

To: Village Board, All Committee Members, and Others  
From: John M. Walther, Administrator  
Date: January 24, 2020  
Re: Weekly Update



## **Police Department**

JPD officers responded to a heroin overdose call on Sunday evening. The responding officers administered Narcan, an opiate antidote, to the unconscious 24-year-old victim. The victim was revived and transported to a local hospital for treatment. This matter is under investigation.

During the overnight hours of Sunday night, an alert resident noticed activity on her Ring Doorbell. The video footage showed a juvenile attempting to enter her vehicle in an attached carport. She immediately dialed 911 and Officer Oswald responded and located the juvenile. We'd like to remind our citizens that this type of activity can happen at any time of the year. This is a good reminder to lock your vehicles and secure valuables inside your residence.

We met with the administration at Morning Star Lutheran School this week to review their safety planning. We discussed their lockdown, evacuation, and re-unification drills, and identified opportunities for our officers to work closely with their staff in the future.

Significant staff time was spent again this week in pre-construction meetings for the new Jackson Municipal Complex, discussing mechanical, plumbing, and electrical systems with the architect.

There have been several reports of solicitors going door to door in the Village lately. Per our ordinance: Solicitors (or Peddlers) are required to obtain a permit from the Village Clerk prior to knocking on any doors in the Village. Prior to the permit being issued, the police department conducts a background check and either approves or disapproves the permit. If a peddler knocks on your door, ask to see their permit. If they don't have one, please call the police department and we will investigate.

With the recent snowfall, it is a good time to remind our residents that the Village ordinance requires that snow not be deposited on any street or alley. Sidewalks must be cleared within twenty-four hours of the end of the latest snowfall.

**Sec. 36-2. - Snow and ice.** (a) Sidewalk clearing required. The owner and occupant of each lot or part of lot shall be responsible for *[removing all snow and ice]* which may have fallen or accumulated upon the full width of the sidewalk in front of his premises not later than 24 hours after the snowfall has ceased to fall or accumulate. In the event ice has so formed upon any sidewalk that it cannot be removed, the owner and occupant shall be responsible for keeping the same sprinkled with sand, salt or other suitable substance in such manner as to permit safe travel by pedestrians.

## **Fire Department**

There were fourteen medical and three fire calls this week, including two car crashes and a fire alarm. The first crash occurred on USH 45 south of STH 60. One vehicle went into the median and was waiting for a tow truck, while another car also lost control striking the first vehicle. Minor injuries were noted. The second crash involved four vehicles on CTH P south of Sherman Road. Multiple victims were transported to the hospital. A water flow alarm, due to a fluctuation in water to the system, initiated a fire call to a business on Northwest Passage. There was no damage.

Fire inspections are ready to begin for first half of 2020. Because of Chuck's planned retirement, daytime staff will accompany him to learn the fire inspection process. A fire extinguisher training session was conducted Wednesday at noon for all Village employees attending the Wellness lunch hosted by the JFD.

We have been preparing for our house burn on February 8<sup>th</sup>. Many repairs and modifications were needed to make this safe for the participants.

Planning continues for the new Municipal Complex. Electrical, emergency lighting, plumbing, and mechanicals were reviewed. We are striving to get the bidding process underway by the end of the month.

### **Joint Parks and Recreation**

The VFW held their regular meeting at the JCC on Monday. They are always looking for new members, so, if you are interested, please contact the Park & Rec and we can get you in touch with them.

Tomorrow and next Tuesday are our January Fitness Center orientations. They are offered twice per month for all members. Call the Community Center to register for an orientation or to join the Fitness Center.

The SEPRC (Southeastern Park & Rec Council) met Wednesday in Oconomowoc. Jessica is the Chair-Elect for the Council this year. An amazing presentation was given on Parks & Planning, Community Beautification, and creating Vibrant Public Spaces. We are developing a “good idea” folder to gather information about things we see in other communities that might be a good fit for Jackson.

Thanks to the Jackson Fire Department for hosting the Wednesday Wellness Lunch which included fire extinguisher training. Great job!

The Red Cross Blood Drive is scheduled for Monday (January 27), from 2:00 – 6:00 p.m. at the Community Center. Appointments are recommended, but walk-ins are welcome.

4K Enrollment for 2020-2021 school year beginning in September opens Monday, February 3<sup>rd</sup>. Spaces at the Jackson Area Community Center fill quickly, so please register ASAP. Enrollment packets are available at the Community Center. Contact Kelly if you would like a tour 262-677-9665 x103 or: [kvalentino@villageofjackson.com](mailto:kvalentino@villageofjackson.com).

Monte Carlo Night – Saturday, February 1<sup>st</sup> from 7:00 – 11:00 p.m.! Staff and Park & Rec Committee members will be busy contacting businesses to secure table sponsors, raffle items, and larger silent auction items for this year’s event. Packets may be found on the website at: [jacksonparkrec.recdesk.com](http://jacksonparkrec.recdesk.com). New this year for the Tenth Anniversary of the event: the ticket price will also include special appetizer and drink coupons! Tickets are available at the Jackson Area Community Center or online at [jacksonparkrec.recdesk.com](http://jacksonparkrec.recdesk.com).

Volunteers Needed! We are looking for volunteers to help with the Monte Carlo Night event next Saturday evening from 5:30 to 11:30 p.m. Please consider helping for a portion of the evening. Contact Kelly at the Community Center: 262-677-9665 x102.

### **Building Inspection**

Permit and inspection activity slowed again this week.

An occupancy application was received from Mastip, Inc., a distributor of injection mold plates, relocating to the Village of Jackson from Slinger and will occupy a portion of a building on Industrial Drive.

A rough electrical inspection was completed on the 12-family apartment building under construction at Sherman Road and South Glen Brook Drive. This project will now move into the insulation and interior finishing phase.

Staff has been working on updating the Plan Commission Development Application.

Plans were submitted for a new tenant build-out at the former School-Pak building on CTH P.

### **Public Works**

The Jackson Water Utility crew continues changing out water meters, after which they are tested; performing Digger’s Hotline locates, programming radios, and assisting the Street Department with snowplowing. US Cellular is upgrading their antenna on the White Tower. They should be completed tomorrow. There are now 600 water and sewer customers paying utility invoices using direct withdrawal.

Some customers have forgotten they signed up and have additionally paid the invoice by check. Staff is working through the process of refunding those check payments.

Wednesday morning the Street & Parks Department crew began removing snow on Main Street, until the front-end loader snowblower ingested a large chunk of ice, damaging the blower. We are awaiting replacement parts. Once the snowblower is repaired the snow will be removed from courts and cul-de-sacs. Vehicle maintenance was done this week in addition to the snow operation.

At the WWTP: Lateral inspections are being completed along with the water meter changeouts. The traveling wheel for the air bridge associated with the primary clarifier broke and needed to be replaced. A dip in the wall is causing wear, which will be repaired during the summer. The Dissolved Oxygen (DO) probe cable went through the snow blower and needs to be replaced.

The Local Officials meeting was held Thursday at the Village Hall by WisDOT for the STH 60 (Main Street) resurfacing project from CTH P to Eagle Drive scheduled for 2024. This is only a resurfacing project so the right of way will remain the same. Handicap ramps and new signal lights will be installed to the current standard. The Village will have the opportunity to replace utilities prior to the resurfacing project. The streetlights along Main Street will also be upgraded to enhance the streetscape.

## **Clerk**

Voter Registration Drives – Beware! Voter registration drives will increase in 2020. These organizations ***are not*** affiliated with the Village of Jackson, and while most organizations are legitimate, it is also an area of opportunity for scammers. Please be aware that voter registration requires personal information such as your date of birth and driver’s license number. Never give personal information to anyone you don’t know and trust. The safest means to register to vote are listed below:

1. Online at the MyVote Wisconsin website: <https://myvote.wi.gov/en-us/>
2. In-person at the Village Hall on Monday through Friday from 8:00 a.m. to 4:30 p.m.
3. By mail – complete the “register to vote” form found on the Village website under: Village Government/Elections. Mail with Proof of Residency to:  
Village Clerk, PO Box 637, Jackson, WI 53037-0637.
4. In-person at the polling location on Election Day from 7:00 a.m. to 8:00 p.m.

## **Treasurer**

RFPs are being prepared for the Village’s 2020-2024 banking contract.

First-half tax installments are due by Friday, January 31<sup>st</sup>.

W-2 and 1099 forms will be filed today on State and Federal levels.

W-T7 (Employers Reconciliation) will be filed with State today.

2019 WRS Annual Reconciliation has been submitted.

Work has begun to update the Village Directory.

Don’t forget to register for the March 4<sup>th</sup> On-Site Health Screening for employees and spouses on the Village’s health insurance plan. Register at: <https://www.wellwisconsin-staywell.com>.

## **Administrator**

The Village President and Administrator attended the West Bend School District Committee of the Whole meeting on Monday evening. President Schwab presented the current and forecasted picture of development within the Village of Jackson. There were questions from the Board, and a brief discussion followed.