

To: Village Board, All Committee Members, and Others  
From: Jen Keller, Village Administrator  
Date: January 13, 2023  
Re: Weekly Update



### **Police Department**

January 9<sup>th</sup> – 13<sup>th</sup> has been designated as Wisconsin Adult School Crossing Guard Appreciation week. The Jackson Police Department (JPD) would like to express appreciation to our Jackson crossing guards for ensuring the safety of our children each day before and after school. JPD is also pleased to announce the department was awarded a grant from the Wisconsin Coronavirus Emergency Supplemental Funds: State, County, Local and Tribal Criminal Justice (2023) in the amount of \$12,500. The grant funds will provide funding for four (4) new mobile defibrillators and the replacement of outdated office computers.

### **Fire Department**

Last week, Jackson Fire and EMS personnel (JFD) responded to a total of 19 medical calls and no fire calls. Monday night's training involved CPR recertification and small engine training, which included a review of the proper use of chainsaws, positive pressure fans, portable jaws unit, and K12 saws. The first of five (5) steps towards promotions commenced this week for 13 members of the JFD. The next step is an interview and the assessment center next week. Lastly, JFD is looking for part-time and full-time firefighter/paramedics. Please visit the online [employment opportunities](#) page for the most up-to-date job postings available.

### **Parks and Recreation**

On Tuesday morning, the Visit Washington County Board of Directors met and would like to announce the official hiring of Kathy Muehlmans as the Executive Director of the Washington County Convention & Visitors Bureau (Visit Washington Co.). On Tuesday afternoon, the 4K directors met to prepare for next Parent Information Night. On Tuesday evening, Jackson Festivals Inc, the Action in Jackson planning committee, met to begin planning the next event on June 9<sup>th</sup>–10<sup>th</sup>, 2023. Also, on Tuesday, the Jackson early learning team held a wellness/teambuilding luncheon. On Thursday, the Wisconsin Park and Recreation Association Foundation Board met at the Jackson Community Center (JCC) to prepare for the State Conference occurring at the end of the month. On Friday, the West Bend School District (WBSD) is holding a 4K early learning team meeting for their district team at the JCC.

Other reminders to the community include private pickleball court rentals are available Mondays, Wednesdays, and Fridays from 1PM-3PM for \$30.00 per court. For reservations, please call the JCC at (262) 677-9665. Also, enrollment for the 2023-2024 WBSD/JCC 4K program begins Monday, January 30<sup>th</sup>. Those interested in attending the JCC site are encouraged to register early online before seats fill in the two (2) sessions. If you would like more information or have questions, please don't hesitate to contact Kelly Valentino at [kvalentino@wbsd-schools.org](mailto:kvalentino@wbsd-schools.org).

### **Building Inspection**

Plans and permits were submitted for a home in the new Maple Fields subdivision. This is the first home to be built in that subdivision. Plans and permits were also submitted for another new home in the Cobblestone Meadows subdivision. After a couple weeks of delays, foundation work has begun on the Sysco dry storage expansion located on the west side of the current facility.

### **Public Works**

The Street and Parks Department Crew completed truck maintenance and building maintenance this week. The Crew has begun using handheld radios to communicate with each other, instead of using cell phones. Removing the Christmas decorations along Main Street, cold patching, curbside tree chipping, and sign replacement are other items completed this week. New Stormwater Pollution Prevention Plans (SWPPPs) are

being requested by the DNR for the Public Works Building, the Wastewater Treatment Plant, and any Village owned property that stores material. A pre-construction meeting is being scheduled for the 2023 STH 60 Utility Upgrade Project.

The Jackson Water Utility Staff completed 40 Diggers Hotline locates for the month of December 2022. The 2023 meter changeout program has started, with 20 meters replaced this week. Well #5 has a new chlorine analyzer installed, which will monitor the chlorine in the system by the well house. The 2022 fourth quarter bulk water sales were over \$10,000.

At the Wastewater Treatment Plant, Staff addressed work orders and maintenance needs, including the determination that blower #1 at the plant is in need of a new computer board. Staff are also troubleshooting issues caused by a septage hauler that had a measurable amount of vegetable oil combined with the holding tank waste, which was dumped at the plant's septage receiving station. The oil turned into grease in the septic screen and process tanks. The hauler is helping the crew with the removal of the grease from the areas that are causing problems in the sewer waste process. Also, this week, the damaged streetlight at the corner of Marshland Drive and Currant Lane has been replaced. Lastly, land management plans are being resubmitted, per a request from the DNR.

### **Administration**

The latest edition of [The Jackson Quarterly](#) newsletter should be arriving to mailboxes in the next few days. An expanded version is always available online for those interested in reviewing additional announcements. As mentioned in the recent edition of the Village newsletter, the Village has canceled P.O. Boxes 637 and 527 as of January 9<sup>th</sup>. Please note the following departmental mailing addresses:

N168W19851 Main Street: Police, Fire, Clerk, and Treasurer

W194N16660 Eagle Drive: Water/Utilities, Public Works, Engineer, and Building Inspections/Zoning

N165W20330 Hickory Lane: Parks and Recreation

On Wednesday, Staff participated in a training for users that will utilize the online meeting packet management software called CivicClerk. This program is the first of two (2) phases, which will ultimately update the Village website and make it easier for visitors to find public meeting packet materials. There was also a training with the Wisconsin Elections Commission regarding canvass procedures. Ballots were ordered for the Spring Primary election on February 21<sup>st</sup>, 2023. The second half of 2022 approved ordinances were sent to Municode for codification.

The Village will continue to collect tax payments until January 31<sup>st</sup>. The 2023 budget has been entered into the Workhorse program. Treasurer Smith has begun to process the 2022 W-2s and 1099s, which will be distributed as soon as completed. Lastly, on Wednesday, Treasurer Smith participated in an Injury and Illness Log webinar hosted by the Village's insurance provider.