

To: Village Board, All Committee Members, and Others
From: John M. Walther, Administrator
Date: March 20, 2020
Re: Weekly Update



Police Department

The public health emergency has required the Jackson Police Department to implement temporary procedure changes. We've been monitoring recommendations from the Centers for Disease Control and Prevention (CDC) and have taken proactive steps to minimize contact with the public while delivering essential services to our community. Some of the changes which may impact the public are:

- Only essential staff are allowed within the police department. A meeting room has been set up which allows for social distancing for unavoidable personal interactions.
- Officers have been encouraged to handle calls for service via telephone whenever possible. Please only visit our lobby if absolutely necessary. We are always available at 262-677-4949, through the County Sheriff's Office Dispatch Center at 262-335-4411, or dialing 911 in an emergency.
- Steps have been taken to minimize patient contact to reduce exposure of our officers when assisting the Jackson Fire Department with rescue calls, depending on the urgency of the call. Officers have been issued personal protective equipment to protect themselves from exposure. Officers will respond to calls for service when necessary to maintain public safety.
- Fingerprinting services and all ride-alongs have been suspended.
- Visit our website: jacksonpolice.org to submit records requests and other needed forms.

Due to unusually high demand, the police and fire departments have been unable to purchase hand sanitizer and disinfecting wipes. We posted a request for donations on our Facebook page and have received several bottles. We are grateful for the support, and we will continue to accept them.

We've also posted a request on our Facebook page on behalf of our local assisted living facilities. The residents of the assisted living facilities have had their visitors restricted as a result of the public health emergency. We also realize that our children at home and may be looking for projects to work on. If you're willing to make cards, draw pictures, and/or write letters to our assisted living residents, you can send them to the police department, and we will arrange to get them delivered. The address is: Jackson Police Department, Attn: Community Programs, PO Box 637, Jackson, WI 53037.

Saturday evening officers responded to a report that two adults were fighting and that shots had been fired. An adult man was detonating shotgun shells with a vice and household tools and demanded that officers shoot him. He was taken into custody and charged with resisting arrest and disorderly conduct. Additional charges are pending related to the possession of ammunition by a felon.

Sunday evening officers responded to a report of an impaired driver on Main Street. The male driver was located. He had been drinking and had four passengers in the vehicle under the age of twelve. He was arrested for Operating While Under the Influence (4th Offense) with minor passengers and was taken to jail.

Fire Department

There were substantially fewer calls this week, with seven medical calls. People have been calling their local clinics for symptoms they may have. Although we are preparing for the worst with the COVID-19 virus, other types of calls continue, such as heart attacks, strokes, respiratory problems, and diabetic emergencies.

An easy way to find out about COVID-19 (Coronavirus) is to click any of the following links: for Centers for Disease Control and Prevention (CDC) – [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus); Wisconsin Department of Health Services – dhs.wisconsin.gov; or the Washington Ozaukee Public Health Department – washozwi.gov.

It has been a busy week of meetings and teleconferences with many different state and county government departments. One of the greatest challenges is the protection of our members, as well as securing necessary supplies of personal protective equipment, currently in short supply, including N95 masks, eye protection, gowns, respirators, face shields, cleaning supplies, and sanitizers for cleaning ambulances.

Some suggestions to minimize exposure to viruses: Stay home, wash your hands frequently, stay at least six feet away from another individual (social distancing,) avoid touching your face, cover coughs and sneezes, wear a facemask in public if you are sick, and clean and disinfect frequently touched hard surfaces.

Joint Parks and Recreation

The Jackson Area Community Center will be closed until further notice due to the Health Emergency. We will continue to monitor the situation and open as soon as we are directed it is safe to do so.

Congregate lunches at the JACC for the ADRC Senior Meal Program were discontinued on Tuesday; however, the "Home Delivered" meals will continue.

We will be working to reschedule postponed program sessions. JACC Fitness Center members will receive a credit on their account. Upcoming rentals, meetings and gatherings are canceled and we will work with organizations to reschedule those as soon as we are able.

SPECIAL EVENTS: Upcoming canceled events include (but not limited to) the following: the March 25th Youth Dance Recital and the April 4th Community Easter Egg Hunt. We will do our best to reschedule them.

The staff has been hard at work cleaning and sanitizing the entire building. They have also jumped in to help out the Senior Meal program by helping to pack and deliver meals.

The WBSD was here Wednesday in our drive-through handing out free lunch and breakfast to all district students eighteen and under. They will hand out a week's worth again on Monday from 10:30-11:30 a.m.

Building Inspection

As expected, the recent public health concerns regarding COVID-19 have significantly impacted the day to day activities of the department. Just a handful of permits have been received and processed this week. Inspections which were previously scheduled for the week were completed. Inspection requests for essential projects are currently being scheduled. All other non-essential inspections are either being postponed, or where practical, photo or video documentation will be accepted on a case by case basis.

Staff remains busy working on general housekeeping items such as filing, outstanding permit/project follow-up, etc. It is unknown at this time when regular inspections will resume. Other municipal inspection departments have imposed similar rules regarding limiting on-site inspections, limiting staff-to-staff and public interaction, as well as closed the department and full municipal functions entirely and directed staff to work from home.

Public Works

The Jackson Water Utility only completed meter changeouts for customer requests. After determining if it was safe to enter, the changeout was made. No new appointments are being scheduled at this time. Wells #3 and #5 are back online after replacement of the chlorine injectors. Well #1 is still offline while the meter is being tested. Cross-training is being done with the crew. The flushing station at the end of Crosswind Trail is leaking. Investigation continues to determine where to dig. The 2019 Consumer Confidence Report (CCR) has been submitted and will be available for publication pending approval.

The Street & Parks Department crew found more street trees to cut down throughout the Village. Some were ash trees. The concrete was removed under and around the stage in Shelter #2 at Jackson Park. Frost and poor drainage throughout the years caused the concrete to crack and fall apart. New concrete will be ready for future events in the park. The salt shed is being filled with the guaranteed allotment. Due to the mild winter we have more salt than that can be stored. The West Bend School District has allowed us to use the old salt building to store the oversupply. Village buildings are being sanitized more frequently.

At the WWTP: During installation of the new air compressor for the digester on Monday, the electrician drilled through the air cooler on the compressor. A rental unit was installed and parts are ordered. The electrician is paying for the repair and the rental. The backup dialer is back online. The software upgrade of Windows 10 has caused problems with another program (Hach Wims) that reads the data from the plant equipment. We are looking at options to stay current with upgrades to keep all programs compatible.

There are currently seven prime bidders for the roadway project for the Spruce Street and Ridgeway Drive extension. The plan is still to have the bid opening on March 24th with limited attendance.

Clerk

Staff participated in a webinar on Monday with the Wisconsin Elections Commission on Contingency Planning and Emergency Preparedness; and today had a conference call with the County Clerk regarding the Election.

Absentee ballots began being mailed on Tuesday and will continue each day as requests are received. Please go to myvote.wi.gov to request an absentee ballot to be mailed out. Remember to upload your Photo ID that you would use when you vote in person. (Selfies are not an acceptable Photo ID.)

Treasurer

Working with Ehlers on an Investment Policy which will be reviewed and finalized, and then approved by the Village Board.

All Village Employees will be participating in an Anti-Harassment/Diversity/Civility training. Training will be done by CVMIC. Tentative date is June 9th.

CVMIC will be assisting in further training for NEOGOV Insight and Onboarding to help with HR procedures.