

City Of Jackson

Annual Accomplishments

2018



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Front cover rendering courtesy of Penzel Construction Co.

City Administrator

Jim Roach

Many infrastructure improvement projects were completed with the close of 2018. Several more are ongoing, with ambitious plans for 2019. The city was also successful in obtaining various grants, which totaled over \$147,624.00. Numerous other important projects and activities were completed in 2018. They are described in the following departmental reports by the city's supervisory staff.

It is my privilege to present the city's 2018 list of accomplishments and our goals for 2019. Also included at the end of this report is a section outlining potential capital expenditures for the next five years.





Larry Koenig



J. J. Wiseman



Crystal Reed



Photo by Tom Ertman

City Park illuminated with displays for Christmas holiday

Although rain dampened the "Flip the Switch" celebration Friday night, an enthusiastic crowd watched as Dr. John Link, superintendent of Jackson R-2 Schools, flipped the switch to ceremonially light the Christmas displays in City Park. The lighting of the new foot bridge is seen in the photo above. The displays will remain illuminated during the night hours through Dec. 31.

Dwain Hahs

Mayor of Jackson



Jackson Notes 2018 goals continued

Jackson Notes 2018 goals continued

This week I will continue my 2018 top goals. These were also ranked high in the community survey conducted last year.

The City of Jackson staff will investigate the options available to offer curbside recycling to our citizens. I believe further resident input will be helpful and will be used to better understand the high priority that was placed on this service. We will study how this service is provided by other cities in our region. Finally, we will hold discussions with companies that operate in the recycling industry.

Hopefully, after the study, an option can be developed that offers the level of service at an acceptable cost to our residents.

Park improvements were also given a high priority by the residents. The highest ratings were given to the quality and availability of bathrooms and a plan for a new swimming pool. Bids are currently being advertised for the new bathroom facility in the City Park and plans for location and size of the next facility are being formulated.

A committee will be formed to study and formulate a plan for replacing the present aged swimming pool facility. Again, the committee will work with city staff to investigate the offering of other cities, and if necessary, consult with companies that study options and make recommendations for cities. This process worked well for developing a plan for our new police station and also for planning new ball fields in Brookside Park. The initial preparations for these new ball fields will begin 2018.

The retail initiative will continue in 2018. In partnership with the Jackson Area

Chamber of Commerce, we made great progress in 2017. This effort will begin the year by conducting a January workshop with key developers, land owners and retailers to formulate expansion plans around the Exit 99/Center Junction retail area. Expansion of present retailers and recruitment of new businesses will be the key theme for 2018. The Uptown Jackson Area will also have special emphasis. Our Jackson Area Chamber of Commerce Director of Retail Business Jen Berti, will continue to work as our retail consultant to reach out on a national basis.

Finally, major infrastructure projects have been planned in the electrical, water, waste water departments. Multi-million dollar projects in all these departments will insure Jackson's utilities will continue to provide great performance and are ready for future growth.

Keeping Jackson safe, improving traffic flow, curbside recycling, park improvements, retail initiative, and major utility improvements were ranked by over 80 percent of respondents as their top priorities for our city's future. Based on these results, it is very appropriate that these become the City of Jackson's top goals for 2018.

A special thanks to the Jackson Community Outreach Board for organizing the Holiday Extravaganza of Lights and the Flip the Switch Party in the Jackson City Park. Also, a thank you to those who donated contributions to make the event a success. The traffic count between Nov. 27 and Jan. 1 was over 18,000 cars passing through the lighted area.

Administrative Services

Rodney Bollinger, Director of Administrative Services

From the heights of the mounded dirt at the site of the proposed North Electric Substation site to the depths of the water distribution lines replaced all over town, City crews made their mark across the area of Jackson in 2018.

I am pleased to present you with the Administrative Services' Yearly Update. This report provides a snapshot of the progress made during the past year to position our municipality for continued success while offering the highest caliber of services to the customers we serve. Another exciting, productive, and challenging year has come to a close. I want to take this opportunity to share with you just a few of the accomplishments of my department before the holiday season brings 2018 to a close. As I begin my 2nd year as the Director of Administrative Services, I look back with pride on my accomplishments in the past year and look forward to the potential of the coming year.

Back in December of last year when I was the Public Works Director, I predicted the completion of several important projects, including Group 1C of the Water System Plan Implementation Program, the South Old Orchard Road Realignment Project, the Comprehensive Traffic Study Update, and the East Main Street Intersection Evaluations Study. I am proud to announce that our staff has delivered on all three of these accomplishments.

Additionally, I have contributed to many diverse infrastructure projects, assisted in the construction of new facilities, and participated in meaningful partnerships to enrich our community.

First, I was actively involved in the education and outreach strategy for the Public Safety Sales Tax. In April, the citizens of Jackson passed this ½ cent sales tax by an overwhelming margin. This tax enables the City to add police and fire officers who protect the community and the additional funding will enable the two departments to purchase new technical equipment. A new police station will be constructed from reserve funds and the safety tax revenue will be used to cover the ongoing operational costs of the building. I will continue to assist the team with contract services for this significant public safety project.

Jackson also completed its third year of improvements to the water system. This is a continuation of the seven-year, \$11 million project to upgrade the overall water system in Jackson. The project costs are being paid 100% through utility service rates and not through tax increases. As the easement acquisition officer, I successfully obtained the easements necessary to complete this round of water line projects and stand ready to acquire more for the 2019 phase of work.

From a transportation perspective, the East Main Street Intersection Evaluations Study was finished and steps are now underway to construct improvements at two major intersections. A realignment of Oak Hill Rd. to square into E. Main St. is planned and will soon be constructed. The design also includes a new traffic signal, lane reconstruction, and a sidewalk on the north side of E. Main St. from Traveler's Way to Oak Hill Rd. I acquired over an acre of new right-of-way and easements for this project. At the Shawnee Blvd. intersection, a consulting engineer has been hired to perform a topographic survey, preliminary and final designs, and preparation of the bidding documents for a new roundabout to be constructed in the coming years.

A consulting engineer also helped the City completed their work on a needed update of the Comprehensive Traffic Study that was originally completed in 2003. The purpose of the update was to systematically evaluate Jackson's immediate and long-range transportation needs and to identify measures for addressing current traffic issues within the community.

In 2018, a total of 40 special event permits were issued by my department. Since 2011, this new program has helped residents, organizations, and businesses apply for and receive event permits. It has also streamlined the process and made it much easier for applicants to file their requests, as will allow City staff to better review and manage the permits. In the last seven years, the City staff has issued a total of 196 total permits.

The Southeast Metropolitan Planning Organization (SEMPO) is the eighth transportation policy-making body in the State of Missouri that is made up of representatives from local government and transportation agencies with authority and responsibility in metropolitan planning areas. The organization is comprised of the City of Jackson, City of Cape Girardeau, County of Cape Girardeau, Southeast Missouri Regional Planning and Economic Development Commission, Cape Special Road District, Southeast Missouri State University, and the Cape Transit Authority. Planning work continues monthly with meetings of the Board of Directors and Technical Planning Committee, which I currently serve as chairman.

I continued to face many unique challenges from all angles of administration. From problem solving, personnel issues, project management, public information activities, to citizen communication, I learned how demanding my new position can be. Fortunately, my 27 years with the City have provided an excellent foundation on which to build my career here in Jackson. However, there is still much to learn and even more yet to do. The year ahead offers an even greater opportunity for achievement, with many infrastructure improvement projects scheduled - including the construction of third phase of projects under the Water System Facility Plan Implementation Program, installation of a new traffic signal at E. Main St. and Oak Hill Rd., construction of a new Police Station, the Diverging Diamond Interchange Project at Center Junction, easement acquisition services for several proposed sanitary sewer and recreation trail projects, ongoing contract administration, and assisting in the Use Tax Education and Outreach Strategy.

As I look back with pride on another successful year, I anticipate an even more productive 2019. I am very proud of the work we have achieved. The employees and I are grateful to our elected officials, volunteer board members, and planning partners for the opportunity to work together to

improve the community. These and many other projects will ensure that our City continues on its progressive path. I am thankful for the opportunity to serve you, the Mayor and members of the Board of Aldermen. Here's to a great holiday season and a prosperous 2019 for everyone.

Accomplishments for 2018

- ✓ Provided contract administration for the following City projects:
 - Police Station Building Project
 - City Park Restroom Building Project
 - City Park Pedestrian Bridge Replacement Project
 - South Old Orchard Road Realignment Project
 - East Main Street Commercial Entrances and Median Break Project
 - Vehicle Oil Change Service Program
 - Maintenance Building Roof Replacement Project in City Park
 - Storage Building at Jackson Civic Center
 - Russell Heights Cemetery Gazebo Project
- ✓ Provided management for the following special projects:
 - Municipal agreement with MoDOT for the Diverging Diamond Project at Center Junction
 - Municipal agreement with MoDOT for the Resurfacing of East Jackson Boulevard, South Farmington Road, and West Independence Street
 - Municipal agreement with MoDOT for the Resurfacing of Highway 61 North
 - Education and Outreach Strategy for the Public Safety Sales Tax
 - Comprehensive Traffic/Transportation Plan Update
 - Hotel development agreement at 3003 South Old Orchard Road
 - South Donna Drive right-of-way in M.I. Third Subdivision
 - Retail Development Cooperative Employment Agreement
 - Abandonment of East Jefferson Street

- ✓ Acquired easements for the following City projects:
 - Kimbeland Pump Station Improvements Project
 - Water System Facility Plan Implementation Project, Phase 1C
 - East Main Street and Oak Hill Road Traffic Signal Project
 - Hubble Creek Municipal Easement Deeds
 - Williams Creek Municipal Easement Deeds
 - Old Cape Road East Electric Line Extension Project
- ✓ Attended the following major meetings:
 - Southeast Metropolitan Planning Organization (SEMPO) meetings
 - Missouri Local Public Agency Advisory Committee meetings (MoDOT)
 - City Supervisors meetings
 - Employee CPR/First Aid Class on February 22
 - Breaking the News: 7 Tips for Working with the Media webinar on February 28
 - City Supervisors Training on March 22
 - Wellness Luncheons on April 4 and July 17
 - Employee Anti-Harassment Training on June 5
 - MML Elected Officials Training Conference on June 7
 - Mayor's Retreat on October 4
 - Employee Benefits Fair on October 24
 - MML Public Information Officers meeting on November 20
- ✓ Served on the following committees:
 - Chairman of the Technical Planning Committee of the Southeast Missouri Metropolitan Planning Organization (MoDOT)
 - Alternate voting member on the Board of Directors of the Southeast Missouri Metropolitan Planning Organization

- Southeast Missouri Regional Planning and Economic Development Commission
- Transportation Advisory Committee (SEMO Regional Planning)
- Regional Bicycle and Pedestrian Plan Steering Committee (SEMPO)
- Emergency Management Committee (City)
- Independence Day Celebration Committee (City)
- Police Station Building Project Design-Build Technical Committee (City)
- Transportation Alternatives Program Application Selection Committee (MoDOT)
- MoDOT Local Public Agency – Certified Person in Responsible Charge
- Missouri Notary Public

✓ Provided public information activities (Facebook, website, and news releases)

✓ Provided annexation services to landowners and businesses

✓ Provided contract and grant writing activities to various departments

✓ Processed a total of 40 Special Event Permits

✓ Assisted in the preparation of semi-monthly agenda packets for Board of Aldermen Meetings

✓ Began working on the Roundabout Project at East Main Street and Shawnee Boulevard

✓ Completed the East Main Street and Shawnee Boulevard Traffic Control Alternatives Study

✓ Coordinated the E-Cycle Electronic Waste Collection Event on June 2

✓ Coordinated the Clean-Up / Fix-Up Days Program on the week of June 11 through June 15

✓ Participated in Youth in Government Day on April 20

✓ Administered the Adopt-a-Street Program

✓ Coordinated a glass recyclables agreement with Ripple Glass

✓ Prepared monthly Project List Updates

- ✓ Prepared agendas for monthly Supervisors Meetings
- ✓ Administered Master Services Agreements and issued Task Order Authorizations

Projected Accomplishments for 2019

- ◊ Provide contract administration for City projects
- ◊ Provide management for special projects
- ◊ Acquire easements for City projects
- ◊ Provide public information activities (Facebook, website, and news releases)
- ◊ Provide annexation services to landowners and businesses
- ◊ Provide contract and grant writing activities to various departments
- ◊ Process special event permit applications
- ◊ Prepare in the preparation of semi-monthly agenda packets for Board of Aldermen Meetings
- ◊ Administer the Adopt-a-Street Program
- ◊ Prepare monthly Project List Updates
- ◊ Prepare agendas for monthly Supervisors Meetings
- ◊ Administer Master Services Agreements and issued Task Order Authorizations
- ◊ Launch the City's Twitter account

Building Maintenance Department

Brent Reid, Foreman

At the beginning of the year, I ran new wire on the first floor of City Hall to replace the obsolete Johnson Controls Digital System. It was replaced with an Automated Logic Web control system. I also ran wire from the chiller to the direct drives and the water pump. I've cleaned all of the chairs and carpet in the Board Chamber. Cleaned off the sidewalk and parking lot during snow events, sprayed weeds, maintained the flower bed, patched several spots on the roof due to leaks, and continued regular City Hall maintenance. I attended all City Supervisors Meetings, and prepared rooms for the Planning & Zoning Commission, Zoning Board of Adjustment, and Historic Preservation meetings.



Accomplishments for 2018

- ✓ Maintenance duties around City Hall
- ✓ Finished first floor installation of web control router and software retrofit of VAV boxes at City Hall
- ✓ Attended supervisors meetings, and prepared meeting rooms for all Board of Aldermen meetings, Zoning Board of Adjustment meetings, Planning and Zoning Commission, and Historic Preservation meetings.
- ✓ Installed new paper towel dispensers in bathrooms of City Hall
- ✓ Prepared and cleaned up Missouri Room for meetings throughout the year
- ✓ Sprayed for weeds around City Hall
- ✓ Maintained flower bed at City Hall
- ✓ Cleaned carpet in Board Chambers of City Hall
- ✓ Removal snow and ice on sidewalks and parking lot of City Hall
- ✓ Patched several places on the roof for leaks

Projected Accomplishments for 2019

- ◊ Continue regular City Hall maintenance
- ◊ Continue installing web control router and software retrofit of VAV boxes
- ◊ Attend all meetings



Building and Planning Department

Janet Sanders, Building & Planning Manager



This year we had a staff change. Ginger Earnest began in August as our Administrative Assistant and we are happy to have her join our team.

On January 1st, the 2015 International Building, Residential, Mechanical, Plumbing, Fire, Fuel Gas codes, and the 2014 National Electric Code, International Existing Building Code, and Swimming Pool & Spa Code became effective. We also had an evaluation from the Insurance Services Office (ISO) and received a rating of 5, which we feel is acceptable. We receive these evaluations every four to five years.

The Planning and Zoning Commission lost Roger Adams, a dedicated member who sadly passed away in April after a courageous battle with cancer. Throughout his battle, he

continued to attend P&Z meetings. Alex Austin was appointed to fill Roger's unexpired term. Early in 2018 the Planning and Zoning Commission recommended, and the Board adopted, an amendment to the zoning code to allow shipping containers as short-term and long-term storage, with certain conditions. The Commission also approved a new Major Street Plan which adopted the recommendations of the Jackson Citywide Transportation Plan prepared by Lochmueller Group. The Major Street Plan is a component of the city's Comprehensive Plan.

The Historic Preservation Commission submitted an application and obtained Certified Local Government (CLG) status for the City from the National Park Service. This status opens us to the possibility of some grant funding. The State Historic Preservation Office provided two full scholarships to the annual Missouri Preservation Conference in Sedalia for two of our Commissioners, Greg Yielding and Craig Milde. At the end of the year we submitted our annual CLG report which is required to maintain the CLG status. Old McKendree Chapel and Cemetery submitted an application and became our first locally designated Historic Landmark. They will now be subject to Historic Preservation Commission's review of any exterior alterations. The Commission is still working on an Uptown Historic District which will be recommended to the Board in 2019. The initial one-year term of Craig Milde expired and he was re-appointed to continue serving on this board.

Horner & Shifrin hosted our GIS mapping layers online so they can be viewed and edited by various departments on iPads in the field and by USIC who handles our utility locates. Map layers without utilities are also viewable online by the public. In 2019, SEMO Regional

Planning is taking over the online hosting of these maps. They will still be viewable in the field and to the public but editing will be handled within our department.

We implemented the expansion of our iWorQ online permitting software to include city-wide use for creating work orders and tracking citizen calls and visits. In 2019, we will also add online submission by the public of applications for permits, rezonings, special use permits, etc.

Cemetery mapping continued this year with more research on the burials and mapping of known graves in the old City Cemetery. Maps of both cemeteries were also updated for the American Legion's use in placing flags on veteran's graves on Memorial Day. The ultimate goal is to provide all of the cemetery information online for use by people hoping to locate someone's grave, or looking at what lots are available for purchase. This is a long-term project and will continue throughout 2019.

The Zoning Board of Adjustment, in their new capacity of handling dangerous building cases, have now handled several cases this year as well as hearing variance requests and approving those they feel are appropriate.

Ginger Earnest is making her first foray into preparing the annual report this year. In June she will be initiated into the contractor license renewal process as approximately 400 contractor license renewals come due.

Richard Kramer continues to serve as president of the East Central Chapter of Missouri Mappers and continues to be involved in organizing the annual regional GIS Symposium held in Cape Girardeau. He keeps our maps of parcels, streets, utilities, etc. updated on an ongoing basis and creates maps for special projects as requested.

Our two building inspectors, Steve Grant and Larry Miller, provide all plan reviews and building inspections. Steve serves as lead plan reviewer and inspector on commercial projects. He has been very busy this year with large additions to Jackson High School, Jackson Middle School, and West Lane Elementary, in addition to other commercial projects. Larry reviews the majority of the residential plans, handles floodplain reviews, and fills in as staff liaison at meetings of the Planning and Zoning Commission, Zoning Board of Adjustment, and Historic Preservation Commission if I am unavailable. He also handled almost all of the training for Ginger this year, bringing her up to speed on all of our office practices and how to assist various Public Works departments.

I enjoyed the first year in many that I was not on the board of a statewide or local organization (often both). It was a nice break, but is already coming to a close as it appears that I may be returning to the board of Uptown Jackson Revitalization Organization in 2019. This year I completed the MPUA Supervisory Training. In addition to special projects, my everyday duties include regulating subdivision development, handling zoning matters, serving as staff liaison for the Planning and Zoning Commission, Zoning Board of Adjustment, and Historic Preservation

Commission, and overseeing the Building & Planning Department. The Old City Cemetery mapping project my pet project and I enjoy working on it as time allows.

On behalf of the Building and Planning Department, we all wish you a Happy New Year!

Accomplishments for 2018

- ✓ The 2017 Annual Accomplishments reports were completed and distributed.
- ✓ Ginger Earnest became our new Administrative Assistant.
- ✓ The 2015 International Building, Residential, Fire, Plumbing, Mechanical, Fuel Gas, Swimming Pool and Spa; and Existing Building Codes and the 2014 National Electric Code became effective January 1, 2018.
- ✓ The City attained Certified Local Government (CLG) status with the National Park Service.
- ✓ Old McKendree Chapel and Cemetery were designated as the city's first local Historic Landmark.
- ✓ Horner & Shifrin hosted our online GIS map which made it available for viewing and editing on iPads in the field by various departments and by our One-Call locate contractor.
- ✓ IWorQ online permitting software was expanded to provide for city-wide work orders and tracking of citizen calls and visits.
- ✓ The cemetery mapping project was ongoing throughout the year. This is a long-term project as we search for obscure documentation of burials in the old City Cemetery and complete mapping of the locations that can be identified. The original Mortuary Book of the City of Jackson which lists burials in the City Cemetery from 1886 to 1911 was scanned for archive purposes.
- ✓ The zoning code was amended to allow shipping containers as short-term and long-term storage with certain conditions.
- ✓ The Zoning Board of Adjustment began their new duty of hearing and issuing orders on dangerous building cases.
- ✓ Approximately 400 contractor licenses were renewed in June; it's always a time-consuming project.
- ✓ Janet Sanders completed the MPUA Supervisory Leadership Certification program.

- ✓ Richard Kramer remained involved in organizing the East Central Chapter of Missouri Mappers' annual GIS Symposium in Cape Girardeau.
- ✓ Parcel, zoning, and utility maps are continually updated and special project maps are created by GIS Technician Richard Kramer.
- ✓ Building Inspectors Steve Grant and Larry Miller reviewed approximately 148 plans and performed approximately 1,384 inspections in 2018 (as of Dec. 1st report date).
- ✓ Approximately 223 permits of all types were issued in 2018 (as of Dec. 1st report date).
- ✓ Mike Seabaugh was again elected chairman of the Planning and Zoning Commission. Tony Koeller was again elected secretary. Alex Austin was appointed to fill the unexpired term of Roger Adams.
- ✓ Kevin Schaper was elected to another term as chairman of the Zoning Board of Adjustment.
- ✓ Greg Yielding was re-elected chair of the Historic Preservation Commission and Tony Thompson was re-elected vice-chair. Craig Milde was re-appointed to a three-year term.
- ✓ 2018 Major Subdivisions Completed:
 - McKendree Crossing Subdivision (18 lots)
 - Independence Center Sixth Subdivision (14 lots)
 - Cambridge Estates Subdivision Phase IV (2 lots)
- ✓ 2018 Minor Subdivisions Completed
 - P46 Subdivision (2 lots)
 - M.I. Third Subdivision (3 lots and right of way for future relocation of Kimbel Lane)
 - Sunset Point Subdivision (1 lot)
- ✓ 2018 Subdivisions in Progress:
 - Pioneer Orchard Ninth Subdivision (28 lots)
- ✓ 2018 Rezonings:
 - City Cemetery / 503 and 525 S. Hope St. - R-2 (Single Family) and C-2 (General Commercial) to C-3 (Central Business) District

- 311 N. High St. / 308 N. Missouri St. (including former 315 N. High St.) - R-2 (Single Family) and C-2 (General Commercial) to C-3 (Central Business) District
- 304 N. Missouri St. - R-4 (General Residential) to C-3 (Central Business) District
- 1506 S. Farmington Rd. - R-1 (Single Family Residential) and I-2 (Heavy Industrial) to C-2 (General Commercial)

✓ 2018 Special Use Permits:

- Lot 1 of the Villas of Jackson Subdivision – community unit plan for senior residential development in an R-4 (General Residential) District
- 608 Rosamund St. – doggie daycare in a C-2 (General Commercial) District within 50' of a residential district
- 105 E. Adams St. – gun sales as part of a retail business in a C-3 (Central Business) District
- 1210 Greenway Dr. – shipping container as long-term storage in a C-2 (General Commercial) District

✓ 2018 Building Permits – top five construction projects (calculated values):

- 216 N. Missouri St. – Cape Girardeau County Justice Center - \$18,000,000.00
- 338 N. West Ln. – West Lane Elementary remodel Pods A & D & add FEMA safe room/gym
- 1653 W. Independence St. – 26-unit apartment building - \$2,248,762.00
- 2927 E. Jackson Blvd. – new retail strip center
- 526 E Main St.-Montgomery Bank Training Center remodel - \$ 374,368

Proposed Accomplishments for 2019

- ◊ Implementation of online citizen applications in iWorQ for building permits, rezonings, special use permits, contractors' licenses, and variance requests.
- ◊ Implementation of new online GIS map hosting with SEMO Regional Planning Commission.
- ◊ Coordinate the use of online mapping with various internal departments and external users.

- ◊ Attainment of ICC certification by building inspectors.
- ◊ Revisions to Land Subdivision Regulations.
- ◊ Richard Kramer will continue to serve on the Missouri GIS Advisory Council Outreach & Education Committee, and on the advisory committee for the Cape Girardeau Career and Technology Center, and to participate in organizing the East Central Chapter of Missouri Mappers' Regional GIS Symposium.
- ◊ Renewal of contractor licenses in June/July and throughout year as needed.
- ◊ Janet will continue to serve as secretary of the Missouri Floodplain and Stormwater Managers' Association.
- ◊ Continue cemetery mapping project.
- ◊ Continue to update maps as needed.
- ◊ Provide input on FEMA map update process.
- ◊ Work with developers and builders on new subdivisions, developments, and construction projects.
- ◊ Plan reviews and inspections as required for all construction projects.
- ◊ Continue ongoing training of all department personnel.
- ◊ Provide staff support for the Planning and Zoning Commission, Zoning Board of Adjustment, and Historic Preservation Commission.
- ◊ Preparation of city-wide annual report.



Larry Miller, Building Inspector



Steve Grant, Building Inspector



Ginger Earnest, Administrative Assistant



Richard Kramer, GIS Technician

Building permit is required for many summer projects

Summer is a great time for home improvement and backyard projects, such as swimming pools, fences, portable sheds and carports, patios, driveways, decks, gazebos, substantial tree houses, retaining walls, and other structures.

When planning your project, don't forget that a building permit is required for all of these projects in the City of Jackson, and approximately a week should be allowed for processing all of

the permit application. Work cannot begin until the permit has been issued.

The City of Jackson requires all swimming pools over 24" in height to have a 48" fence or barrier constructed in accordance with the city building code. This barrier requirement includes temporary pools that are removed each year. Temporary fencing is not an approved barrier, even if the pool is temporary. A building permit

is not required for this type of pool but is required for any fence installation.

Only in the following case is a fence not required for a swimming pool over 24" tall:

When the sides of the pool are a minimum of 48" tall at all points on the outside of the pool, a barrier that meets the code requirements may surround only the ladder, unless a locking or removable ladder is used and is locked or removed during all times that

the pool is not in use.

Contact the city early in your planning to learn the details of the regulations pertaining to your particular project. Permit applications are available on the city's Web site at www.jackson-mo.org (Information Center) and take approximately a week to process.

Should you have any additional questions, contact the Building Department of the City of Jackson at 243-2300.

Cemetery Department

Joe Schreiner, Sexton

Like most years, mowing and trimming both city cemeteries has taken up the majority of our time during the spring and summer months, and with all the rain this year we didn't get a break at all from mowing operations. We finished mowing the second week of November. Lappe Cement came and poured the concrete sidewalk and foundations for the new cremation area in Russell Heights. We also marked off three new sections at Russell Heights for future lot sales and burials; and we will be planting some trees in these areas next year.

In June we had an unfortunate accident at Russell Heights when a semi-truck ran off the highway and up into Block G-1, damaging the grounds and four headstones. The cemetery crew, along with help from the Street Department, cleaned up the ground damage and re-seeded the grounds. One headstone was able to be cleaned but the other three stones had to be replaced by Liley Monument Company. The Cemetery Department purchased a Bobcat mini-excavator for digging graves and we also built four new trash can receptacles for future use. Next year we plan to have the gazebo built and the columbarium ordered and installed so we can open up the cremation area at Russell Heights.

Other maintenance duties included, but was not limited to, dirt work and seeding of grave sites, snow plowing, tree trimming, mulching leaves, maintenance work on equipment and buildings, digging graves, and selling lots. We look forward to another productive year in 2019.

Accomplishments for 2018

- ✓ Continued year-round maintenance of cemetery grounds and equipment.
- ✓ Completed spring and fall flower clean-up.
- ✓ Conducted weekly departmental safety meetings.
- ✓ Purchased a bobcat mini excavator for digging graves.
- ✓ Built four new trash can receptacles for future use.
- ✓ Washed the archway at the driveway entrance to Russell Heights.
- ✓ Planted two new maple trees in Block G-1 of Russell Heights.
- ✓ Lappe Cement poured the concrete for new cremation area and gazebo.
- ✓ Marked off three new sections at Russell Heights for future lot sales and burials.
- ✓ We had 105 grave openings of which 11 were cremations.

- ✓ We sold 60 grave lots.
- ✓ Marked off and supervised the setting of 71 new tombstones.

Projected Accomplishments for 2019

- ◊ Continue year-round maintenance of cemetery grounds and equipment.
- ◊ Complete spring and fall flower clean-up.
- ◊ Continue weekly departmental safety meetings.
- ◊ Get columbarium ordered and installed, along with building the gazebo and cremation area opened up.
- ◊ Construct a shop addition for equipment and storage.
- ◊ Plant new trees in new sections of Russell Heights.
- ◊ Sell approximately 100 grave lots.
- ◊ Open approximately 100 graves for burials.



Columbarium Site Preparation

City Clerk's Department

Liza Walker, City Clerk

The first business day of the new calendar year was January 3, 2017, which started the first day that the City accepts reservations for park pavilions. The pavilion rental fees are \$15.00 for residents and \$25.00 for non-residents, as approved by the city Park Board. The total of the City's park pavilion reservations fees collected were \$6,115.00 in 2017.

Our auditors, Beussink, Hey, Roe, Seabaugh & Stroder, L.L.C., completed the City's 2016 Audit, and the City achieved an excellent opinion on the annual financial report.

The Clerk's office continues to prepare City documents to be to be archived on the digitally formatted records management software which includes the minutes from the Board of Aldermen meetings, ordinances, and resolutions.

The staff is updating the old and new cemetery records on the software system. The City's website now offers cemetery maps of the Old City Cemetery and Russell Heights Cemetery to the public. Also there is a search engine available for Russell Heights Cemetery to search alphabetical (by name) of cemetery lots purchased and placement of burials. In 2017, the City took in approximately \$6,120.00 in receipts a month for the sale of the cemetery lots and the grave opening fees, compared to \$6,900.00/month in 2016.

The City residential customers were charged the sum of \$6.00 per month for the collection of three trash bags per week. For each additional trash bag, the resident would need to place an official sticker purchased at City Hall for \$1.00 per sticker. The City received an average of \$803.00/month for the trash sticker receipts in 2017, compared to \$784.00/month in 2016.

In 2016, Michelle Spooler was the Municipal Judge of the 32nd Judicial Circuit Court. The Municipal Court holds two sessions a month starting at 12:00 noon on the third and fourth Wednesdays of each month. The third Wednesday court docket consisted of the arraignments for the unrepresented defendants and the fourth Wednesday court docket was for the defendants with attorneys and for the trials. The Municipal Court Fines and Costs received by the City averaged about \$11,506.00 per month in 2017 and \$11,148.00 a month in 2016.

Wendy Seabaugh worked with Police Department and City Attorney to establish procedures for processing and filing digital tickets.

The most recent codification revision of the City Code Book is Supplement #16, which included all ordinances that were approved up to November 2, 2017, by the Board of Aldermen. The City has implemented OrdBank with our codifier, Municipal Code Corporation. This online service will post each ordinance between the supplements, which are approved by the Board of Aldermen within 48 hours of submittal. Once the supplement is completed, the ordinances will be linked in the OrdBank and within the 'History Note' section of the application.

The City has a link from our website (www.jacksonmo.org) to the City Code that includes a search engine that offers suggestions to refine your searches. You can locate our City Code (and other Missouri cities' codes) directly on the Municipal Code Corporation's website of www.municode.com. We also have the City Code available electronically on our main server here at City Hall.

Accomplishments for 2018

- ✓ The most recent codification revision of the City Code Book is Supplement #17, which will include all ordinances that were approved up to November 15, 2018, by the Board of Aldermen. The City has implemented OrdBank with our codifier, Municipal Code Corporation. This online service posts each ordinance between the supplements, which are approved by the Board of Aldermen within 48 hours of submittal. Once the supplement is completed, the ordinances are linked in the OrdBank and within the 'History Note' section of the MuniCode website.
- ✓ Records which have met their retention life were destroyed in compliance with the guidelines according to the Missouri Secretary of State's Record Retention Schedule.
- ✓ Continued to provide service for all Municipal Court related issues from receipting fine payments to documenting all monthly court proceedings. Revised the City's court procedures to comply with the new Missouri Supreme Court order updating Rule 37.04 Appendix A entitled Minimum Operating Standards for Missouri Courts: Municipal Divisions. Staff has continued to allow traffic offenders to pay with a credit or debit card. The offender can log onto trafficpayment.com to pay their ticket online.
- ✓ Staff continued to prepare City documents to be archived on the digitally formatted records management software including Minutes from the Board of Aldermen meetings, Ordinances and Resolutions and have a scanner dedicated to this process.
- ✓ Staff continued to update cemetery records on City software system and prepare the City's website with cemetery maps of the Old City Cemetery and Russell Heights Cemetery. Also a search engine is available for Russell Heights Cemetery to search alphabetically by name of cemetery lots purchased and placement of burials.
- ✓ Monitored the City's Bank Accounts and Investments for the best possible benefit to the City.
- ✓ The City's 2017 Audit was completed by the auditors, Beussink, Hey, Roe, & Stroder, L.L.C., and the City achieved an excellent opinion in the annual financial report. The Independent Auditor's Report states that "our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards".

- ✓ City Clerk/Treasurer Liza Walker served as a member of the Southeast Missouri City Clerks and Finance Officers Association, a member of the Missouri City Clerks and Finance Officers Association and a member of the International Institute Municipal Clerks.
- ✓ Implemented debit/credit card payment capability for customers for most services including trash stickers, cemetery lot and grave opening receipts at City Hall and for park pavilions rentals at the Civic Center.
- ✓ Installed a public computer with the capability of debit/credit card payments for customers for services including utility payments and traffic ticket payments.
- ✓ Implemented the iWorQ System as a process for tracking and recording incoming calls to City Hall and creating work orders.
- ✓ Safety updates accomplished weekly.
- ✓ Court Clerk Wendy Seabaugh served as President of the Regional Chapter (SEMOMACA) of Missouri Association for Court Administration (MACA) and conducted quarterly meetings with area court clerks to help with continued education and ideas to help operate court effectively and efficiently.
- ✓ Municipal Court was held on the third and fourth Wednesday of each month at Noon with the appointed Municipal Judge of the 32nd Judicial Circuit Court Michelle Spooler. The third Wednesday court docket consisted of the Arraignments for the unrepresented defendants, and the fourth Wednesday court docket was for the defendants with attorneys and for the trials.
- ✓ Court Clerk Wendy Seabaugh worked with the Police Department and City Attorney to establish procedures for processing and filing digital tickets.
- ✓ Municipal Court worked to give online access to information about pending cases, outstanding warrants and scheduled dockets as outlined in the Supreme Court Rule 37 and also posted information regarding defendant's rights in court on the City Municipal Court web page.

Projected Accomplishments for 2019

- ◊ Disposal of records that are past the Missouri's General Records Retention Schedule requirements.
- ◊ Prepare the codification of Supplement #18 revision of the City Code Book to include the ordinances that were approved during the year by the Mayor and the Board of Aldermen.

- ◊ Develop an Investment Policy to apply to the internal and external management of the City funds.
- ◊ Continue to prepare City documents to be archived on the digitally formatted records management software.
- ◊ Continue with weekly safety updates.
- ◊ Strive to provide the highest level of customer service to the community and to include electronic conveniences for our City staff and customers.
- ◊ Municipal Court will continue to be held on the third and fourth Wednesday of each month at Noon with the appointed Municipal Judge of the 32nd Judicial Circuit Court Michelle Spooler. The third Wednesday court docket will consist of the Arraignments for the unrepresented defendants and the fourth Wednesday court docket will be for the defendants with attorneys and for the trials.
- ◊ Obtain training and attend appropriate conferences in related areas as needed.
- ◊ Continue to provide service for all Municipal Court related issues from receipting fine payments to documenting all monthly court proceedings. Continue to check active court warrants with inmates serving time in MO Department of Corrections.
- ◊ Continue to strive for an excellent annual financial report on the City's 2018 Audit by our outside auditors.
- ◊ Continue to review the Buchheit Tax Increment Financing Program (TIF) quarterly for transfers from the City Sales and Transportation Sales Tax; and from Cape Girardeau County Sales Tax and Prop 1 Tax. The City and County real estate taxes are reviewed annually for allocation to the TIF fund.
- ◊ Conduct the filing of candidates for Mayor and Aldermen according to the required State Statutes regulations and prepare the ballots for any other Elections approved by the Mayor and Board of Aldermen.
- ◊ Establish a General Revenue Account for Municipal Court as required by Supreme Court Rule 37.04 Appendix A and establish internal control procedures to maintain monthly account safety.



City Clerk's Department: Wendy Seabaugh, Court Clerk; LaDonna Glenn, Customer Service Representative/Accounts Receivable; Liza Walker, City Clerk

Civic Center

Jason Lipe, Manager

2018 was a busy year for the Jackson Civic Center. The third year of operation brought about new events that complemented recurring events from previous years. Business Network International and Next Level Freedom Church have become weekly guests at the center. They have been welcome additions to our schedule, as well as the Humane Society of Southeast Missouri with their annual “Raise the Woof” event. These events, along with other annual events such as the Jackson Area Chamber of Commerce dinner, Jackson R-2 School’s Red & Black Affair, the Feed My Starving Children mobile food packing event, Lutheran Family and Children Services Derby Party, and the Rocky Mountain Elk Foundation dinner and auction have provided great exposure of our facility to the community.

In April, the Board of Aldermen approved a rental rate increase, as well as an increase in the number of possible civic/not-for-profit events that could take place in the gym. This decision by the Board, along with increased usage of the facility, has led to an increase in revenue of more than \$7,000 in 2018. The completion of the operable partition wall in the lounge area has been a welcome addition, as it provided a much needed and well utilized rentable space that can accommodate smaller rentals.

The center continues to be an active participant in community-wide events by playing host to the Riverside Regional Library’s Tai Chi program, as well as summer programming for families. We continued our partnership with the Community Outreach Board for its annual Touch-A-Truck event that sees hundreds of children and their families exploring large vehicles on the grounds of the center.



Accomplishments for 2018

- ✓ Sold 7,435 daily entry passes
- ✓ Totaled over 700 reservations with an attendance total of over 30,000
- ✓ Brought in over \$49,000 in rental revenue
- ✓ Hosted the Jackson Chamber of Commerce's Leadership and Development program and Business Leadership Series, as well as the newly formed Women in Networking luncheons
- ✓ Added Business Network International and Next Level Freedom Church as weekly renters
- ✓ With Board of Aldermen approval, increased rental rates, developed rental packages, and raised the limit for the number of times the gym can be rented by civic/not-for-profit groups
- ✓ Partnered with Seniors And Lawmen Together (SALT) to host their monthly meetings
- ✓ Continued the partnership with Riverside Regional Library by providing space for semi-weekly Tai Chi classes, as well as summer children's programming

Projected Accomplishments for 2019

- ◊ Painting of pickle ball lines
- ◊ Construction of a new storage building

Collector's Department

Debby Lohman, Collector

Billing and collections are a big part of our job, but the changes being made every day can be challenging to keep pace with. So much more is being done online, by email, and fax. Customers are less likely to want to come in to do paperwork and prefer to do it all electronically.

We still take most of our payments by check or cash, but those methods have diminished due to credit and debit card payments.

Business licenses are mainly done in May to July, but we still have stragglers and new licenses all year long. More and more licenses have been for vendors as the local festivals and events draw in quite a few artists and food venders.



Work orders stay constant in Jackson. New residents, people moving to and from apartments, duplexes and houses, houses being built and sold - Jackson is growing every day.

Technology is moving in to every aspect of our jobs. Online payments, auto-call for delinquent bills, remote meters for reading whole neighborhoods at one time - new advancements occur every day.

Accomplishments for 2018

- ✓ Sorted and mailed utility bills, applied deposits to final bills, and processed business licenses.
- ✓ Created annual report for Missouri Low Income Heating Energy Assistance program.
- ✓ Received, sorted, and posted proper payments from all sources including checks, cash, auto pay, bank transfers, on-line credit cards and card payments in person and over the phone.
- ✓ Generated over 3,050 work orders from January to November.
- ✓ Implemented our call center to auto-call delinquent active and inactive accounts.
- ✓ Processed undistributed credits and deposits to send to the state of Missouri for unclaimed properties.

- ✓ Provided daily customer service, processed work orders, and bill collections in person, over the phone, by email and fax.
- ✓ Established a pair of cut-off procedures to accommodate customers with first late payment penalties.
- ✓ Balanced all utility accounts, bank statements, and payments for the year, distributing to necessary bank accounts. This includes all collections for utility bills, business and contractor licenses, trash stickers, Customer Relocation Administrative fees, returned check charges, and deposits.

Projected Accomplishments for 2019

- ◊ Encourage and provide instructions to customers to participate in automatic withdrawal for bill payment, pay online through their bank's website, or make payment by credit and debit cards online.
- ◊ Promote utility ebilling to save postage and paper costs.
- ◊ Attend customer service training events and seminars.
- ◊ Improve efficiency in reports and record upkeep with updated computer systems.
- ◊ Cross-train and update departmental procedures handbook.



Alicia Wolfenhoehler

Customer Service
Representative



Lisa Beussink

Customer Service
Representative

Electric Distribution Department

Don Schuette, Director of Electric Utilities



Once again the City of Jackson's electric utility, has earned a Reliable Public Power Provider (RP3) ® designation from the American Public Power Association for providing reliable and safe electric service. Neil James, Manager of Distribution Operations at Santee Cooper, South Carolina and chair of the Association's RP3 Review Panel, presented the designations on April 30 during the Association's annual Engineering & Operations Technical Conference held in Raleigh, N.C.

The RP3 designation, which lasts for three years, recognizes public power utilities that demonstrate proficiency in four key disciplines: reliability, safety, workforce development, and system improvement. Criteria include sound business practices and a utility-wide commitment to safe and reliable delivery of electricity.

The City of Jackson is one of 240 public power utilities nationwide that hold the RP3 designation. This designation is about more than just reliability. It's about operational excellence. Our utility and our communities should be proud to represent the best of the best in the areas of reliability, safety, workforce development, and system improvement.

This is a great honor and we take a lot of pride in the work we do to power our community. We are very happy to get this recognition for our initiative and hard work.

The American Public Power Association has offered the RP3 designation for 13 years now. The Association is the voice of not-for-profit, community-owned utilities that power 49 million people in 2,000 towns and cities nationwide. The Association advocates and advises on electricity policy, technology, trends, training, and operations.

Additionally the City Electric Utility also received national recognition for achieving exceptional electric reliability in 2017. The recognition comes from the American Public Power Association, as well.

The Association helps members track outage and restoration data through its subscription-based eReliability Tracker service and then compares the data to national statistics tracked by the U.S. Energy Information Administration for all types of electric utilities.

This recognition helps demonstrate public power's commitment to reliable electric service. Public power has a strong track record of reliability. Nationwide, the average public power customer has their lights out for less than half the time, compared to other types of utilities.

The City's electric departments are proud to receive this national recognition. It is a testament to the hard work of all our staff to ensure that the lights stay on for all our customers.

Our utility crews have been extremely busy with multiple distribution line extensions which includes new primary underground residential distribution, commercial primary underground distribution and overhead primary distribution to serve our customer's needs. The crews worked to relocate the existing URD to the old County Sheriff's building in order to clear the building site for the new Cape Girardeau County Courthouse that is being built on the corner of West Washington and North Missouri Streets.

Three major projects were completed this year as well. The new North Electric Substation site was designed and the preliminary grading of the site completed in preparation for the future substation that will be located there in the next few years as the increasing loads on the system will determine in the upcoming years. A new 34.5 KV transmission line is being designed presently to extend from the Power Plant Substation to the West Substation; this line will also serve the transmission needs of the new North Substation. This transmission line will also provide a much-needed loop of our present 34.5 KV transmission system to aid in emergency switching and thermal load management of the entire system. A newly constructed three phase line extension was built this year from E. Jackson Blvd. at NuWay south to Old Cape Road East and extended west towards the location for the proposed new hotel site. This line will also be beneficial in serving other new businesses in that general area in the future. Another major project that was completed this year was the URD three phase primary feeder that also runs along Old Cape Road East to serve both Ramsey Branch and Klaus Park Subdivisions. This line will provide a secondary feed to these areas but will also be much more accessible for maintenance. This line will also be utilized to serve newly expanding areas along this route.

The yearly tree trimming and vegetation management program focused primarily on the east side of Jackson this year. A few dangerous or threatening trees were also removed along with some other trees that were determined to be a problem for the future 34.5 KV transmission line that is currently in final design and expected to be bid out as soon as the required easements along the route are secured. Removing these trees also helps increase our reliability by removing these aging trees before they fall into the lines and cause major outages.

Preventative maintenance was performed on various parts of the system, from replacing 48 poles, installation of new primary URD after damage, pulling oil samples to test the DGA of the transformers, testing of commercial customer meters, and repairing a major substation transformer tap changer in house to avoid a \$40,000 tap changer upgrade with a \$300 part.

The Jackson R-2 School District had two major expansions this year - West Lane Elementary and the Freshman Center at the Jackson High School. Both of these projects required our crews to extend and install new primary URD to each location to serve these new loads. Both of these installations were completed ahead of schedule even though some major scheduling hurdles were caused by the contractor for the school. The middle school was also upgraded this year but no electrical upgrade of service was required after reviewing the load calculations provided by the school contractors.

The electric department crews also provide temporary electrical services and support for multiple special events this year, Touch-A-Truck, Homecomers, Cruisin' Uptown Jackson, Jackson in

Bloom, Octoberfest, Christmas Extravaganza, and Lights of the Season, just to name a few. Our crews also helped with filling absences in other departments when our schedules would allow including Clean-Up/Fix-Up Week for the Sanitation Department. All of our crew members provided aid in one way or another to achieve the successful outcome for these events.

With any rapidly growing utility, we will have growing pains along the way as we strive to provide the best possible service to our customers and our community. When Mother Nature brings out her worse, she brings out the best in all of our city crews. Thanks to all the city crews for the help and aid provided throughout the year to the Electric Departments.

Accomplishments for 2018

- ✓ Extended and installed new overhead distribution line along Old Cape Road East to serve the new hotel site.
- ✓ Graded the site for the future North Electric Substation.
- ✓ Upgraded and extended underground distribution to the newly constructed building at West Lane Elementary School.
- ✓ Extended distribution and installed URD for McKendree Crossing Subdivision.
- ✓ Extended and installed distribution to commercial building at 147 N. Lacey Street.
- ✓ Extended and installed URD to Green Meadows 10th Subdivision.
- ✓ Extended and installed URD to the new Freshman Center at Jackson High School.
- ✓ Relocated primary distribution to the old sheriffs building in order to clear the site for the new county court house.
- ✓ Replaced primary underground for Kimbeland Country Club.
- ✓ Extended and installed new primary overhead to new customer grain bins and shop area off of W. Jackson Trail.
- ✓ Extended and installed new primary URD for Connection Point Church on E. Deerwood Dr.
- ✓ Extended and installed new primary URD for Independence Sixth Subdivision.
- ✓ Replaced damaged primary URD on Donna Drive.
- ✓ Extended and installed new 3-phase primary distribution URD along Old Cape Road East to feed both Ramsey Branch and Klaus Park Subdivisions
- ✓ Extended and installed overhead primary to the Shriners Hall on Old Cape Road East.

- ✓ Completed modifications to the West and Power Plant Substations for future looping of the 34.5 kV line to those locations.
- ✓ Repaired in house 10 MVA transformer in the Industrial Substation, thus avoiding a \$40,000 tap changer upgrade.
- ✓ Completed the annual tree trimming project on the east side of town and removed a few other trees to help clear the way for the future 34.5 kV line between the West and Power Plant Substations.
- ✓ Continued to update the URD and overhead electric system maps.
- ✓ Completed 3-phase meter testing of all commercial customers.
- ✓ Replaced 48 dilapidated or damaged utility poles.
- ✓ Completed 31 service upgrades.
- ✓ Installed 42 new permanent services.
- ✓ Installed four new commercial services. (3-phase)
- ✓ Replaced 12 bad or damaged transformers.
- ✓ Pulled DGA transformer samples for all substation transformers.
- ✓ Performed monthly meter reading duties.
- ✓ Performed monthly delinquent disconnections.
- ✓ Received APPA RP3 Accreditation award again this year; the fourth time the city has received this national recognition.
- ✓ Received APPA Excellence in Reliability Award for 2017; the third time the city has received this national recognition.
- ✓ Modified and installed electric to the new Restroom Building Project in City Park.
- ✓ Hired three new apprentice linemen to replace two Journeyman linemen and one trainee who dropped from the program.
- ✓ Provided aid to the Sanitation Department to fill absences as needed throughout the year.
- ✓ Provided temporary electric service for multiple special events throughout the year, including Touch-A-Truck, Homecomers, Cruisin' Uptown Jackson, Jackson in Bloom, Octoberfest, Christmas Extravaganza, and Lights of the Season.

- ✓ Installed Tantalus AMI test bed and expanded AMI system by nearly 400 meters.
- ✓ Pretreated electric lines prior to ice events.
- ✓ Provided additional help to any other department as required or requested.



Projected Accomplishments for 2019

- ◊ Install the URD for the new apartment building on Broadridge Drive.
- ◊ Acquire easements and construct the 34.5 kV Transmission line from Power Plant to West Substation.
- ◊ Provide temporary electric service for multiple special events throughout the year.
- ◊ Expand and install Tantalus AMI meter network.
- ◊ Relocate electric utilities for the MoDOT Diverging Diamond Project at Center Junction.
- ◊ Relocate electric utilities for MoDOT's extension of the southbound right-turn lane on N. High St. at Independence St.
- ◊ Replace dilapidated poles that serve Kimbeland Country Club.
- ◊ Install new primary service to the new Cape Girardeau County Courthouse.
- ◊ Install new primary service to the new Jackson Police Station on W. Jackson Blvd.
- ◊ Install new primary service to the new Branding Iron location on E. Jackson Blvd.
- ◊ Install new primary service to the new commercial strip on East Jackson Blvd.
- ◊ Provide exceptional service to all our electric utility customers as demonstrated and recognized by APPA past national recognitions.



Engineering Department

Clint Brown, Staff Engineer



The annual programs, including the Asphalt Pavement Improvement Program, the Concrete Pavement Improvement Program, and the Sanitary Sewer Lining Program were all completed successfully once again this year. These project's final costs were managed within an average of three percent of the budgeted amounts.

The Concrete Pavement Improvement Program was awarded to Lappe Cement Finishing, Inc. and included refurbishing concrete panels throughout the City that were declared unsatisfactory. These areas included patches and repairs on Cambridge Road, Deerwood Drive, Washington Street, Sycamore Street, Bunker Drive, Providence Drive, Greensferry Road, Kies Avenue, Brittany Drive, Broadridge Road, Clark Street, Fairway Lane, Nicole Lane, Donna Lane, Jessica Street, Mulberry Street, and Legion Drive. Also included in this year's program was the removal and replacement of sidewalks along South High Street and West Mary Street.

The Asphalt Pavement Improvement Program was awarded to Jokerst, Inc. and included overlaying and repairing patches at full-depth on streets throughout the City that were declared unsatisfactory. These areas included full-depth patches on West Mary Street and Parkview Street, overlays on South Farmington Road, North Farmington Road, and West Mary Street. Due to the discovery of unsatisfactory subgrade along West Mary Street, the decision was made to completely reconstruct the street from North High Street to North Russell Street. This was incorporated into this year's program. To ensure the sustainability of previous overlays, Reclamite Rejuvenator was applied to the asphalt portions of both South Old Orchard Road and West Washington Street. Also included in this year's program was the overlay of the existing asphalt recreation trails within the City Park.

The Sanitary Sewer Lining Program was performed under an Existing Cooperative Purchasing Agreement and was awarded to Insituform Technologies, USA. This project included installing cured-in-place pipe (CIPP) in approximately 3,200 linear feet of sanitary sewer mains. These areas included mains within the City Park, Highway 61/North High Street, West Jackson Boulevard, South Shawnee Boulevard, Nancy Drive, Cherokee Street, Parkview Street, Wayne Street, Neal Street, and Union Avenue.

This year also saw the continuation of the Water System Facility Plan Implementation Project. This project began in 2016 with the approval from the citizens of Jackson to increase the bonding capacity to let bonds to fund this program. Horner & Shifrin has been the engineering consultant for Phase 1 of the project. Group 1C, Project 1, was awarded this year to Jokerst, Inc. and

included upgrading existing two-inch and four-inch water mains to more standard and more efficient eight-inch mains and also included constructing new eight-inch mains to complete loops in areas throughout the City. These areas included mains along Howard Street, North Street, White Oak Street, North Neal Street, Lilly Street, East Washington Street, South High Street, East Monroe Street, and boring service lines beneath South Hope Street.

A few projects were completed this year to enhance the City Park. One project included removing and replacing the pedestrian bridge over Hubble Creek near North High Street on the west side of the City Park. It was designed by Koehler Engineering and was awarded to Brockmiller Construction. The new bridge includes a brand new structure complete with concrete pavement and guard rails. Also included was an approach ramp meeting ADA requirements and specifications and includes handrails.

Another project within the City Park was the design and implementation of an extension of the shared-use path leading from Parkview Street behind the Jackson High School softball field and connecting to the existing swimming pool parking lot. This path also meets ADA requirements and specifications and serves as access from both the swimming pool parking lot and newly constructed restroom and parking lot to the softball field and its amenities. This project was designed in-house and was constructed by city crews.

The most recognizable construction project in the City Park this year was the construction and placement of a new, prefabricated restroom building and small parking lot on the north side of Parkview Street near the Jackson High School softball field. This project was designed and managed by Koehler Engineering and was awarded to Brockmiller Construction, who also performed the installation of the new pedestrian bridge. This restroom provides persons visiting the softball field and joggers using the shared-use path within the park. The restroom includes facilities for both males and females, drinking fountains, and is also heated to allow for year-round use. A new sanitary sewer lift station and force main was also installed as part of this project for sewerage from the restroom. A small parking lot that contains handicapped parking was also installed for access to the restroom facility.

Brookside Park is another park that saw a small project this year. A concrete pipe culvert was installed on the southeast side of the park to allow vehicular access from the existing parking lot to a future parking lot that will provide parking for a proposed baseball field within Brookside Park. This project was also designed in-house and performed by city crews.

Projects related to traffic control were implemented this year as well. City staff worked with the administration from both Jackson High School and St. Paul Lutheran School to implement changes along West Jefferson Street that would potentially help with traffic control between the two schools, more specifically the new freshmen building constructed by Jackson High School. City staff created a design and city crews implemented a striping plan on the street to solve this problem.

Another traffic project implemented and completed this year was the East Main Street Median Break Project. This project consisted of adding two street entrances to the east of the South Old Orchard Road intersection at East Main Street. Previously designed by Cochran Engineering as

a privately funded project, the city hired Cochran to continue with the management and inspection of the project. Fronabarger Concreters, Inc. was awarded the project. The completion of this project allows access for future streets to be constructed on the developing properties to the north and south of East Main Street near the exit off Interstate 55.

The design for the Oak Hill Road and East Main Street Intersection Project was implemented and completed this year. This project involves reconstructing the existing intersection to have a more square approach and will add a traffic signal at this intersection as well. Koehler Engineering was hired to complete the design of this project and Fronabarger Concreters, Inc. was recently awarded this project. Work is expected to begin early next year and will be completed in early-summer. This project also includes constructing a sidewalk along East Main Street from said intersection to the intersection of Travelers Way and East Main Street. Furthermore, this project includes grading work to be performed near the Jackson Civic Center to correct an erosion problem near the Hubble Creek Recreation Trail. The material from this site will be incorporated into the intersection construction.

Also implemented this year was the design for another intersection at the intersection of Shawnee Boulevard and East Main Street. Cochran Engineering was hired to perform the topographic survey, preliminary design, final design, and preparation of the bidding documents for a roundabout at this location. The final design will be completed early next year.

As stormwater goes, the City operates under a Municipal Separate Stormwater Sewer System (MS4) permit mandated by the Missouri Department of Natural Resources (MDNR). Late last year, the city selected HR Green to be a consultant on this project to help city staff through the permitting process and evaluate the Best Management Practices (BMPs) in effect and to see if there was a need to change the BMPs listed. Through studying city operations and meetings with MDNR, some of the BMPs were changed and will be shown in the bi-annual MS4 report to be submitted to MDNR early next year.

This year also saw several other smaller projects implemented and completed. There were also a couple of non-construction related projects were started this year as well. One of these projects was to create a Bid Notification Program in which contractors submit an application with their company's information to be notified when a project fitting their company's line of work is projected to be let out for bid. This process involved sending letters to all contractors who have obtained a license within the past three years and publishing the request for application as well. This program will hopefully provide a wider spectrum of contractors to bid on future projects within the city.

Accomplishments for 2018

- ✓ Completed the Water System Facility Plan Implementation Project, Group 1B.
- ✓ Began and completed the Water System Facility Plan Implementation Project, Group 1C Project 1.

- ✓ Completed the Annual Asphalt Pavement Improvement Program.
- ✓ Completed the Annual Concrete Pavement Improvement Program.
- ✓ Completed the Annual Sanitary Sewer Lining Program.
- ✓ Completed the City Park Restroom Building Project.
- ✓ Completed the City Park Pedestrian Bridge Project.
- ✓ Completed the Brookside Culvert Installation Project.
- ✓ Began the City Park ADA Path Improvement Project.
- ✓ Worked with the City's Stormwater Consultant to reduce Best Management Practices requirements within the Municipal Separate Storm Sewer System and satisfied the Missouri Department of Natural Resources.
- ✓ Designed and began construction of the Traffic Signal Project at Oak Hill Road and East Main Street.
- ✓ Began the design of the Roundabout Project at Shawnee Boulevard and East Main Street.
- ✓ Completed the selection process within the design-build criteria for the new Police Station Building Project.
- ✓ Began and completed the Traffic Control at West Jefferson Street Project in association with the Jackson R-II District, Immaculate Conception, and St. Paul Schools.
- ✓ Began and completed the East Main Street Median Break Project.
- ✓ Began and completed the East Main Street Geotechnical Exploration Project.

Projected Accomplishments for 2019

- ◊ Complete the Annual Asphalt Pavement Improvement Program.
- ◊ Complete the Annual Concrete Pavement Improvement Program.
- ◊ Complete the Annual Sanitary Sewer Lining Program.
- ◊ Establish and complete the bi-annual Asphalt Overlay Program.
- ◊ Complete the Water System Facility Plan Implementation Program Phase 1C, Project 2.
- ◊ Continue the American Public Works Association Self-Accreditation Program.

- ◊ Review, revise, and compile standard specifications for the Public Works Department.
- ◊ Complete the design for the Roundabout Project at Shawnee Boulevard and East Main Street.
- ◊ Complete the Traffic Signal Project at Oak Hill Road and East Main Street.
- ◊ Continue to work towards completion of the new Police Station Building Project.
- ◊ Complete the design and begin construction of the Brookside Park Ballpark Parking Lot.

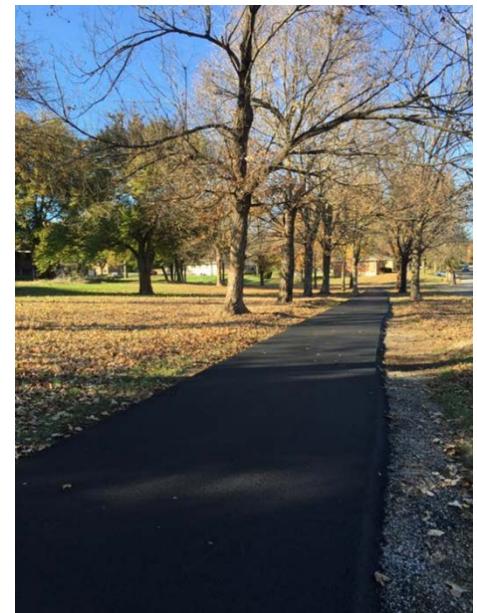




Photo by Jay Forness

The City of Jackson hosted a ribbon cutting for the new restroom facilities in the Jackson City Park on Oct. 23.



Photo by Jay Forness

The completed restrooms are located near the softball field at the Jackson City Park

Park restrooms open after delays

by Jay Forness

Assistant Editor

The city park restroom project is open for public use, despite a few construction hiccups. During the Jackson Board of Aldermen meeting on Sept. 24, Engineer Chris Koehler of Koehler Engineering & Land Surveying Inc. said the \$306,000 project is completed after a few construction delays.

Representatives from the contractor Brockmiller Construction met with city staff and Mayor Dwain Hahs about the delays and said they would like to make it right.

Koehler said the construction company offered to provide additional work at the site, including a path from the restrooms to the parking lot. Negotiations between Brockmiller and city staff were planned for that week.

The prefabricated concrete structure, located near the girls softball field and featuring 14 stalls, opened for public use on Sept. 17.

In other actions:

- Hahs discussed during study session a letter he wrote and planned to send to the Missouri Department of Transportation. In the letter,

Hahs asks MoDOT to consider adding a walkway for pedestrians and bicyclists to safely cross the diverging diamond interchange planned for the intersection of U.S. Highway 61 (East Jackson Boulevard) and I-55.

"We think it would be used," Hahs said of a walkway from Veterans Memorial Drive in Cape Girardeau to Old Orchard Road in Jackson.

At this time, there is a walkway underneath the overpass in MoDOT's plan, but that walkway doesn't go through the entire intersection. An additional concern is there is no plan on how to connect that walkway in the future if MoDOT doesn't add the walkway during this construction.

Hahs added that Jackson received an initial municipal agreement from the City of Cape Girardeau about each city's responsibilities related to the intersection. The City of Jackson's staff and legal council will review the agreement.

- The city received one response to the request for

Continued to page 2A

*Park restrooms open after delays

Continued from page 1A

qualifications for the wastewater facility plan implementation project. Horner & Shifrin, based in St. Louis with an office in Poplar Bluff, met the cities requirements and will begin negotiations. A proposal is expected in a couple weeks.

- The council approved the sale of intoxicating liquor, malt liquor (beer) and non-intoxicating beer during Oktoberfest on Oct. 5-6. The Uptown Jackson event, which expanded to Friday night this year, will result in street closures in the Uptown Jackson area.

Parking spots on Main Street and the parking lot between the courthouse and the county administration building will be closed starting Thursday evening to prepare for the event. Additional streets will be closed Friday after 5 p.m. to prepare for Saturday's activities.

- The council approved a resolution to inform city voters about Missouri Proposition D, which if passed would increase the motor fuel tax by two and one half cents per gallon annually for four years.

The increase would generate at least \$288 million annually to the State Road Fund and \$123 million annually to local governments for road construction and maintenance. The local revenue impact for Jackson is esti-

mated to be \$216,000.

- A change order in the amount of \$24,900 was approved to go to Insituform Technologies USA, of Chesterfield, relative to the 2018 Sanitary Sewer Lining Program.

The unit bid price was well under the estimated amount for the project, so the change order was issued to increase the amount of sewer lining ordered.

- The council passed an ordinance accepting a corrected right of way deed for 105 Harmony Lane from The Stone Family Trust, dated Feb. 25, 2016.

- A change order in the amount of \$69,000 was approved to go to Jokerst, Inc. of Ste. Genevieve. The change order, which raised the total 2018 Asphalt Pavement Improvement Program budget to \$325,000, added a full-depth repair of Mary Street.

Work had already begun on an overlay on Mary Street when unexpected findings of the asphalt subgrade showed an overlay would result in a below-average finished project that would require numerous repairs in the near future.

- The council accepted the dedication of a temporary construction easement deed from Kelcy Sayler. The easement is related to the traffic signal project at East Main Street and Oak Hill Road.

Fire Department

Jason Mouser, Chief

We cannot have a great department without great people working for us. I would thank and acknowledge the fine individuals within our organization that are very service-minded individuals and we are so fortunate to have working for you within the fire/rescue department.

Chief Jason Mouser Assistant Chief Randy Davis Admin Asst. Fay Reiminger

Captain/ Medic Greg Hecht Captain/EMT Tyson Medlock Captain/EMT Sean Mitchell

Captain/EMT Rob Greif FF/Medic Tim Bleichroth Captain/Medic Ryan Davie

FF/EMT Justin Angle FF/EMT Michael Gentry FF/EMT Gene Kerns

FF/EMT Brandon Page FF/EMT Justin Farrar FF/Medic Sam Herndon

FF/EMT Brad Biri FF/Medic Ron Kiplinger FF/EMT Ben Wood

FF/EMT Dalton Abernathy FF/EMT Stetson Proffer FF/EMT Blake Stone

We also have a tremendous group of part-time employees that assists us by responding to structure fires and cover shifts during vacations from our career members. These members are: Matt Hamlett, Walt Biri, Andy Mathews, Brock Austin, Eric Ramos, and Justin Barkley.

We had three firefighters resign for other positions in 2018. To replace these positions, we hired Dalton Abernathy in July. He has been part-time with us since 2017. He has his MO FF 1&2 and MO Basic EMT license and resides in Glen Allen. Tim Bleichroth moved from part-time to full time in September of this year. He has been an EMT and Paramedic instructor for years and has also volunteered for the Gordenville Fire Protection District for several years as a Captain. He is a MO FF 1&2, Fire Service Instructor 2, and MO advanced life support Paramedic. Blake Stone was hired to fill an open position in October. He is a lifelong resident of Jackson and previously worked as an EMT for Cape County Private Ambulance. He has his MO FF 1&2 and MO Basic EMT license. All of these gentlemen are fine young men and will do the community proud as they are doing well in fitting in with the department and learning a lot each and every day. After conducting a hiring eligibility test, we hired three new part-time employees in Brock Austin, Eric Ramos, and Justin Barkley in September. They have been orientating the last quarter of the year and will begin working shifts as full-time personnel take vacations and respond to first alarms within the city.

Captain Sean Mitchell and FF Michael Gentry have stepped up this year and has taken over departmental communications since the resignation of Captain Andrew Sikes in September.

We spent the first quarter of 2018 holding public forums and talking to civic groups providing information about the public safety tax that was on the April ballot. It was well-received and passed overwhelmingly. One of the great things I love about serving in this community is the

amazing support that we receive from our citizens and we were able to see that in April on this referendum. As the police department begin their building during the first of the year, we will be making plans in 2019 to remodel the current 39 year-old facility to the fire department needs. We will look to move our administration into that building as well as expand the current space for our Station No. 1 crews hopefully in 2020. We also look forward to adding the Training Officer position in 2019 as promised in the public safety sales tax to make sure that we have consistent training among all the crews to meet and exceed current standards.

In April, we transitioned from Firehouse Reporting (server based software) to the cloud-based Emergency Reporting software. All these records include: incident reports, personnel, training, hydrant, maintenance, and inspection reports.

We respond to 1,300-1,500 calls a year and whether it is an EMS call, technical rescue, fire, or haz-mat. No one service call is alike. This is why training is always at the forefront of what we do. The Insurance Service Office (ISO) requires that all firefighters conduct a minimum of 192 hours per year in Company Level Training, eight hours of haz-mat, 12 hours of training for Company officers, and 12 hours of Driver Training per year to fully comply with ISO. All of our firefighters are required to be Emergency Medical Technicians at a minimum we are very fortunate to have five career personnel that have gone above and beyond by obtaining their paramedic certification. Officers are also required to be Emergency Medical Technicians, Fire Service Instructors, Fire Service Investigators, and Fire Service Inspectors. Below is a chart on the certifications, CEU hours required, and how many personnel have these certifications to give you an idea of the amount of training these guys have to continue to maintain.

Certification	CEU Hours Required	No. of Employees Holding
EMT-B	100 hours every 5 years	15
EMT-Medic	176 hours every 5 years	5
CPR	6 hours every 2 years	20
Car Seat Technician	6 hours every 2 years	6
Fire Service Instructor	24 hours every 3 years	11
Fire Service Investigator	30 hours every 3 years	7
Fire Service Inspector	30 hours every 3 years	6

This year we had two more employees get certified as car seat technicians to be able to assist in properly installing car seats for residents of Jackson. We now have six car seat technicians on staff. We had three Paramedics attend Advanced Life Support refresher class. This is a five-week program for CEUs to maintain paramedic license. We had 12 personnel attend an in-house EMT refresher for the EMT basic responders we have on staff. This is a three-day refresher to maintain CEUs. We have several CPR instructors on staff. We taught a CPR/First Aid class for all city employees.

We had several individuals attend some outside grant classes to better prepare them for local events. Captain Greg Hecht attended a Unified Command class at Texas A&M University. We had several individuals get accepted into the National Fire Academy in Emmitsburg, Maryland for week-long classes. Firefighters Michael Gentry and Tim Bleichroth attended a Command

and Control of Incident Operations class. Captain Sean Mitchell attended Special Operations Program Management class. And Captain Rob Greif attended Incident Safety Officer Class.

We hosted the following regional classes attended by most of our personnel: Right seat Decision Making for the Fire Officer, Building Construction: Combustible, Building Construction: Non-Combustible, Dealing with Generational Differences, Building Construction: A Firefighters Perspective, Rapid I.D and Assessment of Hazardous Materials, and we instructed a Fire Service Instructor 1 course.

In 2018, the fire department has over 6,476 total personnel contact hours of logged training time. This is made up of classes attended away from Jackson, National Fire Academy, quarterly department training, and most on-duty company level training.

We continue to be a part of the Region E Homeland Security Response Team. We have ten members from our department along with members from Sikeston DPS and Cape Girardeau Fire that make up this team. It is an all hazards response team and can be deployed anywhere throughout the state. We come together as a group every third Wednesday of every month and train on different scenarios in which we may be deployed. HSRT trainings consisted of: Confined Space Rescue, Trench Collapse Rescue, Structural Collapse Rescue, Swift Water Rescue, Boat Operations, Haz-Mat Response, Outdoor Search and Rescue, and High Angle Rescue. We had several members attend and complete a Rope Rescue 1 & 2 certification class. We held joint trainings with multiple agencies to include Sikeston Power Plant, Buzzi Unicem, Scott City Fire, Department of Natural Resources, Union Pacific Railroad, the Missouri National Guard Civil Support Team, Army Corp of Engineers, Missouri State Highway Patrol, and State Emergency Management Agency. We responded to 13 regional requests this year. We responded to four hazardous material incidents, five outdoor search and rescues, three dive team rescues, and performed a haz-mat stand-by at the Presidential visit to the Show-Me Center. This team has done some remarkable things over the last couple years. We will continue in the coming years to apply for grants to help sustain this team and the cities involved will continue to support us to provide aid throughout our region.

This team was awarded \$19,000 from the Regional Homeland Security Oversight Committee to purchase equipment for the needs of the HSRT team that we will also be able to use at the local level. Equipment to be purchased is wireless upgrade to monitors and a Can Am UTV to transport haz-mat personnel to and from the hot zone. We were also awarded \$17,000 in rescue equipment for confined space operations.

I reported last year that we had received a regional grant in which six departments received air packs for their respective department. The committee evaluated and made the recommendation of purchasing MSA G1 air packs in early 2018. We were able to purchase 40 air packs with a value of around \$400,000 costing the city only a 10% match which came in at around \$40,000. The new air packs each have a built-in thermal imaging camera, Bluetooth capability, voice amplifiers, and a built-in telemetry system which can monitor their air supply and send evacuation signals to the crews wearing the air packs. We took possession of these in May of 2018 and placed them into service the first of June.

We received a grant through the Emergency Management Preparedness Grant (EMPG) in the amount of a little over \$25,000 that was used for maintenance on the storm sirens. We were able

to replace some batteries for the storm warning sirens with some repairs and preventive maintenance. It also covers 7.5% of the Emergency Manager's salary and benefits and was able to purchase a badging system and is also an equipment tracker.

To keep up with the latest trends and continued networking with peers Assistant Chief Davis and I are active in various committees and groups, such as MO Fire Chief Association, International Fire Chiefs Association, MO Fire Marshal Association, and MO Fire Sprinkler Coalition. We are also member of local organizations, such as Local Emergency Planning Committee, Infectious Disease Task Force, Regional Homeland Security Oversight Committee, Region E Fire Mutual Aid System, Emergency Management Action Committee, and Cape County 911 Board, Cape County Firefighters Association, SEMO Emergency Management Association, and the Jackson Chamber of Commerce.

Public education is such an important activity that we do every year. We talk to all of the kindergarten classes in the Jackson public and parochial schools about fire safety, exit plans, smoke detectors, and stop drop and roll. We put on our turn-out gear for the children to show them that we look different if we have to come in and find them in a fire. It leaves such an impact on these kids. We work with the schools and monitor their fire drills. Our child safety seat checks are a popular program as we checked or installed around 39 car seats this year. We hosted the Cape County Health Department to give drive-thru flu shots this October and had over 75 shots given. We provided stand-by or participated at various events, such as Independence Day Celebration in the City Park, Homecomers, Oktoberfest, home football games, Touch-A-Truck, Rockin' the Park, and Cruisin' Uptown Jackson. We certainly strive to be visible for the citizens of Jackson at different community events throughout the year.

We kicked off a fundraising effort in September to build a 9/11 memorial in front of the station 1 complex. It will feature pavers in the shape of the pentagon with two 6-foot granite towers with the 343 names of the firemen that died in the World Trade Center attack. We will hope to have benches with 9/11 information pieces on them. We will have three flag poles honoring our state, nation, and profession. We will have a walkway leading from the parking lot to the memorial. We have already met approximately one-third of our goal of \$40,000.

We are fortunate to have a diverse staff that is able to perform most all routine maintenance on our apparatus. We service all our apparatus (per National Fire Protection Association standards) twice a year. We have personnel that are trained to conduct all flow test on our SCBA's (Self Contained Breathing Apparatus) annually. We contract out annually to have our pumps on our apparatus and all ground and aerial ladders certified per ISO requirements. We conducted over 270 hydrant flows this year. We focused mainly on the central area of town. We pressure test each section of fire hose annually. This totaled to be over 12,500 feet of fire hose that was completed.

We have also had busy year with Fire Marshal activities. Asst. Chief Randy Davis spearheads this effort. We review plans on all commercial buildings that are new or being remodeled. Different building projects that required plan review and inspections this year were The new "J Wing" at the high school, Middle School additions, West Lane Elementary, Connection Point Church, Dexter Barbeque, Stooges, Retail Center on East Jackson Blvd., Cape County Justice Center, Kasten Masonry remodel, Elks Lodge, Century 21 Ashland Realty, Montgomery Bank Training Center and offices, Cape Shriners Club, Alliance Bank, and Wren Homes.

Below is a breakdown of the call volume from 2018. EMS continues to be and will be a majority of our call volume. The city still relies on the private ambulance company to transport the Jackson residents to the Cape Girardeau hospitals to get into a doctor's care. However; the citizens can be assured that they have excellent first responders at Jackson Fire Rescue on scene within 4-6 minutes that can offer basic and advanced life support capabilities. We are fortunate to have at least one paramedic on duty per shift that can start I.V.s, push first line drugs, or utilize a 12-lead cardiac monitor, and have the ability to transmit that information to either of the local hospitals. Advanced Life Support was administered by Jackson Fire personnel on 208 emergency medical calls in 2018.

INCIDENT STATISTICS

A quick report on the type of incidents handled this year:

- Structure fires
- Large area search
- Arcing incidents
- Smoke removal
- Vehicle fires
- Natural cover fires
- Illegal burns
- Medical assist calls
- Advanced life support given on calls from paramedics on duty
- Motor vehicle accidents
- Vehicle extrications
- Hazardous condition calls (includes haz-mat spills, co-incidents, and gas leaks)
- Drug labs processed that were brought in for disposal
- Citizen assist calls
- Dispatched and cancelled enroute
- No incident found on arrival
- Alarm activation responses
- Swift water rescues
- Severe weather response
- Total responses

My door is always open for any questions or comments to the betterment of our organization. We thank all of you for your support in 2018 and look forward to working with each and all of

you in the upcoming year. I appreciate the opportunity and am honored to serve as Fire Chief for this great community.

Accomplishments for 2018

- ✓ Conducted informational meetings of the Public Safety Sales Tax which led to its passage on the April ballot.
- ✓ Placed into service 40 SCBAs purchased through a regional grant with five other departments. Extensive training was completed and placed into service in June.
- ✓ Conducted a hiring eligibility list which led to the hiring of four part-time firefighters.
- ✓ Received an Emergency Management Preparedness Grant in the amount of \$25,052.56 that was used for salary reimbursement, battery replacement for storm sirens, internet, cable, and phone for the EOC, and accountability software and badging system purchase.
- ✓ We received a grant through the Regional Homeland Oversight Committee in the amount of \$19,000 to purchase a UTV and wireless monitoring equipment, and chemical protective suits.
- ✓ We completed our transition from server-based firehouse reporting to a cloud-based Emergency Reporting Software.
- ✓ Training in 2018 exceeded 6,400 personnel contact hours.
- ✓ Conducted monthly HSRT training with all three departments on the team.
- ✓ Conducted our 10th annual thorough inspection program of all Jackson schools prior to the start of school year.
- ✓ Pressure-tested all attack hoses and supply hoses. Over 12,700 feet completed.
- ✓ Flow-tested 275 hydrants during this past year in the central section of Jackson.
- ✓ Conducted annual flow tests on all air packs.
- ✓ Installed or checked 35 car seats.
- ✓ Kicked off a fundraising campaign to build a 9/11 memorial in front of the fire station.
- ✓ Held a first annual Safety Day Event for families at the fire station.

Projected Accomplishments for 2019

- ◊ Hire a full-time Training Officer.
- ◊ Promote and fill the position of two Captains.
- ◊ Train and activate the telemetry capability of the new air packs.
- ◊ Apply for grant funds from the Fire Act Grant, Fire Safety and Prevention Grant, and any other grants that will benefit our department and the city.
- ◊ Evaluate the ISO evaluation system on how we can obtain a Class 3 status.
- ◊ Work with the Cape Girardeau County to ensure smooth transition for dispatching our fire/EMS calls for service.
- ◊ Finalize new protocols in the activation of storm sirens with the consolidation of the city and county dispatch centers.
- ◊ Conduct another hiring eligibility list at mid-year.
- ◊ Conduct hydrant flows in the east area of town.
- ◊ Upgrade current protocols and procedures.
- ◊ Make plans to attend Center of Public Safety Excellence Accreditation workshop.
- ◊ Move forward with a radio and communications upgrade, including a plan on migrating to a trucking system, which will lead to better, more clear communications for firefighting and day-to-day operations.

Fleet Maintenance Department

Kirk Anderson, Superintendent

In 2018, the Fleet Maintenance Department completed over 200 scheduled service jobs and over 4,800 repair jobs. We acquired state license renewals, titles for new units, permits, proof of insurance cards placed in all units, and other necessary paperwork; as well as kept current list of the fleet. We outsourced (when feasible) some units for repairs, such as engine, transmission, body repairs, front end alignments, exhaust, Missouri state inspections, and dealer recall work, which we delivered and returned. Our department prepared all units for seasonal work from winter (to include all snow related equipment) spring, summer construction, utility, mowing, sanitation cleanup week, and so on. All units are monitored for tire pressures and condition, fluids, heating and air conditioning, anti-freeze testing and flushing, and an entire checklist of all related components, especially safety equipment. Also, numerous trip inspections are done for units traveling outside the city and some rental cars were used for trips farther than 100 miles.



We continue to do many repairs to all 2-way radio-related equipment. Several patrol units got upgraded lighting and other equipment this year, including a prisoner cell with weapons racks in the new patrol unit and upgraded cameras in two other cruisers.

Our department responded to approximately 100 field service call for mostly minor issues, such as jump-starts, flats, out of fuel, hydraulic leaks, etc. We serviced a track loader that is kept at North Industrial Park area.

Office and department duties included billing, filing records on all work done, price shopping for stock parts, supplies, tires, fuel, spare keys, tools, and equipment for use by all departments, including ours. We continue our efforts in recycling, shop keeping, building maintenance, compliance with MIRMA regulations and record keeping.

Our department took in waste oil, waste fuel, and coolant, etc. from residents for proper disposal.

I have completed spring, summer, fall, and winter maintenance on our fuel dispensing pumps at both the Police and Fire complex and behind the Power Plant.

Added to the city fleet this year was a 2018 Bobcat E26 compact excavator for the Cemetery Department. A 2018 Yanmar VIO55 excavator with a 22-foot trailer for the Electric Line Department. A 2018 Ford Explorer Interceptor with equipment and a new Ford explorer K-9 vehicle for the Police Department. A new 2018 Kubota MX5800 4WD hydrostatic drive tractor

with a Landpride 5-foot rotary cutter-bush hog mower and a 2018 Ford F-350 4WD dually truck with a Knapheide eleven-foot dump bed and a eight foot Western snow plow for the Street Department. Also, the Fire Department received a new Chevrolet 4WD crew pickup truck. Park Department got a 2018 Kubota RTVX1100 compact utility truck with dump bed and a front mounted snow plow. As these units come and go, I update the inventory records at City Hall to keep any changes in the fleet up to date.

Our staff also attended safety, supervisors, and all employee meetings throughout the year. We also attend Local Technical Assistant Program (LTAP) meetings for equipment operation and safety.

Our department personnel include Kirk Anderson, Toby Hendrix, and Shawn Burkhart.

Accomplishments for 2018

- ✓ Completed 200+ service jobs and over 4,800 repair jobs
- ✓ Responded to approximately 100 field service calls
- ✓ Attended safety, supervisors, Local Technical Assistance Program (LTAP), and other miscellaneous meetings
- ✓ Handled some of the 2-way radio equipment repairs and radio service for departments and Police Department was changed over to new digital frequency units
- ✓ Completed numerous trip checks on vehicles for departments
- ✓ Prepared all vehicles and equipment for seasonal work
- ✓ Trained new personnel for Commercial Driver's License (CDL) testing
- ✓ Updated inventories for our department and other departments vehicles, equipment, radios, and kept vehicle and equipment list current as the fleet changes
- ✓ Continued to improve our department procedures and facilities
- ✓ Assisted other departments in vehicle and equipment procurement
- ✓ Shopped, priced, and stocked parts, supplies, fuel, tools, and spare keys for all department units
- ✓ Continued our departments recycling of cardboard, plastics, and metals
- ✓ Scheduled, delivered, and returned vehicles and equipment for out-of-house repairs, dealer recalls, body shop repairs, inspections, procured licenses, titles, and permits
- ✓ Upgraded warning lighting and safety equipment on many units

- ✓ Placed proof of insurance cards in all units
- ✓ Maintained MIRMA and storm water runoff regulations and record keeping
- ✓ Received waste oil, fuel, and coolant from residents for proper disposal
- ✓ Maintained fuel supply and dispensing pumps
- ✓ Retired old vehicles from the fleet
- ✓ Added to the city fleet this year were:
 - 2018 Ford Explorer pursuit utility Police cruiser
 - 2013 Ford Explorer K-9 unit purchased from the Missouri State Highway Patrol surplus (unfortunately, the last K-9 vehicle was totaled in an accident) so we are now replacing that unit with a 2018 model Ford Explorer pursuit utility K-9 capable unit
 - Street Department received a new Kubota MX5800 4WD tractor with a Land pride
 - Bush hog rotary cutter and a 2018 Ford F-350 dually truck with a Knapheide 11 foot dump bed and an 8-foot Western snow plow
 - Park Department received a 2018 Kubota RTVX1100 compact utility truck with dump bed and snow plow
 - The Cemetery Department received a 2018 Bobcat E26 compact excavator and the Electric Line Department received a 2018 Yanmar VIO55 series excavator with a 22-foot trailer shared with the Water Distribution and other departments
 - Fire Department purchased a new 2018 Chevrolet 4WD crew pickup truck and we transferred their older 2001 Ford 4WD to the Public Works Department for Kent Peetz to use
 - A 2000 Ford 4WD pickup truck from the Wastewater Department to Building and Planning for inspections use
 - We also installed any necessary accessories and safety equipment on all new units
 - Joan Evans upgraded the computer and printer in our department

Projected Accomplishments for 2019

- ◊ Continue preventative service, maintenance, repair jobs, and field service calls
- ◊ Procure and equip new vehicles for other departments
- ◊ Improve housekeeping duties and keep up with work load
- ◊ Educate other department employees to better care for their vehicles and equipment and improve walk-around checks before operating
- ◊ Continue recycling efforts, safety program, MIRMA program, and ongoing training
- ◊ Explore and consider new fuel sources and technology that benefits our fleet
- ◊ Plan for the construction of a roof over our waste oil tank pit and storage area

Fleet Mechanics



Toby Hendrix

Installing a snow plow



Shawn Burkhart

Performing major service on Park truck

Information Technology Department

Joan Evans, Information Technology Director



The testbed for the fixed network for meter reading was a success, resulting in a shorter time frame for meter reading and increased accuracy. During 2019, we will be busy documenting and configuring all the meter changes and associated information. Again, this project has relied on cooperation and teamwork with electric and water personnel. Those departments have worked very hard to make this project a success. Plans for 2019 include the installation of more “smart” meters in areas of the city. These meters will collect electric and water meter readings from meters set up for AMR. Water meter readings conducted by radio-read method (fixed network and walk-by) total 4,862 at the beginning of December 2018.

Participation in e-billing has grown to over 1,100 utility accounts. Automatic withdrawal for utility bill payment has increased to over 2,200 transactions each month. Both of these programs result in cost savings for city operations. A payment computer was set up in the lobby of City Hall for customer use since online credit card payments for both utilities and court fines have increased considerably.

Several projects for other departments were worked on during 2018. The City's budget program was again updated to meet fund and departmental changes for 2019. iPads, computers, and peripheral equipment were set up for various departments. The technology usage policy was updated to reflect changes in IT trend and also include a social media policy for city employees. The first stage of software changes to upgrade the City's main municipal software was completed. The pavilion reservation database was modified in 2018 and has been prepped for 2019. The online work order system (iWorQ), overseen by Building and Planning, will be expanded to include citizen engagement capability. The next major upgrade for the City's main software package has been moved to the end of 2019, since the new platform was not complete. The upgrade is dependent on the vendor's product readiness.

Cybersecurity training is focusing more and more on user awareness. Ransomware and malware are most often spread through emailed links and attachments so end-users play the most important role in stopping the spread of this activity. We continue to promote cyber-awareness to employees through the weekly safety notices sent out by the Clerk's office. The computer usage policy changes reflect the importance of cybersecurity awareness. Another cybersecurity stress test is planned for 2019. PCI DSS compliance will continue to be addressed as banking rules change for card payment handling.

With internet service options increasing in our area, I expect opportunities to arise to upgrade connectivity at the City's various physical locations. In 2019, I will be reviewing needs at the different buildings for possible changes to service.

Accomplishments for 2018

- ✓ Implemented software and network configuration for Tantalus fixed network for meter reading
- ✓ Maintain meter change data in utility billing software
- ✓ Created new processes and reports for Collector's area to promote efficiency in services
- ✓ Maintain City Hall network software, hardware, and desktop components
- ✓ Updated computer technology usage policy to include social media guidelines for City employees
- ✓ Manage City computer technology hardware and software purchases
- ✓ Supervise the City Collector and work with City Clerk to ensure departmental needs are met
- ✓ Expanded automated calling service for water leaks and delinquent old accounts
- ✓ Set up iPads for service and work orders to help reduce paperwork and increase efficiency
- ✓ Installed first stage of transition to ODBC platform for financial operations software upgrade
- ✓ Completed annual review of large general and industrial electric accounts
- ✓ Provide technical assistance for City website and Facebook page maintenance
- ✓ Monitored credit card terminals and network for PCI-DSS compliance
- ✓ Worked with auditors for 2017 audit
- ✓ Completed City's section of Missouri Public Utility Alliance 2017 financial statement
- ✓ Served on City's Employee Health and Safety Committee
- ✓ Maintain pavilion database for Jackson Civic Center
- ✓ Served on advisory board for Missouri Digital Summit for Government Technology organization
- ✓ Continued participation in Missouri Municipal League Tech Group
- ✓ Obtained additional training in technology-related areas

- ✓ Provided technical support for various City departments

Projected Accomplishments for 2019

- ◊ Continue transition stages to new/updated financial software for City
- ◊ Conduct cybersecurity stress test for City technology resources
- ◊ Continue expansion of Tantalus fixed network for meter reading
- ◊ Work with other departments to adopt technologies to meet their job demands
- ◊ Write and implement “best practices” manual for use of computer technology for City employees
- ◊ Work with Public Works Department to implement citizen engagement portal and online permit applications
- ◊ Expand use of tablets for work orders and city maps
- ◊ Standardize process for City technology purchases
- ◊ Set up new file server for City computer network
- ◊ Expand and on-site and off-site data backup
- ◊ Continue upgrade of connectivity for various departmental locations
- ◊ Work on collaboration team with state digital board
- ◊ Continue training to meet changes in technology needs

Sarah Moonier, IT Assistant



Parks and Recreation Department

Shane Anderson, Director

This year the Jackson Park system welcomed two new additions to the City Park. A pedestrian bridge was installed over Hubble Creek, replacing the original bridge installed in 1979. Also, a restroom was built by the softball fields along Parkview Street. This restroom is part of the Park Master Plan and a feature that will serve softball players and all park patrons. We have received many complements on the appearance and need of an addition restroom in the park.

The number one used feature in our parks is the recreational trails. In the City Park, many of the trail segments received an asphalt overlay this year. The asphalt overlay will provide a firm safe surface for the trail users.

We are pleased to host events that serve the community and provide space for outdoor recreation. During the year, the youth leagues continue to provide a positive experience with baseball, football, soccer and softball games. The swimming pool is always popular and youth enjoy the “Explore Your World” summer camp each July. We have entertained in the Rock Garden with music performances during the “Rock in the Rock Garden” 13-year series. The 24th annual “Lights of the Season” and the “Holiday Extravaganza” display are enjoyed by the community during the months November & December. Currently, the Winter Rainbow Trout project in its 15th year. Each month we sponsor a Senior Social dance just for fun and ice cream. At Litz Park, the Disc Golf course is played year-round. Also, the Litz Pickleball courts are enjoyed during summer months and a planned feature in the Park Master Plan. This master plan will continue to be important as the park grows with priorities and direction.

Our Civic Center has been opened over two years. The event rentals continue to increase, basketball, pickle ball, Tai Chi and other programs. We are often complimented by visitors on the attractiveness of the Civic Center.

Park staff continued to mow and maintain areas at the Jackson Civic Center and North Industrial Park mitigation site.

The contractual mowing program has completed 13th year in Brookside, Football, Litz, and City Parks. Our park system is enjoyed by the community with picnics, weddings, and family gatherings. The City Park continues to host the Jackson High School sports of baseball, cross country, softball, and tennis.

Our goal is to provide a safe and enjoyable park system to residents and visitors. The Park maintenance crew takes care of the green space, trees, ball fields and various projects thru out the year. We appreciate the City departments that help with park projects. Without this partnering

effort the Parks could not maintain the present level of quality. We look forward to serving the community in 2019.

Accomplishments for 2018

✓ Brookside Park

- Added woodchips to playground
- Planted two trees, removed one dead tree
- Continued to improve drainage on fields, adding conditioner to fields #8 & #9, and cutting infield lips
- Installed dugout wind screens at ball fields
- Installed new sinks in men's and women's restrooms
- Filled in low areas east of the Memorial

✓ Football Park

- Painted bleachers and parking blocks at upper parking lot
- Mowed creek bank
- Installed pressure tanks to improve restroom flushing
- Installed field location sign
- Installed new bleacher seat and foot boards
- Added gravel to lower and upper parking lots

✓ Litz Park

- Completed 9th year of cooperative agreement with Missouri Department of Conservation to stock and monitor Litz Lake
- Installed one new additional permanent pickle ball court
- Pressure washed concrete on tennis and pickle ball courts
- Pavilion received a new coat of stain

✓ City Park

- Completed 26th year of cooperative agreement with the Missouri Department of Conservation to stock and monitor Rotary Lake
- The Rainbow Trout program entered its 15th year
- Continued to improve fields by adding conditioner to fields #1, #4, & #5, and cutting infield lips

- Graded parking lots
- Planted four trees and removed four trees
- Painted pavilion tables and benches
- Added wood chips to playgrounds
- Installed new sinks and a commode at Armory restroom
- Installed stall doors on restrooms
- Installed two memorial benches at Field #3
- Installed retirement honor bench at Rotary Lake
- Attached new wind screens at Legion Field
- Continued tree trimming program
- Installed concrete walkway from swimming pool parking lot to new restroom

✓ Soccer Park

- Painted parking blocks
- Painted concession/restroom building
- Aerated and fertilized fields, added dirt, and reseeded low areas
- Added sand to goal areas
- Added rock and graded entrance road

Projected Accomplishments for 2019

◊ Brookside Park

- Plant new trees
- Re-roof bathroom
- Continue new ballfield development project

◊ Football Park

- Clean and monitor creek banks
- Paint parking curbs
- Install field number signs
- Continue spray program

◊ Litz Park

- Plant new trees
- Remove dead trees
- Refurbish walk bridge by bathroom

◊ City Park

- Upgrade bathrooms facilities with paint and tuck-pointing exterior brick
- Continue Rainbow Trout program
- Plant new trees
- Install new walk paths

◊ Soccer Park

- Core aerate and reseed fields
- Improve drainage on field #3 & #4
- Trim bald cypress trees
- Paint soccer bathrooms

Police Department

James Humphreys, Chief

In 2018, we continued our accreditation and compliance through the Commission on Accreditation for Law Enforcement Agencies. We completed our 4th reaccreditation and was successful on our first year audit in March of 2018 under the new review process through CALEA. This is an everyday job to maintain compliance and I am very proud of the department for this accomplishment. We are looking forward to another four years of compliance and maintaining our accreditation.

We continued our meetings and successful completion of the Police Station Building Project with a design-build firm selected in December of 2018.

We continue our Consolidated Dispatch Center with Cape County in 2018 and will hopefully be in full operation in 2019.

We conducted several searches, recruitment, and processes for additional officers to be selected for hiring in 2019.

We have continued work on extra patrols and weekly staff meetings, shift briefings, safety meetings, monthly ethics training, and our annual strategic planning meeting in 2018.

2018 also brought with it more specialized training to members of the Jackson Police Department, such as accident investigation schools for officers, supervision schools for newly appointed supervisors in the department, evidence and property management, homicide investigation for criminal investigations, narcotic and K-9 training, officer safety training, and MIRMA online Police training department-wide. All department sworn personnel continue to obtain POST mandated hours each year along with legislative updates. Officers were trained in firearms instruction. Officers are required to demonstrate personal proficiency and qualify with department issued firearms and firearms carried by officers off duty a minimum of two times annually. During this time, officers also have a mandatory review of department policy on use of force and use of deadly force. Also conducted throughout the year is Taser training, weapon retention, asp, pepper spray, and handcuffing techniques. The department continued school intruder training with Jackson R-2 staff and departmental training for active gunman incidents with practical situations and role playing conducted at the Jackson High School.

All dispatchers received numerous mandated hours in the area of communications and dispatching and certifications through MULES. Also continued upgrades to the communications radios. We have also upgraded our security measures to be in compliance with CJIS. We have implemented the P25 digital platform for our communications and radio systems. This was accomplished by the purchase of a new repeater system.

We completed our transition to the MOSWIN communications platform with the State. All officers are now equipped with the top of the line radios and repeater systems.

Also, in 2018 a prisoner housing agreement continued with the Cape County Sheriff's Department in the housing of our prisoners.

We continued our efforts with a number of speed and traffic complaints received throughout the year. Also, overtime funds were approved for hazardous moving violations enforcement, which were conducted over most of the major holiday weekends.

The Patrol Division continued to be very active and although our call volume has remained steady, their self-initiated work has been exceptional. As of this date, the division has made several high-profile arrests. Officers also made an additional 500 criminal arrests.

The Patrol Division of this department is responsible for answering the majority of law enforcement demands in our community. They do an excellent job and receive very few complaints, while being very proactive in traffic arrests, criminal arrests, and answering calls for service from domestic disputes, assaults, robberies, to dogs-at-large. They face danger each and every time they answer a disturbance call, handling, transporting, and during the custody of prisoners, investigating suspicious persons, and conducting traffic stops. We had two officers assaulted this year while handling these types of calls.

The department was successful again in 2018 in obtaining several grants. The department successfully applied for and received over \$20,000.00 in grant money for traffic enforcement equipment and overtime through the Missouri Division of Highway Safety. The Jackson Police Department also applied for and received grant funding through the Department of Public Safety Block Grant for patrol and officer safety equipment totaling approximately \$10,000.00 and the Bulletproof Vest Grant for over \$11,000.00. We also received a grant through the MPCA totaling over \$37,000.00 for three Mobile Data Terminals and one License Plate Reader for patrol cars.

The Jackson Police Department completed a total of 41 community related events our in 2018, such as our Annual Toy Drive, Safety City, Optimists programs, SALT program, POW/MIA walk, Health Point Run, Respect for Law program, our new program called Coffee With a Cop, Youth in Government Day, and numerous other presentations we conduct throughout our community. We feel the annual toy drive donations will again total over \$10,000.00 in 2018 and the event is always a huge success for needy families. Thanks to our great community.

The Jackson Police Department again participated in the National Drug Take Back Program in 2018, which was very successful and we received over 187 lbs. of old prescription medication.

The department again had several successful investigations in 2018. We had many arrests for burglaries, fraud, and sexual abuse cases.

The Independence Day Celebration, Homecomers, and Octoberfest were very successful again this year. We had no major problems and just a few arrests to report in 2018.

The Jackson Police Department handled approximately 15,000 calls for service, worked over 500 traffic accidents, and officers prepared over 3,000 written reports. Officers conducted over 3,000 vehicle stops, 10,000 extra patrol requests were performed and we issued over 1,100 citations. We made in excess of 500 criminal arrests in 2018.

On a personal note, we will not be merely satisfied with the achievements of the past year. We will focus on the future of our agency and our community. The next year and beyond will offer many challenges in growth and diversity for our community and our agency. We must all work together to meet these challenges and to insure our continued success in meeting the public safety needs of this great city. I also offer my humble appreciation to the citizens, the Mayor and Board of Aldermen, City Staff, and to the employees of the Jackson Police Department for the honor and privilege to serve as your Chief of Police.

Accomplishments for 2018

- ✓ Successful first year audit under new accreditation review to continue our 4th reaccreditation.
- ✓ Audited by the MSHP and received top honors for our annual compliance for Uniform Crime Reporting
- ✓ Successful completion of Police Station Building Project with special committee and design-build firm chosen in December.
- ✓ Began collection of special public safety sales tax for police building and additional personnel.
- ✓ Successful hiring of additional personnel to schools and department under new public safety tax.
- ✓ Successful completion of Firearms Simulator Training through MIRMA
- ✓ Weekly staff meetings, monthly ethics and safety training, and required training hours all completed. This along with annual strategic planning meetings with command staff.
- ✓ The department conducted over 40 community related events in 2018.
- ✓ Continued efforts with our community programs such as:
 - Coffee with a Cop
 - Elks Lodge - Annual Toy Drive again very successful
 - Noon Optimists Club - Safety City
 - Evening Optimists activities
 - VFW Women's Auxiliary-POW/MIA Walk

- SALT - Seniors and Lawmen Together
- SALT Senior Christmas Celebration
- SALT Law Enforcement Memorial Ceremony
- St. Francis Hospital - Health Point Run
- Shop with a Hero
- Police Department annual golf tournament
- Respect for Law week
- Youth in Government Day

- ✓ Equipment upgrades were completed in both patrol and communications divisions.
- ✓ Continued department online training through MIRMA. This training provides for our mandated POST requirements for continuing education.
- ✓ All officers in compliance with meeting the required yearly 24 hour standard for POST (continued education) through 2018.
- ✓ Applied for and received Block Grant of \$10,000.00 for patrol equipment in 2018. All equipment obtained was to enhance officer safety and accountability
- ✓ Successful application for the Highway Safety Grant and Missouri Safety Center for overtime and equipment to work hazardous violations, such as DWIs. Approximately \$20,000.00 applied for and received in 2018 for traffic enforcement equipment and overtime.
- ✓ We also applied for and received a grant for bulletproof vests through the Department of Justice totaling over \$11,000.00 through 2018.
- ✓ Successful application for License Plate Reader and Mobile Data Terminals for our patrol units. Grant received through the Missouri Police Chief's Association totaling \$37,615.00.
- ✓ The Department's Patrol Division participated in a total of 17 grant-funded projects through Highway Safety for hazardous moving violations within the city.
- ✓ Received training grant through Missouri Police Chief's Association for \$2,800.00 for specialized online training through the Virtual Academy for each sworn officer totaling 31.
- ✓ Obtained a \$5,156.00 grant through MIRMA for needed equipment and training.
- ✓ In-house training continued, along with the Department's specialized weapons, less lethal training, and weapons retention.

- ✓ Obtained new protective vests and equipment for K-9 Officer Beny and handler through donations from community projects.
- ✓ Successful completion of our National Drug Take Back program through the DEA. Over 187 lbs. of old prescription meds were seized and properly destroyed.
- ✓ Successful operations again this year for all special event planning. Independence Day Celebration, Homecomers, and Octoberfest all went well with no major problems or arrests.
- ✓ One more School Resource Officer was implemented in our elementary schools. Two new assignments. Both received certification in 2018 and both partially funded by Jackson R-2 School District.
- ✓ Continued efforts for more advanced training for all officers and communications personnel with the department.
- ✓ Provided the highest level of services to the community by providing safety and security to each person who resides or travels through Jackson.
- ✓ MDTs (mobile data terminals) and body worn cameras continued to and LPR (License Plate Reader) implemented in all patrol cars and on all officers in 2018.
- ✓ Consolidated Dispatch Center project continues with Cape County for both Police and Fire.
- ✓ Several community projects were successful with raising money for the relay for life, cancer awareness, and the youth of our community, such as the Criminal Justice Scholarship created for a Jackson High School graduate entering into the field of criminal justice.

Projected Accomplishments for 2019

- ◊ Continue our reaccredited status with the Commission on Accreditation for Law Enforcement Agencies in 2019 and prepare for yearly proofs of compliance.
- ◊ Continue our Police Station Building Project with design-build firm awarded and breaking ground in 2019 on new building.
- ◊ Add five new officers with public safety sales tax.
- ◊ Complete transition of consolidated dispatch center with Cape Girardeau County Sheriff's Department.

- ◊ Continue Prisoner Housing Agreement with Cape Girardeau County Sheriff's Department.
- ◊ Improve officer safety with block grant equipment received for patrol vehicles with new prisoner transport systems and more body worn cameras for officers.
- ◊ Continue to work with the Jackson R-2 School District to partially fund an additional School Resource Officer for the Jackson High School.
- ◊ Approach Jackson R-2 School District for more training for the SROs on a national level with the Advanced School Resource Officer Training.
- ◊ Better compliance with our safety policies and practices.
- ◊ Better enhance our community policing program and efforts.
- ◊ Provide the highest level of services to the community through the proper staffing and retention of employees.
- ◊ Continue efforts for more advanced training for all officers
- ◊ Add two new police vehicles for department through Ford.
- ◊ Continue mobile laptop project for patrol division through budgets and grants.
- ◊ Continue use of force and less lethal training in 2019.
- ◊ Continue Bulletproof Vest Program, which is grant funded in 2019 and get approval for the next three years.
- ◊ Continue officer safety equipment upgrades.
- ◊ Work with MIRMA on additional grants and policy implementation.
- ◊ Step up preventive patrols and target areas for speed enforcement in neighborhoods and schools.
- ◊ Continue new POST training requirements and on line training requirements.
- ◊ Continue use of grant funded overtime through Highway Safety to work traffic enforcement.
- ◊ Provide the highest level of services to the community by providing safety and security to each person who resides or travels through Jackson.
- ◊ Maximize the safety of our streets and neighborhoods.
- ◊ Continue to provide quality equipment to our employees to accomplish their mission.

- ◊ Continue efforts with improving department annual report to be released in 2019.
- ◊ Improve recruitment program to obtain better qualified and diversified employees.
- ◊ Decrease accidents through traffic enforcement and visibility.
- ◊ Conduct traffic enforcement in our high accident areas using data driven approach to decrease accidents and increase arrests.
- ◊ Implement reserve officer program.

City paves way for new police station and justice center

by **Gregory Dullum**

Editor

Progress continues on the new police station and new justice center (courthouse) in the City of Jackson.

Two public hearings were held June 18 at the Mayor and Board of Aldermen meeting.

The first was to consider a request from the County for rezoning the property where the new justice center will be built. The County requested that the properties at 311 N. High Street and 308 N. Missouri Street (including the former 315 N. High Street) be rezoned from R-2 (single-family residential) to C-3 (central business).

"It makes zoning consistent throughout the parcel," said Chris Koehler, who spoke on behalf of the County.

No one from the public spoke at the hearing.

Later in the meeting, the Board approved the change in zoning. It also set a public hearing for 6 p.m. Monday, July 16, to consider a special use permit for a new courthouse building that could be up to four stories (75 feet) tall to be built in a C-3 (central business) district, as submitted by the County. (The building is not expected to go that high, Koehler said.)

The second public hearing on June 18 was a request from the City itself to change zoning at 503 and 525 S. Hope St. and the City cemetery from R-2 (single-family residential) and C-2 (general commercial) to C-3 (central business). This will make zoning consistent in the area where the new police station will be built (near the cemetery).

No one from the public spoke at this hearing either, and the Board approved the zoning change later in the meeting.

The Board authorized the transfer of approximately \$200,000 in surplus funds to the capital projects construction fund for the purpose of funding preliminary design / build costs associated with the police station building project. (It is not expected that all this money will be spent; this was a measure to make sure money is available to pay bills as they come in during this preliminary stage.)

In other action:

Old McKendree: The Board approved an ordinance approving the Historic Landmark designation for Old McKendree Chapel and Cemetery. See related story.

Clean audit: Auditor Jeff Stroder told the Board that

the City received an unmodified or "clean" audit of its financial reports. "The City's financial statements are fairly stated. We did not recommend any significant adjustments to the financial reports in order to put a clean label on it," he said.

He praised the City staff for its cooperation during the audit. "Everybody was very helpful. Everybody treated our staff very professionally."

- **Villas of Jackson:** A public hearing was set for 6 p.m. Monday, July 16, to consider the renewal of an expired special use permit for a community unit plan for a senior housing development in the Villas of Jackson Subdivision.

- **Liquor permits:** The Board granted liquor permits to Jackson Elks Lodge No. 2652 to sell beer in City Park on July 4 and to sell beer during Homecomers in Uptown Jackson Thursday-Saturday, July 26-28.

- **RV parking:** The Board left current parking restriction ordinances in place but added a new ordinance that prohibits parking on city streets if it obstructs the free flow of traffic on the street or in and out of driveways.

- **McKendree Crossing Subdivision:** The Board ap-

proved the final plat of McKendree Crossing Subdivision (near Old McKendree Chapel), as submitted by Mastercraft Development, LLC.

The Board also approved changes in the "Stop Street Designation Schedule" that allows stop signs to be placed in the subdivision.

• Abandonment of East Jefferson: In study session, the Board discussed the request from Immaculate Conception Church to abandon East Jefferson Street from South Hope to South Ohio Street.

City Attorney Tom Ludwig said the City is prohibited from giving public property to a private citizen or group without receiving just compensation. The Board must determine if the roadway has value and if it's needed by the City.

The abandonment would cause no traffic flow issues.

"I think the overall reception of the idea is positive," said City Administrator Jim Roach. "We have some issues that need to be addressed."

There are public utilities under the roadway. If Immaculate Conception gives the City easements for those utilities, it can't build a structure over those utility lines.

If a structure is to be built, the utility lines will have to be moved.

When Alderman Larry Cunningham asked if a building will be built where the road now lies, Al Stoverink from Immaculate Conception replied, "We don't anticipate that at this point. Right now, the plan does not call for a building."

The closure of Jefferson Street between the church and the school will make it safer for pedestrians to walk between those two buildings (or parking lots) and will allow for a better flow of traffic on Hope Street (Highway 61) because no traffic will turn onto Jefferson Street and wait for pedestrians to cross or for school or church parking lot traffic to move.

Abandonment would "clear up issues from the 2003 traffic study," Roach concluded.

• July 4: Alderman Larry Cunningham updated the Board on plans for July 4 celebration.

• Wastewater Utility Rate Study: Kent Peetz, director of public works, updated the Board on the Wastewater Utility Rate Study and Facility Plan that must be submitted to the Department of Natural Resources.

• I-55 interchange: Mayor

Dwain Hahs said conversations are continuing with MoDOT regarding the I-55/ Highway 61 interchange. It's possible that MoDOT will allow a right-in/right-out intersection on the north side of East Jackson Boulevard between Old Orchard Road and the interstate. Some favorable feedback has been received about the City's desire to put a U-turn at Old Orchard Drive. Discussion is ongoing about outer roads and other connections.

One property owner said if he loses the intersection at Wedekind and East Jackson Boulevard, his property will lose some of its value since this would "significantly reduce the access."

• Route D, East Main Street and Route PP: MoDOT is planning to repave and widen parts of Highway PP and Route D. It also has plans to repave West Main Street between Farmington and Highway 72.

Rodney Bollinger, administrative services director, was asked when this work would be done. He replied that West Main Street and Route D work was expected to be completed before the start of the school year (Aug. 15). Route PP work may not be completed by then, but it's not near a school.



Submitted photos

Legion holds annual banquet

American Legion Post 158 held its annual banquet Thursday evening. In top left photo, Officer Austin Reed, center, was honored as Police Officer of the Year. He is flanked by JPD Chief James Humphreys and Kevin McMeel, Post 158 commander. Top right, Captain Sean Mitchell, center, is named Firefighter of the Year. He is flanked by JFR Chief Jason Mouser and McMeel. Above, EMT David Ludolph, EMT of the Year, is flanked by Legionnaire Kenny Koehler and McMeel. Middle right: The Legion Support Group special award is presented to Robert Hinkebein, center, by Koehler and McMeel. At right: Vietnam veteran Bradley Phillips received his Vietnam service lapel pin from DAR John Guild Chapter representative Linda Hutson.



Power Plant

Mike Biri, Foreman

We performed and passed all of our quarterly generating tests for MOPEP, which consisted of running every unit in the plant at 75% capacity for one hour every quarter. We also had our catalyst tested this year; there was a significant change this year the EPA required the position of a test probe was inserted into the silencers. They required to have one on each silencer at the top. We had to drill new holes and use our 85-foot bucket truck to do so, as well as inserting the probes for the test run. We passed all of the tests.

With the catalyst testing, we generated over 147 megawatts this year from the six engine generators. This included all of our quarterly runnings as well as maintenance runs for the units. One interesting result we had this year is we did not blow the fuel lines on the Worthington engines when we ran like we have in the past. We bought new fuel lines the last couple of years and have been installing them as needed. We are optimistic that we finally have found a supplier to purchase from that can provide adequate lines for those engines.

With the engines running smoothly as well as the distribution system, we received the RP3 award again this year. It is a huge complement to our utility on how reliable our service is as well as the employees that operate it. The City of Jackson has earned a Reliable Public Power Provider (RP3) ® designation from the American Public Power Association for providing reliable and safe electric service. Neil James, Manager of Distribution Operations at Santee Cooper, South Carolina and chair of the Association's RP3 Review Panel, presented the designations on April 30 during the Association's annual Engineering & Operations Technical Conference held in Raleigh, N.C.

The RP3 designation, which lasts for three years, recognizes public power utilities that demonstrate proficiency in four key disciplines: reliability, safety, workforce development, and system improvement. Criteria include sound business practices and a utility-wide commitment to safe and reliable delivery of electricity. The City of Jackson joins more than 240 public power utilities nationwide that hold the RP3 designation.

“This designation is about more than just reliability. It’s about operational excellence,” said James. “These utilities and their communities should be proud to represent the best of the best in the areas of reliability, safety, workforce development, and system improvement.”

We also received an additional award this year. The American Public Power Association recognized ten Missouri municipal utilities with a “Certificate of Excellence” for reliable performance, as shown by comparing their outage records against nationwide data gathered by the Energy Information Administration.

The ten Missouri utilities recognized include those for the cities of Chillicothe, Columbia, Hannibal, Harrisonville, Higginsville, Jackson, Lebanon, Marshall, Rolla, and Trenton. The

electric utilities were among 128 public power utilities nationwide that earned the recognition from APPA.

These utilities tracked their reliability data using APPA's web-based subscription service, called eReliability Tracker, that lets utilities collect, categorize, and summarize their outage information. Cities in the Missouri Public Power Pool (MoPEP) are encouraged to subscribe to the eReliability Tracker to track their outage information. The service is currently used by 16 MoPEP members.

For this APPA "Certificate of Excellence" recognition, subscribing utilities use the eReliability Tracker Service to store their outage and restoration data and run reports throughout the year. At the end of the year, the association benchmarks their data against national statistics from the Energy Information Administration, or EIA, a branch of the Department of Energy.

Utilities that place in the top quartile of reliability nationwide, as measured against the EIA's data on System Average Interruption Duration Index, or SAIDI, receive the Certificate of Excellence. The EIA information comes from the agency's annual surveys of electric power utilities via EIA Form 861.

We were constantly assisting other departments, whether it be Electric Line, Water, Street, Sanitation, Parks & Recreation, etc. With some employee change over in other departments this was more than usual this year. We were happy to help any department that is need, and willing to perform any duty necessary.

We also kept up with all the federal reporting for EIA, EPA, MIRMA, and other government organizations. There is quite the amount of paperwork that has to be maintained for an electric utility, this seems to grow larger each year. We also keep more documented events than the agencies call for, to again to help us in identifying problems in the system before they become major problems.

Accomplishments for 2018

- ✓ Replaced water lines in ice machine room
- ✓ Repaired leaking roof on warehouse
- ✓ Changed oil filters on both Worthington engines
- ✓ Complete plant substation project and control room upgrades
- ✓ Completed West Substation project and SCADA additions
- ✓ Performed CAT biannual maintenance in accordance with CAT recommendations
- ✓ Meggered generators #7, 8, and 9
- ✓ Worked on 34.5 kV transmission switches in plant substation

- ✓ Worked on various pool projects and repairs
- ✓ Worked on both Worthington engines for maintenance
- ✓ Repaired heater in #12 generator
- ✓ Worked in the Police Department for various electric issues
- ✓ Opened and closed pool, as well as maintaining it throughout the summer months
- ✓ Repaired air compressor in basement and performed maintenance on all three compressors
- ✓ Assisted with uptown plants, Christmas decorations, etc.
- ✓ Continued our engine exercising requirement for MOPEP
- ✓ Assisted Electric Line crew with many various projects
- ✓ Worked with Water Distribution Department on numerous water issues
- ✓ Assisted the Sanitation Department during Clean-Up/Fix-Up Week and double days
- ✓ Worked on park pavilion for Christmas lighting as well as various other locations for Christmas lighting
- ✓ Performed numerous maintenance issues in and around the power plant grounds.
- ✓ Assisted in water lab for various issues
- ✓ Repaired a leaking boiler
- ✓ Installed stairs to CAT engines
- ✓ Painted handrails around the CAT generator area
- ✓ Replaced window in the control room office
- ✓ Removed and installed water pump on #9 engine
- ✓ Repaired nitrogen systems on transformers in the substation
- ✓ Replaced and repaired relays in substations
- ✓ Worked on Christmas decorations in park
- ✓ Assisted the park department
- ✓ Performed necessary paperwork for MIRMA

- ✓ Performed billing for new electric installations and property damage
- ✓ Worked on various SCADA related issues
- ✓ Replaced fan blades on break room AC
- ✓ Performed crank shaft deflections and over speed check on #9 engine
- ✓ Replaced water heater in power plant
- ✓ Performed catalyst testing on all engines
- ✓ Received RP3 award for utility
- ✓ Received Excellence in Reliability award from APPA
- ✓ Worked on various SCADA issues

Projected Accomplishments for 2019

- ◊ Crankcase and over speed testing for engines #7 & 8
- ◊ Continue removal of old no longer used piping, conduits, etc. in power plant
- ◊ Get CAT generators to sync to 34.5 kV
- ◊ Assist other departments as needed
- ◊ Perform compliance runs for MOPEP
- ◊ Perform day-to-day maintenance at power plant and assist in water plant maintenance
- ◊ Continue to report to the various agencies
- ◊ Continue to invoice for new electric installations as well as accidents and property damage
- ◊ Install new electric fuel pump on engine #8
- ◊ Paint various items and equipment around plant
- ◊ Relay testing for all substations
- ◊ Repair concrete at swimming pool
- ◊ Repair roof drain in power plant

- ◊ Update SCADA in Power Plant and West Substations
- ◊ Perform full capacity compliance run for MOPEP pool

Public Works Department

Kent Peetz, Director

The past year started off with Kent Peetz moving back to City Hall to become Director of Public Works. With several ongoing projects at the Wastewater Department, including the Rate Study to pay for implementing the Wastewater Facility Plan, it has been a busy first year back at City Hall. There are four projects currently being designed for the Wastewater Utility. Three projects in the wastewater collection system will add additional capacity on the east side of town, as well as provide gravity service to the Williams Creek watershed from East Jackson Boulevard to the interchange of East Main Street and Interstate 55. A project at the Wastewater Treatment Facility will add a metering device to measure the quantity and peak flows that arrive at the plant.



An application was submitted to the State Revolving Fund (SRF) for a loan to cover the cost of needed improvements at the Wastewater Treatment Facility and throughout the wastewater collection system. The \$16.8 million in projects will be split into two loans to meet the SRF guidelines for completing the projects within three years. One round of bonds will be put to the voters for approval in April of 2020 to pay for the loans. The first phase of projects will be bid in 2020 and will mostly be concentrated at the Wastewater Treatment Facility to replace aging equipment, increase wastewater treatment capacity, and install a new bio solids treatment process for increased efficiency and capacity. The second part of phase one projects in 2022 will work to identify defects in the Goose Creek and Rocky Branch watersheds that allow storm water (inflow and infiltration) to enter the collection system. The second phase of projects to be financed by a second loan in 2023 will increase capacity of the collection system by adding trunk sewers and interceptors, as well as reduce the peak flows by removing inflow and infiltration from the collection system.

The Citywide Transportation Plan was completed in January, which set in motion projects to improve several intersections around town. Additional turn lanes were added on East Main Street at Shawnee Boulevard and on Deerwood Drive at North High Street. A project has been designed and bid for a new traffic signal at East Main Street and Oak Hill Road, while a roundabout is being designed for East Main Street and Shawnee Boulevard. Along with the annual asphalt and concrete street repair programs, additional street projects included parking and student pickup changes around the schools, a realignment of South Old Orchard Road, and MoDOT projects on Route D, Route PP, Hwy 34, Hwy 61, and the Diverging Diamond Project on E. Jackson Blvd. at Interstate 55. Our new Public Works Director got an education from the Street crew in ice removal in January, and an early snow event in November produced the first Snow Route Proclamation for the year.

Projects in the park replaced the foot bridge over Hubble Creek and added a new bathroom near the foot bridge, along with sidewalks to the bathroom and to the softball fields nearby. A new entrance was constructed to the south side of Brookside Park to allow future development. The Water System Facility Plan Implementation projects continued with more two and four inch water mains being upgraded to eight inch pipes to provide additional capacity around town. The first of three phases of this work will be completed at the end of this year, with two more phases of work to come over the next three years. Many home services are being upgraded along the way as well. A major water main break on Labor Day caused one of the largest boil water orders that anyone could remember. Our Water Distribution crew is to be commended for the way they handled that emergency, and more importantly they are to be commended for responding to dozens of situations every year that they manage to keep from becoming major events through their hard work and dedication.

Kent Peetz gave presentations on the Jackson Wastewater Facility Plan and proposed Bio solids treatment improvements at the Southeast Missouri Engineers Club, the Illinois Water Works Association conference, and Missouri Water Environment Association conference.

George Harris, our Design-Build Coordinator has helped the City through the process of choosing contractor/engineer team for the new Police Station, our first design-build project. Staff Engineer Clint Brown is working on the APWA Public Works Certification process by reviewing all of the utility department's construction specifications and standard drawings. Clint has also worked closely with George on the design-build process.

Accomplishments for 2018

- ✓ Completed a Rate Study for the Wastewater Utility.
- ✓ An application has been submitted to the State Revolving Loan Program to finance the Wastewater Facility Plan Implementation Program.
- ✓ Williams Creek Interceptor Design is now in easement acquisition phase.
- ✓ Kimbeland Lift Station Upgrade and Bypass Project is now in easement acquisition phase.
- ✓ Klaus Park Force Main Upgrade project is in design phase.
- ✓ Wastewater Influent Meter project is in design phase.
- ✓ Wastewater Local Limits Survey was completed and submitted to MDNR for review.
- ✓ Wastewater Pretreatment Ordinance is mostly rewritten, but awaiting completion of the Local Limits Survey so that new industrial discharge limits can be incorporated.
- ✓ The new wastewater discharge permit was issued to the City for review. After comments from the City, it was withdrawn by MDNR for additional review. We are currently

performing additional sampling for metals to attempt to get them removed from the permit when it comes out for review next year.

- ✓ Completed the Water System Facility Plan Implementation Project Group 1C.
- ✓ Project scoping for Phase 2 of the Water System Improvements is complete.
- ✓ The Citywide Transportation Plan was completed.
- ✓ Additional turn lanes were added to Deerwood Drive at North High Street, and on East Main Street at Shawnee Boulevard.
- ✓ A traffic signal intersection project was designed and bid for East Main Street and Oak Hill Road. This project includes sidewalk along East Main Street and grading at the Jackson Civic Center site.
- ✓ A roundabout project is being designed for the intersection of East Main Street and Shawnee Boulevard.
- ✓ Annual asphalt and concrete street projects were completed, which included substantial improvements on West Mary Street and North Farmington Road.
- ✓ Stop signs and student pickup lanes were added around the Jackson R-2 and St. Paul Lutheran Schools.
- ✓ Utility relocations were coordinated with MoDOT projects on West Independence Street, South Farmington Road, East Jackson Boulevard, and Center Junction.
- ✓ Lift station and force main sections are being added to the Wastewater Utility Construction Specifications.

Projected Accomplishments for 2019

- ◊ Bonds for Phase 2 of the Water System Facility Plan Implementation Program will be sold and design work will commence.
- ◊ Design work for the Wastewater Facility Plan Implementation Program will begin.
- ◊ Wastewater flow monitoring will be performed in the Goose Creek and Rocky Branch watersheds to determine where the leaks are located in the wastewater collection system.
- ◊ Wastewater Influent Meter Project construction.
- ◊ Wastewater Local Limits review completed by MDNR.

- ◊ Wastewater Pretreatment Ordinance completed and submitted to MDNR for review.
- ◊ Kimbeland Lift Station Upgrade and Bypass construction.
- ◊ Williams Creek Interceptor Sewer construction.
- ◊ Receive and review new Wastewater Discharge Permit from MDNR.
- ◊ Construction of intersection realignment and traffic signal at Oak Hill Road and East Main Street.
- ◊ Complete design of roundabout at Shawnee Boulevard and East Main Street.
- ◊ Work through utility relocations on MoDOT projects on North High Street and at Center Junction.
- ◊ Complete the addition of lift station and force main sections to the Wastewater Utility Construction Specifications.

Sanitation Department

Ted Scholl, Foreman



In 2018 the Sanitation Department collected curbside/special pickups totaling 3,739.07 tons of trash, including Clean-Up/ Fix-Up Week. That week alone, we collected 325.27 tons which is a bit down from 2017. The yearly total was 66.40 tons more than that from 2017. As in the past we had a great team effort from staff and the efforts from other departments. One serious injury was Teddy Scholl who experienced a torn rotator cuff on June 14, which required surgery and five months of recovery and light duty. A couple of minor back issues required a doctor's attention but were not serious.

Our other event was E-cycle Day on June 2 netted 8.14 tons of electrical and other items to recycle, which was almost two tons more than last year. Midwest Recycling

was on hand to do a lot of the hard work that day.

The total for the year in E-cycling was 26.45 tons, which again includes the E-cycle event and one-half ton less than last year's total. Again this year we hauled appliances and various scrap metal to Sides Metal Recyclers in Cape. That total was 21.60 tons. Now comes the second biggest item, which is the Recycling Center. The total for the year was 500.28 tons, which was down from the past three years. We hauled uncountable loads of yard waste to holding area at Water Well #7.

We had several personnel changes through the year and now have six crew in Sanitation/Recycling with two qualified CDL drivers. They are Josh Wills, who is a transfer back to Sanitation from Electric Line crew, and Ty Jones is a new hire. We also hired Josh Goza as Sanitation Loader. Crews also built a new concrete bunker for glass recycling, and our glass now goes to Ripple Glass in Kansas City.

Accomplishments 2018

- ✓ Collected residential trash
- ✓ Operated the Jackson Recycling Center
- ✓ Picked up yard waste at curb twice a month

- ✓ Hosted E-cycle Day on June 2, 2018
- ✓ Held the annual Clean-Up/Fix-Up Week on June 11-June 15, 2018
- ✓ Maintained grounds and buildings in Sanitation Department and Recycling Center
- ✓ Completed weekly truck maintenance
- ✓ Cleaned up after each night of Homecomers
- ✓ Built new glass recyclables bunker
- ✓ Assisted with snow removal
- ✓ Painted office and breakroom

Projected Accomplishments for 2019

- ◊ Keeping full staff
- ◊ Getting staff CDL-qualified
- ◊ Picking up regular residential routes
- ◊ Picking up curbside yard waste on the first and third full weeks of each month
- ◊ Hauling off yard waste from collection pits
- ◊ Clean brush, weeds, and trash from creek bank and behind Sanitation building
- ◊ Replace signage in and around trash/recycle/yard waste pits
- ◊ Host E-cycle Day event
- ◊ Hold annual Clean-Up/ Fix-Up Week
- ◊ Work on a different way to incorporate Clean-Up/ Fix-Up Week
- ◊ Clean up every morning after Homecomers
- ◊ Assist with snow removal
- ◊ Finish tin and drip lip at loading dock at Recycling Center
- ◊ Work on curbside recycling estimates
- ◊ Perform regular truck and grounds maintenance



Pictured:

Top left: Josh Wills

Above: Travis Payne

Left: Josh Goza and Ty Jones

TONS OF RECYCLED GOODS (Jan-Dec)			
	2016	2017	2018
Cardboard	178.57	186.19	191.68
Residential Single	104.85	131.72	102.1
Pete #1	27.89	33.27	33.95
Natural #2	7.96	12.82	7.54
Mixed Colors #2	12.03	8.34	12.11
Office Paper/Junk	34.19	34.46	7.61
Aluminum	4.9	5.02	4.96
Mixed Metal	20.82	19.11	17.74
Newspaper	70.15	47.88	46.35
Magazines	52.58	51.26	40.49
Grocery Sacks	2.19	.55	.32
Paper Loose			31.49
Grade C			3.07
E-Waste	58.50	27.09	26.45
TOTAL	574.63	557.71	499.41

Street Department

Danny Youngerman, Foreman

This year along with our regular duties, we installed 40' of 18" concrete storm sewer pipe under the street at 336 Timber Ln., we straightened and rip-rap the ditch project at 2990 S. Old Orchard Rd., dug up and repaired the asphalt street at the railroad tracks on Monroe St. from the damage caused by a train derailment. We painted left turn lanes on Deerwood Dr. at N. High St., we also pressure washed the five Welcome to Jackson gateway signs and painted the black frames, we also installed ADA handicap ramps on E. Adams St. at S. Georgia St., and on W. Main St. at S. Farmington Rd., we repaired the guard rail at the bridge on W. Jackson Trail. We painted a pick up/drop off lane for the new school project, added a 3-way stop at the intersection of W. Jefferson St. and S. Oklahoma St., added a 4 way stop at the intersection of W. Adams St. and S. Oklahoma St., and also added a 3 way stop, left turn lane and crosswalk on S. Oklahoma St. at the Jackson High School event center building. We also repaired the ceiling and painted the exterior of the sign room building, we straighten and rip rap ditches at the 700 block of Oak Hill Rd., Kidron St., and 2437 Bainbridge Rd. and on E. Washington St. and Lilly Ave. The Street Department also cut trees and brush out of city maintain detention basins. We also cut sprouts away from box culverts on E. Main St., Oak St. and Jackson Ridge Subdivision. Our street inspectors performed daily inspections on three projects that were bid out this year as well as the Independence Center Sixth Subdivision.



- The concrete street patch program was awarded to Lappe Cement Finishing from Perryville.
- The asphalt overlay and patch program was awarded to Jokerst, Inc. from St. Genevieve.
- The water line upgrade project was awarded to Jokerst, Inc. from St. Genevieve.
- Our winter weather operations program includes: pretreating the streets with salt brine, rock salt, cinders, six salt spreaders and seven trucks with snow plows in the Street Department. If needed, we have an additional six plow trucks from other city departments to help keep the streets clean, clear, and safe. Last year we used 120 tons of salt brine, 250 tons of rock salt, and 70 tons of cinders for our winter weather operations.

Throughout the year we continue to work hard to maintain our regular duties along with special projects to help keep the city looking good and to serve the citizens needs of the City of Jackson.

Accomplishments for 2018

- ✓ Completed annual concrete street patch repair program, asphalt overlay, and patch program and the water line upgrades in project phase 1-C.
- ✓ Installed 40' of 18" diameter concrete storm sewer pipe at 336 Timber Ln.
- ✓ Installed left turn lanes on Deerwood Dr. at N. High St.
- ✓ Construction ADA handicapped ramps on E. Adams St. at S. Georgia St.
- ✓ Installed ADA handicapped ramps on W. Main St. at S. Farmington Rd.
- ✓ Cleaned out and cut brush and trees at city maintained detention basins.
- ✓ Pressure washed and painted the black frames on the five Welcome to Jackson gateway signs.
- ✓ Cut, reshape, and rip-rap ditches at 2437 Bainbridge Rd., 700 block of Oak hill Rd., E. Washington St. and Lilly Ave., and Kidron St.
- ✓ Repair asphalt on Monroe St. at the railroad tracks from a train derailment.
- ✓ Completed the straightening and rip-rap ditch project at 2990 S. Old Orchard Rd.
- ✓ Painted a pick-up/drop-off lane on S. Colorado St. and W. Jefferson St.
- ✓ Add a 3-way stop on W. Jefferson St. at S. Oklahoma St.
- ✓ Add a 4-way stop on W. Adams St. at S. Oklahoma St.
- ✓ Add a 3-way stop, left-turn lane, and a crosswalk on S. Oklahoma St. by the Jackson High School Event Center.
- ✓ Repaired the ceiling and painted the exterior of the sign room building.
- ✓ Repaired utility patches and street failures on public rights of way.
- ✓ Clean drains, drop boxes, and pipes.
- ✓ Maintain all gravel roads and clean ditches.
- ✓ Install and replace signs around town.

- ✓ Daily inspections on the Independence Center Sixth Subdivision, the water line upgrade project phase 1-C, the concrete street patch program, and the asphalt overlay and patch program.
- ✓ Barricaded streets for special events, holidays, Homecomers, Band Festival, Oktoberfest, parades, 5K runs, block parties, and car shows.
- ✓ Painted crosswalks, stop blocks, centerlines, turn lanes, arrows, parking areas, and yellow curbs.
- ✓ Attend monthly safety meetings.
- ✓ Attend Missouri LTAP training courses.
- ✓ Mowed rights of way, city lots, and bridges.
- ✓ Trimmed tree limbs on public rights of way.
- ✓ Burned brush piles at Water Well #7.
- ✓ Sweep city streets.
- ✓ Clean up storm debris.
- ✓ Repair damaged city property from accidents.

Projected Accomplishments for 2019

- ◊ Start repairing our yearly MoDOT bridge inspection repair list.
- ◊ Build access road, install 32' of 30" diameter concrete storm sewer pipe and a 150' x 300' parking lot for the Brookside Park new ball field project.
- ◊ Seal asphalt sidewalk on E. Main St. from Shawnee Blvd. to Lacey St.
- ◊ Construct a 600' ADA walkway in the City Park.
- ◊ Seal bridge decks on W. Main St. and W. Adams St.
- ◊ Frame and install a 12' x 12' overhead door at the Emma St. building.
- ◊ Begin the new Oakshire Park recreation trail.
- ◊ Continue to rip rap ditches that causes washouts.
- ◊ Install 40' of 30" diameter storm sewer pipe on E. Washington St. at Lilly St.

- ◊ Assist other city departments with city projects.
- ◊ Continue our normal street maintenance duties which include: repairing utility patches, street failures and street pops, storm sewer repairs, gravel road maintenance and cleaning ditches, mowing of right of ways, city lots and bridges, street painting operations, sweep streets, trim limbs on rights of way, installing and changing out signs, cleaning out and repairing drop boxes, cleaning drains and pipes, cleaning up city lots, burning brush piles at well 7, daily inspections on city projects, maintenance on city equipment, repair damage to city property from accidents, cleaning up storm debris, and construction of special projects.

Wastewater Utilities Department

Kenny Gibbar, Foreman

Much of 2018 was spent implementing the Wastewater Facility Plan that was completed in 2017. A Utility Rate Study was performed to formulate a way to pay for the proposed projects. The study recommended selling bonds in 2020 so that we can use the funds from retiring bonds to help pay for the needed improvements. The design work for the first round of projects at the wastewater treatment facility will begin before the end of this year.

The Local Limits Survey is still under review by MDNR. The final evaluation of this document will determine new local wastewater discharge limits for industrial users. The new discharge limits will be incorporated into the Pretreatment Ordinance that is currently being rewritten to comply with updated EPA guidelines and the Code of Federal Regulations.

Land-application of the bio solids left over from the wastewater treatment process was contracted out to Midwest Injection of Cascade, Iowa. This arrangement is working well for the City and we intend to renew the contract for a second year.

Easement acquisition is underway for the Williams Creek Interceptor and Kimbeland Lift Station Upgrade projects. Both of these projects will increase the capacity of our collection system on the east side of town.

A project to install an influent flow meter is being designed for the Wastewater Treatment Facility. This will help to determine the amount of water treated and the instantaneous peak inflow.

A lightning strike destroyed several pieces of equipment and damaged wiring at the Wastewater Treatment Facility in August. After a few months of repairs and discoveries, our operators believe all of the damage has been found and repaired; only time will tell.

Sharon Raines, our Wastewater Laboratory Technician, obtained her Class-A Wastewater Operator Certification.

The 2018 Sewer Lining Project installed 2,523 feet of 8-inch, and 489 feet of 10-inch cured-in-place-pipe (CIPP) within old clay tile pipe to prevent groundwater and roots from entering the sewer.

Our Wastewater operators successfully installed 10 manhole rain caps, land applied 1,394,400 gallons of bio solids, rodded and hydro-flushed 229,021 feet of sanitary sewer, and successfully recycled 543,500,000 gallons of wastewater into clean water meeting the definition of fishable and swimmable waters of the State. Smoke testing of 2,181 feet of sewers and manholes was completed in the McKendree Crossing Subdivision.

Accomplishments for 2018

- ✓ A Wastewater Rate Study was completed to determine the best way to finance projects proposed by the Wastewater Facility Plan. A State Revolving Fund loan will be financed by selling bonds in 2020.
- ✓ The Local Limits Survey was submitted to MDNR for review. This report will establish new industrial wastewater discharge limits. Once it is completed our consultant will incorporate the new limits into our Pretreatment Ordinance.
- ✓ Influent Flow Meter Project is being designed.
- ✓ Easements are being acquired for the Williams Creek Interceptor Project and the Kimbeland Lift Station Upgrade Project.
- ✓ Bio solids application was contracted out.
- ✓ Repairs were completed to plant equipment and wiring following a lightning strike.
- ✓ Klaus Park Force Main design is nearly complete.
- ✓ After comments were submitted on our new wastewater discharge permit, it was withdrawn by MDNR for further review pending new guidance to be released by EPA in December. We believe it will be revised and reissued early next year.
- ✓ The 2018 Sewer Lining Project installed 2,523 feet of 8-inch, and 489 feet of 10-inch cured-in-place-pipe (CIPP) within old clay tile pipe to prevent groundwater and roots from entering the sewer. These “trenchless” sewer repairs prevent damage to streets, yards, and adjoining utilities, while repairing aging clay-tile sewers and preventing backups and overflow, as well as keeping out storm water inflow and infiltration.
- ✓ Sharon Raines, Wastewater Laboratory Technician, obtained her Class-A Wastewater Operator Certification.
- ✓ A total of 1,491,384 gallons of liquid bio solids were applied to farmland as fertilizer by our operators.
- ✓ A total of 229,021 feet of sewer pipes were cleaned by our operators as part of the ongoing rodding and hydro-flushing maintenance program.
- ✓ A total of 2,181 feet of sewer and manholes were smoke-tested to identify sources of storm water inflow and infiltration.
- ✓ Ten manhole rain caps were installed to stop storm water infiltration through manhole lids.

- ✓ A total of 543.5 million gallons of wastewater were recycled into clean, swimmable, and fishable waters of the state.

Projected Accomplishments for 2019

- ◊ The design process for the Wastewater Facility Plan Implementation Program will begin. Several projects at the Wastewater Treatment Facility will repair or replace aging equipment. One project will introduce a completely new process to handle the treatment and thickening of bio solids from the wastewater treatment process.
- ◊ Flow monitoring will be performed in the Goose Creek and Rocky Branch watersheds to determine the locations of leaks into the sanitary sewers.
- ◊ Complete design and construct the Influent Metering Structure.
- ◊ Complete Wastewater Pretreatment Ordinance update and submit to MDNR.
- ◊ Williams Creek Interceptor construction.
- ◊ Receive and review new Wastewater Discharge Permit from MDNR.
- ◊ Kimbeland Lift Station Upgrade construction.
- ◊ Complete, adopt, and publish new Wastewater Gravity and Lift Station Construction Specifications.
- ◊ Develop project documents and bid out a manhole repair project.
- ◊ Develop project documents and bid out a sewer lining project.

Water Utilities Department

Brad Noel, Foreman

The Water Utility Department continued with the oversight of the Water System Facility Implementation Project in 2018. During this year mains were replaced on Harmony Lane, White Oak Street, North Street, Howard Street, North Neal Street, South High Street, Monroe Street, Lilly Street, Washington Street, and Highway 25 South. Along with that oversight, we took care of our daily work orders and maintenance. We repaired 14 water main breaks, seven service line leaks, changed out 40 dead water meters, made 11 water taps, and set 49 new meter settings. We continued with the Automated Meter Reading (AMR) project by changing out 375 meters and have now converted all of the existing in-ground meters in the system over to AMR, all of this work totaled 464 full AMR systems installed in 2018. We also restored 54 yards that were disturbed from main breaks, service line leaks, or meter work. We continued our diligent work in the water plant to provide our citizens with the best quality water we possibly can. Restorations and cleanings of the Plant Tower and the I-55 Tower were also completed this year as well as the completion of the small truck loading dock behind Plant #2.



Accomplishments for 2018

- ✓ Completed installation of new small truck loading dock on Plant #2 building
- ✓ Set 49 new meter settings
- ✓ Changed out 40 dead meters
- ✓ Changed out 375 meters converting to AMR
- ✓ Completed 464 AMR installations
- ✓ Made 11 water taps
- ✓ Operated water main valves

- ✓ Read meters monthly
- ✓ Completed annual leak detection program
- ✓ Repaired 14 water main breaks
- ✓ Repaired seven service line leaks
- ✓ Conducted general maintenance
- ✓ Located and carded curb stop locations
- ✓ Training for crew members
- ✓ Assisted in the completion of Phase 1 of Water Bond Issue
- ✓ Restored 54 yards
- ✓ Plant and East Tower Restorations

Projected Accomplishments for 2019

- ◊ Continue with AMR installations of remaining inside meters
- ◊ Make water taps
- ◊ Set new meter settings
- ◊ Operate water main line valves
- ◊ Read meters monthly
- ◊ Change out dead meters
- ◊ Complete annual leak detection program
- ◊ Repair water main breaks as necessary
- ◊ Repair service line leaks as necessary
- ◊ Conduct general maintenance
- ◊ Locate and card curb stop locations
- ◊ Training for crew members
- ◊ Assist in the completion of Phase 2 of Water Bond Issue

- ◊ Removal of Hwy. 61 booster pump station
- ◊ Get curb stop locations placed into the GIS Mapping System



Five-Year Capital Expenditure Plan

The City of Jackson staff prepares, as a part of the Annual Accomplishments Report, the 5-Year Capital Expenditure Plan. The Plan is used for discussions with the Mayor and Board of Aldermen on policy priorities during the budget process and provides a long-term planning tool for City departments for service and project development. It also forecasts the resources that will be available for service increases or improvements. The Plan is designed to insure that operating revenues for new services or new capital expansions will be available in future years to maintain new buildings or equipment or operate the expanded services after they have come online. The Plan may change significantly from year to year, due to changes in the local economy that impact the revenue stream, changes in Board policies or goals, or legislative changes at the state and federal level that impact service provision or available revenues.

The following section consists of estimated future expenditures for equipment, projects, and anticipated needs for additional personnel. The values are not precise, but intended to provide a general magnitude for future planning purposes.

5 YEAR CAPITAL EXPENDITURE PLAN

Department Equipment

Department	2020	2021	2022	2023	2024
Building Maintenance					
New computer				\$1,500	
Building & Planning					
Computer replacements/upgrades	\$1,600	\$1,600	\$1,600	\$4,000	\$1,600
Additional ArcGIS licenses/upgrades	\$3,000				
Trimble GPS unit		\$10,000			
Inspection vehicle - truck or SUV			\$25,000		
Cemetery					
Tractor with front loader	\$35,000				
Small zero-turn mower			\$6,500		
Replacement pick-up truck					\$35,000
City Clerk					
Archive scanning system	\$5,000				
Copier/printer replacement		\$6,000			
Office machines	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Upgrade phone system			\$3,000		
New microphones - Board Room	\$1,200.00				
Storage cabinets for archive documents					\$15,000
Civic Center					
Backup generator			\$120,000		
Irrigation system				\$20,000	
Electric Distribution					
VST 47 bucket truck	\$140,000			\$150,000	
Replacement pick-up truck		\$38,000		\$39,000	
Fire Department					
Chief vehicle replacement	\$38,000				
Extrication equipment replacement		\$15,500		\$15,500	
Pagers/radio upgrade		\$15,000		\$20,000	
Replacement computers	\$2,500	\$3,000	\$3,000	\$3,000	
Mobile data terminal for apparatus	\$7,500				
Thermal imaging camera replacement			\$17,000		
Tint for glass on station bays	\$4,500				
Replacement generators	\$12,000				
Water softener system for Station No. 2	\$6,000				
Fleet Maintenance					
Roof over waste oil pit - refuse area	\$6,900				
Information Technology					
Network upgrade/changes		\$15,000		\$15,000	
Printer/scanner replacement/addition	\$5,000		\$2,500		
Computer replacements	\$3,000		\$3,000		
Server upgrade/addition	\$5,000			\$30,000	
Financial software upgrade		\$50,000			
Firewall replacement/upgrade	\$12,000				\$5,000

Department Equipment

Department	2020	2021	2022	2023	2024
Park & Recreation					
Develop one ball field in new Brookside Park	\$160,000				
Pick-up truck 4WD with tool cabinet	\$35,000				
Develop one ball field in new Brookside Park					\$160,000
Construct dog park in Litz Park		\$40,000			
Front deck mower		\$14,500			
Replace playground at pavilion #5 in City Park			\$30,000		
Replace tennis court fence in City Park			\$20,000		
Replace playground by pavilion #1 in City Park				\$40,000	
Replace tennis court fence in Litz Park				\$20,000	
Construct new pavilion in Brookside Park				\$75,000	
Front deck mower					\$14,500
Police					
Tasers	\$7,500	\$8,000	\$8,000		\$8,000
In-car videos	\$8,050	\$8,050	\$8,050	\$9,000	\$9,000
Automobiles	\$85,000	\$85,000	\$90,000	\$90,000	\$90,000
Bulletproof vests		\$3,000			
Radars		\$6,335	\$7,000	\$7,000	
Computers	\$2,000	\$2,000	\$2,000	\$2,000	
Copier machine	\$8,000		\$8,000		\$8,000
Handheld radios		\$37,000		\$37,000	
Mobile laptops		\$8,000		\$8,000	\$8,000
New K9/dog		\$14,000			
Body worn cameras	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000
Weapons/equipment		\$5,000		\$5,000	
Power Plant					
Engine #9 louvers			\$10,000		
Catwalks around radiators	\$8,500				
Computer			\$3,000		
Electric security gate		\$8,000			
Replace upper fuel tanks				\$50,000	
SCADA automation upgrade		\$50,000			
Truck	\$35,000				\$40,000
Scissor lift	\$15,000				
Public Works					
Computer	\$1,600				
New vehicle		\$30,000			
Sanitation					
New trash truck	\$175,000		\$195,000		\$210,000
New vertical baler at Recycling Center	\$12,000		\$15,000		
Hot Steam Pressure Washer		\$8,000			
Addition to Recycling Center		\$15,000			
New ½ ton 4x4 truck			\$30,000		
New horizontal baler				\$110,000	
Street					
Two ton dump truck			\$170,000		

Department Equipment

Department	2020	2021	2022	2023	2024
Two-yard stainless steel salt spreader		\$10,000		\$10,000	
3/4 ton service truck		\$35,000			
Riding mower				\$23,000	
Boom mower	\$70,000				
Street sweeper					\$150,000
Five-yard stainless steel salt spreader		\$20,000		\$20,000	
Hand held radios	\$900		\$900		
Replace overhead doors in shed				\$50,000	
Salt brine mixing tank		\$5,000			
One-ton 4x4 dump truck with plow	\$8,000				
WWTP					
Biosolids blower replacement	\$80,000				
Wastewater sampler	\$4,000		\$4,000		\$4,000
Lab incubator	\$5,000				
Stormwater pumps		\$20,000			
Pressure washer vacuum truck		\$370,000			
Sludge transfer pump		\$5,000			
Repair building flat roofs			\$28,000		
Service truck			\$49,000		\$49,000
Sewer rodder			\$60,000		
Water Line					
One-ton 4-wheel drive service truck		\$36,000.00			
Backhoe			\$95,000.00		
Department Equipment Total:	\$1,014,250	\$967,485	\$926,050	\$840,500	\$813,600

5 YEAR CAPITAL EXPENDITURE PLAN

Special Projects

Department	2020	2021	2022	2023	2024
Building Maintenance					
Paint exterior building of City Hall	\$20,000				
New roof on City Hall		\$100,000			
Overlay parking lot at City Hall			\$30,000		
Various upgrades				\$35,000	
Upgrade board room of City Hall					\$30,000
Building & Planning					
Comprehensive Plan Update	\$90,000				
Civic Center					
Additional parking lot	\$75,000				
Meeting room floor replacement	\$30,000				
Additional sound panels in gym/safe room		\$50,000			
Security cameras		\$20,000			
Meeting room expansion					\$337,500
Electric Distribution					
Electric System Utility Rate Study			\$50,000		
Consulting engineering (other projects)	\$60,000	\$60,000	\$60,000	\$60,000	
Three Phase meter testing	\$20,000	\$20,000	\$20,000	\$20,000	
Annual tree trimming program	\$140,000	\$140,000	\$145,000	\$150,000	
Construction cost for 34.5 KV Loop to West Substation	\$1,000,000				
Directional boring program	\$75,000	\$75,000	\$75,000	\$75,000	
AMR	\$10,000	\$10,000	\$10,000	\$10,000	
North Substation build-out and engineering				\$100,000	\$2,500,000
Electrical System Coordination Study and Model				\$45,000	
East Jackson Blvd. Street Lighting Project					\$1,000,000
Engineering and bidding for S. Farmington Rd. extension and easements		\$75,000			
South Farmington Rd. construction cost			\$350,000		
Add 1Ø 1/0 UG Tie Line				\$5,000	
Install a 300 kVAR fixed capacitor bank				\$5,000	
Install a 300 kVAR fixed capacitor bank				\$5,000	
Add 3Ø 336 ACSR Tie Line				\$7,000	
Add 3Ø 4/0 UG Tie Line				\$25,000	
Install high side protective device				\$40,000	\$40,000
Install a 300 kVAR Fixed Capacitor Bank				\$4,000	
Construction Work Plan/System Study Update		\$100,000			
Add 3Ø 4/0 UG Tie Line			\$25,000		
Electric System Study					\$60,000
Install Transmission Zone Protection					\$85,000
Rebuild 73 Transmission Feeder		\$600,000		\$750,000	
Grading and site preparation for S. Old Orchard Rd. Substation				\$1,000,000	
Engineering for Commercial Electrical Corridor			\$250,000		
Construct S. Old Orchard Rd. Substation					\$100,000
Breaker Upgrade West Substation		\$100,000			
Pole Relocations at Shawnee Blvd. and E. Main St.				\$100,000	
Engineering					

Special Projects

Department	2020	2021	2022	2023	2024
Asphalt pavement overlay/restoration		\$300,000			
Storm Sewer Lining Program	\$50,000		\$50,000		\$50,000
Bridge maintenance and repair	\$150,000	\$250,000	\$100,000	\$100,000	\$100,000.00
Bridge replacement projects	\$350,000			\$350,000	
Shawnee Blvd. and E. Main St. Roundabout		\$1,000,000.00			
Fire Department					
Rescue engine replacement (two-year process) 3-7 year lease purchase	\$450,000 (Order engine)	Receive engine			
Ambulance		\$120,000			
Additional firefighter to replace promoted Training/Ops Chief	\$32,000				
FF/EMTs (total of three)		\$105,000			
Fire Station No. 1 Renovations	\$2,000,000				
Wastewater Plant					
Sludge Treatment Upgrade	\$311,000	\$1,393,000			
Screen Building Modifications	\$20,000	\$66,000			
Administrative (Control) Building	\$103,000	\$467,000			
Plant SCADA	\$13,000	\$36,000			
Plant Structural Rehabilitation	\$48,000	\$162,000			
Oxidation Ditch Basic Upgrade	\$318,000	\$1,019,000			
Screw Pump Rehabilitation	\$158,000	\$696,000			
Splitter Box Weir	\$9,000	\$21,000			
Clarifier Rehabilitation	\$162,000	\$713,000			
Union Street Lift Station Upgrade	\$64,000		\$156,000		
Flow monitoring (collection system)	\$100,000				
Pump station SCADA system	\$19,000		\$36,000		
I&I Inspections - Elwanda Dr. watershed	\$285,000				
I&I Inspections - Goose Creek watershed	\$800,000				
Hubble Creek Interceptor - Reach A (Phase 1)	\$176,000		\$1,036,000		
I&I Rehabilitation - Elwanda Dr. watershed				\$534,000	\$1,503,000
I&I Rehabilitation - Goose Creek watershed				\$951,000	\$2,672,000
Old Toll Road Interceptor Sewer				\$342,000	\$1,165,000
East Hubble Creek Trunk Sewer				\$278,000	\$1,008,000
Klaus Park Force Main Upgrade	\$1,200,000				
Water Plant					
Water System Facilities Implementation Project	\$1,200,000	\$1,600,000	\$1,000,000	\$1,000,000	\$1,000,000.00
Removal of water plant facilities	\$200,000.00				
Special Projects Total:	\$8,218,000	\$7,648,000	\$2,378,000	\$3,555,000	\$7,498,000

5 YEAR CAPITAL EXPENDITURE PLAN

Street Improvements

Department	2020	2021	2022	2023	2024
Asphalt Overlays					
N. Farmington Rd.	\$150,000				
Greensferry Rd.		\$260,000			
N. Georgia St.		\$100,000			\$140,000
S. Daisy St.			\$150,000		
Morgan St.	\$140,000				
E. Adams St.					\$150,000
N. Farmington Rd.				\$200,000	
Old Toll Rd.			\$300,000		
N. Missouri St.				\$150,000	
N. Russell Ave.	\$90,000	\$90,000	\$90,000		\$140,000
Ward 1	\$10,000	\$5,000	\$10,000		\$10,000
Ward 2	\$10,000	\$5,000	\$5,000	\$10,000	\$5,000
Ward 3	\$5,000	\$10,000			
Ward 4	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Concrete Repairs					
E. Main St.	\$20,000		\$20,000		\$20,000
S. Shawnee Blvd.	\$20,000	\$15,000	\$10,000	\$10,000	\$10,000
Lee Ave.	\$25,000	\$20,000	\$20,000	\$20,000	\$20,000
W. Jackson Trail	\$20,000		\$20,000		\$20,000
Broadridge Dr.	\$15,000		\$15,000		\$15,000
Diana Dr.	\$15,000	\$10,000		\$10,000	
Old Cape Rd .		\$20,000	\$10,000		\$10,000
Greensferry Rd.		\$10,000		\$10,000	\$10,000
Sidewalks, handicapped ramps, and domes	\$15,000	\$20,000	\$20,000	\$20,000	\$15,000
Ward 1	\$20,000	\$20,000	\$10,000	\$10,000	\$10,000
Ward 2	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Ward 3	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Ward 4	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Street Improvements Total:	\$595,000	\$625,000	\$720,000	\$480,000	\$615,000

Jackson City Employees

Department	FirstName	LastName
Accounts Payable	Crystal	Reid
Administration	Larry	Koenig
	James	Roach
Administrative Services	Rodney	Bollinger
Building and Planning	Ginger	Earnest
	Stephen	Grant
	Richard	Kramer
	Larry	Miller
	Janet	Sanders
Building Maintenance	Brent	Reid
Cemetery	Joseph	Schreiner
	David	Shuffit
	Mark	Venable
Civic Center	Jason	Lipe
Clerk	Ladonna	Glenn
	Wendy	Seabaugh
	Liza	Walker
Collector	Lisa	Beussink
	Debra	Lohman
	Alicia	Wolfenhoehler
Electric Line	James	Beil
	Timothy	Burroughs
	James	Crowden
	Todd	Martin
	Kyndel	Page
	Stephen	Rodgers
	Donald	Schuette
Engineering	Corey	Trowbridge
	Clint	Brown
Fire Department	Dalton	Abernathy
	Justin	Angle
	Bradley	Biri
	Timothy	Bleichroth
	Ryan	Davie
	Randy	Davis
	Justin	Farrar
	Michael	Gentry
	Robert	Greif
	Gregory	Hecht
	Samuel	Herndon
	Gene	Kerns
	Ronald	Kiplinger
	David	Medlock

Jackson City Employees

Department	FirstName	LastName
	Sean	Mitchell
	Jason	Mouser
	Brandon	Page
	Stetson	Proffer
	Martha	Reiminger
	Blake	Stone
Fleet Maintenance	Benton	Wood
	Kirk	Anderson
	Shawn	Burkhart
Human Resource	Toby	Hendrix
	James	Wiseman Jr
	Joan	Evans
Information Technology	Sarah	Moonier
	Shane	Anderson
	Jeffery	Craft
Park	David	Smith
	Eric	Welch
	Johnna	Bollinger
	Baylie	Bonney
Police Department	Alex	Broch
	Danny	Brosnan
	Sahalya	Christeson
	Rachel	Coleman
	Cord	Cooper
	Bradley	Eakers
	Jamie	Freeman
	Christopher	Green
	Jacob	Hanna
	Anthony	Henson
	Megan	Houseman
	James	Humphreys
	Jonathan	Jensen
	Billi	Knight
	Carl	Kurtz
	Timothy	Lester
	Justin	Lotts
	Chad	Ludwig
	Julie	Marlin
	Nicole	Nesbit
	Carerra	Patterson
	Cody	Polley
	Austin	Reed
	Neil	Reitenbach

Jackson City Employees

Department	FirstName	LastName
	Robert	Rose lii
	Kimberly	Shuck
	Ronald	Styer
	Ryan	Thieret
	Tyler	Trierweiler
	Rick	Whitaker
Power Plant	Jason	Wilhelm
	Michel	Biri
	Charles	Reed
Public Works	J	Stortz
	Kent	Peetz
Solid Waste	Tyraus	Jones
	Justin	O'Kelly
	Travis	Payne
	Teddy	Scholl
	Joshua	Wills
Street	Jordan	Daugherty
	Michael	Dougan
	Brian	Mcclanahan
	Kyle	Mowery
	Stephen	Oliver
	Ryan	Thiele
	Coty	Wills
	Danny	Youngerman
Wastewater	Kenneth	Gibbar
	Aaron	Mcelrath
	Michael	Neal
	Sharon	Raines
	Dustin	Smithey
	Tyson	Valleroy
Water Line	Rick	Hutteger
	Oleksandr	Mostovskyi
	Brad	Noel
	Carl	Pulliam
	Ryan	Sides
Water Plant	Joel	Bert
	Ronald	Mitchell