

To: Village Board, All Committee Members, and Others
From: Jen Keller, Administrator
Date: March 19, 2021
Re: Weekly Update



Police Department

Staff attended several meetings this week related to the construction of the Jackson Municipal Complex. JPD Staff met with sub-contractors to review details related to furniture, IT needs, and a new phone system. Chief Vossekul attended the Washington County Heroin Task Force meeting, hosted by Elevate. Opportunities for collaboration with drug take-back events will be explored among other communities in the future.

Fire Department

JFD responded to 17 medical calls and three (3) fire calls this week. The fire calls included the smell of an electrical fire on Meadow Lane, a Dumpster fire on Delaney Court, and a grass fire on Pleasant Valley Road. The grass fire spread quickly with winds blowing around 20 miles per hour. The fire was stopped by way of ground work from firefighter personnel. The Jackson Fire Department was assisted by the Slinger and West Bend Fire Departments.

Training this week consisted of tours of the Jackson Elementary School and the Washington County Humane Society. Tours of business assist with planning effort for fires or major incidents, which we hope never occur. The light tower on the main fire engine was fixed after being out of order. This equipment helps illuminate a scene at night, and particularly helps with car accident scenes or at structure fires. Other repairs to equipment included a small engine leak on the tender pump.

Meetings continued from last week with preparations for the Jackson Municipal Complex. Staff discussed furniture layouts, burn tower planning, the exhaust system, the workshop, and some plumbing for air drops for trucks. Staff are excited that only six (6) months remain before the date of significant completion.

Joint Parks and Recreation

Wednesday the Greater Jackson Business Alliance (GJBA) held their business meeting at the Jackson Area Community Center (JACC) with guest speaker Kelly Valentino, presenting the 2021 Jackson Parks & Open Space Plan.

Jackson Festivals Inc., will be meeting Tuesday, March 23rd at 4:30 PM at the JACC for the 2021 Action In Jackson event planning. Lastly, the American Red Cross Blood Drive will take place Wednesday, March 24th from 2 PM – 6 PM. at JACC. To donate, please call 1-800-733-2767 or visit redcrossblood.org and enter sponsor code: "jackson".

The JACC team is still in need of many volunteers for the Easter Egg Hunt on Saturday, March 27th from 8:30 AM – 10:30 AM. Please call Jessica at 262-677-9665 if you are able to help.

Building Inspection

Final rough inspections were completed on the new two-family home on Stonebrook. Building plans and permits were received for another single-family home in the Laurel Springs Addition No. 1 Subdivision. Staff participated in continuing education courses this week including UDC Electrical, UDC Construction and HVAC, and Commercial Construction code updates. The Municipal Complex progress included drywall commencing in Building B which is where the Police Department will operate out of. Drywall efforts continue in Building D which will facilitate the Fire Department.

Public Works

The Jackson Water Utility meter change out program continues with 176 meters changed out so far this year with roughly 105 to go. Large meter testing will start next week. The test samples are being completed for the 2020 CCR. The new water service truck has been put into service. The Village and Utility equipment is being prepared to sell on Wisconsin Surplus.

The Street and Parks Department project continue with mower maintenance, cold patching, and picking up garbage in parks and along roadways. Salt delivery continues with filling of the salt shed. The crew is continuing to cut the trees along the ditch line between the Street/Water Department and WWTP properties. Staff also found a company to take the mulch pile from the Village Yard Waste Site free of charge. Since the mulch pile is removed, so please watch the Village website to see if the Yard Waste Site will open before April 1st.

At the WWTP, 14 more sewer lateral inspections were completed this week. The phosphorus Pilot Study began this week and Operator in Training Bauer attended courses on Phosphorus levels both Tuesday and Wednesday. The sludge hauling equipment is being revamped before the start of the Spring hauling.

Cedar Corp Engineering will be surveying work for the Willow Ridge Reconstruction Project starting next week. Staff is also meeting with Engineering Firm Gremmer & Associates to finalize the Coffeerville Connection Trail Project which will be constructed by summer of this year.

Clerk

Absentee Ballots were mailed Tuesday for the April 6th Spring Election and the ICE voting machines were pre-tested for the election. Ballots will be mailed as they are requested up until the deadline to request an Absentee Ballot, which is Thursday, April 1st at 5:00 PM. In-person Absentee Voting begins on Tuesday, March 23rd from 8:30 AM. until 4:00 PM. and will continue until Friday, April 2nd. Sample ballots have been posted for public viewing and are also available at Village Hall. Also, on Tuesday, Staff participated in a Wisconsin Elections Commission (WEC) webinar regarding Absentee Review. On Wednesday and Thursday tele-visits were conducted with Jackson Crossings regarding Absentee Voting.

Treasurer and Administrator

The Village Treasurer and Administrator attended the League of Wisconsin Municipalities HR webinar series to learn more about ADA compliance, managing workplace conflict, and workplace documentation. On Thursday, Staff participated in the Virtual Wisconsin Public Finance Transportation Utilities Panel. Lastly, the February 2021 Impact Fees have been transferred the Local Government Improvement Pool accounts.

As a reminder, all Citizen Committee Appointment Applications are due by March 25th. An application can be found on the Village Website or at Village Hall. Committee, Commission, and Board appointments will be made at the Village Board Reorganizational meeting on Tuesday, April 20th at 7 PM at Village Hall.