

To: Village Board, All Committee Members, and Others  
From: Jen Keller, Administrator  
Date: January 21, 2021  
Re: Weekly Update



### **Police Department**

Several officers attended training events this week to satisfy their annual in-service training requirements. The Slinger Police Department held a one-day standardized field sobriety testing and drug-impaired driving refresher course which several officers were able to attend. We also held in-house firearms training at the Washington County Sheriff's Office indoor range.

January 18<sup>th</sup> – 22<sup>nd</sup> is Wisconsin Adult School Crossing Guard Appreciation Week. We presented each of our valued crossing guards with small gifts of appreciation. We are grateful for their service to the Village, and for their efforts to help students get to school safely.

On Thursday, January 14<sup>th</sup> at 6:36 p.m. an officer responded to a report of a vehicle in the ditch on Main Street near Cedar Parkway. The driver of the vehicle was under the influence of alcohol (PBT .29) and thought he was on Hampton Drive in Milwaukee. The driver was arrested for operating while under the influence (2nd) offense and taken to the Washington County Jail.

Our second-annual Snowman building contest is underway. The deadline to submit entries is Sunday, February 14<sup>th</sup> at 8:00 p.m. For more details see the JPD Facebook page!

### **Fire Department**

The last week Jackson Fire Department (JFD) had 13 medical calls and four (4) fire calls. Of those four (4) fire calls, we had CO call, a brush pile fire, a vehicle accident and a fully involved shed fire. The shed fire took place early Sunday morning. JFD was assisted by the Germantown Wisconsin Fire Department, Slinger Fire Dept, West Bend Fire Department, Newburg Fire Department, Cedarburg Fire Department, Fillmore Fire Department and Richfield Fire Department. The fire is under investigation at this time.

Training consisted of CPR and a tour of the new Village of Jackson Municipal Complex. Schooling is now starting for our members. There are currently two (2) members in AEMT training track, one (1) member in Officer 1, two (2) members in Firefighter 1, one (1) member in Instructor, one (1) member in MPO, and one (1) member in Fire Officer 2. JFD will continue with the eight-week recruit academy for new members.

JFD would like to say goodbye to two (2) members on the Department, Alex Canfield and Kenny Kucharski. Alex has been on the department for almost 4 years and has taken a position with the City of Oshkosh Police Department. Kenny Kucharski, formerly a Lieutenant for JFD, will also conclude his time with the Department after nine (9) years of service. Thank you both for your service, we wish you both well!

### **Joint Parks and Recreation**

Monday required a lot of maintenance related to electrical repairs to a downed bollard at the entrance to the building, electrical repairs were needed for emergency light ballasts, and IT services were needed for internet outages throughout the day.

Jessica hosted the Region 4 – South East Park and Recreation Council meeting Wednesday as the 2021 Section Chair. Items discussed included the 2021 calendar, regional committee's and section updates, canceling the regional free throw tournament, and upcoming CEU opportunities for our region.

The Jackson Area Community Center (JACC) hosted the Jackson Area Business Alliance meeting on Wednesday. Thanks to CJ Lewandowski from KW Realty for providing a motivating presentation. The 4k Directors also met on Wednesday. Preparation continues for 2021-2022 4k registration which begins on February 8th. All registration will be completed online through Skyward. Instructions can be found on the West Bend School District website at: [skyward.west-bend.k12.wi.us](https://www.skyward.west-bend.k12.wi.us)

Jackson Festivals Inc. met to discuss the 2021 "Action In Jackson" event on Thursday. Also, on Thursday, Cities and Villages Mutual Insurance Company (CVMIC) member onboarding was completed by Jen Keller and Kelly Valentino, whom will serve as Village representatives.

Lastly, the American Red Cross will host a Blood Drive at the JACC, Monday, January 25<sup>th</sup> from 2 p.m. – 6 p.m. To make an appointment please call 1-800-RED-CROSS (1-800-733-2767) or visit [redcrossblood.org](http://redcrossblood.org) and enter sponsor code “jackson”.

### **Building Inspection**

Permit submittals slowed again this week while inspection volume remained steady once again. Interior framing has begun on the three (3) tenant spaces in the new Delaney VI building on Northwest Passage.

Several Plan Commission submittals were received and processed for the upcoming meeting next Tuesday. Occupancy was issued for Building #1 and for the Office at Rosewood Apartments. Availability of supplies has delayed inspections for the remaining buildings until further notice.

Municipal Complex Update includes: (1) interior concrete floors continue to be poured, (2) rough framing, plumbing, electrical, and HVAC work continues on the building interior, and (3) exterior window frames and overhead garage doors are being installed.

### **Public Works**

As meter replacements continue with the Jackson Water Utility, meters are also being tested. If meters pass inspection, the meter is placed back to meter inventory for inspection at then next recommended period. The generally accepted practice includes a 20-year replacement schedule of the meters. The monthly BacT water samples were taken, and all passed. The yearly DNR emergency response reports have been completed.

The Street and Parks Department crew has continued Christmas trees pick up. Plow blade replacement, and vehicle maintenance is also being completed. The crew has been removing dead trees south of the cold storage building and WWTP property for better drainage. The loader/backhoe is scheduled for new tires which are needed at this time.

At the WWTP, daily operations, shop cleaning, and maintenance continue. The waste gas burner repair project has been completed, and grease will be accepted again. Sanitary Lateral inspections are taking place during the water meter replacement process. This past week, Nelson Tree Service began working on the high voltage electric lines east of the plant. Tree cutting and surveying are some of the services being provided.

### **Clerk and Treasurer**

The Type E Notice, Voting by Absentee Ballot for the Spring Primary Election (February 16th) was published on Tuesday, January 19, 2020 in the Daily News and was posted. A Chief Election Inspector meeting was held on Tuesday to go over the upcoming 2021 Elections.

The first installment payments for 2020 property taxes are due by January 31st. Please provide cash or checks payable to Village of Jackson Treasurer. All second installment payments are due to the Washington County Treasurer on or before July 31, 2021. Starting next week, W-2 and 1099 forms will be filed with the State and the Federal government. W-T7 (Employers Reconciliation) and 2020 Wisconsin Retirement System (WRS) Annual Reconciliation reports will be submitted to the State of Wisconsin next week.

### **Administrator**

Efforts continued this week to complete reports and gather documents from Department Heads for the upcoming February audit. Additional HR duties related to onboarding a new employee and selection of a temporary employee occurred. Staff also continue to acquaint themselves with contractors for services. There are also continued updates being made to authorized users of accounts which are utilized for day-to-day operations.