



# Annual Accomplishments

## 2022







# CITY OF JACKSON

## ANNUAL REPORT 2022

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## **City Administrator**

### **Jim Roach**

Many infrastructure improvement projects were completed with the close of 2022. Several more are ongoing, with ambitious plans for 2023. The city was also successful in obtaining various grants, which totaled \$473,353.65. Numerous other important projects and activities were completed in 2022. They are described in the following departmental reports by the city's supervisory staff.

It is my privilege to present the City of Jackson's 2022 list of accomplishments and our goals for 2023. Also included at the end of this report is a section outlining potential capital expenditures for the next five years.

The annual report consists of four sections:

- The Comprehensive Annual Report
- Five-Year Capital Expenditure Plan
- List of Employees
- Photos

## **Administrative Services**

### **Rodney Bollinger, Director**

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 high-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 2022 to a close. As I begin my sixth 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.

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

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 position continues to be. Fortunately, my 31 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, easement acquisition services for several proposed street, electric distribution, water distribution, sanitary sewer, and recreation trail projects, ongoing contract administration, and grant writing.

In 2022, a total of 50 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, and allows the City staff to better review and manage the permits.

As I look back with pride on another successful year, I anticipate an even more productive 2023. 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 2023 for everyone.

### **Accomplishments for 2022**

- ✓ Provided grant writing activities for the following projects:

- East Jackson Boulevard Roadway Lighting Project (MoDOT)
- Local Tourism Asset Development Grant (MoDED)

✓ Assisted in contract administration services for the following City projects:

- Jackson Civic Center Directional and Informational Sign Project
- Park Concession Stand Operations Program
- Mowing and Trimming Services Program
- Independence Day Fireworks Display Program
- Holiday Lighting Extravaganza Program
- Disposal of Stockpiled Brush Program
- North High Street Electric Relocation Project
- Water and Sewer Relocation Project on North High Street

✓ Acquired easements/property for the following City projects:

- Water System Facility Plan Implementation Project – Phase 2, Project 2B
- West Mary Street Bridge and Sidewalks Project
- Klaus Park Force Main Upgrade Project
- Lee Avenue Water Line Extension Project
- Jackson North Industrial Park Subdivision
- Nine Oaks Third Subdivision

✓ Served on the following committees and attended meetings:

✓ Supervisory activities for the Building & Planning and Sanitation Departments

✓ Served at the Certified Person in Responsible Charge at MoDOT's Local Public Agency

✓ Served as a Missouri Notary Public

- ✓ Provided public information activities (Facebook, website, and news releases)
- ✓ Provided annexation services to property owners
- ✓ Provided contract and grant writing assistance to various departments
- ✓ Processed a total of 50 Special Event Permits
- ✓ Assisted in the preparation of agenda packets for Board of Aldermen Meetings
- ✓ Attended the Mayor's Retreat on May 23
- ✓ Coordinated the E-Cycle Electronic Waste Collection Event on June 4
- ✓ Administered the Adopt-a-Street Program
- ✓ Assisted in the preparation of Monthly Departmental Updates
- ✓ Assisted in the preparation of notes for monthly Supervisors Meetings
- ✓ Administered Master Services Agreements and issued Task Order Authorizations
- ✓ Issued a total of 22 task orders for engineering services
- ✓ Prepared the semimonthly Road Closure Reports
- ✓ Assisted in the preparation of a Memorandum of Understanding for Pickleball Facility Improvement Project in Litz Park
- ✓ Prepared a Cost Share Program application to the Missouri Department of Transportation, relative to the Roundabout Project at North High Street and Deerwood Drive
- ✓ Abandoned an easement in Nine Oaks Third Subdivision
- ✓ Abandoned a portion of an Access and Parking Easement in Skinny's Subdivision
- ✓ Abandoned a part of a Utility Easement at 2131 Ripken Way in Nine Oaks Third Subdivision
- ✓ Assisted in the preparation of the City's annual report
- ✓ Received training for the Rave Mass Communication System
- ✓ Assisted in the Sewer Bond Education & Outreach Program

- ✓ Assisted in the sale of property at 110 E. Monroe St.
- ✓ Assisted in a Contract for the Purchase of Real Estate for a 1.00 acre tract of land at 2000 North High Street
- ✓ Assisted in a Memorandum of Understanding for the development of Savers Farm Subdivisions 8 and 9
- ✓ Assisted in a Memorandum of Understanding for the construction of a private retaining wall in the public right of way at 300 East Jefferson Street
- ✓ Secured a License Agreement for the City mural on East Main Street
- ✓ Assisted in a Minor Plat of Jackson Civic Center Subdivision

#### Project Accomplishments for 2023

- ◊ 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 property owners
- ◊ Provide contract and grant writing assistance to various departments
- ◊ Process special event permit applications
- ◊ Assist in the preparation of agenda packets for Board of Aldermen Meetings
- ◊ Administer the Adopt-a-Street Program
- ◊ Assist in the preparation of monthly Departmental Updates
- ◊ Assist in the preparation of Road Closure Reports
- ◊ Assist in the preparation of notes for monthly Supervisors Meetings
- ◊ Administer Master Services Agreements and issue Task Order Authorizations

- ◊ Complete the City Website Upgrade Project
- ◊ Acquire easements for the Hubble Creek Recreation Trail Project, Phase 3.
- ◊ Work with MoDOT on Highway 61 Improvements / Deerwood Roundabout Project

## **Building Maintenance Department**

### **Austin Croy, Foreman**

I took over the Maintenance Department from Brent Reid in August of this year. Brent took care of cleaning sidewalks during winter weather, painted in the Collector's Department, and finished the Howard Street house in Litz Park. I've attended Supervisors Meetings, as well as Board of Aldermen, Planning and Zoning Commission, and Zoning Board of Adjustment Meetings. I performed daily checks and cleaned all bathrooms, vacuum and mop lobby areas, vacuum offices, empty trash weekly, lock/unlock doors, and performed a walk-thru at the end of each day to set the security alarm. I picked up paychecks and delivered utility bills to Wehmeyer Printing in Perryville. I also took bills to the post office and continued city hall maintenance.

### **Accomplishments for 2022**

- ✓ Maintenance duties around City Hall
- ✓ Cleaning City Hall
- ✓ Removed snow and ice from City Hall sidewalk
- ✓ Paint walls around City Hall
- ✓ Install carpet around City Hall
- ✓ Cleaning duties in City Hall

### **Projected accomplishments for 2023**

- ◊ Maintenance duties around City Hall
- ◊ Cleaning City Hall
- ◊ Removed snow and ice from City Hall sidewalk
- ◊ Remove and Install carpet in Public Works
- ◊ Strip and wax floors in Public Works
- ◊ Maintenance duties around City Hall

## **Building & Planning Department**

### **Janet Sanders, Manager**

The city-wide annual report was compiled by our Administrative Assistant, Ginger Earnest. Her other major project of the year, in addition to daily duties, is the licensing of all contractors. The calendar year timing of the license renewals now coincides with the annual report, making December a very busy month for her. Ginger worked with our permitting software this year to make it possible for customers to now submit permit applications and payments online, which is becoming a popular feature. She also handles our customer service, permit issuance, inspection scheduling, and city-wide weekly & monthly reports, as well as miscellaneous duties for Sanitation and Public Works Departments.

Our two building inspectors, Steve Grant and Larry Miller, provide all plan reviews and building inspections. Steve continues to serve as lead plan reviewer on commercial projects and handles the majority of inspections. If all goes according to his plan, 2023 will be his last full year with the city as retirement is beckoning. Larry reviews the vast majority of the residential plans, handles floodplain reviews, and occasionally fills in as staff liaison of the Planning and Zoning Commission, Zoning Board of Adjustment, and Historic Preservation Commission if I am unavailable.

This year we began a contract with Houseal Lavigne Associates to update our Comprehensive Plan. Workshops, stakeholder interviews, and an online survey have been used to gain a variety of public input to start the process. This project will continue through most of 2023 and will be completed in the fall.

We are still attempting to migrate our map layers to ArcGIS Online and plan to add access in 2023 for the Water Department to make some map updates in the field. Tammy Chaffin continues as our GIS Technician, updating and creating maps as needed. This year she also trained members of the Street Department to use the new GPS receiver.

Marybeth Niederkorn became chair and Jeff Long became vice-chair of the Historic Preservation Commission. Dr. T. Wayne Lewis was appointed to an alternate position. One alternate position remains vacant. The city, in conjunction with Missouri Main Street Connection (MMSC), applied for grant funding for an MMSC quarterly workshop focused on historic preservation to be held in November of 2023.

Several members of the Planning and Zoning Commission changed this year. Mike Seabaugh was elected to the Board of Aldermen and left P&Z. Chris Hartline moved out of the city and Wade Bartels transferred to the Zoning Board of Adjustment/Appeals. Erik Fraley, Michelle Doughten Weber, and Angelia Thomas were appointed to fill the vacant positions. Harry Dryer is now chair and Tony Koeller was re-elected as secretary.

On the Zoning Board of Adjustment, Mike Berti moved from Jackson. Brent Wills was moved from alternate member to regular member and Wade Bartels was appointed as an alternate member. One alternate position remains vacant.

I continue to serve as secretary of the Missouri Association of Code Administrators. I also continue as staff liaison for the Planning and Zoning Commission, Zoning Board of Adjustment, and Historic Preservation Commission, and attend most Board of Aldermen meetings to represent items related to these boards and to my department. My daily duties involve subdivision development, building code enforcement, zoning issues, plan reviews for zoning, etc.

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

### Accomplishments for 2022

- ✓ The 2021 Annual Accomplishment books and Five-Year Capital Improvement Plan were completed and distributed by Ginger Earnest.
- ✓ The 2021 annual building permit report was completed and distributed by Janet Sanders.
- ✓ Houseal Lavigne Associates was contracted to update the city's comprehensive plan.
- ✓ Customers can now submit permit applications, plans, and permit payments online.
- ✓ The City entered into an agreement with Cape Land & Development, LLC to allow development of Savers Farm Subdivision to continue into the city with its only access through the county.
- ✓ Agenda preparation for the various boards & committees continues to be created in Municode Meetings software.
- ✓ Contractor licenses are now renewed on a calendar year schedule.
- ✓ A request to amend the zoning code to increase the number of children allowed at a home daycare without a special use permit was studied by the Planning and Zoning Commission and Board of Aldermen and failed.
- ✓ Plans for a new ALDI grocery store have been ready for payment and pick up for several months.
- ✓ Two employees from other departments worked in our office during their light duty recovery, scanning and filing a backlog of permits.
- ✓ Janet Sanders continued as secretary of the Missouri Association of Building Code Administrators.
- ✓ Janet Sanders and Larry Miller attended the Missouri Association of Building Code Administrators (MABA) spring conference.

- ✓ Janet Sanders and Ginger Earnest attended the Missouri Association of Building & Fire Code Officials (MABFO) / MABC conference, which was a combination of various code organizations throughout the state.
- ✓ Janet attended a FEMA map update meeting about the delayed progress of new FEMA maps.
- ✓ Janet participated in a website committee to select and interview potential vendors for an updated city website and continues to participate on the city-wide safety committee.
- ✓ A grant application was submitted as part of a partnership with Missouri Main Street Connection to fund a MMSC historic preservation workshop in Jackson in 2023.
- ✓ Tammy Chaffin attended the virtual Missouri Mappers Conference and several SEMO GIS regional meetings.
- ✓ GIS maps continue to be updated with veterans' burial locations for use by the American Legion for placement of flags at Memorial Day and by the DAR for Wreaths Across America.
- ✓ Members of the Street Department were trained in use of the GPS unit.
- ✓ Parcel, zoning, and utility maps are continually being updated and special project maps created by GIS Technician Tammy Chaffin. She is working toward migrating our mapping to ArcGIS Online.
- ✓ Online hosting of our GIS map continued with SEMO Regional Planning.
- ✓ Janet Sanders continued to serve on the Board of Directors of the Missouri Association of Building Code Administrators.
- ✓ Building Inspectors Steve Grant and Larry Miller performed 1,337 inspections in 2022 (as of this report due date of Nov. 1).
- ✓ Mike Seabaugh was again elected chairman of the Planning and Zoning Commission and was then later elected to the Board of Aldermen. Tony Koeller was again elected secretary. Erik Fraley, Michelle Doughten Weber, and Angelia Thomas were appointed as new members of the Planning and Zoning Commission, replacing Mike Seabaugh, Chris Hartlein who moved to the county and Wade Bartels who transferred to the Zoning Board of Adjustment.
- ✓ Kevin Schaper was elected to another term as chairman of the Zoning Board of Adjustment. Mike Berti moved away, and Brent Wills was moved from alternate member to regular member. Wade Bartels was appointed to fill that alternate position. One alternate position remains vacant.
- ✓ The Zoning Board of Adjustment heard 13 zoning variance requests and approved 8 variances (as of this report due date of Nov. 1). They heard and resolved 4 dangerous building cases this year.

- ✓ Marybeth Niederkorn was elected chair of the Historic Preservation Commission and Jeff Long was elected vice-chair. Dr. T. Wayne Lewis was appointed in August as an alternate member. One alternate position remains vacant.
- ✓ City Attorney Curt Poore provided an educational session for the Planning and Zoning Commission and Zoning Board of Adjustment.

#### 2022 Major Subdivisions Completed:

- Ramsey Branch Subdivision Phase 2 (63 lots)

#### 2022 Minor Subdivisions Completed

- Kara's First Subdivision (2 lots)
- Eggimann's Funny Farm Subdivision (2 lots)
- Jackson Civic Center Subdivision (1 lot)

#### 2022 Subdivisions in Progress:

- McKendree Crossing Subdivision Phase 2 (40 lots)
- Jackson North Industrial Park Subdivision (renewal of preliminary plat)
- Savers Farm Subdivision Phase 8 (40 lots)
- Savers Farm Subdivision Phase 9 (40 lots)

#### 2022 Rezonings:

- 385, 389, 391 Timber Ln. – R-1 Single Family Residential to R-4 General Residential
- 2033 W. Jackson Blvd – I-1 Light Industrial to C-2 General Commercial

#### 2022 Special Use Permits:

- 125 Court St. – gun sales – Jones Drug Store (upper level apartment)
- 2502 E. Jackson Blvd. – two 75 sq. ft. attached signs - Aldi, Inc.
- 957 W. Independence St. – high density mixed residential development – Brennon Todt
- 957 W. Independence St. – shipping containers as long term storage – Brennon Todt
- 1383 S. Hope St. – towing business – Land Escapes, LLC

#### 2022 Building Permits – top five construction projects (calculated values based on ICC formula – as of the Nov. 1, 2022 due date of this report):

- 2441 E. Main St. – new 5-unit commercial strip building - \$1,841,331.00
- 3094, 3096, 3098, 3100, 3102, 3104 Tuscany Dr. – new six-plex - \$728,580.00
- 3095, 3097, 3099, 3101, 3103, 3105 Tuscany Dr. – new six-plex - \$728,580.00
- 2336 S. Old Orchard Rd. – remodel sports building - \$500,000.00
- 2235 E. Jackson Blvd. – rebuild Burger King – 403,026.00

### Proposed Accomplishments for 2023

- ◊ Complete the city-wide annual report.
- ◊ Adopt 2021 International Building Codes
- ◊ Complete update of the Comprehensive Plan with Houseal Lavigne Associates.
- ◊ Provide Building & Planning input for new website
- ◊ Update City Cemetery maps and publish map of all known burials online
- ◊ Provide current cemetery maps to American Legion for Veteran's Day and to DAR for Wreaths Across America
- ◊ Migrate online GIS maps to self-hosted with ArcGIS Online.
- ◊ Migrate online permitting to new software.
- ◊ Continue mapping of old easement documents located in vault.
- ◊ Train other city staff in use of new GPS unit.
- ◊ Janet Sanders will continue to serve on the Board of Directors of the Missouri Association of Building Code Administrators.
- ◊ Renew contractor licenses in January and throughout year as needed.
- ◊ Fill one vacant HPC Commission alternate position and one vacant Zoning Board of Adjustment alternate position.
- ◊ Continue to update maps as needed.
- ◊ Attainment of ICC certification by building inspectors.
- ◊ 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 Planning and Zoning Commission, Zoning Board of Adjustment, and Historic Preservation Commission.
- ◊ Prepare city-wide annual report.

## **Cemetery Department**

### **Joe Schreiner, Sexton**

We have continued year-round maintenance of both cemeteries along with equipment and building maintenance. This was our second year for contracting out weed eating services; we used Couboi Lawn Service and they did a good job.

We purchased a new small zero-turn mower for trimming around tombstones. The Water Department ran a new water line to our brick shed at south end of Russell Heights. The Street Department also helped us on a couple of projects; they re-graded the lot at Russell Heights where the old house was at to make it look more uniform with the surrounding area, and they also poured two footings for future stone pillars to be built on at entrance to columbarium area.

Cabral Tree service was hired to cut down an old dangerous pine tree at Russell Heights. The DAR (Daughters of American Revolution) participated again in Wreaths Across America at both of our cemeteries.

Along with mowing and grounds maintenance, we completed two flower clean-up weeks. Other duties included snow plowing, tree trimming, dirt work, seeding of grave sites, mulching leaves, digging graves, selling lots, and helping the public as needed. We look forward to another productive year in 2023.

### **Accomplishments for 2022**

- ✓ Continued year-round maintenance of both cemeteries and equipment
- ✓ Completed Spring and Fall flower clean-up weeks
- ✓ Conducted weekly departmental safety meetings
- ✓ This was our second year for contracting out the weed-eating of both cemeteries
- ✓ Purchased a new X-Mark zero turn mower for trimming around tombstones
- ✓ Hired a new employee - Skylar Copeland
- ✓ Pressure washed and waterproofed fence around dumpster
- ✓ Water Dept. put in a new water line to our brick shed at south end of Russell Heights
- ✓ Relaced all the old water lines in our shop restroom with new plastic lines
- ✓ Hired Cabral Tree Service to cut down dangerous old pine tree in Russell Heights
- ✓ Street Dept. re graded lot at Russell Heights where old house was torn down last year, seeded and strawed
- ✓ Street Dept. also poured two footings for pillars to be built on at entrance to columbaria area
- ✓ Daughters of American Revolution did Wreaths across America last year, and are planning to do it again this year
- ✓ We had 88 grave openings of which 20 were cremations
- ✓ Sold 69 grave lots and 11 niches

- ✓ Marked off and supervised the setting of 50 new tombstones

#### Projected Accomplishments for 2023

- ◊ Continue year-round maintenance of cemetery grounds, equipment, and buildings
- ◊ Complete Spring and Fall flower clean-up weeks
- ◊ Continue weekly departmental safety meetings
- ◊ Asphalt overlay a section of driveway leading to brick shed at Russell Heights
- ◊ Install two stone pillars at entrance to columbarium area
- ◊ Open approximately 100 graves
- ◊ Sell approximately 100 grave lots and 25 niches

## **City Clerk/Treasurer's Department**

### **Liza Walker, City Clerk**

The first business day of the new calendar year was January 3, 2022, which started the first day that the Civic Center accepted reservations for park pavilions. The park pavilion rental fees are \$15.00 for residents and \$25.00 for non-residents effective January 1, 2012, as approved by the Park Board. As of October 31, 2022, the total of the City's Park pavilion reservations fees collected were \$5,123.50.

Our auditors, Beussink, Hey, Roe, & Stroder, L.L.C., completed the City's 2021 Audit, and the City achieved an excellent opinion on 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."

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.

Staff is updating the old and new cemetery records on the city software system. Old and new cemetery deeds and deed transfers are also being scanned into the city software system. The City's website offers cemetery maps of the Old City Cemetery and Russell Heights Cemetery to the public. Also, there is a search engine available to search alphabetically by name for Russell Heights Cemetery by cemetery lots purchased and placement of burials. In 2022, the city took in approximately \$9,135.00 per month in receipts a month for the sale of the cemetery lots, the sale of niches, and grave and niche opening fees, compared to \$11,495.00 per month in 2021. The columbaria (niche) sales, weekend/holiday grave openings, gazebo setup charges, etc. were implemented in August of 2020 following the updates to Chapter 15 of the Code of Ordinances.

The City residential customers were charged the sum of ten dollars and thirty-seven cents (\$10.37) per month for the collection of three (3) trash bags per week. Each additional trash bag beyond the three (3) allowed would need an official sticker marked with the City shield purchased at City Hall for \$1.00 per sticker by the resident. The city received an average of \$1,325.50/month for the trash sticker receipts in 2022, compared to \$1,444.30/month in 2021.

In 2022, Michelle Spooler was the Municipal Judge of the 32nd Judicial Circuit Court. The Municipal Court holds two sessions a month starting at 1:00 p.m. 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 \$7,637.29 per month in 2022 and \$6,776.50 per month in 2021.

The City's Court Clerk Wendy Seabaugh continued to work with the Police Department and the City Attorney for efficient processing and filing of digital tickets into the new state required court software.

The General Municipal Election was held which included the filing of candidates for the Board of Aldermen.

The most recent codification revision of the City Code Book is Supplement #21, which includes all ordinances that were approved up to November 21, 2022, by the Board of Aldermen. The city has implemented OrdBank with our codifier, CivicPlus. Municipal Code Corporation was bought out by CivicPlus. 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 are linked in the OrdBank and within the 'History Note' section of the application.

The city has a link from our website ([www.jacksonmo.org](http://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.CivicPlus.com/municode](http://www.CivicPlus.com/municode). We also have the City Code available electronically on our main server here at City Hall.

The city implemented the use of Municode Meetings to create and standardize the agendas for the Board of Aldermen meetings and the meetings of the various governing boards. Municode Meetings provides the ability to create a uniform look for the agendas and allows for a more efficient way to manage and generate the agenda packets. The city website hosts the current agenda packets and now hosts a link to the Municode Meetings portal to view previous agendas/agenda packets.

### Accomplishments for 2022

- ✓ The most recent codification revision of the City Code Book is Supplement #21, which will include all ordinances that were approved up to November 21, 2022, by the Board of Aldermen. The city has implemented OrdBank with our codifier, CivicPlus. Municipal Code Corporation merged with CivicPlus in 2022. 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. Continued to make sure the City's court procedures comply with Missouri Supreme Court Operating Rule 37.04

Appendix A entitled Minimum Operating Standards for Missouri Courts: Municipal Divisions.

- ✓ 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. Copies of deeds and deed transfers are now being scanned into the city software. Also, a search engine is available for Russell Heights Cemetery to search alphabetically by name of cemetery lots purchased and for placement of burials.
- ✓ Following the new columbaria additions to Russell Heights Cemetery and the changes to the City Code of Ordinances in Chapter 15 in August of 2020, Staff updated the city software to accommodate for the sale of niches, the extra weekend/holiday grave opening fees, the gazebo set-up fees, etc. Deeds and deed transfers are mailed out after processing of the paperwork is complete.
- ✓ Monitored the City's Bank Accounts and Investments for the best possible benefit to the city. The three-year contract with US Bank which began January 1, 2020, was extended to December 31, 2025.
- ✓ The City's 2021 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 "The results of 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 continued to serve as Vice President of the Southeast Missouri City Clerks and Finance Officers Association, a member of the Missouri City Clerks and Finance Officers Association, a member of the International Institute of Municipal Clerks, and a member of the Missouri Government Finance Officers Association.
- ✓ Implemented debit/credit card payment capability for customers for most services including trash stickers, cemetery lot and grave opening, and utility payments at City Hall and for park pavilions rentals at the Civic Center.
- ✓ Safety updates accomplished weekly.
- ✓ Municipal Court was held on the third and fourth Wednesday of each month at 1:00 p.m. 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 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 started the process of transferring any pending cases from the old software to Show Me Courts. The court will continue utilizing its original case processing software until all the cases have been successfully transferred.
- ✓ Court Clerk Wendy Seabaugh continued to work with the Police Department and City Attorney for efficient processing and filing of digital tickets into the state required software.
- ✓ 16) Municipal Court's online information about pending cases, paying a ticket, outstanding warrants and scheduled dockets as outlined in the Supreme Court Rule 37 can now be found on the state website Case.net. Updates to the Municipal Court section of the City's website were also made to help direct defendants on how to locate their case and pay online if they desired to.
- ✓ The Buchheit Tax Increment Financing Program (TIF) for RPA 1 was terminated as of December 28, 2021, and all remaining funds in the Special Allocation Fund were either allocated and/or expended by that date.

#### Projected Accomplishments for 2023

- ◊ Disposal of records that are past the Missouri's General Records Retention Schedule requirements.
- ◊ Prepare the codification of Supplement #22 revision of the City Code Book to include the ordinances that were approved during the year by the Mayor and the Board of Aldermen.
- ◊ 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 1:00 p.m. 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 receiving 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 work on transferring any old pending cases from the court's original case processing software to Show Me Courts until all open cases have been moved.
- ◊ Continue to strive for an excellent annual financial report on the City's 2022 Audit by our outside auditors.

- ◊ 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.
- ◊ Staff will continue the scanning of old Cemetery deeds and deed transfers into the city software.

## **Civic Center**

### **Chris Eastridge, Manager**

The year 2022 has been a very busy year at the Civic Center. We have added three large scale main floor bookings to the growing amount of meeting room rentals. We have added Saxony Lutheran, MFA, and Hope Therapeutic Horsemanship Center dinner auction in 2022. Meeting room rentals have picked up the past year as more places have been back to normal.

The Civic Center offered three summer classes in 2022. Sports Camp (30 participants), Princess Academy (20 participants), and Introductory to Cheer (25 participants).

2022 Accomplishments (through Oct. 31):

- ✓ Sold 6,700 daily entry passes
- ✓ Brought in over \$66,000 in rental revenue
- ✓ 646 rentals on the facility calendar
- ✓ Offered three summer classes that had 100 kids in participation
- ✓ Opened the tornado safe room five times for twenty individuals

Potential Projects for 2023:

- ◊ Storage facility
- ◊ Security cameras

## **Collector's Department**

### **Lisa Beussink, Collector**

Customer service and utility collections are the foundation of our job. How those services are delivered has changed since COVID-19 arrived. The drive-through has become an even more valuable method in interfacing with Jackson's utility customers and workers. As regular mail delivery time grows, more people rely on the utility portal and other electronic payment methods. Much of our service order communications with existing and new customers is handled by email or phone order.

License payment processing was delayed due to the ordinance change that moved the license date range for businesses and contractors to the calendar year (excluding liquor licensing). The license categories and requirements have been simplified for both license holders and city staff.

There has been a marked increase in property ownership changes, particularly in rental property. With 318 active landlords in Jackson, managing the tenant changes has become a larger focus of customer service and the associated work affecting multiple departments. We have also mailed out forms to update Landlord Agreements and have gotten into good practice of correcting these when they come back.

There was an increase in energy assistance funds provided by the state of Missouri through East Missouri Action Agency. The two main programs, LIHEAP and ECIP, along with the addition of several new ones - SAFHR and LIWAP (water and sewer) - that offer funds for electric service charges, allowing qualifying customers a helping hand in meeting their utility account obligations.

We standardized the processing of delinquent utility accounts, using a service that only charges when they successfully collect aged delinquent accounts. This has allowed us to focus on recent delinquent accounts, which has increased that revenue collection.

Markie Sharrock joined our team in September 2021 and has focused on learning the daily operations working the drive-through area. Julie Hopkins has been busy learning the front area's functions. Liza, Wendy, and Madison in the Clerk's area have pitched in during busy periods, particularly when short-handed. I can't thank them enough for their expertise and cooperation. A team effort is what allows us to provide friendly and efficient customer service to Jackson's residents and businesses, the goal we try to accomplish every day, no matter what happens.

### **Accomplishments for 2022**

- ✓ Applied deposits to final bills, helped with utility bills and license statement mailing processes
- ✓ Created Low Income Heating Energy Assistance program annual report

- ✓ Posted \$19,062,665.62 in payments for utility bill, utility deposit, and miscellaneous charges (over half of total dollars were paid by an electronic method)
- ✓ Generated over 2,510 utility service orders from January 1 through October 31, 2022
- ✓ Balanced Collector's bank account with monthly collections, reconciling amounts for Collector's monthly report to Mayor and Board of Aldermen and annual audit
- ✓ Provided friendly, efficient customer service for various citizen and business needs – in person, by phone, mail, email, and fax, and through the drive-through lanes

#### Projected Accomplishments for 2023

- ◊ Implement use of digital records and storage for daily/monthly posting and balancing
- ◊ Continue to promote electronic payment methods to customers
- ◊ Cross-train personnel to ensure service availability to customers during business hours
- ◊ Update departmental procedures handbook
- ◊ Expand use of IWorQ website for Public Works notifications
- ◊ Broaden customer outreach through City website
- ◊ Review utility account sign on forms for updates and changes for website

## **Electric Distribution Department**

### **Don Schuette, Director of Electric Utilities**

The City of Jackson has again received the APPA Reliable Public Power Provider (RP3) accreditation. The American Public Power Association's (APPA) Reliable Public Power Provider program recognizes utilities that demonstrate high proficiency in reliability, safety, workforce development, and system improvement. An RP3 designation is a sign of a utility's dedication to operating an efficient, safe, and reliable distribution system. Being recognized by the RP3 program demonstrates to community leaders, governing board members, suppliers, and service providers a utility's commitment to its employees, customers, and community. Currently only 274 of the nation's more than 2,000 public power utilities hold an RP3 designation. Jackson has received this award every period from the origination of this accreditation.

Additionally, the American Public Power Association (APPA), again recognized the City of Jackson with a Safety Award of Excellence for their safe operating practices during the annual MPUA Conference held in Springfield, Missouri this year.

Receiving the APPA Safety Award of Excellence is an honor, as utilities who receive this award have demonstrated that they have made the health and safety of their employees a core value. While it takes many hours of hard work and commitment to design and maintain a top-notch utility safety program, the drive for dedication to safety is about understanding the importance of going home healthy to our families each day.

Jackson placed first in Group B (15,000 -29,999 work hours) among 318 other utilities from across the country who entered the annual Safety Awards. Entrants were placed in categories according to their number of worker-hours and ranked based on the most incident-free records during 2021. The incidence rate, used to judge entries, is based on the number of work-related reportable injuries or illnesses and the number of worker-hours during 2021, as defined by the Occupational Safety and Health Administration (OSHA).

And finally, the City of Jackson also received recognition for the APPA Certificate of Excellence for Reliable Performance. A "certificate of excellence" for reliable performance as shown by comparing their outage records against nationwide data gathered by the Energy Information Administration (EIA). At the end of the year, the Association benchmarks their data against national statistics from EIA, which is a branch of the Department of Energy. Utilities that placed in the top quartile of reliability nationwide, as measured against the EIA's data on SAIDI (System Average Interruption Duration Index) received the certificate of excellence.

These recognitions 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 of Jackson's electric departments are proud to receive these national recognitions. It is a testament to the hard work of all our staff to ensure that the lights stay on for all our customers.

With those accolades listed the bad news is deliveries of electrical line materials are extremely difficult and delays were changed from weeks to over a year. Transformers for example went from 42 weeks to 60-65 weeks, and currently ERMCO, ABB, and Howard won't even quote a price due to backed up orders. Poles have gone from 4-6 weeks for delivery to 42-48 weeks if you can even get them to quote the units. Never in my 42-year career have I seen anything like this supply chain debacle.

A new 34.5 KV transmission line is in final design presently and will 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 transmission system to aid in emergency switching and thermal load management of the entire system. We are currently seeking the easement descriptions for this project. Foundation pole locations are under review to figure out how to squeeze them into areas where required. Once we have the descriptions, and foundation locations resolved, we will begin trying to secure the easements required. There will be some delay as the route this line will run will be also utilized by MoDOT for a detour during the HWY 61 bridge replacement and road work project.

The yearly tree trimming and vegetation management program focused primarily on the east side of Jackson this year. It was a real challenge this year to keep a trimming crew on site. Townsend struggled finding people willing to work more than a few days before quitting. A few "dangerous or threatening" trees were also removed along with some other trees that were determined to be a problem for the future 34.5KV 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 41 poles, replacing defective transformers, installation of new primary URD after damage, pulling oil samples to test the DGA of the transformers, and testing of commercial customer meters.

The electric department crews also provide limited temporary electrical services and support for multiple community events this year, Cruisin' Uptown Jackson Car Show, Christmas Extravaganza, UJRO Christmas Lights, to name a few. Our crews also helped with filling absences in other departments when our schedules would allow. All of our crew members provided aid in one way or another to achieve the successful outcome for these events.

Site preparation has been completed on the future I-55 Substation located on South Old Orchard Road. Bids have been accepted and the contracts for the build out have been awarded. If materials aren't held up we should see this station in operation by the end of 2023.

Maintenance on the main transformer tap changer in the Industrial Substation was completed and new oil and dielectric testing was completed and all tested good. Later, the tap changer motor went bad and we raced to get it repaired and back online. During routine maintenance on the other transformer in the Industrial Substation, we discovered that all four secondary bushings were cracked. We ordered new bushings and they should arrive within the first quarter of 2023. Maintenance on Wedekind 73 transmission pole line was underway this year but delays in materials halted the progress and delayed completion until more parts are available. Most likely this project will go into the first quarter of 2023 as well due to materials.

Another new fiberoptic company (Ritter) began installation in town and caused multiple outages in the areas that boring installations were being performed. What a fiasco for all departments. All the existing easements are jammed packed with utilities already and more fiberoptics companies are requesting access to these same locations, future problems are inevitable.

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 even with the ongoing supply chain challenges. When mother nature brings out it's worse, we respond by bringing 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 2022

- ✓ Installed LED lighting along East Jackson Blvd.
- ✓ Ran generators to meet required quarterly testing
- ✓ Repaired multiple underground electric cabling strikes due to fiber boring project
- ✓ Began pole line repairs on Wedekind 73 transmission line
- ✓ Completed site preparation work for future I-55 substation
- ✓ Experienced, and managed, delayed deliveries for multiple electric system equipment items and materials
- ✓ Completed 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
- ✓ URD and overhead electric system maps updated
- ✓ Performed maintenance on Industrial Substation main transformer tap changer
- ✓ Repaired Industrial Substation main transformer tap changer
- ✓ Ordered replacement transformer bushings for Industrial Substation transformer #2. All secondary bushings are cracked.
- ✓ Completed 3 phase meter testing of all commercial customers
- ✓ Replaced 41 dilapidated or damaged utility poles to date
- ✓ Completed 34 service upgrades

- ✓ Installed 42 new permanent services
- ✓ Installed 3 new commercial services (3 Phase)
- ✓ Pulled DGA transformer samples for all substation transformers
- ✓ Performed monthly meter reading duties
- ✓ Performed monthly delinquent disconnections
- ✓ Completed circuit coordination study
- ✓ Upgraded Industrial Substation protective relays as the current relays are obsolete
- ✓ Provided aid to Sanitation Department to fill absences as need throughout the year
- ✓ Provide temporary electric service for multiple events throughout the year
- ✓ Pretreated electric lines prior to ice events
- ✓ Provided additional help to any other department as required or requested
- ✓ Performed substation maintenance
- ✓ Completed EPA required stack testing and permitting
- ✓ Maintained street lights and upgrades to LED fixtures at many locations
- ✓ Installed 4,870-foot of 1/0 primary
- ✓ APPA RP3 accreditation
- ✓ APPA Safety Award of Excellence
- ✓ APPA Certificate of Excellence for Reliability Performance

#### Projected Accomplishments for 2023

- ◊ Kimbeland lift station upgrade.
- ◊ 34.5 KV Transmission line easements and construction from Power Plant to West substation
- ◊ Provide temporary electric service for multiple events throughout the year. Touch A Truck, Home Comers, Cruising, Jackson in Bloom, Octoberfest, Christmas Extravaganza, UJRO Christmas Lights to name a few.
- ◊ Expand and install Tantalus AMI meter network
- ◊ Provide exceptional service to all our electric utility customers as demonstrated and recognized by APPA past national recognitions
- ◊ Tree trimming on the west side of town
- ◊ Complete I-55 Substation construction
- ◊ Work with Cape County to provide required electric to newly proposed jail extension
- ◊ Complete Long-Range System Study
- ◊ Work with MoDOT for HWY 61 bridge and road upgrade and realignment
- ◊ Continue repairs for Wedekind 73 transmission line as required
- ◊ Perform inspections and maintenance on the Power Plant and Industrial Substation transformers

## **Engineering Department**

### **Anna Bergmark, City 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. The Concrete Pavement Improvement Program was awarded to Fronabarger Concreters LLC and included refurbishing concrete panels throughout the City. These areas included patches and repairs on East Main Street, Mulberry Street, and Brandom Street.

The Asphalt Pavement Improvement Program was awarded to Paving Pros, and included overlaying and repairing patches at full-depth on streets throughout the City. These areas included full-depth patches on Old Toll Road, North Georgia Street, Old Cape Road East, North Farmington Road, and Oak Hill Road. Overlays were completed on North Georgia Street, Daisy Avenue, North Russell Avenue, Cherry Street, and Morgan Street. Paving Pros was also able to reseal the City's parking lot on East Adams Street.

The Sanitary Sewer Lining Program was awarded to SAK Construction, LLC. This project included installing cured-in-place pipe (CIPP) in approximately 3,177 linear feet of sanitary sewer mains. These included mains in the areas of West Independence Street, Rolling Fields Drive, Berchman Street, Maryland Street, Union Avenue, Barks Street, East Jackson Boulevard, and Greensferry Road.

The Biannual Bridge Inspections with MoDOT were completed in January. All bridges with a span length greater than 20 feet were inspected.

At the end of 2021, the City was issued a new Municipal Separate Storm Sewer (MS4) Comprehensive Permit. As a result, the City has worked to update the Stormwater Management Plan (SWMP), City Ordinances, and standard practices to be in line with the new MS4 Comprehensive Permit. The following is a brief description of some of the changes that have occurred for each of the Minimum Control Measures (MCMs) required in the permit.

MCM #1 – Public Education and Outreach Program on Stormwater Impacts. The Engineering Department revamped the Walk Jackson Program to include weekly educational social media posts which included topics related to the MS4 program. The social media posts were liked, shared or commented on 3,344 times. Full participation in the program included 95 individuals.

MCM #2 – Public Involvement and Participation. No public meetings were required for this year; however, updates were given at the Regular Mayor and Board of Aldermen meetings.

Citizen Engagement through iWorQ included 30 separate stormwater related issues reported by citizens.

MCM #3 – Illicit Discharge Detection and Elimination. The City Engineer completed DNR’s Stream Team training to learn various methods for testing the water quality of the creeks in Jackson. The free training also provided all necessary forms, equipment and chemicals needed for the various forms of testing. Dry Weather Screening has also begun with the inspection of 37 of the 202 outfalls located within City limits.

MCM #4 – Construction Site Stormwater Runoff Controls. The City Engineer with assistance from Building and Planning and the Public Works Director has updated and streamlined the various forms and templates for grading permits. Ordinances are also being updated to align with the “Larger Common Plan” rules in the MS4 Comprehensive Permit.

MCM #5 – Post-Construction Stormwater Management in New Development and Redevelopment. Ordinance updates as well as new processes such as Maintenance Agreements for permanent water quality structures have begun to be developed. The City’s consultant HR Green has also begun to develop criteria and ordinance recommendations for permanent water quality structures.

MCM #6 – Pollution Prevention/ Good Housekeeping for Municipal Operations. All City staff whose job takes them outside of City Hall are now taking yearly training on various applicable topics such as Illicit Discharge Detection, Good Housekeeping, and Inspections.

The Water System Facility Plan Implementation Project continued this year as well. Phase 2, Project 2C was completed in October. The work was completed by Fronabarger Concreters Inc. The project included 3,845 feet of new water main construction, existing main abandonment, and service transfer on East Main Street, North Maryland Street, North Bellevue Street, East Washington Street, and North Neal Street. The project also included repairs to the Old Cape Road creek crossing and approximately 300 feet of concrete street replacement, new storm structure, and the removal of the railroad tracks on East Main Street.

The Hubble Ford Bridge Replacement Project was completed in 2022. Despite early delays due to heavy rain, the project was completed on time by Putz Construction. Signage and striping were completed by the Street Department to improvement safety of the intersections on both sides of the bridge and lighting was added by the Electric Department. The bridge is a beautiful addition to our City Park.

The West Mary Street Bridge and Sidewalk Improvement Project began in September of this year. The project was design by Cochran Engineering and was awarded to Putz Construction. It is scheduled to be completed in March of 2023.

As mentioned in the discussion of the MS4 program, the Walk Jackson Program was revamped this year. The purpose of this year's Walk Jackson Program was to encourage the use of the Jackson urban trails and sidewalks while also educating our citizens on the many aspects of Public Works. Each week from May 15th through July 26th a different location along the City's trails was chosen for its proximity to something that highlights different aspects of Public Works. Anyone who wanted to participate went to that location, took a selfie with their smart phone, posted it on either Facebook or Instagram and used the hashtag #walkjackson2022. Those who chose not to use social media would pick up a ticket that was located on the "Walk Jackson" sign. Anyone who visited two sites earned a Walk Jackson T-Shirt or Water Bottle. The social media campaign was a success with the City's 12 posts "reaching" 47,008 and an "engagement" of 3,344. Based on the numbers and the numerous citizen comments, the program will be repeated and built upon next summer.

#### Projects Completed in 2022

- ✓ Annual Asphalt Pavement Improvement Program
- ✓ Annual Concrete Pavement Improvement Program
- ✓ Annual Sanitary Sewer Lining Program
- ✓ Annual Wastewater Biosolids Disposal Program
- ✓ Hubble Ford Bridge Replacement Project
- ✓ Soccer Park Phase 1 Drainage Improvements
- ✓ Water System Facility Implementation Program – Phase 2, Project 2C
- ✓ Stormwater Management Plan Updated
- ✓ Walk Jackson Program
- ✓ East Main Street Sidewalk Connection
- ✓ US 61 and Deerwood Drive Roundabout Design
- ✓ West Mary Street Bridge and Sidewalk Improvements
- ✓ Design for Phase 3 of the Hubble Creek Recreation Trail
- ✓ Design for the Sunset Drive Bridge Replacement
- ✓ Projects continuing into 2023

#### Projected Accomplishments for 2023

- ◊ Begin and Complete the Annual Asphalt Pavement Improvement Program
- ◊ Begin and Complete the Annual Concrete Pavement Improvement Program
- ◊ Begin and Complete the Annual Route and Seal Program
- ◊ Begin and Complete the Annual Sanitary Sewer Lining Program
- ◊ Begin and Complete the Annual Wastewater Biosolids Disposal Program
- ◊ Complete the Water System Facility Plan Implementation Program Phase 2D

- ◊ Complete the West Mary Street Bridge and Sidewalk Improvement Project
- ◊ Complete updates to City Ordinances to be in compliance with the Stormwater Management Plan and the Comprehensive General Permit Municipal Separate Storm Sewer System (MS4) Permit
- ◊ Pursue and secure funding for Phase 3 of the Hubble Creek Recreation Trail Construction
- ◊ Begin the development of a fully compliant ADA Transition Plan

## **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.

Fire Chief Jason Mouser

Deputy Chief/Fire Marshal Randy Davis

Deputy Chief of Operations Sean Mitchell

Admin Asst. LaDonna Glenn

Capt./Medic Ron Kiplinger      Capt./EMT

Capt./Medic Ryan Davie

Capt./EMT Rob Greif

Capt./EMT Justin Farrar

Capt./EMT Tyson Medlock

FF/EMT Blake Stone

FF/EMT Dalton Abernathy

FF/EMT Michael Gentry

FF/EMT Matt Jahr

FF/EMT Brandon Page

FF/Medic Andrew Marler

FF/EMT Wesley Blattel

FF/EMT Nick Pfau

FF/EMT Eric Ramos

FF Trey Ellis

FF/EMT Nathan Vicenzi

FF/EMT Brent Floyd

We had two positions come open throughout 2022. We hired Alex Schlitt and Brent Floyd for full-time positions. 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. Our other dedicated part-time employees are Matt Hamlett, Justin Barkley, Brock Austin, Chris Hamlett, Dalton McCormick, RJ Long, Ben Freeman, Tyler Evans, and Gabe Estes. We are making plans for another part-time firefighter eligibility list after the first of the year.

Our six Captains do a tremendous job leading their crew. In addition to supervising the firefighters that work with them and making the initial decisions on every call they arrive on the scene to, they have each been tasked with an area of responsibility within the organization they coordinate. Captain Ron Kiplinger is over Fire Equipment. Captain Rob Greif is the Training Officer. Captain Sam Herndon is the Public Information Officer. Captain Justin Farrar is over Technical Rescue and a Team Leader. Captain Ryan Davie is our EMS Officer and a Technical Rescue team leader. Captain Tyson Medlock is the Health and Safety Officer. They each do a great job in their areas of responsibility and make recommendations throughout the year to the Chief Officers in those areas.

We continue to be active in numerous associations and attend regional meetings. We continue to be active in the Regional Homeland Security Oversight Committee (RHSOC) where Chief Mouser serves as the regional Fire Chief representative and Deputy Chief Mitchell serves as Vice Chair of the committee. We are a part of the Cape County Firefighters Association where Deputy Chief Mitchell serves as the President. Chief Mouser is active and meets quarterly with the SEMO Emergency Management Association as we deal with Emergency management issues throughout the region and conduct and/or plan annual exercises. Chief Mouser is a board member of the MO Fire Chief's Association and attends their annual conference every February

and interacts with chiefs around the state and the State Fire Marshal's office on annual legislative issues, as well as network with the latest in fire service issues. We have started a monthly meeting of the Cape Girardeau County Emergency Management directors involving City of Jackson, City of Cape, SEMO University, and Cape County Emergency Management. We are currently working on a Countywide Mass Casualty incident response plan.

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 call is alike. This is why training is always at the forefront of what we do. 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 Officer training for Company officers, 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 four 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.

<b>Certification</b>	<b>CEU hours required</b>	<b># of personnel that hold</b>
EMT-B	100 hours every 5 years	16
EMT-Medic	176 hours every 5 years	4
CPR	6 hours every 2 years	21
Car Seat Technician	6 hours every 2 years	7
Fire Service Instructor	24 hours every 3 years	16
Fire Service Investigator	30 hours every 3 years	8
Fire Service Inspector	30 hours every 3 years	6

Deputy Chief of Operations Sean Mitchell does a tremendous job in overseeing training and Emergency Operations within the department as well as leading the Technical Rescue Team. In 2022, the fire department has over 6,564 total personnel contact hours of logged training time. This is made up of classes attended away from Jackson, National Fire Academy, Quarterly department training, Homeland Security Response Team training, and most on-duty company level training. We made some significant upgrades to our training site this past year as we added a roof ventilation prop as well as worked on the upper level of our training tower for rappelling. We are hoping to continue what we started in our upgrades going into the new year by adding an additional story to our training tower.

We continue to be a part of the Region E Homeland Security Response Team. We have 12 members from our department along with members from Sikeston DPS, Cape Fire, and Stoddard County Ambulance District that make up this team. 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. We responded to 13 incidents throughout the region in 2022.

A highlight to our year was the addition of a new fire apparatus to our fleet. We added Engine 13 that was constructed by Precision Fire Apparatus out of Camdenton, MO. It is a twin to the apparatus that we added over four years ago. With that purchase, we retired a 40-year-old ladder truck and we were fortunate to donate a 32-year-old engine to the Cape Career and Technology Center for a new high school firefighter program that they started this year.

We had the Insurance Service Office to re-evaluate the city public protection classification. We are awaiting word on if the City of Jackson improved their rating over the last five years. This affects our residents homeowner insurance rates. We anticipate receiving word on that as we move into the new year.

Deputy Chief Randy Davis oversees the Fire Marshal and Public Education division of the fire department. We review all new commercial building plans for life safety in the city. Deputy Chief Davis reviewed over fourteen new commercial plans and saw those projects through until the final inspection. There were nearly 50 inspections conducted on those projects from fire sprinkler tests, egress issues, fire alarm, emergency lighting, and proper exits and lighting. Public Education is such an important activity that we do every year. We conducted over 35 fire safety talks in the schools this year. We also conducted a series for the high school history class in which we spent an hour talking to each class about 9/11 and what first responders endured during and after that event. We were able to utilize some of that time to allow students to do a stair climb in some of our personal protective equipment. We were able to assist the schools in conducting their fire alarm drills with timed exits from the students. Our child safety seat checks are a popular program as we checked or installed around 35 car seats this year. We hosted the Cape County Health Department to give drive-thru flu shots this October and had over 50 shots given.

We were able to conduct fire flows on over 270 hydrants during this year between Shawnee Boulevard and Farmington Road as well as going back and painting those fire hydrants based on the gallon per minute that we can get from them. We will be planning for 2023 in conducting hydrant flowing in the west portion of town.

On September 11th, the 20th anniversary we held a morning event to honor those 9/11 responders and responder families. We held a 3 hour and 43 minute walk on a stair climbing machine provided by Southeast Health.

We work hard to care for the equipment that is entrusted to us. We have contracted out to have all of our apparatus run through a Department of Transportation Inspection. 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 pressure test each section of fire hose annually. This totaled to be over 13,200 feet of fire hose that was completed this year.

We continue to take every opportunity to apply for various grants for our department. This year we received an Emergency Management Preparedness Grant in the amount of \$15,810.

This pays for 50% of our costs of phone, cable, and internet in the Emergency Operations Center, a new computer, a new copy/scanner/fax machine, as well as subscriber fees for the storm siren activation software. We were awarded a \$32,000 grant through the Regional Homeland oversight Committee to purchase hazardous material response equipment. We are awaiting word on a 50/50 grant to purchase new Advanced Life Support training equipment as well as some ballistic equipment for our firefighters.

Below is a breakdown of the call volume from 2022. EMS continues to be and will be a majority of our call volume. The City of Jackson 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 3-6 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 230 emergency medical calls in 2022. Since we have started utilized the LUCAS device, (automatic CPR device) we have begun a "Star of Life Award" (The "Star of Life Award" standard stipulates that a cardiac arrest patient who has been revived with CPR must survive long enough to be released from the hospital, to hopefully resume a normal and productive life.) We have had two clinical saves since we started this last year.

## INCIDENT STATISTICS

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

49 structure fires

10 vehicle fires

14 natural cover fires

3 Overpressure Rupture, Explosion, Overheat

3 searches for missing person on land

3 water rescues

1,018 medical assist calls

(Advanced life support given on 230 calls from paramedics on duty)

85 motor vehicle accidents

7 vehicle Extrications

57 hazardous condition calls (includes Haz-mat spills, co incidents, gas leaks)

169 citizen assist calls

137 dispatched and cancelled enroute or no incident found on arrival

103 alarm activation responses

1 severe weather response

1 special incident type

1,660 emergency responses in 2022

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 2022 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 2022

- ✓ Completed an ISO evaluation. We are waiting on the results of that review.
- ✓ Received our new fire apparatus Engine 13 in the summer and put it into service.
- ✓ Donated retired apparatus to Cape Career and Technology Center.
- ✓ Updated our run cards and response protocol after we placed the new engine in service.
- ✓ Continued meetings in anticipation of remodeling Station #1.
- ✓ Conducted a hiring eligibility list which led to the hiring of two part-time firefighters.
- ✓ Received an Emergency Management Preparedness Grant for \$15,810 that was used for battery replacement for storm sirens, internet, cable, and phone for the EOC, and annual fee for remote storm siren activation, printer/scanner/fax machine, and new surface pro.
- ✓ We received a grant through the Regional Homeland Oversight Committee in the amount of over \$32,000 to make computer upgrades in our Haz-mat truck, purchase new Haz-Mat suits, and new generator.
- ✓ Training from 2022 exceeded 6,550 personnel contact hours.
- ✓ Conducted 14th annual thorough inspection program of all Jackson schools prior to the start of school year.
- ✓ Conducted 40 Public Education events totaling 30 hours.
- ✓ Conducted 160 public relations events totaling 305 hours.
- ✓ Pressure tested all attack hoses and supply hoses. Over 13,000 feet completed.
- ✓ Annual flow tests conducted on all air packs.
- ✓ We flowed and painted 280 hydrants in the central section of town.
- ✓ Car Seat Technicians installed or checked 50 car seats.
- ✓ Made some improvements on the Jackson Fire training site for company and regional trainings.

- ✓ Updated the City Emergency Operations Plan.
- ✓ Conducted a Driver/Operator Course. All personnel received certification.

#### Projected Accomplishments for 2023

- ◊ Continue to work toward the utilization of telemetry on the fire ground.
- ◊ Apply for the Fire Act Grant, Fire Safety and Prevention Grant, and any other grants that will benefit our department and the City of Jackson.
- ◊ Continue to make improvements at our fire training facility.
- ◊ Hold quarterly review with Cape County dispatch for continued quality control and ease of operation.
- ◊ We will be conducted another hiring eligibility list in the Spring.
- ◊ We will be conducting hydrant flows in the east area of town in 2023.
- ◊ Roll out a new Officer Development Program designed to prepare firefighters for Lieutenant and Company Officer positions.
- ◊ Conduct workshops to go over City Emergency Operations Plan.
- ◊ Implement a policy and procedure for drone operations after the City drone is purchased.
- ◊ Change over the procedure portion of our operations to the Lexipol format.
- ◊ Work with Engineering/Architectural firm with the hopes of beginning renovation of Station 1 and Headquarters.

## **Fleet Maintenance Department**

### **Kirk Anderson, Superintendent**

In 2022, the Fleet Maintenance Department completed over 200 scheduled service jobs and over 5,000 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, 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 two-way radio-related equipment. Several units got upgraded lighting and other equipment this year.

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 the 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 departments 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 and do the fuel tax refund claims each year.

Added to the City fleet this year was a 2021 Exmark zero turn grounds mower for the Cemetery Dept., one new 2022 Ford Explorer patrol unit and two responder pickup trucks for the Police Dept., one new 2022 Ford F-550 dually service - bucket truck with utility bed and equipment, and one new Ford crew pickup truck for the Electric Line Dept. We received two new salt spreaders for the Street Dept. and two new Freightliner - Heil refuse trucks for the Sanitation Department. Fire Dept. received a new Spartan pumper fire truck, a new Haz-Mat trailer, and should have a new Chevrolet pickup truck soon.

Also, we repurposed and transferred a 1994 Ford 4WD pickup truck to the Park Department from the Power Plant Dept. and auctioned off two old vehicles. 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 are Kirk Anderson, Toby Hendrix, and Alex Lambert.

### Accomplishments for 2022

- ✓ Completed 200+ service jobs and over 5,000 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 two-way radio equipment repairs and radio service for departments
- ✓ Completed numerous trip checks on vehicles for departments
- ✓ Prepared all vehicles and equipment for seasonal work
- ✓ Trained some new personnel for Commercial Driver's License (CDL) testing
- ✓ Updated inventories for our department and other departments vehicles, equipment, 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 departments 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 as needed
- ✓ Placed proof of insurance cards in all units as necessary
- ✓ Maintained MIRMA and storm water runoff regulations and record keeping
- ✓ Received waste oil, fuel, and coolant from departments for proper disposal
- ✓ Maintained fuel supply and dispensing pumps and claimed fuel tax refunds from the state.
- ✓ Retired old vehicles from the fleet as necessary (auctioned one car and one pickup truck)
- ✓ Added to the city fleet this year was: a new 2022 Ford Explorer pursuit utility Police cruiser and two new Ford Responder pickup trucks for the Police Department. Also, Street Dept. received two new salt spreaders. Two new Freightliner - Heil refuse trucks were purchased for the Sanitation Dept. The Cemetery Dept. got a new Exmark grounds mower to replace an older unit that was traded in. Fire Dept. received a new

Spartan pumper fire truck and a new Haz-Mat trailer and should have a new Chevrolet pickup truck soon. The Electric Line Dept. is due to receive a new Ford F-550 dually with a 47-foot bucket unit and a new Ford crew pickup truck. An old 1994 Ford pickup was transferred from Power Plant to Park Dept.

- ✓ We also installed any necessary accessories, identifying graphics, and safety equipment on all new units as needed

#### Projected Accomplishments for 2023

- ◊ 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 do better walk-around checks before operating
- ◊ Continue recycling efforts, safety program, MIRMA program, and training
- ◊ Explore and consider new fuel sources and technology that benefits our fleet

## **Information Technology Department**

### **Joan Evans, Director**

Cybersecurity awareness has been the prominent focus for us during 2022. Training for employees who use technology resources have been formalized through participation in the MIRMA/MPUA digital security training programs. Cybersecurity is being incorporated into the regular safety awareness meetings and regular testing and employee training. With increased security requirements, Domain-based Message Authentication, Reporting and Conformance (DMARC) filtering has been applied to City email service. This has reduced the flow of phishing messages reaching email inboxes.

Over the course of several months, telephone and internet service for all city offices (excluding the Police Department) was moved from Big River and Spectrum to Circle Fiber. This change was driven by AT&T's abandonment of copper line service. Tied to the upgrade to fiber connectivity, a big advantage was higher internet speeds at city office locations.

Participation in a state-funded assistance program for water and wastewater utility customers was approved by the Board in 2022. The new program allows an annual payment for qualified customers, similar to the stipend for electric service. Participation was minimal until recently. In the last month, implementation of the program has become more organized. An additional assistance program, State Assistance for Housing Relief (SAFHR), was introduced by the Missouri Housing Development Commission (MHDC). This program makes pledges on behalf of qualifying customers to cover their entire utility bill.

A Request for Qualifications was advertised for re-design and hosting services for the City's website. From the finalist group of four vendors, CivicPlus, LLC, was selected by the committee for the project. Basic completion of the project is expected by July 2023, with site maintenance tasks being handled by a group of city staff. Additional software modules for the Parks & Recreation and Building & Planning Departments will be integrated into the website project; the library of board agendas and supporting documents will become part of the new website's contents.

We completed the City's Procedures for Federal Grant Funds working document to comply with the auditor's 2021 recommendation. The annual City budget was configured in the financial software. With the increased demand for citizen services, we continued our research into alternative financial software solutions that would assist daily operations in the provision of efficient, cost-effective customer service.

The meter reading capability of the fixed network continues to grow, reducing the manual reading workload for city staff. As of November 30, 2022, all but eight electric meters can be read by the fixed network; a total of 1,427 water meter readings are still read visually.

### Accomplishments for 2022

- ✓ Expanded software and network configuration for Tantalus fixed network for meter reading across City
- ✓ Maintain meter change data in utility billing software
- ✓ Maintain City Hall network software, hardware, and desktop components
- ✓ Manage City computer technology hardware and software purchases
- ✓ Continue work with City Treasurer and Collector to streamline balancing procedures
- ✓ 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 2021 audit
- ✓ Configured new firewall for City Hall
- ✓ Configured internet connectivity for transition over to Circle Fiber service
- ✓ Completed the City's Procedures for Federal Grant Funds working document
- ✓ Transitioned the City's Facebook page over to the software's new management platform
- ✓ Completed City's section of Missouri Public Utility Alliance 2021 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
- ✓ Completed Nationwide Cybersecurity Review (NCSR) for the City of Jackson

- ✓ Worked as Cybersecurity committee member to write “best practices” guidelines for MIRMA members
- ✓ Monitored MIRMA/MPUA cybersecurity training for city employees
- ✓ Obtained additional training in government and technology-related areas
- ✓ Provided technical support for various City departments
- ✓ Worked on Website Re-Design and Hosting Services committee to select vendor for new website and integrated web services

#### Projected Accomplishments for 2023

- ◊ Continue monitoring MIRMA/MPUA cybersecurity awareness training and testing program for city employees
- ◊ Incorporate cybersecurity “best practices” and digital recordkeeping guidelines into City’s Computer Usage Policy
- ◊ Create a separate digital records retention guidelines
- ◊ Continue participation in website redesign project with a July 2023 completion goal
- ◊ Update board room audio/visual equipment
- ◊ Review existing financial software for possible replacement/major upgrade
- ◊ Standardize process for City technology purchases
- ◊ Set up new program server for City computer network
- ◊ Upgrade on-site and off-site data backup
- ◊ Work with staff on 2022 audit preparation and completion
- ◊ Serve on MIRMA technology committee
- ◊ Serve on MML Cybersecurity roundtable discussions
- ◊ Continue participation as member of State of Missouri Government Technology Board
- ◊ Continue technology training for future application

## **Parks and Recreation Department**

### **Jason Lipe, Director**

The Parks and Recreation department has faced many challenges that were offset by many opportunities in 2022. The challenge of replacing a retiring director after 24 years of service was offset by the addition of two new staff members in February. Director Shane Anderson retired on February 9. Just two days prior, Chris Eastridge joined the department as the Civic Center Manager, replacing Jason Lipe, who transitioned into the newly vacated director's position. On the same day, the newly created Recreation Supervisor position was filled by Spencer Sander, bringing the total number of full-time employees in the department to six. The months of February and March brought about more staffing changes, as two of the full-time park's maintenance staff went on temporary medical leave. One leave lasted through June, while the other continued through October. This put additional strain on the department and led to the outsourcing of mowing within the City Park. Eric Welch retired from the City on July 31 after 21 years of service. He was replaced by Brent Reid, who transferred to Parks and Recreation from City Hall. Our staffing shortages brought about many opportunities for volunteers to pitch in. In addition to the annual Park Day, groups from Jackson Middle School, Jackson High School, Saxony Lutheran High School, and Procter & Gamble all spent time helping to beautify our city parks. 2022 also saw interest in improving our parks through the efforts of citizen groups. Ryaan Biddle completed an Eagle Scout project by constructing and installing an informational board at the Curtis L. Brown Pickleball Complex in Litz Park. This board serves as a valuable communication tool for the SEMO Pickleball Club in a highly used area. The basketball courts in the City Park gained attention when Josh Lukefahr began a fund-raising campaign for improvements to the courts. His efforts have led to the purchase of new backboards and the eventual sealing and striping of the courts. Their efforts are greatly appreciated!

2022 brought about additions to the programming lineup offered by Parks and Recreation. A summer camp, princess academy, slow-pitch softball tournament, and volleyball league were added, as well as a September offering of the always popular Rockin' the Rock Garden series. A group of local organizers partnered with the Public Park Foundation to offer two concerts at the Leist Memorial Band Shell on July 2 and October 9. Both concerts were well attended and show the desire for more live music opportunities in Jackson. Plans are already underway for concerts for next year. These programming additions complement the traditional offerings of the boy's baseball league, monthly senior socials, Independence Day Celebration, and Lights of the Season. Looking ahead to 2023, girls' softball will be added to the list of recreational opportunities.

In cooperation with the Missouri Department of Conservation, 1,900 rainbow trout were added to Rotary Lake on October 31. This annual program is very popular, as evidenced by the crowd that gathers on opening day of catch-and-keep season in February. This is the 19th year of this program.

## Accomplishments for 2022

- ✓ Completed the Hubble Ford Bridge Replacement Project
- ✓ Installed an aerator in Rotary Lake
- ✓ Planted several trees throughout the City Park
- ✓ Removed 16 tree stumps in the City Park
- ✓ Initiated repair projects on the Brookside and Soccer Park restrooms
- ✓ Began the renovation process at the City Pool
- ✓ Advertised and solicited bids for the replacement of the North Union Avenue restroom
- ✓ Set base anchors on Brookside Field #7 in anticipation for use beginning in 2023
- ✓ Painted picnic tables at pavilions 1, 2, 4, & 7
- ✓ Refurbished drinking fountains in the City Park
- ✓ Replaced door closers at the Band Shell restroom
- ✓ Removed and replaced retaining walls at the basketball courts
- ✓ Replaced informational and directional signage at the disc golf course in Litz Park
- ✓ Added wood chips to playgrounds in the City Park, Litz Park, and Brookside Park
- ✓ Replaced broken parking blocks on North Union Avenue

## Projected Accomplishments for 2023

- ◊ Installation of 20 sets of bleachers in the City Park, Brookside Park, and Football Park
- ◊ Installation of new backboards and supports at the basketball courts in the City Park
- ◊ Addition of heat in the restrooms at Brookside Park and the Soccer Park
- ◊ Renovations at the City Pool
- ◊ Replacement of fencing at the tennis courts, basketball courts, and Brookside Park
- ◊ Addition of soccer fields at the Soccer Park
- ◊ Upgrades to the electrical infrastructure in the City Park
- ◊ Completion of the West Mary Street Bridge and Sidewalk Improvements Project
- ◊ Completion of the Restroom No. 1 Building Replacement Project
- ◊ Completion of the design for Phase 3 of the Hubble Creek Recreation Trail Construction

## **Police Department**

**James Humphreys, Chief**

2022 continued maintaining accreditation and compliance through the Commission on Accreditation for Law Enforcement Agencies. This is an everyday job to maintain compliance and I am very proud of the department for this accomplishment.

2022 completed our second full year with the consolidated dispatch center with Cape County which is going very well.

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 2022.

2022 also brought with it more specialized training to members of the Jackson Police Department, such as Officer Down medical training for officers. All officers did maintain our POST and MIRMA required training through the Virtual Academy. 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 R2 staff and departmental training for active gunman incidents with practical situations and role playing conducted at the Senior High School.

We continue active shooter training using the MACTAC method for all officers.

All personnel were trained in first aid and CPR this year.

All personnel were trained in medical marijuana laws and arrests surrounding the use of marijuana.

We continue our operations on the MOSWIN communications platform with the State. All officers are now equipped with the state-of-the-art radios and repeater systems.

Also, in 2022, we continue our 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 of over \$18,000.00 were approved through Missouri Highway Safety 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 numerous 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 not only from the individuals but now Covid, especially when handling, transporting, and during the custody of prisoners, and conducting traffic stops.

The department was successful again in 2022 in obtaining several grants. The department successfully applied for and received over \$22,000.00 in grant money for traffic enforcement equipment and overtime through the Missouri Division of Highway Safety in 2022.

The Jackson Police Department did get back involved in our usual completed 40 community related events our in 2022 that were cancelled the year before due to Covid. The JPD Gold Tourney raised over \$7,000.00 this year for the department donations program.

The Jackson Police Department again participated in the National Drug Take Back Program in 2022, which was very successful and we received over 270 lbs. of old prescription medication.

The police department again had several successful investigations in 2022. We investigated and made arrests on several thefts, burglaries, fraud, and sexual abuse cases.

The Jackson Police Department handled approximately 20,000 calls for service, worked over 400 traffic accidents, and officers prepared over 2,000 written reports. Officers conducted over 3,000 vehicle stops although stops were down due to Covid. We conducted over 10,000 extra patrol requests and we issued over 1,000 citations.

In 2022 we continued to grow as a department. Our most valuable resource continues to be our staff-the men and women who choose to call JPD their home. Finding recruiting, hiring, training, and retaining excellent people is always at the top of our priority list.

It's been said that there are three basic concepts to be achieved in order to maintain a successful modern law enforcement agency; they include solid policy, superb training, and strong discipline. I am proud to say that the Jackson Police Department has worked extremely hard to achieve all three of these principles. This is verified annually through our voluntary commitment to law enforcement accreditation through the nationally and internationally recognized Commission on Accreditation for Law Enforcement Agencies Inc, CALEA. We strive to be as good as we can be. Looking to better things and getting past this historic pandemic in 2022. God bless.



James M. Humphreys  
Chief of Police

### Accomplishments in 2022

- ✓ Maintained our accredited status with the Commission on Accreditation for law Enforcement Agencies.
- ✓ Successful second full year of consolidated dispatch center with Cape County Sheriff's Department.
- ✓ Continued Prisoner Housing Agreement with Cape County Sheriff's Department.
- ✓ Conducted active shooter training with all officers using the MACTAC system for encountering active shooters
- ✓ School Resource Officers conducted more ALICE training with the schools and JR2 staff regarding active shooter training.
- ✓ Conducted practical active shooter scenarios with JR2 and Fire Department at High School.
- ✓ Added a sixth School Resource Officer with help of JR2.
- ✓ Successful completion of Firearms Simulator Training through MIRMA.
- ✓ Weekly staff meetings, monthly ethics and safety training, and required training hours all completed. Along with annual strategic planning meetings with command staff.
- ✓ The department conducted many of our community related events in 2022 and plans are still on for having the annual toy drive and a special drive thru trick or treat event.
- ✓ Implemented Social Archiving and Leads online for our social media and investigations division.
- ✓ Continued department on-line training through a new platform called virtual academy. This training provides for our mandated POST requirements for continuing education and MIRMA requirements.
- ✓ All officers in compliance with meeting the required yearly 24-hour standard for POST (continued education) through 2022.
- ✓ Successful application for the Highway Safety Grant for overtime and equipment to work hazardous violations, such as DWIs. Approx. \$22,409.00 applied for and received for traffic enforcement and a new in car video camera and speed enforcement trailer.

- ✓ Continued our grant for bulletproof vests through the Dept. of Justice totaling over \$15,655.00 through 2023-2026.
- ✓ Obtained \$3,025.00 grant through MIRMA for an in-car video camera system.
- ✓ Received \$10,000.00 Block Grant for Mobile Data Terminals.
- ✓ Successful JPD Golf tourney. We received over \$7,000.00 in donations.
- ✓ In-house training continued, along with the departments specialized weapons, less lethal training, weapons retention and firearms.
- ✓ Successful completion of our National Drug Take Back program through the DEA. Over 270lbs. of old prescription meds were seized and properly destroyed.
- ✓ All special events and planning of Independence Day, Homecomers, and Octoberfest were successful.
- ✓ Conducted officer down medical training for all officers.
- ✓ Several successful drug investigations with the assistance of DEA and the SEMO Drug Task Force.

#### Projected Accomplishments in 2023

- ◊ Continue our accredited status and assessments with the Commission on Accreditation for law Enforcement Agencies in 2023.
- ◊ Continue our consolidation and improving on our combined dispatch center with Cape County.
- ◊ Continue Prisoner Housing Agreement with Cape County Sheriff's Department.
- ◊ Find new ways to recruit and retain police officers for the department.
- ◊ Improve and focus on mental health of officers through training and awareness.
- ◊ Improved officer safety with Block Grant equipment, ballistic shields, ballistic helmets, and trauma and tactical medical kits.
- ◊ Hope to add a seventh SRO to work with R2 School District.
- ◊ Conduct more training with the SROs on ALICE and active shooter with the schools through Life Safety Strategies, Inc.
- ◊ Conduct active shooter training with officers using the MACTAC approach and full countywide practical.

- ◊ Better compliance with our safety policies and practices.
- ◊ 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 enough police vehicles for department through Ford and MSHP to implement vehicle readiness program.
- ◊ Continue Mobile Laptop project for patrol division through budgets and grants.
- ◊ Continue use of force and less lethal training in 2023.
- ◊ Continue Bulletproof Vest Program/Grant funded in 2023.
- ◊ Work with MIRMA on additional grants.
- ◊ Step up preventive patrols and target areas for speed enforcement in neighborhoods and schools. Work on grant for new speed trailer.
- ◊ Continue POST and MIRMA training requirements through the new Virtual Academy on-line training program.
- ◊ 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 the City of Jackson.
- ◊ Maximize the safety of our streets and neighborhoods through enforcement and criminal investigations.
- ◊ Provide quality Officer safety equipment to our employees through to help accomplish their mission.
- ◊ Upon being fully staffed we would like to form a traffic unit to 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.

## **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 with the exception of engine #8, more on that later.

We generated around 85,000 Kilowatts this year from the six engine generators. This included all of our quarterly runs as well as maintenance runs for the units.

We continued the duties for the electrical substations this year checking the transformers for proper levels and any maintenance needed on such.

We once again received the “Certificate of Excellence” for reliable performance award. 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.

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.

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 received RP3 designation this year, as well. The American Public Power Association's Reliable Public Power Provider program recognizes utilities that demonstrate high proficiency in reliability, safety, workforce development, and system improvement. 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. Jackson joins 275 public power utilities nationwide that hold the RP3 designation.

We were constantly assisting other departments, whether it be line crew, water, street, sanitation, park, etc. We were happy to help any department that is need, and willing to perform any duty necessary.

Of course, we 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.

Engine #8 has what appears to be a “bad” piston. This is what affected us in completing our compliance runs to be perfect for all engines. We are currently searching for parts as well as scheduling a diesel mechanic to assist in the repairs.

We may have to continue the CAT upgrade to next year as we are still waiting on parts and supplies that cannot be delivered for some time yet.

### Accomplishments for 2022

- ✓ Worked on CAT gen upgrade, running comm wires
- ✓ Standard repairs around plant, plumbing, electrical, mowing, etc.
- ✓ Worked on Tie Metering points throughout the year
- ✓ Built and installed mail slot for City Hall
- ✓ Worked on Nitrogen bottles in multiple substations
- ✓ Performed CAT biannual maintenance in accordance with CAT recommendations
- ✓ Installed openers on garage doors in shop area
- ✓ Replaced south louver motor on engine #12
- ✓ Replaced bad batteries in substations
- ✓ Worked on Civic Center light and sign
- ✓ Replaced main bearing indicator on engine #7
- ✓ Ran generation for MOPEP for compliance runs
- ✓ Opened and shut down pool as well as maintaining it through the summer months
- ✓ Worked on #9 radiator vent
- ✓ Assisted with uptown plants, Christmas decorations, etc.
- ✓ Working on repairing substation fencing
- ✓ Assisted line crew with many various projects
- ✓ Worked with water department on numerous water issues
- ✓ Assisted the sanitation crew
- ✓ Had crankshaft deflections and overspeed testing on engines 7, 8, & 9

- ✓ Performed numerous maintenance issues in and around the power plant grounds
- ✓ Assisted in water lab for various issues
- ✓ Replace head gasket on air compressor
- ✓ Installed new o-rings on bottom shaft of #8 barring jack
- ✓ Worked storm damage in all facets
- ✓ 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
- ✓ Performed stack testing on all generators
- ✓ Replaced potential transformer for engine #8
- ✓ Replaced exhaust fan at swimming pool filter room
- ✓ Worked on phone and internet change over
- ✓ Worked on bridge in park
- ✓ Working on engine #8 vacuum problem
- ✓ Winterized power plant
- ✓ Worked with tree trimmers
- ✓ Cleaned #2 cooling tower

#### Projected Accomplishments in 2023

- ◊ Continue removal of old no longer used piping, conduits, etc. in power plant
- ◊ Infrared testing
- ◊ Assist other departments as needed
- ◊ Weld #8 silencer stand
- ◊ 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
- ◊ Work on Transmission line from plant sun to West sub
- ◊ Install new bearings in cooling tower pump for engine #7
- ◊ Paint lower fuel tanks, radiators, roof equipment
- ◊ Startup/shut down swimming pool and perform any repairs needed
- ◊ Work with line crew on many projects
- ◊ Perform capacity compliance run for MOPEP pool
- ◊ Perform SCADA upgrades in sub stations and power plant
- ◊ Update SPCC plan for plant and all substations
- ◊ Install new electric service to #9 load center
- ◊ Repair #8 engine

## **Public Works Department**

**Kent Peetz, Director**

In January of 2022, we awarded Water Bond Project 2C to Fronabarger Concreters to upgrade water mains on the east side of town and remove the railroad tracks from East Main Street. This was the first of many projects to begin and end in 2022. Work on the North Industrial Park Sewer Extension was completed. Easements for the Klaus Park Force Main were finalized and the project went out for bid in the second week of February. It was completed in August, along with a project on the adjoining Ramsey Branch to protect exposed electric and wastewater utilities. The Kimbeland Lift Station Bypass and Reconstruction Project was also bid out in February. It is ongoing and is scheduled for completion in July of 2023.

The Hubble Ford Bridge Replacement Project was awarded to Putz Construction in January and completed in July. The West Mary Street Bridge and Sidewalk Project was bid out in June and was also awarded to Putz Construction. That project is scheduled for completion in March of 2023.

The North Union Avenue Lift Station and Force Main Project, started in 2021, was completed in April. Change Order No. 2 to the Williams Creek Phase 2 Sewer Project was awarded to CE Contracting in January and work to repair part of the Williams Creek bank that was failing near an existing sewer pipe was completed in May.

Our revised Wastewater Standard Construction Specifications were approved by MDNR and adopted by our Board of Aldermen. A Wastewater Rate Study was approved by the Board to support improvements to the Wastewater Treatment Facility. This new rate schedule was to support the Wastewater Facility Plan Implementation Program, and pay for the bonds necessary to raise \$10.1M for the needed improvements at the Wastewater Treatment Facility. A public relations campaign took place during the summer. The Public Works Department, along with the Mayor and Board of Aldermen, had a booth in the City Park during the Independence Day Celebration, concerts in the park, and each night of Homecomers to inform the public of the importance of passing the wastewater bond issue. Tours of the Wastewater Plant were held on July 21st for the media and the public. The \$10.1M bond issue was approved by 75% of the voters in the August election. Engineered plans are now 60% complete and we are applying for a State Revolving Fund Loan that should become available in March 2023. Construction of the improvements to the Wastewater Facility should begin in the fall of 2023.

In July, State ARPA Grant applications were submitted for the Wastewater System, Water System, and Lead Service Line Inventories in the amount of \$5M, \$5M, and \$200,000 respectfully. Results from those grant applications should be available in November.

We have been working with Strickland Engineering on the utility relocations necessary for MoDOT's Highway 61 improvement project. This project will replace the Hwy. 61 bridge over Hubble Creek and rebuild the highway from Barton Street to Independence Street. While this MoDOT highway is shut down for construction, all of the Highway 61 traffic will be detoured onto North Farmington Road.

We are working with Horner and Shifrin Engineering on plans for improvements to the Water Treatment Plant as part of the Water Facility Plan Implementation Program. Improvements at the Water Plant, along with water main improvements on South High Street and East Jackson Blvd. will be financed in 2023 with the sale of \$3.5M in bonds.

Koehler Engineering was issued a task order in May to study alternative locations and construction methods for the Sunset Bridge Replacement Project. Since then, they have submitted a report with recommendations that will be utilized in our submittal for construction grants through the MoDOT Bridge Replacement Program.

Due to changes in our telephone utility's service options, we are evaluating new methods of SCADA communications with the wastewater lift stations utilizing cellular technology. The engineering design is 90% complete for a sewer lateral main to serve properties along South Old Orchard Road east of Williams Creek, and we are working on acquisition of easements for that project.

### Accomplishments for 2022

- ✓ Water Bond Project 2C was completed, replacing undersized cast iron water mains on East Main, Maryland, Bellevue, and Washington Streets. A creek crossing on Old Cape Road was repaired, and the railroad tracks were removed from East Main Street along with improvements to the storm sewers in that area.
- ✓ North Industrial Park Sewer Extension Project was completed.
- ✓ Klaus Park Force Main relocation and stabilization along Ramsey Branch to protect exposed sewer and electric utilities.
- ✓ Kimbeland Lift Station Relocation and Bypass Project was started and is due to be completed in July of 2023.
- ✓ The Hubble Ford Bridge Replacement Project was completed.
- ✓ The West Mary Street Bridge and Sidewalk Project was started and is scheduled for completion in March of 2023.
- ✓ North Union Avenue Lift Station and Force Main Project was completed.
- ✓ Revised Wastewater Standard Construction Specifications including Lift Station Specifications were adopted.
- ✓ The 2022 Wastewater Rate Study was approved.
- ✓ \$10.1M Wastewater Bond Issue was approved by 75% of voters in the August election to fund the first phase of the Wastewater Facility Plan Implementation Program. This will

repair, replace, and upgrade aging equipment at the Wastewater Treatment Facility and add much needed treatment capacity.

- ✓ State ARPA Grant applications were submitted for the Wastewater Utility, Water Utility, and Lead Water Service Line Inventory in the amounts of \$5M, \$5M, and \$200,000 respectfully. Results of those grant applications should be known before the end of 2022.
- ✓ Plans are nearly complete for improvements at the Water Treatment Facility, along with water main improvements on South High Street and East Jackson Boulevard.
- ✓ Plans are underway for a new Roundabout at Deerwood Drive and North High Street, as well as the replacement of the Sunset Drive Bridge over Hubble Creek. Both of these projects will have to wait for completion of MODOT's Hwy 61 Improvement Project that will include replacing their bridge over Hubble Creek and relocation of many City utilities.

#### Projected accomplishments for 2023

- ◊ Work will continue to get the \$10.1M Wastewater Facility Plan Implementation Program funded through the State Revolving Loan Fund and underway.
- ◊ Complete construction of the West Mary Street Bridge and Sidewalk Project.
- ◊ Kimbeland Lift Station Relocation and Bypass Project construction will be completed.
- ◊ Construction of Water Treatment Facility upgrade project.
- ◊ Construction of Water Main upgrades on South High Street and East Jackson Boulevard.

## **Sanitation Department**

**Teddy Scholl, Foreman**

In 2022, the Sanitation/Recycling Department collected over 4,085 tons of trash from City customers. This includes: weekly curbside, yearly special pickups, paid special pickups, numerous uptown events, park trash barrels, and all department dumpsters. This number is down from last year - some 543 tons less than 2021. This was due to the slowdown of the COVID-19 pandemic. The total special pickups was 757. This number was up 114 stops from 2021. We purchased and received two new garbage trucks in 2022 and traded in two older trucks. We kept a full staff again this year, which is a major plus. We had one person quit and one transfer to another City department. We had replacements almost immediately. Even with extreme heat this summer, the loaders made it through. On the Recycling Center side of the Department, we sold and shipped 386 tons to Republic Services of St. Louis. The tonnage was down some 35 tons. The payment the City received was \$40,641.32 - an increase of \$10,128.86 from last year. The items shipped to Republic are #1 Pete Plastics, #2 Neutral, #2 Colored Plastics, Magazines, Junk Mail/Office Paper, Cardboard, Newspaper, Aluminum Cans, Mixed Steel/Cans. Ripple Glass Company of Kansas City again provided glass removal at no charge to the City. The tonnage this year was 91.8 tons - almost a 20 ton increase from 2021. Scrap Metal/Appliances went to Cape Metal Recyclers again this year. We shipped 35 tons of material to them this year - a 11 ton decrease from 2021. Money from these items totaled \$4,468.10, which is a \$1,825.25 decrease. The next recycling item is the Electronic Waste. We shipped 41 tons of this to MRC Recyclers of Barnhardt. This total was down 9.3 tons from 2021. This includes the E-cycle Event held on June 4, 2022. That event alone netted 5.93 tons. This was 2.61 tons less than the previous year.

### **Accomplishments for 2022**

- ✓ Collected Residential Trash
- ✓ Collected Yearly Pick Ups
- ✓ Collected Paid Special Pick Ups
- ✓ Collected Curbside Yard Waste Pick Ups
- ✓ Hauled Yard Waste from Pits to Well #7 Holding
- ✓ Operated Recycling Center
- ✓ Hauled Scrap Metal/Appliances to Cape
- ✓ Maintained Sanitation/Recycled Grounds/Buildings
- ✓ Performed Weekly Vehicle/Equipment Service
- ✓ Have Kept a Full Staff Over 18 Months
- ✓ Have Two CDL Drivers With One Testing Now
- ✓ Hosted Annual E- Cycle Event June 4, 2022

### Projected Accomplishments in 2023

- ◊ Keep Fully Staffed
- ◊ Get Another Staff CDL Qualified
- ◊ Collect Residential Trash
- ◊ Collect Special Pickups
- ◊ Collect Paid Special Pickups
- ◊ Collect Curbside Yard Waste Two Times Per Month
- ◊ Haul Off Yard Waste from Yard Waste Pits
- ◊ Haul Off Scrap Metal/Appliances
- ◊ Weekly Equipment/Truck Maintenance
- ◊ Host Annual E-cycle Event on June 3, 2023
- ◊ Remove Weeds/Brush from Behind Sanitation Building
- ◊ Cut Door Way in Wall for Horizontal Baler
- ◊ Finish Tin/Drip Lip on Recycling Loading Dock
- ◊ Have New Lighting Installed in Sanitation Building
- ◊ Have More New Lights Installed in Recycling Drop Off Area
- ◊ Have New Lights Installed in Recycling Baling Area
- ◊ Assist In Snow Removal

## **Street Department**

**Danny Youngerman, Foreman**

Our winter weather operations include pretreating streets with salt brine, rock salt, cinders, six salt spreaders, and eight plow trucks in the Street Department. If needed we have an additional six trucks with snow plows from other city departments to help keep the streets clear and safe. Last year, we used 170 tons of salt brine, 506 tons of rock salt, and 100 tons of cinders for our winter weather program.

Throughout the year we continue to work hard to maintain our daily 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 2022**

- ✓ Completed annual concrete street patch program, asphalt overlay, and patch program and the waterline upgrade project phase 3C.
- ✓ Repaired 600' of sidewalk failures and constructed ADA ramps in the 100 and 200 blocks of Daisy Ave.
- ✓ Repaired 380' of sidewalk failures and constructed ADA ramps in the 200-500 blocks of N. Georgia St.
- ✓ Constructed 70' walk trail, painted crosswalk, center lines, and added stop signs at new bridge on Cascade Dr.
- ✓ Constructed ADA ramp in the 100 block of S. High St.
- ✓ Constructed ADA ramp, built a drop box, and installed 10' of 6" storm sewer pipe at Litz Park pickle ball courts.
- ✓ Repair storm sewer, added 20' of 24" storm sewer pipe, rip rap bridge, and completed yard restoration Cortland Dr.
- ✓ Cut and regrade city lot at Russell Heights Cemetery and completed yard restoration.
- ✓ Dugout and poured pillar footings at Russell Heights Cemetery.
- ✓ Refurbishment the 6640 mowing tractor.
- ✓ Pressure washed and painted frames on the five welcome to Jackson signs.
- ✓ Raised floor in the sweeper pit to help control water runoff.
- ✓ Clean up storm debris throughout the year.
- ✓ Cut brush and clean up the city maintain detention basins on E. Main St.
- ✓ Cut sprouts away from box culverts on Jackson Ridge Dr., Oak St., and E. Main St.
- ✓ Repair utility patches and street failures around the city.
- ✓ Spray weeds on streets and sidewalks throughout the city.
- ✓ Continue to update our five-year street improvements and repair list.
- ✓ Clean drains, drop boxes, and pipes.

- ✓ Maintain all gravel roads and clean ditches.
- ✓ Continue constructing map locations of all drop boxes, pipe size, and depth of pipe.
- ✓ Our annual inspection, repairing, and cleaning debris in drop boxes.
- ✓ Install and replace signs around the city as needed.
- ✓ Perform daily inspections on the concrete street patch program, the asphalt overlay, and patch program, McKendree Crossing Subdivision Phase 2.
- ✓ Barricade streets for special events, holidays, Homecomers, Band Festival, Oktoberfest, parades, 5K runs, block parties, and car shows.
- ✓ Paint crosswalks, stop blocks, center lines, turn lanes, handicap symbols, parking stalls, and yellow curbs.
- ✓ Mow right of ways and bigger city lots.
- ✓ Weekly mowing of city lots and bridges.
- ✓ Trim limbs on right of ways.
- ✓ Sweep streets.
- ✓ Brush removal at well 7.
- ✓ Complete work orders as needed.
- ✓ Repair damage to city property.

#### Projective Accomplishments in 2023

- ◊ Continue to repair our five-year MoDOT bridge inspections repair list.
- ◊ Continue to repair or replace sidewalks and make ADA compliant.
- ◊ Seal bridge decks.
- ◊ Pressure wash and paint black frames on the welcome to Jackson signs.
- ◊ Paint all snow plows.
- ◊ Continue to inspect, clean debris, and repair drop boxes.
- ◊ Storm sewer repairs and pipe replacement as needed.
- ◊ Rip rap ditches to prevent wash outs.
- ◊ Brush removal at well 7.
- ◊ Continue to maintain detention basins as needed.
- ◊ Assist all other departments with city projects as needed.
- ◊ Continue our normal street maintenance duties which include: repairing utility patches , street failures, street pops, sidewalk failures, gravel road maintenance, clean, reshape and rip rap ditches, mow right of ways, city lots and bridges, sweeping streets, street painting operations, trimming limbs on right of ways, installing, clean or change faded signs, clean drains, drop boxes and pipes, clean up city lots, repair storm sewer failures, spray weeks around the city, maintenance on equipment, clean up storm debris, daily inspections on projects, winter weather operations, and construction on special projects.

## **Wastewater Utilities Department**

**Kenny Gibbar, Foreman**

In August of 2022, the citizens of Jackson approved \$10.1M of Wastewater Treatment Plant Upgrade Municipal Bonds. This will allow the City to take out a State Revolving Fund Loan in 2023 to finance much-needed upgrades and maintenance to the 24-year-old Wastewater Treatment Plant. As the end of the year draws near, easement acquisition is underway and we are reviewing 90% complete plans for the project.

The Williams Creek Sewer Interceptor Phase 2 project was completed, along with the Klaus Park Force Main Relocation Project. Our Local Limits Survey was accepted by MDNR, which allowed us to adopt our new Wastewater Pretreatment Ordinance, as part of an update to Chapter 41, Division III, Sewerage, of the Code of Ordinances. The North Union Avenue Lift Station Replacement Project was completed, providing much needed additional capacity to the City Park Band Shell for the upgraded bathroom facilities.

Easements were obtained for the Kimbeland Lift Station Bypass and Upgrade Project. Construction started in summer of 2022 and will be complete in summer of 2023. The design is completed and easement acquisition is underway for a sewer lateral extension along South Old Orchard Road just south of the Williams Creek Bridge.

Land application of the bio-solids from the wastewater treatment process was contracted out with 1,621,332 gallons of bio-solids successfully land applied earlier this year with an additional 300,000 gallons scheduled for application by end of year.

The 2022 Sewer Lining Project installed 3,177 feet of 8-inch cured-in-place-pipe (CIPP) within old clay tile sewer 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.

Updated Wastewater Gravity and Lift Station Construction Specifications were approved by the Board of Aldermen and filed with the City Clerk.

A total of 179,643 feet of sewer pipes were cleaned by our Wastewater Operators as part of the ongoing rodding and hydro-flushing maintenance program.

A total of 467.5 million gallons of wastewater were recycled into clean, swimmable, and fishable waters of the state.

Wastewater Operator Daniel Young obtained his Class D Wastewater Certification and his CDL license.

## Accomplishments for 2022

- ✓ Wastewater Facility Plan Implementation Projects completed include flow monitoring in the Goose Creek and Rocky Branch watersheds. Data is being analyzed and will lead to additional testing focused on areas identified by the flow monitoring results.
- ✓ The Wastewater Pretreatment Ordinance was added to City Code.
- ✓ \$10.1 million wastewater bond issue approved by public vote in August of 2022.
- ✓ The Local Limits Survey was submitted to MDNR for review. This report established new industrial wastewater discharge limits. Our consultant then incorporated the new limits into our Pretreatment Ordinance.
- ✓ Easements acquired for Kimbeland Lift Station Upgrade Project. Construction of Lift Station started summer 2022.
- ✓ Biosolids application was contracted out.
- ✓ Klaus Park Force Main rerouted around SEMO Ready Mix Plant.
- ✓ South Old Orchard Road Sewer Lateral design completed and easement acquisition begun.
- ✓ The 2022 Sewer Lining Project installed 3,177' feet of 8-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.
- ✓ As of October, 1,621,332 gallons of liquid biosolids were applied to farmland as fertilizer by METRO-AG. Another 300,000 gallons will be applied by end of year.
- ✓ 179,643' feet of sewer pipes were cleaned by our operators as part of the ongoing rodding and hydro-flushing maintenance program.
- ✓ 467.5 million gallons of wastewater were recycled into clean, swimmable, and fishable waters of the state.
- ✓ Daniel Young operator obtained CDL License.
- ✓ Union Street Lift Station upgrade completed 2022.
- ✓ Daniel Young operator obtained Class D Wastewater Certification.
- ✓ Repaired Klaus Park force main at SEMO Ready Mix Plant.

### Project Accomplishments for 2023

- ◊ Develop project documents and bid out a sewer lining project.
- ◊ Design for the Klaus Park Force Main Project.
- ◊ South Old Orchard Rd Sewer Lateral Project bidding and construction.
- ◊ Designs for the Wastewater Facility Plan Implementation Projects will be submitted to MDNR for State Revolving Fund Loan.
- ◊ Upon approval of State Revolving Loan, Wastewater Facility Plan Implementation Projects will be bid out for construction to begin.
- ◊ Develop project documents and bid out a manhole repair project.
- ◊ Kimbeland Lift Station Upgrade to be completed in 2023.

## **Water Utilities Department**

**Brad Noel, Foreman**

The Water Utility Department had a very trying 2022. We continued with the oversight of the Water System Facility Implementation Project in which water mains were replaced and upgraded providing our system with increased fire flows and better serving our citizens. The areas improved this year were East Main, Bellevue, East Washington, and North Neal Streets. We also had a small section of creek crossing replaced on Old Cape Road near June Lane that had become exposed and suffered some damage; this section of work in particular will now allow us to feed this area from multiple directions providing us the ability to keep customers in that area supplied with water during times of needed repair. We had multiple Fiber companies installing infrastructure in town this year and as always during these projects you encounter times of damage to underground utilities to which our crews must respond and make necessary repairs, this kept the Water crew on their toes in order to restore water service as quickly and safely as possible to areas affected by those mishaps.

During 2022, we responded to 119 daily work orders along with repairing 12 water main breaks and nine service line leaks. This year we continued to see delays in shipping and difficulty locating parts and materials which slowed our progress in our AMR change out program. We were able to change out 12 meters before the shipping and ordering delays took hold. This forced us to only change out meters when they stopped working and we were able to change out 192 dead water meters this year. We also made ten water taps and set 60 new meter settings; all of this work totaled 264 full AMR systems installed this year. We also restored numerous yards that were disturbed from main breaks, service line leaks, or meter work. Our annual leak survey was also completed on the entire system and found one service line leak which was on the customer's side and two main line valves between pressure zones that are leaking very slightly, we will be exploring the options to repair these valves and hope to have this done by year's end. We were able to again exercise some of our main line valves along with locating and marking more curb stop locations and entering them into the GIS mapping familiarizing our crew with the locations of valves and curb stops while also making sure that all valves are operating the way they should. This will also be of great benefit to our utility locating company allowing for easier and more precise locates when needed.

During the month of October, we were called by the City of Cape Girardeau to provide assistance with their water system due to a large transmission line break within their water system. We were able to provide temporary limited water service to them via the interconnection valve that was installed between the two water systems back in 2006. This was the first time since installation that this connection had the need to be utilized by either city and it performed perfectly as it was designed to. We were also able to provide some additional water removal pumps to Cape during this event that aided in the repair process of the main

break. Through this event, we learned some valuable information about our system that will help in the future should this assistance be required again.

Our water plant operation for the year was relatively normal with only a brief period in which we had to operate with one high service pump out of commission while we waited on the delivery of a part. During that time, we were informed that our drive units for those pumps are obsolete and any additional parts needed for repair would not be available. We made the decision to update those drives with new current models during the work that will be done early in 2023 under the Water System Facility Implementation Project. We performed all of our State and Federal required testing and sampling to ensure good water quality and received good reports on all of those tests. During this year our water towers were inspected and cleaned ensuring that they are in good operable condition for years to come and our wells were inspected to make sure they are operating up to par, all wells received a clean bill of health as of January.

We welcomed a new member to the Water Utility in 2022 - Ashley Burns, who had been working for a neighboring water district. As a result of Ashley's previous employment and training he was able to hit the ground running with us allowing the Water Distribution to keep going without skipping a beat. Ashley also completed an apprenticeship training course sponsored by Missouri Rural Water Association. As a result of that training, he was presented with a Journeyman Water certificate. During the year we had two of our crew members receive their certification from the Department of Natural Resources Drinking water division. Aaron McElrath received level C Water Treatment certification and Jordan Daugherty received his level D Water Treatment as well as his Distribution level III certifications. These accomplishments are not taken lightly and all will provide great benefits to the city for years to come. The year 2023 will once again be very busy for us with continued water main replacement oversight, daily work orders, and continued work on the relocation of water meters for the AMR Program.

### Accomplishments for 2022

- ✓ Completed 12 AMR installations
- ✓ Made 10 water taps
- ✓ Set 60 new meter settings
- ✓ Operated water main valves as needed
- ✓ Read meters monthly
- ✓ Change out 192 dead meters
- ✓ Annual leak detection program completed
- ✓ Repaired 12 water main breaks
- ✓ Repaired 9 service line leaks
- ✓ Repaired 1 damaged fire hydrant

- ✓ Conducted general maintenance
- ✓ Located curb stop locations, made cards for, and entered into GIS
- ✓ Two crew members received DNR certifications
- ✓ Assisted in the completion of Phase 2C of Water Bond Issue
- ✓ Responded to 119 daily work orders
- ✓ Restored yards damaged from utility work
- ✓ Received shoring equipment and trained City personnel on use of
- ✓ Assisted the City of Cape Girardeau during their large water main break

#### Projected Accomplishments for 2023

- ◊ Continue with AMR installations of remaining inside meters, aiming for 250
- ◊ Make water taps as needed
- ◊ Set new meter settings as needed
- ◊ Operate water main line valves as needed
- ◊ Read meters monthly
- ◊ Change out dead meters as needed
- ◊ 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 2D of Water Bond Issue
- ◊ Continue getting curb stop locations placed into the GIS Mapping System
- ◊ Replace old fire hydrants where needed
- ◊ Certification Training for Travis Payne
- ◊ Lead service line inventory
- ◊ Update GIS mapping of main lines and valves

## 5-YEAR CAPITAL EXPENDITURE PLAN

### Department Equipment

Department	2024	2025	2026	2027	2028
<b>Administrative Services</b>					
Vehicle Replacement	\$ 30,000.00				
Computer		\$ 3,000.00			
<b>Building Maintenance</b>					
New Computer				\$4,000.00	
<b>Building &amp; Planning</b>					
Computer Replacements/Upgrades	\$4,000.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
Tablet Replacement (Inspectors)	\$1,500.00		\$1,500.00		
Trimble GPS Unit			\$5,000.00		
Inspection Vehicle - Truck or SUV		\$30,000.00			
<b>Cemetery</b>					
Small Zero-Turn Mower	\$7,000.00				
Front Mount Rear Discharge Mower			\$20,000.00		
Small Zero-Turn Mower				\$8,500.00	
New Truck					\$30,000.00
<b>City Clerk</b>					
Copier/Printer Replacement	\$6,000.00				
Upgrade Phone System	\$10,000.00				
Office Machines	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Storage/Shelving for Archive Documents		\$3,000.00			\$15,000.00
<b>Civic Center</b>					
Additional Sound Panels in Gym/Safe Room		\$50,000.00			
Gym Floor Cover Replacement			\$10,000.00		
Dance Floor Replacement			\$10,000.00		
<b>Electric Distribution</b>					
AMR Equipment	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
New VST 47 Bucket Truck	\$165,000.00			\$165,000.00	
Replacement Pick Up		\$60,000.00			\$60,000.00
Used Digger Derrick (Pole Holder)		\$130,000.00			
<b>Fire Department</b>					
Furnishings	\$100,000.00				
Computer replacement	\$3,000.00	\$3,000.00	\$6,000.00	\$3,000.00	\$3,000.00
Mobile Data Terminal Replacement					
Technical Rescue Equipment			\$15,000.00		
Mattress/Recliner Replacement	\$5,000.00				
Extrication Tool Replacement				\$70,000.00	
Thermal Imaging Camera Replacement		\$30,000.00			
Ventilation Fans for Apparatus	\$6,000.00				
Ice Machine Replacement at Station #1	\$5,000.00				
Cascade Machine/ Fill Station Replacement	\$90,000.00				
Replace 1998 Reserve Engine-23		\$300,000.00			
Replace Ladder 15			\$1,200,000.00		
Self-Contained Breathing Apparatus Replacement				\$400,000.00	
Radio/Pager replacements		\$15,000.00	\$10,000.00		

## Department Equipment

Department	2024	2025	2026	2027	2028
Public Education Smokehouse		\$20,000.00			
Brush Fire Truck replacement					\$175,000.00
<b>Information Technology</b>					
City Hall network hardware/changes	\$15,000.00				\$15,000.00
Printer/scanner replacement/addition	\$10,000.00				\$10,000.00
Computer replacements			\$5,000.00		
Server upgrade/addition					\$15,000.00
Firewall replacement/upgrade			\$10,000.00		
Phone system at City Hall (Internal)	\$12,000.00				
<b>Parks &amp; Recreation</b>					
Replace Pavilion #1 Playground Equipment	\$ 40,000.00				
Install Pavilion at Civic Center (ARPA)	\$ 40,000.00				
Install Playground at Civic Center (ARPA)	\$ 30,000.00				
Renovate Lower Tennis Courts (ARPA)	\$ 20,000.00				
Replace Brookside Playground Equipment		\$ 40,000.00			
Front Deck Mower with Trade-In			\$ 15,000.00		
New Pavilion at Brookside off Greensferry Rd.				\$ 75,000.00	
<b>Police Department</b>					
Tasers	\$8,000.00	\$8,000.00	\$8,000.00		
In-car videos	\$9,010.00	\$9,010.00	\$9,010.00		
Automobiles/equipment	\$100,000.00	\$100,000.00	\$100,000.00		
Bulletproof vests		\$5,500.00			
Radars		\$7,000.00	\$7,000.00		
Computers	\$3,000.00	\$3,500.00	\$3,500.00	\$4,000.00	
Copy machine	\$8,000.00			\$8,000.00	
Mobile Data Terminals	\$25,000.00		\$25,000.00		
Body Worn Cameras	\$5,000.00	\$5,000.00		\$5,000.00	
Weapons/equipment	\$2,500.00	\$20,000.00	\$2,500.00		
<b>Power Plant</b>					
Engine #9 Louvers	\$10,000.00				
Computer	\$3,000.00				\$3,000.00
Replace Upper Fuel Tanks		\$100,000.00			
SCADA Upgrade			\$50,000.00		
Truck				\$40,000.00	
<b>Sanitation Department</b>					
New Horizontal Baler w/Auto Tie for Recycling			\$ 150,000.00	\$ 165,000.00	\$ 170,000.00
Used 48' Trailer for E-Cycle Storage	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Portable Hot Water Pressure Washer	\$ 8,000.00	\$ 8,000.00			
<b>Street Department</b>					
2-Ton Dump Truck w/Spreader & Plow		\$ 220,000.00			
1-1/2 Ton Dump Truck w/Spreader & Plow	\$ 180,000.00				\$ 180,000.00
1-Ton Dump Truck w/Spreader & Plow				\$ 70,000.00	
3/4-Ton Service Truck w/Tommy Lift		\$ 840,000.00			
Street Sweeper			\$ 190,000.00		
Salt Brine Mixing Tank					\$ 12,000.00
JD Riding Mower 4x4 Diesel	\$ 22,000.00				
20" Diamond Blade for Walk-Behind Saw	\$ 500.00				

## Department Equipment

Department	2024	2025	2026	2027	2028
Back Saver w/Bosch Hammer Drill				\$ 1,300.00	
<b>Wastewater Plant</b>					
Sampler	\$ 6,000				
Incubator	\$ 5,500				
Storm Pumps	\$ 20,000				
Service Truck				\$ 49,000	
Sewer Rodder		\$ 60,000			
Riding Mower	\$ 20,000				
Pump Station SCADA			\$ 65,000		
<b>Water Distribution</b>					
New 4WD Pick up 3/4 Ton		\$33,000.00			
Backhoe	\$95,000.00				
Leak detection services	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Fire hydrant replacement	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Utility locating services	\$27,000.00	\$27,000.00	\$27,000.00	\$27,000.00	\$27,000.00

## 5-YEAR CAPITAL EXPENDITURE PLAN

### Special Projects

Department	2024	2025	2026	2027	2028
<b>Building Maintenance</b>					
New Carpet	\$31,000.00				
New Parking Lot		\$40,000.00			
Remodel Board Room			\$50,000.00		
Update Old AC Units					\$60,000.00
<b>Civic Center</b>					
Irrigation System	\$20,000.00				
Tile in Meeting Rooms			\$13,500.00		
Meeting Room Expansion				\$350,000.00	
<b>Engineering</b>					
Sanitary Sewer Lining Program	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Asphalt Pavement Improvement Program	\$350,000.00	\$350,000.00	\$350,000.00	\$350,000.00	\$350,000.00
Concrete Pavement Improvement Program	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00
Joint Routing and Sealing Program	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Sunset Drive Bridge Replacement Project	\$100,000.00		\$550,000.00		
Bridge Repairs and Maintenance	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
Storm Sewer Repairs and Maintenance	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
Hubble Creek Recreation Trail, Phase 3		\$800,000.00			
Roundabout at N. High St. and Deerwood Dr.	\$300,000.00	\$600,000.00			
Emma St./ Vera Wagner Dr. Connector				\$2,500,000.00	
Water System Facility Implementation Project	\$ 1,750,000.00	\$1,750,000.00			
<b>Police Department</b>					
Flock Camera System	\$30,000.00	\$35,000.00	\$35,000.00	\$40,000.00	
<b>Wastewater Plant</b>					
I & I Inspections Elwanda Watershed			\$ 319,000		
I & I Inspections Goose Creek Watershed			\$ 886,000		
Klaus Park Force Main		\$ 1,230,000			
<b>Water Plant</b>					
New Storage Tower				\$2,000,000.00	
Tower Maintenance	\$82,925.00	\$82,925.00	\$82,925.00	\$82,925.00	\$82,925.00
Well Inspections	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00

## Jackson City Employees

Department	First Name	Last Name
Accounts Payable	Crystal	Reid
Administration	James	Roach
	Larry	Koenig
Administrative Services	Rodney	Bollinger
Building and Planning	Janet	Sanders
	Tammy	Chaffin
	Ginger	Earnest
	Stephen	Grant
	Larry	Miller
Building Maintenance	Austin	Croy
Cemetery	Joseph	Schreiner
	Skylar	Copeland
	David	Shuffit
Civic Center	Chris	Eastridge
Clerk	Liza	Walker
	Madison	Renfroe
	Wendy	Seabaugh
Collector	Lisa	Beussink
	Julie	Hopkins
	Markie	Sharrock
Electric Distribution	Todd	Martin
	Timothy	Burroughs
	James	Crowden
	Joshua	Diebold
	Landon	Elledge
	Todd	Field
	Cody	Herzog
	Kyndel	Page
	Donald	Schuette
	Anna	Bergmark
Fire	Jason	Mouser
	Randy	Davis
	Dalton	Abernathy
	Wesley	Blattel
	Ryan	Davie
	Darrel	Ellis
	Justin	Farrar
	Brent	Floyd
	Michael	Gentry
	Ladonna	Glenn
	Robert	Greif
	Matthew	Jahr
	Ronald	Kiplinger
	Andrew	Marler
	David	Medlock
	Sean	Mitchell
	Brandon	Page
	Nicholas	Pfau
	Eric	Ramos
	Alexander	Schlitt
	Blake	Stone
	Nathan	Vicenzi

## Jackson City Employees

Department	First Name	Last Name
Fleet Maintenance	Kirk	Anderson
	Toby	Hendrix
Human Resources	James	Wiseman Jr.
Information Technology	Joan	Evans
	Sarah	Moonier
Parks and Recreation	Jason	Lipe
	Paul	Guilfoy
	Brent	Reid
	Spencer	Sander
	David	Smith
Police	James	Humphreys
	Alex	Broch
	Rick	Whitaker
	Sara	Boone
	Rachel	Coleman
	Ethan	Dambach
	Jamie	Freeman
	Jacob	Hanna
	Anthony	Henson
	Megan	Houseman
	Jonathan	Jensen
	Carl	Kurtz
	Timothy	Lester
	Chad	Ludwig
	Branden	McSpadden
	Dylan	Peetz
	Cody	Polley
	Ridge	Redfain
	Austin	Reed
	Neil	Reitenbach
	Pablo	Sanchez
	Reece	Scherer
	Kimberly	Shuck
	Michael	Shy
	Tyler	Slinkard
	Whitten	Stoverink
	Ronald	Styer
	Jason	Wilhelm
Power Plant	Michel	Biri
	Charles	Reed
	J	Stortz
Public Works	Kent	Peetz
Sanitation	Teddy	Scholl
	Collin	Campbell
	Timothy	Conway
	Jared	O'Kelly
	Anthony	Robideau
	Ryan	Stadelbacher
	Danny	Youngerman
Street	Shawn	Burkhart
	Michael	Dougan
	Timothy	Jansen
	Brian	McClanahan
	Stephen	Oliver
	Michael	Weber
	Joshua	Wills

## Jackson City Employees

Department	First Name	Last Name
Wastewater	Kenneth	Gibbar
	Joel	Bert
	Michael	Neal
	Sharon	Raines
	Daniel	Young
Water Distribution	Brad	Noel
	Ashley	Burns
	Rick	Hutteger
	Travis	Payne
Water Plant	Ryan	Sides
	Jordan	Daugherty
	Aaron	McElrath





















