

To: Village Board, All Committee Members, and Others  
From: Jen Keller, Village Administrator  
Date: February 25, 2022  
Re: Weekly Update



### **Police Department**

This week, JPD hosted training with ProPhoenix, the records management software provider. Representatives from ProPhoenix assisted with property room workflow, general questions, and worked with admin staff to assist with new crime reporting requirements. Officer Krueger has worked hard to make the property room fully operational now that the mobile storage units are installed. Officer Krueger's state of the art system includes barcode tracking for each item in our custody. A full audit of the property room will be conducted in March.

We've been following Assembly Bill 335, which passed the legislature this week and includes a body camera grant program for agencies our size. Once the Governor signs the bill, we will learn more about the grant requirements.

Chief Vossekul was invited to visit the Living Word 3k and 4k classes this week. The Chief read a book to the children and provided a safety talk. JPD also hosted the local Wolf Den Pack 3787 for a tour and safety talk at the Police Department on Wednesday.

### **Fire Department**

In the last two (2) weeks, JFD responded to 23 medical calls and two (2) fire calls. The fire calls consisted of a Carbon Monoxide alarm and a brush fire. Monday night's training included EMT Basics, Advanced EMT and Paramedics, with a focus on Pharmacology.

Ice storms caused major difficulty to Emergency services around the area, causing slow responses due to the conditions. Three (3) medical calls came in during this period. Two (2) of JFD's ambulances were disabled while responding to calls, as the icy conditions made it impossible to drive uphill. Salt was spread on the road by crews to get one of the ambulances moving. The other ambulance required assistance from the Town of Polk to salt the entire road to free it up. Luckily, no patients were in the emergency vehicles during these incidents. All patients were transported to the hospital safely.

### **Parks and Recreation**

WPRA (Wisconsin Parks & Recreation Association) Annual Conference was this week. There are multiple professional development tracks for Staff, which provides training in recreating programming, facility management, parks and executive leadership. Jessica Loomans, JPR Operations Manager, was recognized for her 10 years of service to WPRA, as well as serving on the 2022 Conference Committee.

The WPRA President's Choice Award was given to the WPRA Foundation for their support and service to Parks and Recreation throughout the State of Wisconsin. Kelly Valentino, President of the WPRA Foundation, accepted the award on behalf of the Board of Directors.

Be Active Wisconsin registration is due March 1st. Get active Jackson and sign up today! The Community Center was closed Tuesday due to the winter storm and West Bend School District closures.

Monte Carlo Night tickets are available at the JCC, be sure to get your advanced tickets for the event April 2<sup>nd</sup> before the price increases! "Thank you" to all sponsors and donors that have already committed support for the event. If you are interested in donating a raffle item or sponsoring a table at the event, please contact the Park and Recreation Department at (262) 677-9665 x103 or via email at [parkrec@villageofjacksonwi.gov](mailto:parkrec@villageofjacksonwi.gov).

### **Building Inspection**

Staff attended the Affordable Housing Workshop, held by the League of WI Municipalities, in Oshkosh on Wednesday. The workshop covered ways small zoning changes can be used to promote affordable housing. Final inspections were completed on two (2) homes in the Laurel Springs Addition No. 1 subdivision, with occupancy issued for both homes. Final inspections were also completed, and occupancy issued for the new commissary kitchen on North Center Street for Coffeerville Company. The space will be used to roast coffee and prep various menu items offered at their current and future locations. Submittals for an early start permit were received for the early childhood expansion project at Morning Star Lutheran School.

### **Public Works**

The Street and Parks Department Crew continues with vehicle and building maintenance. Salting operations, with some plowing, was completed for the last ice storm. Only one (1) mailbox and a streetlight were hit by vehicles during the storm. The metal racking has been installed in the cold storage building to keep the building organized. Kerry Ingredients has donated a 10-year-old electric boom lift to the Village. “Thank you” to Kerry for the donation. Staff are certain this donation will assist with future Village projects.

The Jackson Water Utility continues with the 2022 Meter Replacement Program, with another 24 meters being changed. The utility plans for the proposed subdivision of Little Lamb’s Corner have been approved for submittal to the DNR.

At the Wastewater Treatment Plan, Staff televised 20 sanitary laterals this week. The DNR Board held a public hearing this week on PFAS limits. A higher limit is being recommended for the rule making process, which will help in the compliance requirements when they are permitted. Staff continues with the review of utility plans for three (3) proposed new subdivisions, including Morning Meadows Phase 3 and Maple Fields.

### **Administration**

Proposals were received from three (3) firms interested in contracting with the Village of Jackson for an Organizational Review and Future Needs Analysis of the Jackson Fire Department, including Emergency Medical Services. Chief Swaney and Administrator Keller met to review proposals received and began the ranking process. The Village Board will review and potentially award the project to an interested firm at the March 8<sup>th</sup> Village Board meeting.

Staff also met with Ehlers’s Financial Advisors to review a forthcoming request from a condo builder interested in proceeding to construct 16 condo units on the north side of STH 60, north of the Municipal Complex on a 4.43-acre parcel west of East Side Mart. It will be necessary for Staff, the Plan Commission, the Village Board, and the Joint Review Board to all approve portions of the project, as it would necessitate a TID #7 amendment to change the “commercial” designation on the parcel to “residential”.

The Treasurer attended a CVMIC webinar "Injury and Illness Log- Ensuring Compliance" this week. The Treasurer prepared and submitted the 2021 Public Sector Employee Injury and Illness report to the Department of Safety and Professional Services. The Treasurer is compiling data for the 2021 Workers’ Compensation Payroll Audit for CVMIC. The Treasurer completed and electronically submitted form LC-664 - Manufactured/Mobile Home Lottery and Gaming Credit Report to the DOR. Personal property owners who did not pay by the due date of January 31, 2022, were sent delinquent tax letters.