the navigation bar at the top of the page. The 2021 plan will be listed under “Forms and Documents”.

The Visit Washington County Board met on Thursday. Any businesses or organizations interested in information or becoming a member of the County Visitor’s Bureau should contact Elaine Motl, Executive Director at info@visitwashingtoncounty.com

2021 Summer Tot Time Registration is now open for children ages 3-5 years old. There are two (2) morning sessions which fill up quickly, so register early. 4K Registration at the JACC opens for those in the West Bend School District on Monday, February 8th and must be completed online through the Skyward system. If you have questions, contact Kelly Valentino at (262) 677-9665 x103 or at kelly.valentino@villageofjackson.com

Building Inspection

Permit submittals and inspections decreased this week. Rough interior framing inspection was completed for the third and final tenant in the Delaney VI building on Northwest Passage. Staff met with a building contractor to review preliminary zoning regulations related to a proposed addition to a manufacturing business located in the M-1 Industrial Park. A Notice of Public Nuisance was issued to the owner of a single-family dwelling. The notice is the result of a lack of heat and running water. The owner has 30 days to remedy. Occupancy was issued for the first home located in the Laurel Springs Addition No. 1 Subdivision. Municipal Complex Updates include the following: (1) Inspections were completed this week on in-floor radiant heating systems located throughout the Fire Department Apparatus Bay. (2) Rough framing, plumbing, electrical, and HVAC work continues on the building interior. (3) Work continues on window frame installation.

Public Works

The Jackson Water Utility continues with the meter changeout program for 2021. There has been 41 meters changed out so far. The third batch of letters for appointments are being sent. LW Allen will be here next week to start the upgrade to the Water Utility SCADA System. The 2021 First Quarter Water/Sewer bill payment deadline is February 5th.

The Street and Parks Department Crew was busy this week with snow plowing operation. The snow was removed again on dead ends, and Courts. Cold patching potholes was done when it was not snowing. Vehicle maintenance continues as does repairing plows for the next storm. The crew will remove the snow for the areas on Hunters Road and Rosewood Lane for the new streetlights.

At the WWTP, daily operations, shop cleaning, snow removal, and maintenance continue. There were 22 sewer laterals televised so far with the meter changeout program. A new transfer switch was installed for the generator and now working great. Staff meet this week with Town and Country Engineering to discuss Discharge Permit, Master Plan, and a Pilot Study. The digester air compressor is now connect to the SCADA System.

A Request for Proposals (RFP) has been created for fiber internet to all Village owned buildings. A preconstruction meeting has been scheduled for the construction of Phase 2 Morning Meadows Subdivision on Tuesday, February 9, 2021.

Clerk and Treasurer

Preparations continue for the February 16th Spring Primary. Voter registration and in-person absentee voting is available at Village Hall until Friday, February 12th. The deadline to request an absentee ballot by mail is Thursday, February 11th. On Thursday, Staff participated in a Wisconsin Elections Commission meeting regarding Badger Books (electronic poll books).

The February tax settlement was sent to the Washington County Treasurer on Thursday. Payments to taxing jurisdictions are due by February 20th. Washington County will now be responsible for collecting all remaining Real Estate tax payments. Personal Property tax payments will still be paid to the Village of Jackson.

Administrator

Introductions were made this week between Staff and the Washington County Planning and Parks Department as well as introductions with Economic Development Washington County (EDWC). Staff look forward to partnering with both organizations in an effort to continue the momentum Jackson has experienced in growth and development! Additionally, Staff planned alongside Moody's and Ehlers this week with regards to preparation of the final round of financing next week for the Municipal Complex.