

To: Village Board, All Committee Members, and Others
From: Jen Keller, Village Administrator
Date: January 20, 2023
Re: Weekly Update



Police Department

Next Month, JPD will host a Carrying a Concealed Weapon (CCW) class on February 25th from 8AM-12PM at the Jackson Municipal Complex. The cost is \$50, Village of Jackson residency is not required. If you are interested in obtaining your CCW permit, please visit JPD [online](#) for more information. Registrants shall note there will be no firearms allowed in the classroom.

Within the last two weeks, JPD officers have made two (2) arrests for motorists operating while under the influence and one (1) arrest for violation of probation discovered during a traffic stop. Department personnel provided a tour and safety talk to the Morning Star 4K students this week. Lastly, as the JPD accreditation manager, Officer Joerger attended a Wisconsin Police Accreditation Group meeting and is working on completing the final review of 2020-2022 files before submitted for review.

Fire Department

JFD responded to 18 medical calls and five (5) fire calls this week. In EMS news, personnel delivered a baby in the field. The delivery was a great team effort and both mother and baby are doing great. Those interested in the full report can read the full article published by the West Bend Daily News on Thursday. In leu of training on Monday night, Staff worked to progress through promotional testing. Tuesday night, Battalion Chief and Captain assessments and interviews occurred. Thursday night included the assessments and interviews for Motor Pump Operators. Offers of promotion will be sent to personnel Friday, with announcements anticipated soon.

JFD personnel have noticed an increase in number of fire calls which are largely due to furnaces causing carbon monoxide issues and unattended appliances leading to cooking fires. JFD reminds residents to make sure CO detectors are working and ensure cooking appliances are not left unattended while in use. Lastly, residents are encouraged to share the news JFD is accepting applications for full-time, part-time and POC positions. Please visit the online [employment opportunities](#) page for the most up-to-date job postings available.

Parks and Recreation

The JPR Department received five (5) proposals for the Jackson Community Center expansion concept design. The proposals will be reviewed at the Tuesday, January 31st Jackson Parks and Recreation Commission meeting at the Municipal Complex at 6PM as a joint meeting with the Public Works Committee. Other topics the Commission may take action on during the meeting will include Monte Carlo Night event approvals, review of the Hasmer Lake Park plan and community survey results, review of the Jackson Park pickleball courts bid and review of a proposed dog park concept plan.

The Greater Jackson Business Alliance (GJBA) met on Wednesday at the JCC and invited guest speaker Kevin Scheunemann from the Jackson Dairy Queen to join. The American Red Cross also hosted a Blood Drive at the JCC Wednesday. The next Blood Drive will be March 22nd from 2PM-6PM. Sign up to donate [online](#).

The JPR Monte Carlo Night fundraising event is coming up on Saturday, February 25th. Staff is working to identify sponsorship opportunities. If you are interested in joining the many Jackson Businesses and Organizations that sponsor this wonderful event, please email [Jessica](#) and Staff will send a sponsor packet! Also, enrollment for the 2023-2024 WBSD/JCC 4K program begins Monday, January 30th. 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.

Building Inspection

Occupancy was issued for two new homes in the Laurel Springs Addition No. 1 subdivision and the first of four condominium units in the Laurel Springs Villas development. Occupancy inspections were also completed on the third two-family condominium in the Laurel Springs Villas development. Steel work is nearing completion on the cold storage section of Sysco expansion and installation of the pylons for the retaining wall along the south side of the water tower has also been completed.

Public Works

The Street and Parks Department Crew completed truck maintenance and building maintenance at Eagle Drive and assisted with needed installations of items to hang on walls and door seals in offices and meeting rooms in the Administrative Offices on Main Street. This week's snow and rain event required slush removal and salting on publicly owned sidewalks. Staff also continued work this week preparing for the Main Street Streetlight replacement project. The existing streetlights that are owned by We-Energies will have banner and flag brackets removed and saved for the next Village owned poles to be installed later this year. Lastly, the vacant Public Works position has been advertised online and in the West Bend Daily News, and will close on January 27th. Those interested can view the [posting online](#) where applications can also be submitted.

The Jackson Water Utility Staff sent 109 letters notifying property owners their current meters are required to be replaced. There were 69 customers that have responded and scheduled replacement by the utility and another 40 will be contacted via phone to schedule. Lastly, Water Utility Staff commenced work to paint the interior walls and floors in well houses #1 and #4.

At the Wastewater Treatment Plant, Staff addressed work orders and maintenance needs. There were 23 sanitary laterals televised along with the meter changeouts. A plant tour was given to Students from Living Word High School last Friday. A Preconstruction meeting has been scheduled for the 2023 STH 60 Utility Upgrade Project. Once the schedule has been set, the information will be shared with all interested parties.

Administration

Staff dedicated time this week to preparing year end reports, processing tax payments, posting notices for the upcoming February Primary, preparing for the April Election and reviewing RFP projects for Administrative Staff to oversee in 2023. On Tuesday, Staff participated in administrative user training for the CivicClerk meeting packet management software. The Certificate of Referendum and copy of the approved Resolution to add an advisory referendum to the ballot for the April 4th Spring Election was submitted to the County Clerk. The Advisory Referendum and candidates for Village President and Trustees for the Spring Election were entered into WisVote by Clerk Dobratz. Please also remember the Village will continue to collect tax payments until January 31st. Second installment payments or late first installment payments must be referred to the Washington County Treasurer after January 31st. Treasurer Smith completed the Wisconsin Sales and Use Tax, and the 941 Federal Tax filings.