

To: Village Board, All Committee Members, and Others
From: John M. Walther, Administrator
Date: March 27, 2020
Re: Weekly Update



Police Department

Due to the COVID-19 pandemic, we have implemented a plan to provide for additional staffing, while limiting the opportunity for exposure to our staff. We have developed a schedule that will include each officer working 12-hour shifts, with a 7-days on, 7-days off rotation. We've also implemented some environmental changes in the department to encourage social distancing and ensure daily sanitizing of the squad cars, workspaces, etc. This is a short-term solution designed to ensure the department continues to run efficiently throughout this public health emergency. I must give credit to our staff for working together on developing this plan and being open-minded as we continue to work through challenges during this unprecedented time. With these immediate changes we expect to minimize any potential exposure within the police department and ensure continuity of operations for our Village.

Fire Department

There were seventeen medical and four fire calls this week, including two alarms in Green Valley for burnt food and a porch fire (currently under investigation;) a fire alarm at a 4-family condo on Berry Patch Road; and a CO alarm causing a family to immediately evacuate a residence on Hickory Lane. High levels of carbon monoxide were measured. All were tested for CO poisoning but were clear of any symptoms.

COVID-19 has put a strain on the department with calls and preparing for a possible spike in the virus. Procedures have changed drastically over the last week. Some area cases have been transported.

There are several websites available for federal, state, and county information on the COVID-19 virus: Centers for Disease Control and Prevention (CDC) - [cdc.gov](https://www.cdc.gov), Wisconsin Department of Health Services (DHS) dhs.wisconsin.gov, Washington Ozaukee Public Health Department washozwi.gov.

Do you have a supply of N95 masks, isolation gowns, and/or sanitizer wipes? If so, please consider donating them to the Jackson Fire Department. Thank you to all who have already generously donated.

The application period ends this week for Firefighter/Paramedic. If you know someone who may be qualified, please inform them that the posting is on the Village website under Employment Opportunities.

Joint Parks and Recreation

The Community Center remains closed to the public; open only to prepare and deliver Senior Meals. Due to the Governor's Health Order #12 the playgrounds, basketball courts, and soccer fields remain closed.

This was our first week of Virtual Recreation on our [Jackson Park/Rec](#) Facebook site: featuring

- Brenda Mundt, our Kick, Punch, Crunch Instructor and Certified Personal Trainer. Brenda shared a video of her class and 5-day health tips. One of Brenda's class participants said how much she missed Brenda and she enjoyed seeing her video.
- Bill, our computer instructor. Bill is the owner of Details by Bill, LLC. Bill shared Bill's Daily Escape with many tips on Travel, Computer, Recipes, a quote of the day, and an old-time cartoon.
- Wednesday Ms. Angie read a book. Lots of our present and past students enjoyed and had favorable comments.
- Thursday Jessica had a field trip in Hickory Lane Park; reminding residents of the Governor's Order #12 closing the playgrounds, but still able to use the walking path. The path around the park is .58 miles; two times around is just over a mile!
- Today Jackson Parks & Recreation Department Committee member Laurie McGraw shared her family working in the Garden Center and encouraged all to "Keep Calm and Garden On".

Building Inspection

Inspections and permit submittals continued to be minimal this week; however, a handful of inspections and permit applications were processed.

An occupancy application was received for Global Parts Solutions and Transport on North Center Street; relocating their warehouse from Michigan to Jackson. The business includes purchasing and marketing of new take-off parts for cars, trucks, and SUVs (e.g. truck beds, bumpers, tailgates, lighting, and engines).

Final inspections were completed on the Sysco interior remodel, with a small punch list remaining.

Staff has completed a year long process of re-organization and categorization of all computer files associated with the Building Inspection Department. This included file, folder, and sub-folder organization for greater efficiency in search and save functions.

Department of Safety & Professional Services has distributed detailed guidance on conducting video and photo inspections. Staff will utilize these options as deemed necessary.

Property maintenance violation notices were issued to six separate property owners along Main Street. The notices relate to litter, exterior storage, illegal vehicles, and deteriorated/blighted structures.

Public Works

The Jackson Water Utility: Well #6 failed due to a faulty thermostat on the electrical panel causing the power to shut off when the temperature is too low. The main concern is for overheating. The well maintenance company that installed the thermostat is investigating the need for the low temperature switch. Well #1 has been placed back online. The booster station ventilation system needed a new fan and is now functioning. Winter hydrant flags are being removed and radios are being programmed. The Water Department door is temporarily closed to the public. Bill payments are being done by appointment, entrance door drop box, or online by credit card. Call the office at 262-677-0707 for any questions.

The Street & Parks Department crew is cleaning Village buildings more frequently to protect staff and the public. The parts for the big snow blower have finally arrived and the blower is ready for the next storm. We are receiving the final salt delivery for 2019/2020 commitment. Permission was given by WBSD to use the old salt building. The building will be used once the roof has been repaired. Building and vehicle maintenance is being completed. The yard waste site program has yet to be installed so access cards can be issued. The programmer was rescheduled to help a hospital software problem; hopefully next week. All playground equipment has been cordoned off from use per Governor Evers "Safer at Home" Order #12.

At the WWTP: The new air compressor for the digester has been installed. The Scada System still needs to be updated to monitor the compressor. The rock box at the septage receiving station was repaired. The lift station was cleaned this week. More grease was found in the line than we prefer. Catch basin cleaning is being completed with the jetter truck. There were five bids opened for the Spruce Street and Ridgeway Drive extension project. The results are being reviewed. A report will be completed next week.

We are aware of the wall failing along the STH 60 path near Eagle Drive. The sidewalk is still safe to use. Solutions are being sought as well as the costs to have the wall repaired as soon as possible.

Clerk

In person absentee voting continues at Village Hall from 8:00 a.m. until 4:30 p.m. next Monday Through Friday, April 3rd. To request an absentee to be mailed, please go to myvote.wi.gov. Please remember to upload an acceptable photo ID (e.g. the front of Wisconsin Driver's License.) Selfies are not acceptable.

Public testing of voting equipment for the Spring Election will be Tuesday, March 31, 2020 at 10:00 a.m.

Treasurer

A Virtual Roundtable was held with CVMIC staff and members to discuss the new Emergency Family and Medical Leave Expansion Act (EFMLEA.) This relates to the COVID-19 public health emergency and employees that may need to stay home to care for their minor children.

An amendment to the current Family and Medical Leave policy is being worked on to include the requirements that are part of the EFMLEA. This act is effective April 2, 2020 until December 31, 2020.

Administrator

Please consider casting an Absentee Ballot if you have not done so already– Online or In-Person. If online click on: myvote.wi.gov to request your mailed ballot. It's easy to upload a picture of the front of your Wisconsin ID (driver's license) using your cellphone. NO SELFIES! Really!

Please respond (online if possible) to the 2020 Census mailing(s) sent over the past several weeks (see page below for a sample.) Click on: my2020census.gov to start the questionnaire. Enter your 12-digit ID. Other options are by phone or mail. So far 38.2% of Village residents have responded. If you haven't received the mailing(s), you can still click on: my2020census.gov and provide the necessary info.



United States[®]
**Census
2020**

U.S. Census Bureau

Washington, DC 20233-0001

Office of the Director

TO RESIDENT AT
YOUR ADDRESS
JACKSON WI 53037

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PO 20 5 2



March 16, 2020

Dear Resident:

Recently, you should have received instructions for completing your **2020 Census** questionnaire online. Local communities depend on information from the Census Bureau to fund programs that promote the well-being of families and children as well as equal employment opportunities for you and your neighbors. If you have not already responded, please complete your short 10-minute 2020 Census questionnaire now.

<p>0035-R1C-A-000002532</p> <p>Respond now at my2020census.gov</p>	<p>Your Census ID is:</p> <p>XXXX - XXXX - XXXX</p>
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If we do not receive your response online, we will mail a paper questionnaire to your address in a few weeks.

Your response is important to your local community and your country. By law, your response is required, and your answers are confidential. If you do not respond, we will need to send a Census Bureau interviewer to your home to collect your answers in person.

If you need help completing your 2020 Census questionnaire, please call toll-free 1-844-330-2020.

Thank you for your prompt response.

Sincerely,

Steven D. Dillingham
Director

Mensaje importante: Para completar su cuestionario del Censo del 2020, visite **my2020census.gov** o llame gratis al 1-844-468-2020.

census.gov