

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



### **Police Department**

Last week we posted a photo on our Facebook page asking for assistance in identifying a suspect in a theft investigation which occurred at our Piggly Wiggly. We received several tips and the man was identified. Charges are pending.

On Friday, a resident called the Police Department that two guitars had been stolen from his storage unit. The guitars were located on Facebook Marketplace for sale. Officers set up an appointment to see the guitars and found them to be the same ones that had been reported stolen. Officers arrested the 47-year-old West Bend man. They also identified him as a suspect in an unsolved burglary and theft from 2019. Charges were filed with the Washington County District Attorney's Office.

### **Fire Department**

There were eight medical and five fire calls this week, with two grass fires, a vehicle fire, a cooking fire and a non-emergency dryer call. Phone inspections continue for the businesses. There are eighty more remaining for the first part of the year.

Wednesday was the paramedic assessment and chief's interview for the two full-time vacancies. A prior exam narrowed the number of applicants to eight. Six were interviewed. The top four candidates will move on to the Police and Fire Commission on Wednesday. On June 2<sup>nd</sup> we plan to move to 24-hour paramedic coverage (except for vacations and sick time.) West Bend Intercept has not been called since the flex staffing began, saving the Village thousands of dollars.

Our 2019 budget comparison revealed that we managed to save \$70,000 more than anticipated last year, which will help with upcoming scheduled replacement equipment.

### **Joint Parks and Recreation**

WBSD continued its breakfast/lunch distribution on Monday; 250 school district families received 1,000 meals. The program will continue Monday (April 27<sup>th</sup>.)

Jackson Festivals, Inc. made the difficult decision to cancel Action in Jackson for 2020. The committee thought it was the most responsible decision to make at this time. The Jackson Beer Garden has also been canceled, hopefully to be rescheduled in late summer or early fall.

The Hunger Task Force distributed 216 gallons of milk to the JCC Tuesday through the new Wisconsin Dairy Recovery Program. They will distribute again on Wednesday (April 29<sup>th</sup>) from 10:00-11:00 a.m.

The Boys & Girls Club will distribute Grab-n-Go weekend meals for club families today from 3:00-5:00 p.m. at the Community Center.

The JCC staff continues bi-weekly mailings to our 60+ patrons to help them get through this tough time.

Kelly attended several WPRA COVID-19 virtual meetings: Wednesday on Aquatics (splash park) and Thursday with the WPRA lobbyist, fine tuning a document that will go to the State Legislature next week requesting additional clarification on the function and operation of three main areas of focus: Summer Camps, Parks/Amenities, and Aquatics. Over 200 statewide attended that session.

JCC Staff continues to help the ADRC with senior meal packaging and delivery.

We are waiting until Mid-May to publish the Guide hoping we will have more direction on what programs will be allowed to run and under what conditions.

## **Building Inspection**

Permit volume was up significantly this week coinciding with the recent uptick in permit inquiries due to the recent hailstorm and resulting damage to homes. Most permits issued in recent weeks have been processed via email with the payments being made on-line. While not only reducing direct interaction between staff and the public this process has proved to be efficient. Residents are reminded to be cautious of contractors seeking to capitalize on the recent storm damage and always be sure to verify that your contractor is properly licensed and insured and is willing to obtain the necessary permits on your behalf.

Inspection volume also increased slightly this week. Pre-pour floor inspections were completed on the OnDemand Transportation building. Painting of the exterior of the building also began this week.

Staff has completed a full refresh of the Building Inspection webpage this week. General contact and inspection scheduling information is now more prominently displayed. The general information sections have also been revamped to make them easier to read; permit submittal requirements have been more clearly outlined as have acceptable payment methods. A section outlining contractor licensing requirements has also been added in addition to a "Building Code Section and Consumer Information Section" where residents can find links to building codes, informational brochures, consumer rights, etc. Additional information will be added to these areas in the future.

## **Public Works**

The Jackson Water Utility office continues to be closed to the public. Payments are still able to be made by appointment, drop box, mail, or by credit card online. Call the office at 262-677-0707 with any questions. The Village water system was flushed this week. Flushing on some dead ends remains. New fire flows will then be taken. During flushing the crew found a hydrant leaking at the end of East Gate Drive. The hydrant lead is shut off for repair. A water main break occurred Monday on Stonehedge Drive, caused by a rock lodged against the eight-inch ductile iron main. Water and debris shot over the roof of the ranch style house. The break was repaired within two hours; cleanup followed.

The Street & Parks Department crew continues the additional sanitizing. Bag and brush collection is being done curbside. Tree trimming and stump grinding restoration continues. The final grading and seeding around the Hickory Park new playground equipment has been completed. The turf in front of the soccer goals has been graded and re-seeded. Working on the tree planning list for trees being planted in the Village parkways. The roof repair was made on the old part of the Village Hall.

At the WWTP: Catch basin cleaning continues using the jetter truck. Badger Waste is hauling sludge from the blue tank; 300,000 gallons are being removed this week with an additional 200,000 gallons scheduled for next week, which should allow enough room to until the Fall when the tank is scheduled to be emptied. The digester boiler is now functioning after a day of troubleshooting, before finally resetting the SCADA System program for the boiler.

A preconstruction meeting for the new Jackson Municipal Complex has been scheduled for April 29<sup>th</sup>. We are using software called "Team Viewer" so plan review and discussions can take place remotely.

The WisDOT STH 60 Resurfacing Project from the eastern limit of the Village to STH 181 in Cedarburg has begun. Staff worked with WisDOT to adjust the detour signs and barricades.

## **Clerk**

Open Book was held Monday via email and phone calls with Grota Appraisals. Notice of the Board of Review scheduled for May 11, 2020 has been posted and will be published in the Daily News tomorrow.

The 2109 Room Tax Report was filed with the Wisconsin Department of Revenue.

Annual alcohol, operator (bartender) and cigarette licensing letters and renewal forms have been mailed.

Staff participated in a Wisconsin Elections Commission webinar on Spring Post-Election and Early Prep for the Fall General Election.

## **Treasurer**

We participated in a Workhorse webinar on "Tips & Tricks" focusing on the accounting and payroll module.

The Village received the annual aids-in-lieu-of-tax payment from the DNR in the amount of \$48.53. This payment is for the 2.05 acres of DNR land located in the Village.