

To: Village Board, All Committee Members, and Others
From: John M. Walther, Administrator
Date: November 13, 2020
Re: Weekly Update



Police Department

Sergeant Justin Brinks completed the FBI's Supervisor Leadership Institute this week at the FBI field office in Saint Francis. The FBI Supervisor Leadership Institute is an innovative 4½ day program built especially for first-line supervisors and middle managers with the goal of enhancing their leadership competencies. Attendees were engaged in personality diagnostics, leadership case studies, mentoring, developing your people, performance management, risk management and credibility. This institute is student-centered and rich in facilitated dialogue and group work.

Last Friday, two separate businesses reported receiving counterfeit \$100 bills. The matter is under investigation. Reports were received this week of thefts from unlocked vehicles on Oakwood and Spring Ridge Drives. We would like to remind our residents to secure valuables within residences and lock your vehicles.

Fire Department

There were twenty-six medical and six fire calls, including a faulty detector at an apartment on Blackberry Circle, an oil spill on Ridge Road, a burn pile that got out of control on Mayfield Road, wires down on Pleasant Valley Road, a two car accident with airbags deployed at the roundabout on STH 60 at USH 45, and an a power pole on fire on CTH NN.

Training week consisted of an officer meeting. Some discussions that took place was our burn tower, Municipal building, officer roles, COVID response and hospital diversions, attendance of our officer weekends,

Inspections continue this week with some of the larger area businesses: Kerry, Cost of Wisconsin, and Rytec Corporation. Inspections at smaller businesses were completed on the west side of the Village.

Responses to COVID cases have increased in the last week. Some patients are being held in a waiting room until a hospital bed becomes available.

Joint Parks and Recreation

The Legion held a small Veterans Day Ceremony in Jackson Park near the Army tank on Wednesday to honor the service and sacrifice of our country's military veterans.

The Greater Jackson Business Alliance (GJBA) met Wednesday. Thanks to Peter Rettler, Dean of the West Bend Campus of Moraine Park Technical College, for providing an informative virtual session on the opportunities for students and trends in employment, and Village Administrator John Walther for providing a "State of the Village" address. Businesses not currently involved with the GJBA should consider joining – it's a great way to connect to our community and promote your business!

Kelly met with Emily Melstrand, WBSD Principal of Early Learning, to review and evaluate the early childhood programs at the JACC.

HVAC Unit #3 in the Gathering Hall blew an ignitor this week. All is fixed and we again have heat.

Don't forget to register for the Holiday House Decorating Contest beginning December 4th. There is a \$5.00 fee to register. Judging takes place on December 10th. A map will be released to the public on December 11th. Families will be able to help judge. Votes are due by 8:00 a.m. Monday, December 14th. Thanks to Schreiber Foods for sponsoring the event and Jimmy's Restaurant and Bar for providing the winning family's gift certificate.

Building Inspection

Permit volume increased this week. Inspection volume remained heavy as contractors work to stay ahead of potential weather impacts.

Staff is working on updates to the 2021 Building Permit Fee Schedule, including comparing permit fees with six other area municipalities. It will be presented to the Village Board at the December meeting.

Notable inspections include an occupancy inspection for the storage building of KARM Properties, a rough building, electric, plumbing and HVAC for a 4-family building in Stonewall Ridge.

Pre-cast panel installation continues along with interior plumbing work at the new Municipal Complex. Wisconsin Department of Safety and Professional Services (DSPS) issued a conditional approval letter for the fire alarm system for the complex.

Public Works

The Jackson Water Utility placed Well #3 back online after two consecutive safe samples with no sand. All valve boxes were checked in the Morning Meadows Development with a proof roll scheduled today, with paving scheduled for tomorrow. Valve boxes were also Ridgeway Drive and Spruce Street were also checked. Per the purchase agreement of the Jackson Telecommunication Utility, Ethoplex has removed their equipment from the two water towers and the POP hut. Hydrant flags are being installed. Fire inspections were done at all Water Utility Sites. Recommendations of the Fire Department will be addressed.

The Street & Parks Department crew has increased the frequency of cleaning buildings. Curbside bag and brush pickup ends this next week. Leaves are being removed from the parks. Streets signs were installed and others repaired this week. Parking lots and driveways are being marked for the snow plowing season. The crew helped the Fire Department repair an air compressor and a leaking air valve on a truck. Cold patching continues. All the streets are being swept one last time. Due to the cold weather predicted for this weekend, the park restrooms will be closed. Weather conditions will determine future closures.

At the WWTP: All manholes were checked in the Morning Meadows Development prior to the scheduled Saturday paving. Ridgeway Drive and Spruces Street manholes were also checked. New flame arresters were installed on the top of the Digester Building. The crew helped Washington County Highway Department investigate two blocked culverts by jetting and video. A hole was found in the pinch valve between the digester and the blue tank. Parts have been ordered.

The Spruce Street and Ridgeway Drive road project was paved today. WisDOT has commented on the Ridgeway Drive to STH 60 connection. Comments will be addressed to gain permit approval.

The remaining sidewalk, landscaping, and streetlights are being completed on the Hunters Road project.

Clerk

The Public Hearing Notice for the 2021 General Fund Budget has been posted and appears in today's Daily News, scheduled for Monday, November 30, 2020 at 6:30 p.m.

The Notice for the April 6, 2021 Spring Election has been posted and will be published in the Daily News on Tuesday, November 24, 2020. The Village President and three Village Trustee positions will be on the ballot. Candidacy paperwork is available upon request. The first day to circulate nomination papers is Tuesday, December 1, 2020. The final day for incumbents to turn in non-candidacy paperwork is Friday, December 25th.

Treasurer

The 2021 General Fund Budget was finalized and approved for publication at the Village Board meeting on Tuesday.

The Village received its third Routes to Recovery reimbursement payment from the State in the amount of \$11,132.90. The final reimbursement request will be submitted Wednesday, November 18, 2020.

Notice was given by the Washington County Treasurer to begin entering information needed to calculate the 2020 Real Estate Tax bills. Once all information is provided and the Village holds its Budget Hearing on November 30th, the County will begin printing the tax bills. We anticipate mailing the tax bills to property owners during the week of December 7th.

The Village received its November Shared Revenue payment from the State in the amount of \$176,688.80.

Administrator

The Administrator gave a State of the Village presentation at the Greater Jackson Business Alliance meeting on Wednesday at the Community Center. The luncheon was a combination virtual and in-person meeting.