



# Annual Accomplishments 2021



## Table of Contents

City Administrator.....	1
Administrative Services.....	3
Building Maintenance Department .....	8
Building and Planning Department.....	9
Cemetery Department.....	15
City Clerk's Department .....	17
Civic Center .....	22
Collector's Department.....	23
Electric Distribution Department.....	25
Engineering Department.....	29
Fire Department.....	32
Fleet Maintenance Department .....	39
Information Technology Department.....	42
Parks and Recreation Department .....	44
Police Department.....	48
Power Plant.....	54
Public Works Department.....	59
Sanitation Department .....	63
Street Department.....	65
Wastewater Utilities Department.....	68
Water Utilities Department .....	70
Five-Year Capital Expenditure Plan.....	75
Jackson City Employees .....	81
Photos .....	85



## **City Administrator**

### **Jim Roach**

Many infrastructure improvement projects were completed with the close of 2021. Several more are ongoing, with ambitious plans for 2022. The city was also successful in obtaining various grants, which totaled \$241,517. Numerous other important projects and activities were completed in 2021. 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 2021 list of accomplishments and our goals for 2022. 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 2021 to a close. As I begin my fifth year as the Director of Administrative Services, I look back with pride on my accomplishments in the past year and look forward to the potential of the coming year.

Back in December of last year, the staff and I predicted the completion of several important local and regional projects, including the Ward Redistricting Project, Brookside Park Ball Field Development Project, Williams Creek Interceptor Sewer Project, Phase 2, and the Diverging Diamond Interchange Project at Center Junction. I am proud to announce that we have delivered on all four of these major accomplishments.

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

Jackson completed its sixth year of improvements to the water system. This is a continuation of the \$11 million bond project to upgrade the overall water system in Jackson. The project costs are being paid 100% through utility service rates and not through tax increases. As the easement acquisition officer, I successfully obtained the easements necessary to complete this round of water line projects and stand ready to acquire more for the 2022 phase of work.

In 2021, a total of 38 Special Event Permits were issued by my department. Since 2011, this new program has helped residents, organizations, and businesses apply for and receive event permits. It has also streamlined the process and made it much easier for applicants to file their requests, as will allow City staff to better review and manage the permits.

The Southeast Metropolitan Planning Organization (SEMPO) is the eighth transportation policy-making body in the State of Missouri that is made up of representatives from local government and transportation agencies with authority and responsibility in metropolitan planning areas. The organization is comprised of the City of Jackson, City of Cape Girardeau, County of Cape Girardeau, Southeast Missouri Regional Planning and Economic Development Commission, Cape Special Road District, Southeast Missouri State University, and the Cape Transit Authority. Planning work continues monthly with meetings of the Board of Directors and Technical Planning Committee, which I serve as chairman. In 2021, we worked hard to complete the Metropolitan Transportation Plan Update and kicked off the Electric Vehicle Readiness Plan.

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 30 years with the City have provided an excellent foundation on which to build my career here in Jackson. However, there is still much to learn and even more yet to do. The year ahead offers an even greater opportunity for achievement, with many infrastructure improvement projects scheduled - including the construction of sixth phase of projects under the Water System Facility Plan Implementation Program, construction of a two new bridges over Hubble Creek in the City Park, updating the city website and comprehensive plan, planning for major improvements to Highway 61 between the courthouse and Deerwood Drive, easement acquisition services for several proposed street, electric distribution, water distribution, sanitary sewer, and recreation trail projects, ongoing contract administration, and grant writing.

As I look back with pride on another successful year, I anticipate an even more productive 2022. 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 2022 for everyone.

#### Accomplishments for 2021

- ✓ Provided grant writing activities for the following projects:
  - Soccer Park Field Lighting Project (MDNR)
  - Update to the City Emergency Operations Plan (SEMO RPC)
  - West Mary Street Sidewalk Connection Project (MoDOT)
  - Roundabout Project at North High Street and Deerwood Drive (MoDOT)
- ✓ Provided contract administration services for the following City projects:
  - Ward Redistricting Project (after the release of the 2020 Census data)
  - City Emergency Operations Plan
  - Jackson Civic Center Directional and Informational Sign Project
  - House Demolition Project at 1025 South Farmington Road
  - Use Tax Education and Outreach Strategy
  - Restoration of the Jackson Mural
  - Medical director/consultant for Jackson Fire Rescue
- ✓ Provided management services for the following non-City special projects:
  - Municipal agreement with MoDOT for the Diverging Diamond Project at Center Junction

- ✓ Acquired easements/property for the following City projects:
  - Kimbeland Lift Station Upgrade Project
  - Williams Creek Interceptor Sewer Project, Phase 2
  - Williams Creek Sewer Lateral Extension Project
  - Sanitary Sewer Extension Project in the Jackson North Industrial Park Subdivision
  - Klaus Park Sewer Project
  - Water System Facility Plan Implementation Project – Phase 2, Project 2B
- ✓ Served on the following committees and attended meetings:
  - Technical Planning Committee of the Southeast Missouri Metropolitan Planning Organization
  - Alternate voting member on the Board of Directors of the Southeast Missouri Metropolitan Planning Organization
  - Southeast Missouri Regional Planning and Economic Development Commission
  - Transportation Advisory Committee (SEMO Regional Planning)
  - Contract Committee (City)
  - Emergency Management Committee (City)
  - Personnel Policy Committee (City)
  - City Attorney Selection Committee (City)
- ✓ Administered the COVID-19 response plan and served on the Cape Girardeau County COVID Public Information Officers group
- ✓ Supervisory activities for the Building & Planning and Sanitation Departments
- ✓ Served as 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)
- ✓ Facebook followers reached a total of 8,000
- ✓ Provided annexation services to property owners
- ✓ Provided contract and grant writing assistance to various departments
- ✓ Processed a total of 38 Special Event Permits
- ✓ Assisted in the preparation of agenda packets for Board of Aldermen Meetings
- ✓ Agenda preparation is now created in Municode software
- ✓ Coordinated the E-Cycle Electronic Waste Collection Event on June 5

- ✓ Attended the MML Conference in Columbia on June 10-11
- ✓ Attended the Mayor's Retreat on August 24
- ✓ Administered the Adopt-a-Street Program
- ✓ Assisted in the preparation of Monthly Departmental Updates
- ✓ Assisted in the preparation of agendas for monthly Supervisors Meetings
- ✓ Administered Master Services Agreements and issued Task Order Authorizations
- ✓ Issued a total of 20 task orders for engineering services
- ✓ Prepared Road Closure Reports
- ✓ Assisted in the preparation of a Policy Regarding the Installation of Residential Street Lighting Systems
- ✓ 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
- ✓ Assisted in the preparation of a Minor Plat of JIDC Subdivision
- ✓ Abandoned a portion of an access and parking easement in Skinny's Subdivision
- ✓ Abandoned an easement at 3310 East Jackson Boulevard
- ✓ Abandoned force main and lift station easements in Glendale Subdivision, Unit 1
- ✓ Prepared the 1998-2020 Annexation Report
- ✓ Assisted in the preparation of the City's annual report

#### Project Accomplishments for 2022

- ◊ Provide contract administration for City projects
- ◊ Provide management for special projects
- ◊ Acquire easements for City projects
- ◊ Provide public information activities (Facebook, website, mobile app, 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 Project List Updates
- ◊ Assist in the preparation of monthly Departmental Updates
- ◊ Assist in the preparation of Road Closure Reports
- ◊ Assist in the preparation of agendas for monthly Supervisors Meetings
- ◊ Administer Master Services Agreements and issue Task Order Authorizations
- ◊ Complete the City Website Upgrade Project
- ◊ Launch the City's Twitter account
- ◊ Acquire easements for the West Mary Street Low-Water Crossing Replacement Project
- ◊ Acquire easements for the 34.5 KV Electric Transmission Line Project (West Substation to Power Plant)
- ◊ Acquire easements for the Hubble Creek Utility Corridor and Recreation Trail Project
- ◊ Acquire easements for the Water System Facility Plan Implementation Project, Phase 3 – Project 3A
- ◊ Continue the COVID-19 Response Plan
- ◊ Work with MoDOT on Highway 61 Improvements / Deerwood Roundabout Project

## **Building Maintenance Department**

### **Brent Reid, Foreman**

I took care of cleaning sidewalks during winter weather. Attended all Supervisors Meetings, as well as Board of Aldermen, Planning and Zoning Commission, and Zoning Board of Adjustment Meetings. Performed daily checks and cleaning of all bathrooms, vacuum and mop lobby areas, vacuum offices, empty trash three times a week, lock/unlock doors, and performed a walk-thru at the end of each day to set the security alarm. 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 2021**

- ✓ Maintenance duties around City Hall
- ✓ Removed snow/ice from City Hall sidewalks
- ✓ Cleaned carpet around City Hall
- ✓ Cleaned City Hall daily
- ✓ Lock/unlock doors
- ✓ Set alarm after 5 pm
- ✓ Raise and lower flag
- ✓ Finished Janet's new office
- ✓ Attended Supervisors Meetings
- ✓ Took utility bills to Perryville
- ✓ Pick up checks in Cape
- ✓ Attended all Board, Planning and Zoning, and Zoning Board of Adjustment meetings

### **Projected 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

## **Building & Planning Department**

### **Janet Sanders, Manager**

We had some staff changes this year. Richard Kramer retired after 20 years with our department. He began as a building inspector and then became our GIS Technician for the past 18 years. We all wish him a long and happy retirement. Tammy Chaffin, the first student to graduate with SEMO's new GIS degree, came on board as our new GIS Technician. We are happy to have her as part of our department. I also took advantage of the personnel shift to move the GIS office across the hall and my own office closer to the inspectors.

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. This year all licenses were moved from a June 30th license expiration date to a December 31st expiration date. Approximately 400 contractor licenses are renewed each year. Ginger also handles our phone calls, customer service, permit issuance, inspection scheduling, and weekly and monthly reports as well as miscellaneous duties for Sanitation and Public Works Departments. She has also filled in for me this year at a couple of commission meetings I was unable to attend.

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. 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.

We worked with SEMO Regional Planning on their ward redistricting project after the 2020 Census data was released. We also continued through this year with online map hosting by SEMO Regional Planning. Tammy will be gradually moving us to ArcGIS Online, a newer version of the software which will allow us some remote access to her updated maps in real-time. She has also updated the maps of veteran's graves for use by the American Legion for Memorial Day flags and by the DAR for Wreaths Across America in December.

The Historic Preservation Commission concluded the Historic Architectural Survey project contracted to RDG Planning & Design and will be contacting owners of property found to be historically significant. Tony Thompson and Craig Milde resigned from the Commission this year. Sara Appel moved from alternate to regular member, and Marybeth Niederkorn was appointed to fill the other regular member position. Two alternate positions have remained vacant. Terri Tomlin continued to chair of that commission and Sara Appel became vice-chair. McKendree Chapel and Cemetery properties were removed at their request from the Historic Landmark Designation granted in 2017.

On the Planning and Zoning Commission, Heather Harrison was appointed to fill the expired term of Janice Unger. Mike Seabaugh was again elected chair and Tony Koeller was re-elected as secretary.

Mike Berti was appointed to fill an alternate member position vacated by Betty Hardy. One alternate position remains vacant.

All board meetings returned to in-person meetings at various times this year although we continue to be vigilant about COVID-19.

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 2021

✓

- ✓ The 2020 Annual Accomplishment books and Five-Year Capital Improvement Plan were completed and distributed by Ginger Earnest.
- ✓ The 2020 annual building permit report was completed and distributed by Janet Sanders.
- ✓ Richard Kramer retired at the end of March as our GIS Technician after 20 years with the City. Richard began his career at the City as a building inspector and moved to the GIS position in 2003.
- ✓ Tammy Chaffin began as our new GIS Technician in May of this year.
- ✓ We rearranged our offices, moving the GIS office across the hall and Janet's office to the former GIS office.
- ✓ Online hosting of our GIS map continued with SEMO Regional Planning.
- ✓ Tammy Chaffin and Janet Sanders assisted SEMO Regional Planning with ward redistricting after the release of the 2020 Census data.
- ✓ Agenda preparation for the various boards and committees is now created in Municode software.
- ✓ Term lengths were added for alternate members of the Zoning Board of Adjustment.
- ✓ The application fee for Special Use Permits was updated to match the application fee for rezoning, since both processes follow the same procedure.

- ✓ A Certificate of Appropriateness was issued to the McKendree Chapel Foundation for installation of retaining walls behind the William Williams Cabin on the Old McKendree Property. The Landmark status of this property was later rescinded by the Board of Aldermen at the request of the McKendree Chapel Foundation.
- ✓ The City Cemetery mapping project was ongoing throughout the year. A map of the cemetery lots and a list of the names known buried in this cemetery are available on the city's website.
- ✓ Maps of known veterans' graves in both cemeteries updated for use by the American Legion in placing flags on veterans' graves on Memorial Day and again in November for use by the DAR for their participation in the Wreaths Across America program to place Christmas wreaths on veteran's graves.
- ✓ Contractor license deadlines were extended from June to December due to an ordinance change to make the license year the same as the calendar year.
- ✓ We purchased a new GPS unit that operates with a small pocket antenna and a tablet and Tammy has been trained in its use by the supplier.
- ✓ We participated in a developer round table meeting hosted by the Jackson Area Chamber of Commerce.
- ✓ Janet Sanders continued as secretary of the Missouri Association of Building Code Administrators.
- ✓ Janet Sanders attended all required Certified Local Government virtual trainings, the virtual National Main Street Conference, virtual floodplain trainings by SEMA, the Missouri Association of Building Code Administrators (MABCA) conferences, and the Missouri Municipal League annual conference.
- ✓ Larry Miller attended the Missouri Association of Building Code Administrators spring conference and the Missouri Fire Marshal's conference.
- ✓ Tammy Chaffin attended the virtual Missouri Mappers Conference and several virtual ESRI training webinars for GIS.
- ✓ All board meetings returned to in-person meetings this year with social distancing still prevalent.
- ✓ Parcel, zoning, and utility maps are continually being updated and special project maps created by GIS Technician Tammy Chaffin.
- ✓ 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 reviewed approximately 276 plans of various types and performed approximately 1,740 inspections in 2021 (as of this report due date of Nov. 1).
- ✓ A total of 694 permits of all types were issued in 2021 (as of this report due date of Nov. 1). This number is higher than this time last year.
- ✓ Mike Seabaugh was again elected chairman of the Planning and Zoning Commission. Tony Koeller was again elected secretary. Janice Unger's term expired, and Heather Harrison was appointed as a new member.
- ✓ Kevin Schaper was elected to another term as chairman of the Zoning Board of Adjustment. Mike Berti joined the board as an alternate member this year. One alternate position remains vacant.
- ✓ The Zoning Board of Adjustment heard 23 zoning variance requests and approved 21 variances (as of this report due date of Nov. 1). They heard and resolved 6 dangerous building cases this year.
- ✓ Terri Tomlin was re-elected chair of the Historic Preservation Commission and Sara Appel was elected vice-chair. Craig Milde resigned from the board. Marybeth Niederkorn was appointed as a new member. Two alternate positions remain vacant.
- ✓ A Historic Architectural Survey was completed RDG Planning and Design using the Historic Preservation Funds Grant awarded by the National Park Service in 2020 and a 40% city match. RDG was selected and began a historic architectural survey of 132 properties in a designated area within the original town of Jackson platted in 1814 and an 1880's addition to the town, for the purpose of determining appropriate boundaries for one or more future historic districts.

#### 2021 Subdivisions Completed:

- Pioneer Orchards Market Subdivision (4 lots)
- East Washington Grove Subdivision (reconfigures 2 existing lots)
- Stone Creek Subdivision No. 2 (2 lots)
- Resubdivision of Lot 20 Parkview Terrace Subdivision Phase II (2 lots)
- Summer Lane Subdivision (2 lots)
- Jackson Industrial Development Company Subdivision (3 lots)

#### 2021 Subdivisions in Progress:

- Ramsey Branch Subdivision Phase 2 (60 lots)

- McKendree Crossing Subdivision Phase 2 (40 lots)

2021 Rezonings:

- Comprehensive rezoning of certain properties in the 2500-2800 blocks of East Jackson Boulevard, the 2500-2700 blocks of Hilltop Drive, and the 1300-2800 blocks of Clover Drive.
- 10.5-acre tract at east end of Ridge Road (proposed Grove at Bent Creek Subdivision) – R-2 Single Family Residential to R-3 One- and Two-Family Residential
- Rezoning of a 3.93-acre tract on the west side of South Old Orchard Road proposed as McKendree Crossing Subdivision Phase 3 from R-2 Single Family Residential to R-3 One- and Two-Family Residential.
- Rezoning of 4080 South Old Orchard Road to remove the Historic District Landmark designation for Old McKendree Chapel & Cemetery property.

2021 Special Use Permits:

- 6.51 -acre tract in 2700 block of Old Toll Road - Community Unit Plan in a C-2 General Commercial District for The Villas at Old Toll Road
- 2130 East Jackson Boulevard – oversized attached sign and oversized monument sign for St. Francis Medical Center.
- 2681 East Main Street – oversized attached sign for KAE-COE Isom / Triple Diamond Investments LLC.

2021 Building Permits – top five construction projects (calculated values based on ICC formula – as of the Nov. 1, 2021 due date of this report):

- 2903 S. Old Orchard Rd. – Sappington Pro Outdoor - new warehouse - \$2,720,000.00
- 3801 S. Old Orchard Rd. – The Great Eight (Buchheits) - new warehouse - \$900,000.00
- 1605 W. Jackson Blvd. – Rinehart Properties, LLC – self-storage units - \$650,000.00
- 205 W. Deerwood Dr. – Donkers, Inc. – self-storage units - \$520,676.00
- 1506 S. Farmington Rd. – Midwest Sterilization Corporation – interior remodel - \$500,000.00

Projected Accomplishments for 2022

- ◊ Adopt 2021 International Building Codes
- ◊ Update the City of Jackson Comprehensive Plan

- ◊ Update City Cemetery maps and publish map of all known burials online
- ◊ Provide current cemetery maps to American Legion for Veterans Day and to DAR for Wreaths Across America
- ◊ Migrate online GIS maps to self-hosted with ArcGIS Online
- ◊ 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 two vacant HPC Commission alternate position and one vacant Zoning Board of Adjustment alternate position
- ◊ Continue to update maps as needed
- ◊ New FEMA maps may be issued in 2022
- ◊ 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**

The Cemetery Department had another busy year of mowing and grounds maintenance. We could not find any part-time help to trim and weed-eat, so we were able to contract this with Rockhill and Sons Lawn Care to trim both cemeteries for us.

We purchased a new Kubota 3990 mower with a 6-foot front mount deck to replace one that was about 14 years old. In March, Liley Monument delivered and installed the five remaining columbarium for our new cremation area, we also finished this area by planting more shrubs and flowers. Since opening this cremation area in the summer of 2020, we have sold a total of 24 niches.

On April 22, we received some very sad news that Mark "Moose" Venable who had worked in the department for the last four and a half years unexpectedly passed away.

Steve Pleimann Excavating was hired to tear down the house on the property we had purchased late in 2020. UFO Fencing was then hired to install about 250 feet of fence along the north side of this same property. Advanced Tree Service was hired to cut down two trees at the old cemetery.

Other maintenance duties include but not limited to are snow plowing, tree trimming, dirt work, seeding of grave sites, mulching leaves, digging graves, selling lots, building maintenance, and helping the public as needed. As always, we look forward to another productive year in 2022.

### **Accomplishments for 2021**

- ✓ Continued year-round maintenance of both cemeteries' grounds and equipment
- ✓ Completed Spring and Fall flower clean-up events
- ✓ Conducted weekly departmental safety meetings
- ✓ Purchased a new Kubota 3990 front deck mower
- ✓ Finished columbarium area
- ✓ Contracted out the weed eating for the first time to Rockhill and Sons Lawn Care
- ✓ Hired a new employee - Owen Ladson
- ✓ Steve Pleimann Excavating was hired to tear down house on property we bought at Russell Heights
- ✓ UFO Fencing company installed 250 feet of black chain-link fence along north property line of newly purchased property at Russell Heights

- ✓ Advanced Tree Service cut down two old dead trees at the old City Cemetery
- ✓ We had 106 grave openings, of which 18 were cremations, five of these cremations were put in the new columbarium
- ✓ Sold 82 regular grave lots and 18 niches in the columbarium
- ✓ Marked off and supervised the setting of 55 new tombstones

#### Projected Accomplishments for 2022

- ◊ Continue year-round maintenance of cemetery grounds, equipment, and buildings
- ◊ Complete Spring and Fall flower clean-up events
- ◊ Continue weekly departmental safety meetings
- ◊ Install two stone pillars, one on each side of entry to columbarium area
- ◊ Grading of area at Russell Heights where house was torn down
- ◊ Open approximately 100 graves
- ◊ Sale of approximately 100 grave lots and 25 niches

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

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

The first business day of the calendar year was January 4, 2021, 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, 2021, the total of the Park Pavilion reservations fees collected were \$5,185.00.

Our auditors, Beussink, Hey, Roe, & Stroder, L.L.C., completed the City's 2020 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 software system. The city's website offers 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 2021, the City took in approximately \$11,495.00 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 \$3,945.00 per month in 2020. 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 \$10.23 per month for the collection of three trash bags per week. Each additional trash bag beyond the three 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 \$1,444.30/month for the trash sticker receipts in 2021, compared to \$1,240.40/month in 2020.

In 2021, Michelle Spooler was the Municipal Judge of the 32nd Judicial Circuit Court. The Municipal Court holds two sessions a month starting at 12:00 noon on the third and fourth Wednesdays of each month. The third Wednesday court docket consisted of the arraignments for the unrepresented defendants, and the fourth Wednesday court docket was for the defendants with attorneys and for the trials. Adjustments were made to accommodate the restrictions set forth by the Missouri Supreme Court and the Circuit's Presiding Judge due to the COVID-19 pandemic to ensure cases were heard in a timely and safe manner. The Municipal Court fines and costs received by the city averaged about \$6,828.94 per month in 2021 and \$6,121.24 per month in 2020.

On August 2, 2021, the Municipal Court started the process of implementing the state required court software, Show Me Courts. All cases filed by the prosecuting attorney after that date will be processed through the new software. By now utilizing the Show Me Courts software as the case processing system, defendants now have the ability to look up, follow and pay their cases on the website that most are familiar with, Case.net. The court will also continue utilizing its original case processing software until all the cases that had been previously filed have been properly disposed of. 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 City's Court Clerk, Wendy Seabaugh, worked with the Police Department and the City Attorney to establish procedures for processing and filing 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 #20, which includes all ordinances that were approved up to November 15, 2021 by the Board of Aldermen. The city has implemented OrdBank with our codifier, Municipal Code Corporation. This online service will post each ordinance between the supplements, which are approved by the Board of Aldermen within 48 hours of submittal. Once the supplement is completed, the ordinances will be linked in the OrdBank and within the 'History Note' section of the application.

The City has a link from our website ([jacksonmo.org](http://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 at [municode.com](http://municode.com). 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.

Madison Renfroe was welcomed to our department on August 2, 2021 to serve as Clerk's Assistant/Accounts Receivable following LaDonna Glenn's transfer to the Fire Administration Building. Madison has been a great addition to the department and works well with the public and other departments.

## Accomplishments for 2021

- ✓ The most recent codification revision of the City Code Book is Supplement #20, which will include all ordinances that were approved up to November 15, 2021 by the Board of Aldermen. The city has implemented OrdBank with our codifier, Municipal Code Corporation. This online service posts each ordinance between the supplements, which are approved by the Board of Aldermen within 48 hours of submittal. Once the supplement is completed, the ordinances are linked in the OrdBank and within the 'History Note' section of the Municode website.
- ✓ Records which have met their retention life were destroyed in compliance with the guidelines according to the Missouri Secretary of State's Record Retention Schedule.
- ✓ Continued to provide service for all Municipal Court related issues from receipting fine payments to documenting all monthly court proceedings. 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 began January 1, 2020.
- ✓ The City's 2020 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, "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 noon with the appointed Municipal Judge of the 32nd Judicial Circuit Court Michelle Spooler. The third Wednesday court docket consisted of the arraignments for the unrepresented defendants, and the fourth Wednesday court docket was for the defendants with attorneys and for the trials.
- ✓ Court Clerk Wendy Seabaugh 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. This year she added two additional all-day meetings to give area court clerks access to additional training for the new state mandated court processing software, Show Me Courts, before the southeast regions go live date of August 1, 2021.
- ✓ Municipal Court started the process of implementing the state required court software, Show Me Courts. All cases filed by the prosecuting attorney after August 1, 2021 will be processed through the new software. The court will also continue utilizing its original case processing software until all the cases that had been previously filed have been properly disposed of.
- ✓ Court Clerk Wendy Seabaugh implemented the procedures for processing and filing of digital tickets into the new state required software with Police Department and City Attorney.
- ✓ 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 wish to.
- ✓ Established a General Revenue Account for Municipal Court as required by Supreme Court Rule 37.04 Appendix A and established internal control procedures to maintain monthly account safety.
- ✓ Readjusted the court docket to accommodate the restrictions set forth by the Missouri Supreme Court and the Circuit's Presiding Judge due to the COVID-19 pandemic to ensure cases were heard in a timely and safe manner.

### Projected Accomplishments for 2022

- ◊ Disposal of records that are past the Missouri's General Records Retention Schedule requirements.
- ◊ Prepare the codification of Supplement #21 revision of the City Code Book to include the ordinances that were approved during the year by the Mayor and the Board of Aldermen.
- ◊ Develop an Investment Policy to apply to the internal and external management of the City funds.
- ◊ Continue to prepare City documents to be archived on the digitally formatted records management software.
- ◊ Continue with weekly safety updates.
- ◊ Strive to provide the highest level of customer service to the community and to include electronic conveniences for our city staff and customers.
- ◊ Municipal Court will continue to be held on the third and fourth Wednesday of each month at noon with the appointed Municipal Judge of the 32nd Judicial Circuit Court Michelle Spooler. The third Wednesday court docket will consist of the arraignments for the unrepresented defendants and the fourth Wednesday court docket will be for the defendants with attorneys and for the trials.
- ◊ Municipal Court will continue to adhere to any new COVID-19 restrictions.
- ◊ Obtain training and attend appropriate conferences in related areas as needed.
- ◊ Continue to provide service for all Municipal Court related issues from receipting fine payments to documenting all monthly court proceedings. Continue to check active court warrants with inmates serving time in MO Department of Corrections.
- ◊ Continue to strive for an excellent annual financial report on the City's 2020 Audit by our outside auditors.
- ◊ Continue to review the Buchheit Tax Increment Financing Program (TIF) quarterly for transfers from the City Sales and Transportation Sales Tax; and from Cape Girardeau County Sales Tax and Prop 1 Tax. The City and County real estate taxes are reviewed annually for allocation to the TIF fund.
- ◊ Conduct the filing of candidates for 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.
- ◊ Staff will continue to comply with the guidelines and restrictions as set forth by the Cape Girardeau County Health Department, etc. due to the COVID-19 pandemic.

## **Civic Center**

### **Jason Lipe, Manager**

The year 2021 signaled a return to almost normal conditions at the Civic Center. While many of the large-scale annual events that typically take place at the Civic Center were canceled due to COVID-19 concerns, the second half of the year did see a few of the large events return. A total of 646 paid rentals were scheduled in 2021, not including semi-weekly Yoga and Tai Chi classes. Mid-week rentals continue to increase, as the Civic Center has proven to be a valuable asset to the business and faith communities.

The Center staff was able to have an energy audit conducted in an effort to identify potential cost-saving measures within the facility. Staff was also able to utilize a scissor-lift to replace numerous light bulbs in the main hallway, as well as hang an American flag and clean duct work in the gymnasium.

### **Accomplishments for 2021**

- ✓ Sold 6,700 daily entry passes
- ✓ Brought in over \$48,000 in rental revenue
- ✓ 646 rentals on the facility calendar
- ✓ Conducted an energy audit to identify potential cost-saving measures
- ✓ Opened the tornado safe room

### **Projected Accomplishments for 2022**

- ◊ 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. 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 326 active landlords in Jackson, managing the tenant changes has become a larger focus of customer service and the associated work affecting multiple departments.

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, 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.

With the departure of Brittney Noles in mid-summer, a position opened in the Collector's area. Markie Sharrock joined our team in September and has focused on learning the daily operations working the drive-through area. Julie Hopkins has been busy learning the front area's functions. With all the changes that have happened in the last year, their efforts have been truly appreciated. 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 2021**

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

- ✓ Posted \$20,645,939.84 in payments for utility bill, utility deposit, and miscellaneous charges (over half of total dollars were paid by an electronic method)
- ✓ Generated over 3,114 utility service orders from January 1 through November 30, 2021
- ✓ 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 2022

- ◊ 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

## **Electric Distribution Department**

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

Beginning on February 14th, the power plant was notified that an energy shortage was looming in our area and the southwest portion of the U.S. MPUA requested that all available generators come on line until further notice. Winter storm Uri was upon us and dumping heavy amounts of snow and bitterly cold temperatures. The power plant crews and line crews worked continuously to maintain all electric services to help aid in this winter storm emergency. By the time the snow stopped, we received somewhere between 8 to 10 inches of snow and the temperatures got below freezing. Long days and nights were experienced by multiple city crews. The southwestern portion of the country experienced rolling black outs and some placing were out of power for several days. All available generators were used as long as we could keep the fuel lines from bursting and spraying fuel on the hot engines. As typical with any disaster all departments come together for the greater good of our community. Special thanks is extended to them for their assistance, Street Department, Water Department, Police and Fire Departments, Solid Waste Department, Wastewater Department, Administration, and Public Works, to name a few.

Before and after the storm, our utility crews have been extremely busy with multiple distribution line extensions which includes new primary underground residential distribution, commercial primary underground distribution, industrial primary underground distribution, and overhead primary distribution to serve our customers' needs.

We continued dealing with the effects of COVID-19. Unprecedented challenges from this virus caused fear and uncertainty among all departments to figure out how to keep our limited crews health and COVID-19 free. A stringent disinfecting program and awareness continued. Multiple employees were vaccinated while others opted not to take the vaccine. Along with the challenges of COVID-19, deliveries of electrical and materials became extremely difficult and delays were changed from weeks to months. Transformers for example went from 8 weeks to 42 weeks then to over a year and currently ERMCO won't even quote a price due to backed up orders. The challenge continues to this day, no foreseeable relief is in the near future.

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 KV 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.

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

Preventative maintenance was performed on various parts of the system, from replacing 33 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. A new URD distribution feeder line towards the JIDC property on South Farmington Road has been completed and will provide additional capacity to that area and other development along South Farmington Road, as well.

The electric department crews also provide limited temporary electrical services and support for multiple community events this year, Cruisin' Uptown Jackson car show, Holiday Extravaganza, UJRO Christmas Lights of the Season, just 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 begun on the future East Substation located on South Old Orchard Road. Maintenance on the main transformer tap changer in the West Substation was completed and new oil and dielectric testing was completed and all tested good. Wedekind 73 transmission line poles were inspected for future repair, replacement, and general maintenance projects.

A new fiberoptic company (Circle Fiber) began installation in town and caused multiple outages in the areas that boring installations were being performed. All of the existing easements are jammed-packed with utilities already and more fiberoptics companies are requesting access to these same locations.

Ronald Mitchell and Jim Beil of the electric department retired from the city this year. Both men were excellent employees and will be missed.

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 COVID-19 pandemic challenges. When mother nature brings out her worst, 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 2021

- ✓ Completed commercial service installation for new St. Francis Medical Center facility
- ✓ Installed lighting and electrical service to the new pickle ball fields

- ✓ Ran generation to help during energy crisis during the winter snow storm
- ✓ Repaired multiple underground electric cabling strikes due to fiber boring project
- ✓ Installed new commercial service upgrade for CO-OP
- ✓ Reworked and modified electrical service to Straightway Service
- ✓ Performed pole line inspection on Wedekind 73 transmission line for future line repairs
- ✓ Installed new underground electric distribution along South Farmington Road to JIDC property
- ✓ Began site preparation work for future East Substation
- ✓ Experienced and managed delayed delivery for multiple electric system equipment and materials
- ✓ Completed tree trimming project on the west 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
- ✓ Installed flag poles and lighting for Fire Department 911 Memorial
- ✓ Performed maintenance on West Substation main transformer tap changer
- ✓ Completed 3-phase meter testing of all commercial customers
- ✓ Replaced 33 dilapidated or damaged utility poles (as of this report due date of Nov. 1)
- ✓ Completed 29 service upgrades
- ✓ Installed 56 new permanent services
- ✓ Installed 5 new commercial services (3 Phase)
- ✓ Replaced 34.5 switch at Wedekind Substation
- ✓ 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
- ✓ Maintained street lights and upgrades to LED fixtures at many locations
- ✓ Disinfected and battled challenges brought on by COVID-19
- ✓ Installed 4,500-foot of 1/0 primary

#### Projected Accomplishments for 2022

- ◊ 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, Homecomers, Cruisin' Uptown Jackson, Jackson in Bloom, Octoberfest, Christmas Extravaganza, and UJRO Christmas Lights of the Season
- ◊ 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 east side of town
- ◊ Complete the East Substation construction
- ◊ Complete new three phase distribution line along South Farmington Road to JIDC property
- ◊ Complete Long-Range System Study
- ◊ Secure easements for 34.5 KV line loop
- ◊ Begin construction of 34.5 KV line loop once easements are secured
- ◊ Begin 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 (started June 2021)**

**Clint Brown, Staff Engineer (left city employment in April 2021)**

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 Putz Construction LLC and included refurbishing concrete panels throughout the City that were declared unsatisfactory. These areas included patches and repairs on Lee Avenue, Oak Street, and South Shawnee Boulevard.

The Asphalt Pavement Improvement Program was awarded to Black Diamond Paving LLC., doing business as Paving Pros, and included overlaying and repairing patches at full-depth on streets throughout the City that were declared unsatisfactory. These areas included full-depth patches on of North Farmington Road, Old Cape Road, Old Cape Road East, Parkview Street, Greensferry Road, West Madison Street, August Street, Morgan Street, Matthew Street, and North Georgia Street. Overlays were completed on North Georgia Street, Matthew Street, Old Cape Road East, and Birk Lane.

The Sanitary Sewer Lining Program was awarded to Insituform Technologies USA, LLC. This project included installing cured-in-place pipe (CIPP) in approximately 4,159 linear feet of sanitary sewer mains. These included mains in the areas of Rolling Fields Drive, Old Barks Trailer Park, Mary Street, Goodson Drive, Greensferry Road, Jackson Trail, Highland Drive, and Old Hickory Drive.

The Brookside Ballfield Project was completed by Putz Construction LLC. The project included the construction of an asphalt drive, concrete handicap parking spaces within a gravel parking lot, ADA access via a sidewalk to the existing monument, and a new baseball field. The project received an \$80,000 LWCF grant to partially fund the project.

Prior to his departure in April, Clint Brown, with the assistance of HR Green, completed an update of the City's Stormwater Management Plan (SWMP) and submitted an application to DNR for renewal of the City's Municipal Separate Storm Sewer (MS4) permit. The City applied for a two-step permit application. DNR has responded that the City will not be issued a two-step permit but will be required to follow the Comprehensive General Permit. Updates to the SWMP to bring it up to full compliance with the comprehensive permit must be completed by the end of 2021 with all required procedures in place by end of 2022.

The Water System Facility Plan Implementation Project continued this year as well. Delays were experienced for Phase 2 Project 2B due to delays in ordering the necessary equipment and further delays in the shipping of the equipment. The design of the Phase 2 Project 2C has been completed and necessary easements acquired. The schedule for bidding this project was dependent on the completion of MoDOT's Diverging Diamond Interchange Project.

The design for Hubble Ford Bridge over Hubble Creek was completed by Smith and Co. Engineers and was bid in early November.

Cochran Engineering is also in the process of creating a design for a new high-water structure to replace the existing low-water crossing at West Mary Street. The design is scheduled to be complete by the end of 2021. The project is scheduled to be put out to bid mid-2022 but will be dependent on the progress of the Hubble Ford Bridge construction.

#### Projects Completed in 2021

- ✓ Annual Asphalt Pavement Improvement Program
- ✓ Annual Concrete Pavement Improvement Program
- ✓ Annual Sanitary Sewer Lining Program
- ✓ Annual Wastewater Biosolids Disposal Program
- ✓ Brookside Ballfield Project
- ✓ Stormwater Management Plan and MS4 Permit Application submitted to MDNR (completed by Clint Brown)

#### Projects Continuing into 2022

- Water System Facility Implementation Program – Phase 2, Project 2B
- Water System Facility Implementation Program – Phase 2, Project 2C
- Revisions to the Stormwater Management Plan based on DNR feedback
- Hubble Creek Low-Water Crossing Replacement Project
- West Mary Street Low-Water Crossing Replacement Design
- Continue the bridge inspection and maintenance program as laid out in the “Jackson City-Wide Bridge Plan”

#### Projected Accomplishments in 2022

- ◊ 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 2B
- ◊ Complete the Hubble Creek Low-Water Crossing Replacement Project
- ◊ Begin Water System Facility Implementation Program – Phase 3
- ◊ Complete the Mary Street Low-Water Crossing Replacement Project
- ◊ Complete updates to the Stormwater Management Plan to be in compliance with the Comprehensive General Permit Municipal Separate Storm Sewer System (MS4) Permit
- ◊ Pursue and secure funding for the preliminary study of East Main Street sidewalk between Bellevue Street and Shawnee Boulevard and the surrounding areas
- ◊ Begin the development of a fully compliant ADA Transportation 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 who 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./Medic Sam Herndon	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 Jeff Jarvis

We had five positions come open throughout 2021 with four resignation and one retirement. We hired Wesley Blattel, Jeff Jarvis, Nathan Vicenzi, and Trey Ellis to 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, Broch Austin, Chris Hamlett, Dalton McCormick, Kamil Kuziora, RJ Long, Ben Freeman, Tyler Evans, and Walt Biri. We are making plans for another part-time firefighter eligibility list after the first of the year. Long-time Administrative Assistant Fay Reiminger retired in June of this past year. We are so appreciative of all of her dedication and service to the city for over 33 years. We were happy to have LaDonna Glenn transfer from her position as City Clerk Assistant at City Hall to Fire Department Administrative Assistant. She has been a doing a great job in her transition to the Fire Department.

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; they have each been tasked with an area of responsibility within the organization that 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.

Much like 2020, we have spent much of 2021 adjusting to the ups and downs of COVID-19 virus. We have been very active in working with the health department and the Countywide Emergency Management team in all aspects of the response and recovery efforts. We feel like

our interaction within this group has helped our city response and reduced any negative impact on services provided for our city. We have had minimal loss of work time from city employees due to COVID-19 infection and quarantine during this past year. Specifically, for the fire department we have had only one person out due to COVID-19 and one out due to quarantine in 2021. This is remarkable considering we responded to and were exposed to between 30-40 known COVID-19 positive patients throughout the year. We remain vigilant in utilizing proper personal protective equipment on all calls and utilize full personal protective measures in response to known COVID-19 patients.

While COVID-19 has had a drastic impact on daily activities, we have still managed to accomplish a lot considering the impact that it has had. Here are some of the things that we have been able to get completed.

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 the Homeland Security Response Team representative and also 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 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 Girardeau, SEMO University, and Cape County Emergency Management.

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 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 that 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 2021, the fire department has over 6,164 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 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 and Cape Fire that make up this team. In late 2019, we received a regional grant for over 240 hours of certified training for the technical rescue team. It has been a challenge with COVID-19 to get all of the classes in, but I am happy to say that we have completed all but one of the classes and all we have left is a second Rope Core Class with the practical skills exam remaining. The classes completed include: Outdoor Search and Rescue, Rope Core 1 and 2, Trench Collapse Rescue, Swift Water Rescue, Boat Operator, and Structural Collapse Rescue Training, Confined Space Rescue, and Hazardous Material Technician. This team has done some remarkable things over the last couple years. We will continue in the coming years to apply for grants to help sustain this team and the cities involved will continue to support us to provide aid throughout our region. We responded to 13 incidents throughout the region in 2021. The 13 incidents were made up of Hazardous Material, Outdoor Search and Rescue, High Angle Rescue, and water rescues.

Deputy Chief Randy Davis oversees the Fire Marshal and Public Education division of the department. We review all new commercial building plans for life safety in the city. Deputy Chief Davis reviewed over eighteen new commercial plans and saw those projects through until the final inspection. There were nearly 70 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. COVID-19 prevented a lot of interaction with school students in 2020 during fire prevention month. Our personnel were very excited to be able to present fire safety in person this year due to the drop in COVID-19 numbers. We conducted over 25 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. We provide the school with feedback on how to improve fire and life safety to their students. Our child safety seat checks are a popular program as we checked or installed around 40 car seats this year. We hosted the Cape County Health Department to give drive-thru flu shots this October and had over 40 shots given.

We were able to conduct fire flows on over 345 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 2022 in conducting hydrant flowing in the west portion of town.

On the 20<sup>th</sup> anniversary of September 11<sup>th</sup>, we held a morning event to honor those 9/11 responders and responder families. We began the day with a 3.43-mile walk along E. Jackson Blvd. from the Kohlfeld Distributing parking lot to the memorial in front of the fire station #1. We had over 20 personnel from four fire departments participate in the event. At the completion of the walk, we held a ceremony at our 9/11 memorial in front of fire station #1. Again, because of COVID-19 it couldn't be celebrated the way we wished. We want to thank all of those that have contributed monetarily and/or provided labor and/or materials to this project. It is something for our whole county to be proud of and we encourage everyone to visit the site to remember everyone that paid the ultimate sacrifice that day 20 years ago.

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 \$24,533.80. This pays for 50% of our costs of phone, cable, internet in the Emergency Operations Center, 1/3 of the cost of a new staff vehicle, 7.5% of the Emergency Management Director's salary, as well as subscriber fees for the storm siren activation software. We were awarded a \$16,000 grant through the Regional Homeland Oversight Committee to purchase a new trailer to transport hazardous material equipment during deployments. We were awarded a \$14,750 grant through the Department of Public Safety to purchase a drone that will be used in emergency management activities pertaining to conducting damage assessments, gathering GPS information, and outdoor search and rescue responses with the use of thermal imaging information. We were awarded an Assistance to Fire Act Grant (AFG) in the amount of \$52,982.86 with a 5% matching requirement that will pay for up to six personnel to attend paramedic school.

Below is a breakdown of the call volume from 2021. 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 2021. 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 three 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
1018	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

1660 Emergency responses in 2021

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 2021 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 2021**

- ✓ Completed an integration of MOSWIN radio communication with the County Dispatch, Cape City, and Cape County Fire Departments
- ✓ Completed a comprehensive six-month policy review and implementation through Lexipol
- ✓ Completed specification review pre-build and order of a new Fire Engine. It will be received in Spring of 2022

- ✓ Monthly meetings conducted with George Harris in Station #1 remodel process and conducted needs assessment and presented to the Board of Aldermen
- ✓ We have completed 100% of the 2019 regional grant for \$268,800 for specialized training to 30 members of the SEMO Region E Technical rescue team totaling over 280 hours per member
- ✓ Conducted a hiring eligibility list which led to the hiring of five part-time firefighters
- ✓ Received an Emergency Management Preparedness Grant for \$24,533.80 that was used for battery replacement for storm sirens, internet, cable, and phone for the EOC, and annual fee for remote storm siren activation, and 1/3 of the cost of a staff vehicle
- ✓ We received a grant through the Regional Homeland Oversight Committee in the amount of over \$16,000 to complete air monitoring system and related calibration gas
- ✓ We received a MO Department of Public Safety Grant for \$14,750 for a drone capable of thermal imaging and GPS plotting
- ✓ Put into service a donated boat trailer for our inflatable rescue boat that was customized by donated labor by Custom Cut Fabrication
- ✓ Training from 2021 exceeded 5,900 personnel contact hours
- ✓ Conducted 13th annual thorough inspection program of all Jackson schools prior to the start of school year
- ✓ Pressure tested over 13,000 feet of attack hoses and supply hoses
- ✓ Annual flow tests conducted on all air packs
- ✓ We flowed and painted 342 hydrants in the central section of town
- ✓ Car Seat Technicians installed or checked 40 car seats
- ✓ Worked on training site for company and regional trainings
- ✓ Pulse point application was initiated countywide. We will be looking to publicize this in the near future as we are finishing up the fine details.

#### Projected Accomplishments for 2022

- ◊ Continue to work toward the utilization of telemetry on the fire grounds
- ◊ 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
- ◊ Evaluate the ISO evaluation system on how we can obtain a Class 3 status

- ◊ Hold quarterly review with Cape County Dispatch for continued quality control and ease of operation
- ◊ We will be conducted another hiring eligibility list the first of the year
- ◊ We will be conducting hydrant flows in the west area of town in 2022
- ◊ Roll out a new Officer Development Program designed to prepare firefighters for Lieutenant and Company Officer positions
- ◊ Approve and implement the updated City Emergency Operations Plan conducted by SEMO Regional Planning
- ◊ We will conduct a Driver Operator Course that all personnel will be required to complete
- ◊ Implement a policy and procedure for drone operations after it is purchased
- ◊ Change over the procedure portion of our operations to the Lexipol format
- ◊ Restructure run cards to coincide with the new apparatus alignment between the stations
- ◊ We will be working with Cape County to implement a city-wide notification system called RAVE alert that citizens can opt in to receive alerts
- ◊ Work with George Harris and an engineering/architectural firm to make plans for the renovation of Station #1 and headquarters
- ◊ Meet with all commercial occupancies to update and make sure all Knox box key locations are up-to-date
- ◊ Making plans to attend Center of Public Safety Excellence Accreditation workshop

## **Fleet Maintenance Department**

### **Kirk Anderson, Superintendent**

In 2021, 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, etc. 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 Kubota 4WD diesel hydrostat grounds mower for the Cemetery Department, two new 2021 Ford Explorer patrol units for the Police Department, and one new 2022 Ford F-350 dually service truck with utility bed and equipment for the Water Distribution Department. The Park Department received a new pull-behind ball field conditioner. We are still due to receive a new Freightliner dump truck with a snow plow and a salt spreader for the Street Department and a new Freightliner refuse truck for the Sanitation Department.

Also, we repurposed and transferred a 2001 Ford 4wd pickup truck to the Engineering Department and a 2008 Ford explorer 4wd to the Public Works Department and auctioned off four 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 Missouri Local Technical Assistant Program (LTAP) meetings for equipment operation and safety.

Our department personnel includes Kirk Anderson, Toby Hendrix, and Justin O'Kelly.

#### Accomplishments for 2021

- ✓ 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, radios, and kept vehicle and equipment list current as the fleet changes
- ✓ Continued to improve our department procedures and facilities
- ✓ Assisted other departments in vehicle and equipment procurement
- ✓ Shopped, priced and stocked parts, supplies, fuel, tools, and spare keys for all departmental 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
- ✓ Added new vehicles to the fleet

#### Projected Accomplishments for 2022

- ◊ 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**

The consensus is that the changes to business operations and technology use in 2021 due to COVID-19 are permanent. Along with that reliance came the inevitable spike in malware and attempted data hacking as more and more government information delivery relies on internet access. We have avoided serious issues through employee awareness and will continue to rely on updated digital tools, network traffic monitoring, along with continued employee training efforts.

Our financial software company has begun the transition to cloud-based services with an estimate of two more years for the entire process to be completed. This initial movement, coupled with increased security measures on email servers for all account types, has had a negative impact on our monthly ebilling. We had to stop the email delivery of utility bills until a reliable permanent solution is established. Statement bills continue to be either mailed or emailed. Automatic withdrawal for utility bill payment and online payment through the utility portal will be affected by banking rule changes beginning January 1, 2022. We will monitor the financial effect of those changes and determine the best solution for the City's customers.

The Municode system for board agenda and packet preparation was implemented with the distribution of responsibilities to multiple personnel for efficiency and resiliency. We will be using the software to standardize all city governing board agendas by the end of 2022. The use of online forms continues to grow. The online registration form for special trash pickups continues to be the most popular.

Another cybersecurity stress test is planned for 2022. PCI DSS compliance is checked and addressed annually. A main server replacement was moved from 2021 into the 2022 budget year along with the backup system upgrade.

The phone menu for City Hall (main line) was implemented to assist in routing calls and allowing the front desk to focus on financial duties. This action has greatly assisted that area, particularly during the transition period of two new employees in the customer service areas.

As of November 1, 2021, all but 13 electric meters can be read by the fixed network; a total of 1,510 water meter readings are still read visually.

### **Accomplishments for 2021**

- ✓ 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
- ✓ Assist with training new staff member in Collector's area
- ✓ 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 2020 audit
- ✓ Completed City's section of Missouri Public Utility Alliance 2020 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
- ✓ Participated in MIRMA cybersecurity committee
- ✓ Obtained additional training in government and technology-related areas
- ✓ Provided technical support for various City departments

#### Projected Accomplishments for 2022

- ◊ Conduct regular cybersecurity awareness testing on employee email
- ◊ Write and implement "best practices" manual to comply with MIRMA insurance requirements
- ◊ Oversee website redesign and possible new platform and vendor for web services
- ◊ Review existing financial software for possible replacement/major upgrade
- ◊ Standardize process for City technology purchases
- ◊ Set up new program server for City computer network
- ◊ Expand and on-site and off-site data backup
- ◊ Continue participation as member of State of Missouri Government Technology Board
- ◊ Continue training to expand capabilities of fixed network meter reading
- ◊ Continue technology training for future application

## **Parks and Recreation Department**

### **Shane Anderson, Director**

Our park system welcomed two new additions this year. A new ball field was installed at Brookside Park located east of the Memorial. We also have eight new pickleball courts at Litz Park built on the location of the old tennis courts. The Brookside ball field is part of the Park Master Plan and will serve both baseball and softball players in the future. The pickleball courts will provide an outdoor opportunity for recreational play and tournaments. Pickleball has become popular with the community and the project was completed with a combination of private donations and city funding.

The recreation trail system is the most used feature in our parks. We are pleased to continue adding to the trails. Last year, we added 700 feet of new trail long Parkview Street. We have received positive comments on the trail addition and overall trail system.

In other park activities, we continue to provide the fun experiences our community enjoys during the year. The 16<sup>th</sup> annual “Rockin’ the Rock Garden” music series is held each Friday night in June. We plan to add a fall music series in 2022. The Independence Day Celebration is always a big community event and was celebrated with great weather this year. The 18<sup>th</sup> annual Rainbow Trout program started in November and provides a trout fishing opportunity to area anglers with 2,000 pounds of Rainbow Trout added to Rotary Lake on November 1. We completed the 26<sup>th</sup> annual “Lights of the Season” and the “Holiday Extravaganza.” Both of these events started on November 27, providing a drive-thru lighted display in the City Park till the end of December. Each month we sponsor a Senior Dance at the Senior Center. The dance is free of charge and entertains the senior population with live music, ice cream, and soda. Our Skate Park in City Park and the Disc Golf course in Litz Park are used on a daily basis during the year. The Skate Park, installed in 2005, continues to be a place for skateboarders to challenge themselves and learn new skate action. Since 2016, we have offered both free play and tournaments on the Disc Golf course. The swimming pool in the City Park is a summer time fun place for area youth and families. We were pleased to operate another summer of pool activities with no problems.

The Civic Center opened in 2016 and provides space for rentals and special events. We welcome everyone to visit the Civic Center and enjoy walking, basketball, pickle ball, Tai Chi, and other programs.

Our number one priority is to provide a safe and enjoyable park system to residents and visitors. We have the social distancing signs in storage and are hopeful they will not be needed in the future years. The maintenance crew takes care of the green space, trees, ball fields, and various projects thru out the year. We appreciate the city departments that help with park projects. Without this partnering effort, the Parks Department could not maintain the present level of quality. We look forward to serving the community in 2022.

## Accomplishments for 2021

### Brookside Park

- ✓ Installed a new ball field located east of the memorial
- ✓ Continued to improve drainage on fields, adding dirt mixed with field conditioner to fields #8 and #9, and cutting infield lips
- ✓ Added woodchips to playground
- ✓ Planted two trees and removed one dead tree
- ✓ Improved the restroom plumbing
- ✓ Filled in low areas east of the Memorial

### City Park

- ✓ The Rock Garden was upgraded with installation of concrete stage and electric outlets
- ✓ Installed new walkway segments by Parkview Street restroom
- ✓ Completed 29th year of cooperative agreement with the Missouri Department of Conservation to monitor and stock Rotary Lake
- ✓ Our Rainbow Trout program entered its 17th year
- ✓ Continued to improve fields by adding dirt to fields #3, #4, and #5, and cutting infield lips
- ✓ Graded parking lots as needed
- ✓ Painted pavilion tables and benches
- ✓ Added wood chips to play grounds
- ✓ Continued tree trimming program
- ✓ Removed old press box at field #2
- ✓ Added a restroom facility at the Leist Memorial Band Shell
- ✓ Renovated field #5

### Football Park

- ✓ Installed new bleacher seat and foot boards
- ✓ Painted bleachers
- ✓ Boom mowed creek bank

- ✓ Trimmed trees along creek bank
- ✓ Added gravel to lower and upper parking lots

#### Litz Park

- ✓ Installed eight pickleball courts to replace the tennis court area
- ✓ Completed 12th year of cooperative agreement with Missouri Department of Conservation to monitor and stock Litz Lake
- ✓ Painted pavilion picnic tables

#### Soccer Park

- ✓ Painted parking lot concrete parking blocks
- ✓ Aerated and fertilized fields, added dirt, and reseeded low areas
- ✓ Added sand to goal areas
- ✓ Added rock and graded entrance road

Civic Center - Opened in 2016, the Civic Center continues to offer an attractive and safe venue for rentals, events, and sports.

The contractual mowing program has completed 16<sup>th</sup> year in Brookside, Football, Litz, and City Parks. Our park system is enjoyed by the community with picnics, weddings, and family gatherings. The City Park continues to host the Jackson High Sports of baseball, cross country, softball, and tennis.

#### Projected Accomplishments for 2022

#### Brookside Park

- ◊ Prepare new ballfield for practice and games
- ◊ Trim trees as needed
- ◊ Improve drainage on fields #8 and #9 with field conditioner

#### City Park

- ◊ Upgrade restroom facilities with paint and tuck-pointing exterior brick
- ◊ Continue Rainbow Trout program
- ◊ Plant trees
- ◊ Install new playground equipment as needed
- ◊ Continue to host Jackson High School sports

#### **Football Park**

- ◊ Clean and monitor creek banks
- ◊ Trim creek bank trees
- ◊ Coordinate with Football League to maintain field turf

#### **Litz Park**

- ◊ Improve Pickleball court entrance and parking lot
- ◊ Install new disc golf signs as needed

#### **Soccer Park**

- ◊ Core aerate and reseed fields as needed
- ◊ Improve drainage on field #3 and #4
- ◊ Trim bald cypress trees

## **Police Department**

**James Humphreys, Chief**

2021 continued our accreditation and compliance through the Commission on Accreditation for Law Enforcement Agencies. We completed the fourth-year audit and conducted a successful virtual on-site and was awarded our fifth reaccreditation. There was a final report submitted to the Commission on Accreditation for Law Enforcement Agencies recommending us for another four years of accreditation. This is an everyday job to maintain compliance and I am very proud of the department for this accomplishment. We are looking forward to another four years of compliance and maintaining our accreditation.

2021 completed our first 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 2021.

2021 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 R-2 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 2021, 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-19, especially when handling, transporting, and during the custody of prisoners, and conducting traffic stops.

The department was successful again in 2021 in obtaining several grants. The department successfully applied for and received over \$18,000.00 in grant money for traffic enforcement equipment and overtime through the Missouri Division of Highway Safety in 2021.

The Jackson Police Department did get back involved in our usual completed 40 community related events our in 2021 that were cancelled the year before due to COVID-19. The JPD Golf Tournament raised over \$9,000 this year for the department donations program.

The Jackson Police Department again participated in the National Drug Take Back Program in 2021, which was very successful and we received over 270 lbs. of old prescription medication.

The police department again had several successful investigations in 2021. 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-19. We conducted over 10,000 extra patrol requests and we issued over 1,000 citations.

In 2021 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.

This past year, the Jackson Police Department along with Cape Girardeau County Sheriff's Department and Cape Girardeau Police Department joined together to begin implementation of a new comprehensive Police Records Management System (RMS). This RMS will continue to allow our law enforcement officers to report directly from the field in support of state of the

art, real-time crime analysis. This in turn brought on several multi agency meetings and training while picking our new RMS Company. We now have been fully operational for our first full year in 2021, not only with this system but a fully functional newly developed consolidated dispatch center.

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 2021

- ✓ In March, we earned re-accredited status with the Commission on Accreditation for law Enforcement Agencies and conducted a successful virtual onsite review for another four years.
- ✓ First 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 (Multi-Assault, Counter Terrorism Action Capabilities)
- ✓ School Resource Officers conducted more ALICE training with the schools and Jackson R-2 staff regarding active shooter training
- ✓ 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 2021 which were cancelled previously due to COVID-19, plans are still on for having the annual toy drive and a special drive-thru trick or treat event. All COVID-19 practices in place, of course.
- ✓ Implementing 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 2021
- ✓ Successful application for the Highway Safety Grant for overtime and equipment to work hazardous violations, such as DWIs. Approx. \$18,805 applied for and received for traffic enforcement and a new in car video camera.
- ✓ Continued our grant for bulletproof vests through the Dept. of Justice totaling over \$11,000 through 2021-2023
- ✓ Obtained \$3,025 grant through MIRMA for an in-car video camera system
- ✓ Applied for 2021 Block Grant totaling \$7,500 to add upgraded Mobile Data Terminals to patrol fleet
- ✓ Successful JPD Golf tourney after cancelling last year's for COVID-19. The community really stepped up and we earned over \$9,000 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 first aid and CPR training for all personnel
- ✓ Conducted medical marijuana training for all personnel
- ✓ 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 2022

- ◊ Continue our accredited status and assessments with the Commission on Accreditation for law Enforcement Agencies in 2022
- ◊ 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 sixth SRO to work with R-2 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
- ◊ 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 2022
- ◊ Continue Bulletproof Vest Program/Grant funded in 2022
- ◊ 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 (COVID-19) 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
- ◊ Working on new initiative with DEA and other partnering agencies. This new initiative named "SHORE" (Southeast Missouri Hybrid Overdose Response Effort) will be focusing on the opioid problems and more specific, drug related deaths resulting from these drugs. It will specifically target the drug dealer and hold he/she responsible for a death resulting from the deliberate misrepresentation of drugs by drug traffickers, such as the lethal drug fentanyl.

## **Power Plant**

**Mike Biri, Foreman**

We performed and passed all of our quarterly generating tests for MOPEP which consisted of running every unit in the plant at 75% capacity for one hour every quarter. We also had our bi-annual full run, where all generators are run at 100% capacity for two hours in the extreme heat of the summer. We once again passed all capacity tests for MOPEP.

We generated around 609,000 kilowatts this year from the six engine generators. This included all of our quarterly compliance runs as well as maintenance runs for the units. The massive increase from last year (68,000) was due to the winter storm event Uri. While our utility had no major issues with the winter event, that was not the case for the southern part of the US. We were called upon to run our generators from our state association MOPEP. Power plant employees ran generators continuously for approximately 72 hours.

The power plant has been taking over duties for the electrical substations for some time now, this year with some retirement of employees the plant took on additional duties of 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 Energy 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 (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're up again to apply for RP3 designation. We have applied and are currently waiting for the results. 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.

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 in need, and willing to perform any duty necessary.

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.

The Industrial Substation relay change project was one of the larger projects this year. This consisted of running new communication wire to all breakers in the Industrial substation. This project will strengthen even more our reliability for our electric system will even further upgrading and automating some of the procedures done with distribution breakers with maintenance issues and outages alike.

We are also replacing the PLCs in the CAT generator panels at the power plant, they are obsolete and very hard to find parts for at this point. This will improve our reliability of the CAT generators and ensure a timely replacement if we have part failures and or damage to the equipment.

### Accomplishments for 2021

- ✓ Replaced nitrogen regulator on 20 MVA transformer in power plant
- ✓ Worked on probe in cooling tower #2
- ✓ Worked on Tie Metering points throughout the year
- ✓ Changed blower motor out on boiler
- ✓ Installed new roller guards on front gate
- ✓ Performed bi-annual maintenance in accordance with CAT recommendations
- ✓ Installed door openers on garage doors in warehouse

- ✓ Worked and repaired LTC in west sub 10 MVA transformer
- ✓ Worked on Fire Department heaters
- ✓ Worked on Sanitation Department heaters
- ✓ Replaced basement heater in power plant basement
- ✓ Ran generation for MOPEP during winter storm event
- ✓ Opened and shut down pool, as well as maintaining it through the summer months
- ✓ Replaced heater in restroom in lounge
- ✓ Assisted with uptown planter baskets, Christmas decorations, etc.
- ✓ Continued our engine exercising requirement for MoPEP including biannual full run
- ✓ Assisted line crew with many various projects
- ✓ Worked with water department on numerous water issues
- ✓ Assisted the sanitation crew
- ✓ Had new EMC installed in Generator #11
- ✓ Performed numerous maintenance issues in and around the power plant grounds
- ✓ Assisted in water lab for various issues
- ✓ Changed oil in air compressors
- ✓ Installed water heater in Sanitation
- ✓ 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
- ✓ Installed CL2 booster pump at well #7
- ✓ Worked on engine #9 drain valve
- ✓ Continued COVID-19 precautions
- ✓ Replaced valves on 20 HP compressor
- ✓ Replaced water heater at pool
- ✓ Installed new lights in filter room
- ✓ Ordered new stainless steel fuel lines for Worthington engines
- ✓ Worked on #9 load center, single phase transformer was bad
- ✓ Worked on phone and internet issues for months
- ✓ Filled nitrogen bottle at West Substation
- ✓ Designed and installed pickle ball lights
- ✓ Winterized power plant
- ✓ Replaced fuel oil volume booster in engine #8
- ✓ Replaced air bleeders on both Worthington engines
- ✓ Replaced motor and seals on return water pump
- ✓ Repaired 1" water line in basement of power plant
- ✓ Replaced repair clamp on #7 engine radiator
- ✓ Worked with tree trimmers
- ✓ Installed new sensor at front gate
- ✓ Replaced Schrader valve on 20 HP compressor
- ✓ AC unit in control room, repaired, needs replaced

## Projected Accomplishments in 2022

- ◊ Crankcase and overspeed testing for engines 7 and 8
- ◊ 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 Power Plant Substation to West Substation
- ◊ Install new bearings in cooling tower pump for engine #7
- ◊ Paint lower fuel tanks
- ◊ Startup / Shut down swimming pool and perform any repairs needed
- ◊ Tuck point power plant building
- ◊ 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
- ◊ Install new manometers on engines 7 and 8

## **Public Works Department**

**Kent Peetz, Director**

Much of February was spent preparing for and responding to over a week of ice and then a very unique snow event. The amount of snow, single digit temperatures, and strong winds followed by more snow, and then more snow created some special challenges for all Public Works departments. The Street Department and all of the other City departments that assisted them are to be commended for their efforts to keep our streets safe for emergency vehicles and our travelling public. Following up on the snow and ice events in February, we worked on organizational charts and checklists for the clearing of roads during winter weather events. The Debris Management Plan was updated and the Emergency Management Organization Chart was distributed in preparation for stormy spring weather.

Several meetings were held with the Cape Girardeau County Road Department to form a plan to maintain streets that are shared by the City and the County. After much discussion, the County is scheduling an asphalt overlay of Harmony Lane for November of 2021.

Parking blocks were added to the west side of Court Street in response to vehicular damage to uptown businesses and City Hall.

Smith and Company Engineers designed the Hubble Ford Bridge Replacement Project. The project is expected to go out for bid in November 2021 and be complete in early summer of 2022.

Cochran Engineering has started design work for the West Mary Street Bridge replacement, sidewalks and water and sewer improvements. These designs are expected to be complete in February, 2022 with project completion expected in December, 2022.

Kent Peetz participated in the EPA's 2021 New Madrid Earthquake Resilience Webinar Series, making a presentation on an EPA consultant's evaluation of the resilience of Jackson's Water and Wastewater Departments to earthquakes and what can be done to improve their resilience to those effects.

A Developer Roundtable meeting was held to promote communication with the land development community and to present the updated Wastewater Utilities Construction Specifications. Comments on the Wastewater Construction Specifications were accepted at the meeting and later presented to the Board of Aldermen. After minor modifications they will be forwarded to the Missouri Department of Natural Resources for review.

Clint Brown, P.E. resigned from the City Engineer position and Anna Bergmark, P.E. was hired as his replacement.

Water Bond Project 2B was completed, replacing undersized cast iron water mains on Old Cape Road near South Georgia Street and out by East Jackson Boulevard, along with improvements at the well installations around town.

Horner and Shifrin Engineering designed the Water Facility Plan Implementation Project 2C and East Main Street Pavement Improvement and Storm Sewer Repair Project which are expected to go out for bid in November 2021 and be completed in the second quarter of 2022.

Staff worked with the Cape County Emergency Operations Center to coordinate the mounting of their radio antennas on our North Water Tower and the repainting of the Water Tower. This work will be completed in November of 2021.

Utility Service Company will blast the paint off of the North Water Tower and repaint it in November of 2021.

The Williams Creek Sewer Interceptor Project Phase 1 and 2 were completed this past year, extending gravity sewer service from East Jackson Boulevard to East Main Street. A lift station was removed by this project, and a creek crossing to the east side of Williams Creek is being added to the project.

Easement negotiations for the Kimbeland Lift Station Construction and Bypass Project were successful. The project is expected to go out for bids in November 2021 with construction concluding in the fall of 2022.

Staff are pursuing easements to relocate a portion of the Klaus Park Wastewater Force Main that has been plagued by breaks over the past few years.

Staff obtained a grant, designed in-house, bid out, and worked with the Park Department to manage and inspect the construction of the Brookside Park Ballfield addition. This project included grading and construction of a new little league ballfield, fencing, concrete sidewalks and handicapped parking, as well as a gravel parking lot and asphalt driveway.

In October, Kent Peetz was elected Secretary/Treasurer of the Missouri Public Water Council Board of Directors.

#### Accomplishments for 2021

- ✓ Water Bond Project 2B was completed, replacing undersized cast iron water mains on Old Cape Road near South Georgia Street and out by East Jackson Boulevard, along with improvements at the well installations around town.

- ✓ A Developer Roundtable meeting was held to promote communication with the land development community and to present the updated Wastewater Utilities Construction Specifications.
- ✓ Smith and Company Engineers designed the Hubble Ford Bridge Replacement Project. The project will go to bid in November 2021 and be complete in early summer of 2022.
- ✓ The Debris Management Plan was updated.
- ✓ Anna Bergmark, P.E. was hired as City Engineer.
- ✓ Water Facility Plan Implementation Project 2C and East Main Street Pavement Improvement and Storm Sewer Repair Project will be bid in November 2021 and scheduled for completed in the second quarter of 2022.
- ✓ Williams Creek Sewer Interceptor Project Phase 1 and 2 were completed, extending gravity sewer service from East Jackson Boulevard to East Main Street.
- ✓ Brookside Park Ballfield addition was completed.
- ✓ Staff coordinated Cape County Emergency Operations Center mounting their radio antennas on our North Water Tower and the repainting of the Water Tower.
- ✓ Kimbeland Lift Station Construction and Bypass Project plans have been completed. The project is expected to go out for bids in November 2021 with construction concluding in the fall of 2022.
- ✓ Cochran Engineering is designing the Mary Street Bridge replacement, sidewalks and water and sewer improvements.
- ✓ Designs are underway for the Wastewater Facility Plan Implementation Program. Applications have been submitted for loans and plans are underway for a vote on wastewater bonds in April of 2022.
- ✓ Kent Peetz was elected Secretary/Treasurer of the Missouri Public Water Council Board of Directors.
- ✓ Kent Peetz participated in the EPA's 2021 New Madrid Earthquake Resilience Webinar Series, making a presentation on the resilience of Jackson's Water and Wastewater

Departments to earthquakes and what can be done to improve their resilience to those effects.

#### Projected accomplishments for 2022

- ◊ Work will continue to get the Wastewater Facility Plan Implementation Program funded and underway.
- ◊ Construction of the Hubble Ford Bridge replacement project
- ◊ Kimbeland Lift Station Upgrade construction
- ◊ Construction of Water System Improvement Project Phase 2C
- ◊ Plans will be completed and a new bridge project will begin to replace the low water crossing on West Mary Street.
- ◊ Risk and Resiliency Plan, as well as an Emergency Response Program, will be completed for the Drinking Water Utility in compliance with the American Water Infrastructure Act.
- ◊ Klaus Park Wastewater Force Main Upgrade and Relocation Project

## **Sanitation Department**

**Teddy Scholl, Foreman**

In 2021, the Sanitation Department collected over 4,628 tons of trash from the city residents which includes weekly curbside, special, and paid extra pickups, several uptown events, and department dumpsters. This total is an increase of 594 tons of trash over 2020. The total of special pickups for this year was 643 stops. The specials took the place of the former clean up fix up week. On the recycling side of the department, we shipped and sold 588.91 tons of recycling goods. The Jackson Recycling Center itself was 421.03 tons of #1 Pete plastic, #2 neutral plastic, #2 colored plastic, magazines, office/junk mail paper, cardboard, newspaper, aluminum cans, and steel cans. This material was sold to Republic Services of St. Louis for \$30,512.46. Glass from the center went to Ripple Glass Company of Kansas City at no cost to the city. Glass tonnage was 71.23 tons which is a slight decrease from 2020. Scrap metal/appliances total was 46.35 tons, an increase of 19.95 tons. A dollar amount of \$6,293.35. Department staff loaded and transported to Cape Metal Recyclers on this item. Last but not least, electronics recycling totaled 50.3 tons of electrical scrap: computers, TVs, small household appliances, etc. This was 13 tons more from 2020. This total includes the E-Cycle event which was held June 5, 2021. That event alone netted 8.54 tons of e-waste and miscellaneous items, a slight increase from 2020. MRC Recycling of Barnhardt, Missouri was again the vendor for our e-cycling and event. We paid \$723.21 in electronic recycling fees for 2021.

### **Accomplishments for 2021**

- ✓ Collected residential trash
- ✓ Collected free special pickups
- ✓ Collected paid specials pickups
- ✓ Collected curbside yard waste twice per month
- ✓ Emptied and hauled yard waste to #7 well holding area
- ✓ Operated recycling center
- ✓ Hauled scrap metal/appliances to Cape Metal Recyclers
- ✓ Maintained grounds around Sanitation/Recycling Buildings
- ✓ Performed weekly truck/equipment maintenance
- ✓ Have kept full six staff members 10+ months
- ✓ Hosted annual E-cycle event on June 5
- ✓ Assisted in snow removal

### Projected Accomplishments in 2022

- ◊ Keep a full staff
- ◊ Get unqualified staff CDL qualified
- ◊ Collect residential trash
- ◊ Collect free special pick ups
- ◊ Collect curbside yard waste twice monthly
- ◊ Haul off yard waste from pits
- ◊ Haul off scrap metal/appliances
- ◊ Clean weed/brush/trash from creek bank behind recycling
- ◊ Finish Tin and install drip lip at load dock in recycling
- ◊ Assist in snow removal
- ◊ Host E-Cycle event in June
- ◊ Preform weekly truck/equipment maintenance

## **Street Department**

**Danny Youngerman, Foreman**

Our winter weather operations include pretreating the 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 in other city departments to help keep the streets clear and safe.

Last year we used 160 tons of salt brine, 600 tons of rock salt, and 140 tons of cinders for our winter weather operations.

Throughout the year, we continue to work hard to maintain our 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 2021**

- ✓ Completed annual concrete street patch program, asphalt overlay and patch program, street rehabilitation program, and the water line upgrade project phase 2-B
- ✓ Completed the construction of a 1170' recreation trail in the city park (Phase 3)
- ✓ Repaired 125' of sidewalk failure and installed ADA ramps at the 300 block of N. Missouri St.
- ✓ Replaced 40' of 24" storm water pipe and completed yard restoration at 328 Cathy Dr.
- ✓ Dug out and reshape 360' ditch on Old Cape Road Circle
- ✓ Dug out and reshape 60' ditch at 1042 Anna St.
- ✓ Helped repair sanitary sewer main break and rip rap ditch at Harps Food Store
- ✓ Helped repair sanitary sewer main break at 2000 block of Old Cape Road East
- ✓ Helped repair Klaus park force main sanitary sewer main break off Matthews St.
- ✓ Rip-rap bridge footing washout on Jackson Trail bridge
- ✓ Installed new floor and painted lawn mower trailer
- ✓ 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 sidewalks and streets throughout the city

- ✓ Continue updating our five-year street improvement and repair list
- ✓ Clean drains, drop boxes, and pipes
- ✓ Maintenance on all gravel roads and clean ditches
- ✓ Continue constructing map locations of all drop boxes, pipe size, depth of pipes, and where they go
- ✓ Our annual inspections, repair, and cleaning debris from drop boxes
- ✓ Installed and replace signs around town as needed
- ✓ Perform daily inspections on the waterline upgrade project phase 2-B, the concrete street patch program, the street rehabilitation program, the asphalt overlay and patch program, and Ramsey Branch 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, arrows, handicap symbols, parking stalls, parking lots, and yellow curbs
- ✓ Attend monthly and weekly departmental safety meetings
- ✓ Attend Missouri LTAP training courses
- ✓ Mow right of ways and bigger city lots
- ✓ Weekly mowing of city lots and bridges
- ✓ Trim limbs on city right of ways
- ✓ Sweep streets
- ✓ Tub grinding brush at well #7
- ✓ Complete work orders as needed
- ✓ Repair damage to city property

#### Projective Accomplishments in 2022

- ◊ Continue to repair our five-year MoDOT bridge inspection repair list
- ◊ Continue to repair or replace sidewalk failures and make ADA compliant
- ◊ Seal bridge decks
- ◊ Replace 60' of 15" storm sewer pipe 2800 block of Diana Dr.
- ◊ Pressure wash and paint frames on the welcome to Jackson signs
- ◊ Refurbish the 6640 Ford mowing tractor

- ◊ 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 washouts
- ◊ Tub grind brush at well #7
- ◊ Continue maintaining city detention basins
- ◊ 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, install, clean, and change out signs, clean drains, drop boxes and pipes, clean up city lots, repairing storm sewer failures, spray weeds around the city, maintenance on equipment, clean up storm debris, daily inspections on projects, winter weather operations, and construction of special projects.

## **Wastewater Utilities Department**

**Kenny Gibbar, Foreman**

The design process for the Wastewater Facility Plan Implementation Program has begun. Designs will be completed for several projects at the Wastewater Treatment Facility to repair or replace aging equipment. One project will introduce a completely new process to handle the treatment and thickening of bio-solids from the wastewater treatment process.

Land application of the biosolids from the wastewater treatment process was contracted out to METRO-AG INC. of Breese, Illinois with 1,500,000 gallons of bio-solids successfully land applied by end of year. This arrangement is working well for the city.

The Williams Creek Interceptor project got underway in 2020 and was completed in late 2021. This eliminates one lift station and increase the capacity of our collection system on the east side of town. It will allow development in the Williams Creek watershed from East Main Street to East Jackson Boulevard without the addition of any more wastewater lift stations.

The 2021 Sewer Lining Project installed 4,019 feet of 8-inch and 140 feet of 6-inch cured-in-place-pipe (CIPP) within old clay tile pipe to prevent groundwater and roots from entering the sewer.

Our operators rodded and hydro-flushed 145,567 feet of sanitary sewer, and successfully recycled 467,500,000 gallons of wastewater into clean water meeting the definition of fishable and swimmable waters of the State.

### **Accomplishments for 2021**

- ✓ 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 Treatment Ordinance was added to City Code.
- ✓ A Wastewater Rate Study was completed to determine the best way to finance projects proposed by the Wastewater Facility Plan. A State Revolving Fund loan will be financed by selling bonds in 2022.
- ✓ The Local Limits Survey was approved by MDNR. This report established new industrial wastewater discharge limits. The new limits were incorporate into the Sewer Use and Wastewater Pretreatment Ordinance which was adopted by the Board of Aldermen.
- ✓ Easements acquired for Kimbeland Lift Station Upgrade Project
- ✓ Biosolids application was contracted out

- ✓ Klaus Park Force Main easements are being obtained
- ✓ The 2021 Sewer Lining Project installed 4,019 feet of 8-inch, 140' of 6-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, 843,131 gallons of liquid biosolids were applied to farmland as fertilizer by METRO-AG. Another 656,869 gallons will be applied by end of year.
- ✓ 145,567 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
- ✓ Williams Creek Interceptor Phase 2 construction
- ✓ North Union Avenue Lift Station upgrade
- ✓ Sewer extension of Cane Creek Drive
- ✓ Joel Bert operator obtained Class D Wastewater Certification
- ✓ Repaired Klaus Park force main at SEMO Concrete and at Old Cape Road East
- ✓ Repaired sewer main north of Harps Food Store parking lot west of Kent Street

#### Project Accomplishments for 2022

- ◊ Designs for the Wastewater Facility Plan Implementation projects will be submitted to MDNR for a State Revolving Fund Loan pending approval of a bond issue by public vote in the spring of 2022.
- ◊ Kimbeland Lift Station Upgrade construction
- ◊ Klaus Park Force Main Upgrade construction
- ◊ Submit to MDNR, adopt, and publish new Wastewater Gravity and Lift Station Construction Specifications
- ◊ Develop project documents and bid out a manhole repair project
- ◊ Develop project documents and bid out a sewer lining project

## **Water Utilities Department**

**Brad Noel, Foreman**

The Water Utility Department was kept busy again during 2021. 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 Old Cape Road between Michael-Anna and Adams Streets along with a short section on Old Cape Road near the Cape Starter and Alternator business. During 2021, we responded to 138 daily work orders along with repairing 12 water main breaks and 10 service line leaks. This year, we also changed out 192 dead water meters, made five water taps, and set 51 new meter settings, all while continuing with the Automated Meter Reading (AMR) project by relocating and or changing out 166 meters, all of this work totaled 409 full AMR systems installed in this year. We also restored 190 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 for the first time no leaks were found. The work you just read about was all completed during the first three quarters of the year, the fourth quarter presented us with some material availability issues which allowed us to perform some additional work that will help out greatly in the future. We were able to complete our main line valve operation along with getting started with locating and marking curb stop locations, this helps our system in multiple ways by 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.

Our water plant also benefited from the Water System Facility Implementation Project in 2021. Through this project we were able to improve the performance of one of our wells, well #6, which is located at the end of Nell Green Street. We were also able to install transfer switches at all of our wells which will allow them to be run by a portable generator during times of emergency that cause power outage that might take an extended time to repair. We purchased two of these portable generators and will be storing one on site at wells #4 and #7. 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; well #7 was found to require some substantial repairs due to age and production issues with all other wells receiving a clean bill of health as of January. Repairs were completed to well #7 and should provide us with good use for many years to come.

We welcomed a new member to the Water Utility in 2021. Jordon Daugherty joined our Water/Power Maintenance crew transferring over from Sanitation. The year 2022 will once again be very busy for us with continued water main replacement oversight, daily job duties, and continuing to work on the relocation of water meters for the AMR Program. We will also be sending Travis and Jordon to certification classes for their respective state water certifications along with continued training for the rest of the crew members.

### Accomplishments for 2021

- ✓ 166 AMR installations
- ✓ Make water taps as needed
- ✓ 51 new meter settings
- ✓ Operated water main line valves
- ✓ Read meters monthly
- ✓ 192 dead meters changed out
- ✓ Annual leak detection program completed with no leaks found
- ✓ Repaired 12 water main breaks
- ✓ Repaired 10 service line leaks
- ✓ Conducted general maintenance
- ✓ Located and carded curb stop locations
- ✓ Training for crew members
- ✓ Assisted in the completion of Phase 2B of Water Bond Issue
- ✓ Replaced one fire hydrant that was damaged by vehicle
- ✓ Certification Training for Aaron completed
- ✓ Replaced one fire hydrant that was not operating correctly

### Projected Accomplishments for 2022

- ◊ 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 2C 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 and Jordan

## **Five-Year Capital Expenditure Plan**

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

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



## 5-YEAR CAPITAL EXPENDITURE PLAN

### Department Equipment

Department	2023	2024	2025	2026	2027
<b>Administrative Services</b>					
Computer replacement			\$3,000		
Vehicle replacement		\$30,000			
<b>Building Maintenance</b>					
New computer					\$3,000
<b>Building &amp; Planning</b>					
Computer replacements/upgrades	\$1,600	\$4,000	\$1,600	\$1,600	\$1,600
Tablet replacement (for inspectors)		\$1,500			
Trimble GPS unit				\$5,000	
Inspection vehicle - truck or SUV	\$30,000				
<b>Cemetery</b>					
Small zero-turn mower		\$7,000			
New pick-up truck				\$30,000	
<b>City Clerk</b>					
Copier/printer replacement	\$6,000				
Upgrade phone system		\$3,000			
Office machines	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Municode Meetings software - annual subscription	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800
Storage cabinets/shelving for archive documents		\$3,000			\$15,000
<b>Electric Distribution</b>					
AMR equipment	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
New VST 47 bucket truck	\$145,000		\$150,000		
Replacement pick-up truck				\$40,000	
Used digger derrick (pole holder)				\$100,000	
<b>Engineering</b>					
AutoCAD drafting software - annual subscription	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Computer				\$1,500	
<b>Fleet</b>					
12,000 lb. Symetrical vehicle lift	\$20,000				
Shop entry awning with storage enclosure	\$10,000				
<b>Fire</b>					
Computer replacement	\$3,000	\$3,000	\$6,000	\$3,000	\$3,000
Mobile data terminal replacement	\$7,500				
Mattress/recliner replacements	\$20,000				
Extrication tool replacement				\$70,000	
Thermal imaging camera replacement			\$30,000		
Ventilation fans for apparatus	\$12,000				
Ice machine replacement at Station #1	\$5,000				
Cascade machine/fill station replacement		\$90,000			
Replace 1998 reserve engine #23 with a used engine			\$300,000		
Replace Ladder #15 with a new ladder truck				\$1,000,000	
Self contained breathing apparatus replacement					\$400,000
Radio/pager replacements			\$15,000	\$10,000	

## Department Equipment

Department	2023	2024	2025	2026	2027
<b>Fire (cont.)</b>					
Public education - smokehouse					
Tint for glass on station bays	\$4,500				
Replacement generators	\$42,000				
Lexipol Accreditation Policy	\$10,000				
<b>Information Technology</b>					
Network upgrade/changes	\$15,000				
Copier/scanner	\$8,000				
Computer replacements		\$5,000			
Server upgrade/addition			\$30,000		
Financial software upgrade	\$50,000				
<b>Parks</b>					
Front deck mower with trade-in				\$15,000	
<b>Police</b>					
Tasers	\$8,000		\$8,000	\$8,000	
In-car video	\$9,010	\$9,010	\$9,010	\$9,010	\$9,010
Vehicles	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Bulletproof vests (grant)	\$5,500			\$5,500	
Radars	\$6,500		\$7,000		
Computers	\$4,000	\$2,000	\$2,000	\$2,000	\$2,000
Copiers		\$8,000		\$8,000	
Handheld radios	\$50,000			\$50,000	
Mobile data terminals			\$25,000		
Firearms		\$12,000		\$12,000	
New K9	\$14,000				
Body worn cameras					\$30,000
Officer safety equipment	\$20,000				
<b>Power Plant</b>					
Computer	\$3,000				\$3,000
Truck				\$40,000	
<b>Public Works</b>					
New vehicle	\$30,000				
Copier	\$9,000				
<b>Sanitation</b>					
Vertical baler for Recycling Center	\$15,000	\$15,000			
4x4 Pickup 1/2 ton pickup with tommy gate	\$25,000				
Trash truck with dump cart capabilities		\$185,000			
Horizontal baler for Recycling Center			\$135,000		
<b>Street</b>					
2-Ton dump truck with spreader and plow			\$190,000		
1 1/2-Ton dump truck with spreader and plow		\$150,000			\$150,000
1-Ton dump truck with spreader and plow					\$65,000
3/4-Ton service truck with tommy lift		\$40,000			
2-Yard stainless salt spreader	\$10,000				
5-Yard stainless salt spreader	\$19,000				
Street sweeper				\$180,000	
Salt brine mixing truck		\$8,000			

## Department Equipment

Department	2023	2024	2025	2026	2027
<b>Street (cont.)</b>					
Walk behind airless paint spreader			\$10,000		
Riding mower 4x4	\$23,000				
<b>Wastewater</b>					
Sampler		\$6,000			
Incubator		\$5,500			
Storm pumps		\$20,000			
Vac-Con truck	\$385,000				
Sludge transfer pump	\$6,000				
Service truck					\$49,000
Riding mower		\$20,000			
Sewer rodder			\$60,000		
<b>Water</b>					
Backhoe		\$95,000			
4WD 3/4 ton pickup			\$33,000		

# 5-YEAR CAPITAL EXPENDITURE PLAN

## Transportation Projects

## 5-YEAR CAPITAL EXPENDITURE PLAN

### Special Projects

Department	2023	2024	2025	2026	2027
<b>Building Maintenance</b>					
Carpet 2nd floor		\$10,000			
Remodel Collector's area			\$60,000		
Remodel Board Room				\$40,000	
Upgrade Missouri Room					\$100,000
Seal parking lot				\$6,000	
<b>Civic Center</b>					
Irrigation system	\$20,000.00				
Additional gym/safe room sound panels		\$50,000			
Dance floor replacement			\$10,000		
Gym floor cover replacement			\$10,000		
Meeting Room Expansion				\$350,000	
Backup generator	\$120,000				
<b>Electric Distribution</b>					
Electric System Utility Rate Study			\$50,000		
Construct 34.5 KV Loop to West Substation	\$2,500,000	\$1,000,000			
North Substation build-out and engineering				\$100,000	\$2,500,000
Substation relay testing (MIRMA)	\$25,000		\$25,000		\$25,000
E. Jackson Blvd. Street Lighting Project					\$1,000,000
Add 3Ø 4/0 UG Tie Line				\$25,000	
Install high-side protective device				\$40,000	\$40,000
Add 3Ø 4/0 UG Tie Line			\$25,000		
Long Range Electric System Study	\$55,000				
Install transmission zone protection					\$85,000
Rebuild 73 Transmission feeder		\$300,000	\$300,000	\$300,000	
East Commercial Electrical Corridor	\$100,000				
Construct I-55 Substation	\$2,000,000				
Breaker upgrade at West Substation		\$100,000			
AMI Administrative costs	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000
<b>Engineering</b>					
Sanitary Sewer Lining Program	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
<b>Information Technology</b>					
Network management solution	\$50,000				
Phone system upgrade	\$25,000				
Financial software - cloud-based		\$100,000			
<b>Fire</b>					
Training site improvements	\$15,000				
Station #1 remodel	\$1,000,000	\$1,000,000			

## Special Projects

Department	2023	2024	2025	2026	2027
<b>Parks</b>					
Install new playground at pavilion #2	\$35,000				
Install new playground at pavilion #1		\$40,000			
Install new playground at pavilion #5	\$40,000				
Install new playground at Brookside Park			\$40,000		
Install new pavilion at Brookside Park					\$75,000
Soccer Park Lighting Project (grant)	\$70,000				
Replace tennis court fencing on Wimbledon Dr.		\$25,000			
<b>Power Plant</b>					
Engine # 9 louvers	\$10,000				
Electric security gate(s)	\$8,000				
Replace upper fuel tanks		\$50,000			
SCADA system upgrade			\$50,000		
<b>Sanitation</b>					
Disposal of Stockpiled Brush Program	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
<b>Wastewater</b>					
Biosolids upgrade	\$1,783,000				
Screen building		\$90,000			
Control building	\$596,000				
Plant SCADA system			\$51,000		
Structural rehabilitation				\$220,000	
O-Ditch upgrade		\$1,339,000			
Screw pumps			\$894,000		
Splitter weir			\$31,000		
Clarifier rehab				\$916,000	
Flow monitoring		\$105,000			
Digester expansion	\$291,000				
Fine screen	\$118,000				
Digester blowers	\$633,000				
Electric modifications	\$45,000				
8" Water line	\$307,000				
Facility Plan amendments	\$21,000				
Klaus Park force main				\$1,230,000	
Pump station SCADA system				\$65,000	
I & I Inspections for Elwanda watershed					\$319,000
I & I Inspections for Goose Creek watershed				\$886,000	
<b>Water Distribution</b>					
Water System Facility Plan Implementation Project	\$1,000,000	\$1,000,000	\$1,000,000		
Removal of water plant facilities	\$200,000				

## Jackson City Employees

Department	First Name	Last Name
Accounts Payable	Crystal	Reid
Administration	Larry	Koenig
	James	Roach
Administrative Services	Rodney	Bollinger
Building and Planning	Ginger	Earnest
	Stephen	Grant
	Tammy	Chaffin
	Larry	Miller
	Janet	Sanders
Building Maintenance	Brent	Reid
Cemetery	Joseph	Schreiner
	David	Shuffit
	Owen	Ladson
Civic Center	Jason	Lipe
Clerk	Madison	Renfroe
	Wendy	Seabaugh
	Liza	Walker
Collector	Lisa	Beussink
	Julie	Hopkins
	Markie	Sharrock
Electric Distribution	Todd	Martin
	Timothy	Burroughs
	James	Crowden
	Donald	Schuette
	Kyndel	Page
	Landon	Elledge
	Todd	Field
	Joshua	Diebold
	Cody	Herzog
	Anna	Bergmark
Engineering	Randy	Davis
	Jason	Mouser
	Robert	Greif
	Ronald	Kiplinger
	Ryan	Davie
	David	Medlock
	Justin	Farrar
	Sean	Mitchell
	Michael	Gentry
	Brandon	Page
	Samuel	Herndon
	Dalton	Abernathy
Fire	Eric	Ramos

## Jackson City Employees

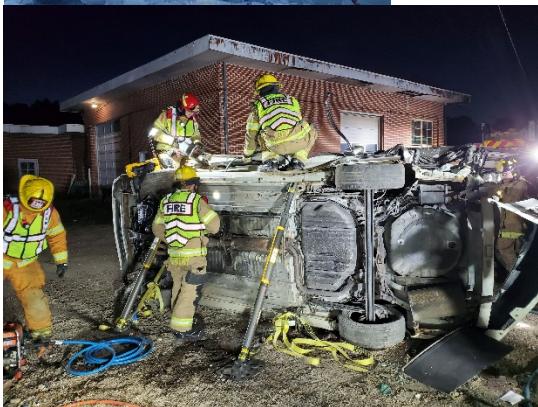
Department	First Name	Last Name
Fire (cont.)	Blake	Stone
	Matthew	Jahr
	Andrew	Marler
	Nicholas	Pfau
	Wesley	Blattel
	Darrel	Ellis
	Jeffrey	Jarvis
	Nathan	Vicenzi
	Ladonna	Glenn
Fleet Maintenance	Kirk	Anderson
	Justin	O'kelly
	Toby	Hendrix
Human Resources	James	Wiseman Jr
Information Technology	Joan	Evans
	Sarah	Moonier
Parks	Shane	Anderson
	Paul	Guilfoy
	David	Smith
	Eric	Welch
Police	Rick	Whitaker
	James	Humphreys
	Bradley	Eakers
	Anthony	Henson
	Chad	Ludwig
	Jamie	Freeman
	Rachel	Coleman
	Alex	Broch
	Robert	Rose III
	Megan	Houseman
	Cody	Polley
	Austin	Reed
	Ronald	Styer
	Jonathan	Jensen
	Neil	Reitenbach
	Jason	Wilhelm
	Timothy	Lester
	Carl	Kurtz
	Kimberly	Shuck
	Danny	Brosnan
	Jacob	Hanna
	Dylan	Peetz
	Ethan	Dambach
	Mario	Watson

## Jackson City Employees

Department	First Name	Last Name
Police (cont.)	Sara	Boone
	Ridge	Redfairn
	Michael	Shy
	Pablo	Sanchez
	Tyler	Slinkard
	Jeremie	Hubbard
	Shaun	Smelser
Power Plant	Mario	Whitney
	Michel	Biri
	Charles	Reed
Public Works	J	Stortz
	Kent	Peetz
Sanitation	Austin	Croy
	Collin	Campbell
	Anthony	Robideau
	Teddy	Scholl
	Jared	O'Kelly
	Cameron	Hendrix
Street	Michael	Dougan
	Danny	Youngerman
	Joshua	Wills
	Shawn	Burkhart
	Alexander	Carr
	Stephen	Oliver
	Brian	McClanahan
	Kenneth	Gibbar
Wastewater	Michael	Neal
	Sharon	Raines
	Joel	Bert
	Daniel	Young
	Joshua	Walker
	Rick	Hutteger
Water Distribution	Ryan	Sides
	Carl	Pulliam
	Brad	Noel
	Travis	Payne
	Aaron	McElrath
Water Plant	Jordan	Daugherty







*Photo by Gregory Dullum*  
A new baseball field is being built in Brookside Park. possibility this field may be named after Barbara behind the Memorial to All Veterans. Last week, Lohr, a former mayor and civic volunteer who died workers began installing the backstop. There is a unexpectedly on June 15.





