

To: Village Board, All Committee Members, and Others  
From: John M. Walther, Administrator  
Date: August 21, 2020  
Re: Weekly Update



### **Police Department**

The Jackson Police Department and the Washington County Sheriff's Office continue to investigate the disappearance of Stephen Lombard. Mr. Lombard was last seen in the Village of Jackson on July 27, 2020 and is considered an Endangered Missing Person. Anyone with information related to the disappearance of Stephen Lombard is asked to contact the Jackson Police Department at 262-677-4949. Tips may be submitted anonymously by utilizing the Washington County Tip Line at 800-232-0594.

JPD staff completed training this week on de-escalation and conflict management. We have several in-house instructors on these topics and provide regular training to our staff.

Mark your calendars for our Drug Take Back event on Saturday, October 24<sup>th</sup>. This DEA-sponsored event will allow residents and non-residents to safely dispose of unwanted or unneeded medications. More information will be provided as we get closer to October 24<sup>th</sup>.

The Jackson Police Department is a Wisconsin Law Enforcement Accreditation Group (WILEAG) Core Standards - Verified Department. WILEAG promotes excellence in law enforcement through participation in a voluntary law enforcement agency accreditation program. Accredited agencies demonstrate compliance with applicable standards covering all aspects of law enforcement administration and operations. We are required to submit documentation every three years to renew our accreditation. For the 2017-2019 period, we have completed our first round of reviews and have been approved for the final assessment. This is expected to be completed within the next sixty days.

Work has begun on the 2021 budget. Staff was surveyed for needed equipment and a priorities list is being generated.

### **Fire Department**

There were nineteen medical and five fire calls this week, including a single vehicle that lost a wheel, sending it into a spinout on USH 45, and a truck owner caused a fire while using a torch to cut off the truck bed, igniting the gas tank. Another call involved a water rescue in Hartford; assistance was provided for a grass fire in Germantown; and a deer struck a motorcycle on CTH P.

Fire inspections continued in the town of Jackson this week. Crews have been drafting pre plans for each building in order to be prepared for any potential emergencies.

Monday evening training involved vehicle extrication, the process of carefully making space in a vehicle to remove a victim involved in a motor vehicle accident when conventional means of exit are inadvisable or impossible. A delicate approach is needed to minimize injury to the victim during the extrication.

### **Joint Parks and Recreation**

Business ads are coming in for the Fall/Winter guide.

Kelly met with the JACC 4K team on Tuesday to review classroom logistics, COVID-19 procedures and instructional adaptations for our 2020-2021 school year.

WBSD Teacher training will kick off next week with a combination of virtual and socially distanced meetings.

Parent letters went out to all the 4k and Time for Tots families.

Teachers are busy getting ready for school to begin. There are still spaces available in the JACC 4K program run in partnership with the West Bend School District. There are also a few spots left in the afternoon for Time for Tots Class. If you are interested, contact Kelly at 262-677-9665 Ext. 103.

All the JACC carpets, fitness center and tot rugs were cleaned and sanitized Tuesday. Extra care was taken due to COVID-19 to get things ready for fall classes. Today all the windows are being cleaned inside and out; an annual occurrence.

We are still busy interviewing for evening/weekend building supervisor, if anyone is looking for side job that is very rewarding, please call Jessica at 262-677-9665 Ext. 102.

We finally received sneeze guards for the front desk, after waiting and cancelling orders since May.

Jessica did a preliminary walkthrough for elections with Jilline and Darlene on Wednesday, and with a few tweaks, things should work well.

Adult volleyball playoffs begin next week. Registration begins in September for adult indoor fall/winter leagues.

Youth Flag Football will be running with many safety guideline considerations this year. Renee is looking for volunteer coaches; if interested call her at 262-677-9665 Ext. 104.

### **Building Inspection**

Permit volume decreased this week. Inspection volume remained quite busy.

Underground utility and site work began on the new Snow Studs building on Alcan Drive.

Municipal Complex update: Footing and foundation work were completed this week; underground plumbing has been installed. The plumber will remain onsite to install plumbing within masonry walls as they are constructed. Installation of the remaining nine light pole bases was also completed and interior underground electrical work continues.

### **Public Works**

The Jackson Water Utility: Digger's Hotline locates have increased. Well #3 rehab has been progressing favorably; no sand has been detected in any of the latest scenarios. It is scheduled to be back in production in the next weeks. Two water valves were repaired on Riverview Drive this week. The crew took a virtual class to earn license credits. With the dry weather, Village water usage is averaging 900,000 gallons per day.

The Street & Parks Department: The August curbside bag and brush pickup is now completed. The next pickup is the week of September 21<sup>st</sup>. Reorganization of the Jackson Park kitchen project has begun. The compost pile from the yard waste site is being hauled to Lamm's Garden Center to prepare for the fall collection. 117 yard-waste access cards have been issued to date. Call 262-677-0707 for information. Street sweeping was done today by Sweep All. Mowing and ballfield prep rounded out the week.

At the WWTP: A blue dye appeared in the waste stream at the wastewater plant Tuesday and in Cedar Creek Wednesday. It was tested and determined to be safe. The DNR was notified; they were satisfied it was non-toxic. Investigation revealed the dye came via a waste hauler who had extracted it from a holding tank of a homeowner who had washed dye totes used for marking paths while spraying lawn chemicals. The dye then drained into the septic system. The air compressor dryer needed a new control switch and dew point reader. All parts are under warranty. A new storm sewer and lateral is being installed on Jackson Drive to allow removal of a hose crossing the sidewalk. Since starting the project, the sump pump has stopped pumping.

Footings, foundations, and plumbing have been completed this week at the new Municipal Complex site. All underground utilities have been installed on the Spruce Street/Ridgeway Drive extensions. Grading for curb and gutter installation and final stage stormwater pond excavation are next.

Utility installation is scheduled to begin next week on the Hunters Road Reconstruction Project, with a completion date of mid-October.

### **Clerk**

The Partisan Primary Election participation was recorded. You may check your voting activity at MyVote.wi.gov.

On Tuesday, staff participated in a webinar with the Wisconsin Elections Commission (WEC) on Managing Risk in a Dynamic Election Environment, and Ransomware.

Staff toured the Community Center on Wednesday with Jessica to discuss the polling location change for the November General Election. The Polling Place Accessibility Survey of the JACC has been submitted to WEC.

On Thursday a wrap-up meeting with the Chief Election Inspectors was held to discuss the Primary Election.

### **Treasurer**

The Village received the August Property Tax Settlement from Washington County in the amount of \$1,227,581.65. This amount includes what the County collected for the 2019 second-half installments as well as any unpaid taxes. The County will continue to collect the delinquent unpaid taxes along with interest and penalties.

The Village received the 2020 second quarter franchise fee from Charter Communications in the amount of \$16,645.

The Treasurer participated in a demo from Workhorse on a new product to see if it would be a good fit for the Village. It is a payroll portal that will automate the collection and processing of employee's timesheets. This product is set for release by the end of the year.

The Village will be hosting a Flu Shot Clinic on Tuesday, September 22<sup>nd</sup> for employees and their spouses; one of the benefits associated with the State Health Insurance program that the Village participates in.