



Annual Accomplishments

2023





CITY OF JACKSON

ANNUAL REPORT 2023

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City Administrator

Jim Roach

Many infrastructure improvement projects were completed with the close of 2023. Several more are ongoing, with ambitious plans for 2024. The city was also successful in obtaining various grants, which totaled \$762,729. Numerous other important projects and activities were completed in 2023. 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 2023 list of accomplishments and our goals for 2024. 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 2023 to a close. As I begin my seventh 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.

First, it was my honor to spearhead the City's efforts in getting Jackson designated as a Purple Heart City. On February 21, the Mayor and Board of Aldermen held a ceremony and approved a proclamation to make it official.

Next, it has been one of my goals to expand our social media presence and we did again this year. When I started my position, the city had 3,100 Facebook followers on its page, now there are nearly 10,000 followers. The City's new website also launched in June and the staff has been excited to share our improved site to showcase Jackson and help better serve our residents.

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

I continued to face many unique challenges from all angles of administration. From problem solving, personnel issues, project management, public information activities, to citizen communication, I learned how demanding my position continues to be. Fortunately, my 32 years with the City have provided an excellent foundation on which to build my career here in Jackson. However, there is still much to learn and even more yet to do. The year ahead offers an even greater opportunity for achievement, with many infrastructure improvement projects scheduled, easement acquisition services for several proposed street, electric distribution, water distribution, sanitary sewer, and recreation trail projects, ongoing contract administration, and grant writing.

In 2023, a total of 55 Special Event Permits were issued by my department. Since 2011, this new program has helped residents, organizations, and businesses apply for and receive event permits. It has also streamlined the process and made it much easier for applicants to file their requests, and allows the City staff to better review and manage the permits.

As I look back with pride on another successful year, I anticipate an even more productive 2024. 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 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 2024 for everyone.

Accomplishments 2023

- ✓ Assisted in grant writing activities for the following projects:
 - Sunset Drive Bridge Replacement Project (MoDOT)
 - Litz Park Restroom/Pavilion Building Project (MDNR)
 - Local Tourism Asset Development Grant Program (MoDED)
 - Community Development Block Grant Program (MoDED)
 - Horizontal Baler (Southeast Missouri Solid Waste Management District)
- ✓ Assisted in contract administration services for the following City projects:
 - Disposal of Stockpiled Brush Program
 - Highway 61 Bridge Replacement and Roadway Improvement Project
 - Infrastructure improvements at the Jackson North Industrial Park
 - Designation of Jackson as a Purple Heart City
- ✓ Acquired easements/property for the following City projects:
 - Water System Facility Plan Implementation Project – Phase 2, Project 2E
 - Lee Avenue Water Line Extension Project
 - South Old Orchard Road Lateral Sewer Project
 - Utility easement in Forest Acres Subdivision
- ✓ 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)
 - Comprehensive Plan Update Steering Committee (City)
- ✓ Supervisory activities for the Sanitation Department
 - ✓ 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)
 - ✓ Provided annexation services to property owners
 - ✓ Provided contract and grant writing assistance to various departments
 - ✓ Assisted in the preparation of Memorandums of Understanding for various departments
 - ✓ Processed a total of 55 Special Event Permits
 - ✓ Assisted in the preparation of agenda packets for Board of Aldermen Meetings
 - ✓ Attended the Mayor's Retreat on November 9
 - ✓ Coordinated the E-Cycle Electronic Waste Collection Event on June 3
 - ✓ Administered the Adopt-a-Street Program
 - ✓ Assisted in the preparation of Monthly Departmental Updates
 - ✓ Assisted in the preparation of notes for monthly Supervisors Meetings
 - ✓ Administered Master Services Agreements and issued Task Order Authorizations

- ✓ Issued a total of 14 task orders for engineering services
- ✓ Prepared the semimonthly Road Closure Reports
- ✓ Assisted in the preparation of the City's annual report
- ✓ Completed the Website Redesign and Hosting Services Project
- ✓ Vacated a portion of the Royal Drive right of way
- ✓ Led initiative to begin an intersection analysis at the Jackson Middle School on West Independence Street
- ✓ Worked with MoDOT on the Missouri Highway 61 Alternatives Project
- ✓ Attended Youth in Government Day on April 26
- ✓ Completed CPR Training on April 18
- ✓ Attended SEMO University's Sesquicentennial with Mayor Hahs on March 22

Projected 2024

- ◇ Provide contract administration for City projects
- ◇ Provide management for special projects
- ◇ Acquire easements for City projects
- ◇ Provide public information activities (Facebook, website, and news releases)
- ◇ Provide annexation services to property owners
- ◇ Provide contract and grant writing assistance to various departments
- ◇ Process special event permit applications
- ◇ Assist in the preparation of agenda packets for Board of Aldermen Meetings
- ◇ Administer the Adopt-a-Street Program
- ◇ Assist in the preparation of monthly Departmental Updates
- ◇ Assist in the preparation of Road Closure Reports

- ◇ Assist in the preparation of notes for monthly Supervisors Meetings
- ◇ Administer Master Services Agreements and issue Task Order Authorizations
- ◇ Acquire easements for the Hubble Creek Recreation Trail Project, Phase 3.
- ◇ Acquire easements for the Water System Facility Plan Implementation Project – Phase 2, Project 2E
- ◇ Work with MoDOT on Highway 61 Improvements / Deerwood Roundabout Project
- ◇ Complete the intersection analysis at the Jackson Middle School on West Independence Street

Building Maintenance Department

Austin Croy, Foreman

In the spring of this year, I painted the office space of public works. I took up the old carpet so they can have new carpet installed along with some tile floor and had new base board put down. I had help with getting the new desk into place for public works and got rid of the old desk. I've been keeping up with having the flag changed out as needed. I pick up city payroll and I take utility bills to Wehmeyer Printing in Perryville to have them processed. I stayed for board of aldermen meetings, planning and zoning commission meetings, and zoning board of adjustment meetings. I perform my daily checks and clean all bathrooms, vacuum and mop lobby areas, vacuum offices, empty trash weekly, lock/unlock doors, and I perform a walk-through at the end of each day so I can set the security alarm. I continue city hall regular maintenance.

Accomplishments for 2023:

- ✓ Got the bushes trimmed behind city hall
- ✓ Remodeled public works office
- ✓ Got a new desk in public works
- ✓ Keep up with the spraying for weeds
- ✓ Remove snow and ice from sidewalks
- ✓ I took 180 bags of recyclables to the recycling center

Projected accomplishments for 2024:

- ◇ Remodel collector's area
- ◇ Wax tile floor in hallway upstairs
- ◇ Maintenance duties around city hall
- ◇ Keeping everything clean in city hall as needed

Building & Planning Department – 2023
Larry Miller, Building & Planning Manager

Our new Administrative Assistant, Jessica Lopez, compiled the city-wide annual report. In addition to daily duties, her other major project of the year is the licensing of all contractors. The calendar year timing of the license renewals coincides with the annual report, making December very busy for her. She also handles our customer service, permit issuance, inspection scheduling, special trash pickups, city-wide weekly & monthly reports, and miscellaneous duties for Sanitation and Public Works Departments.

Our two building inspectors, Steve Grant, and new inspector Ginger Earnest, provide all plan reviews and building inspections. Steve continues to serve as lead plan reviewer on commercial projects and handles most inspections. He plans on retiring in February of 2024. Ginger reviews most of the residential plans.

Houseal Lavigne Associates continues to update our Comprehensive Plan. This project has been ongoing through 2023 and will be completed in early 2024.

We are still attempting to migrate our map layers to ArcGIS Online. Tammy Chaffin continues as our GIS Technician, updating and creating maps as needed. Tammy Chaffin began working with the Fire Department in using the SARCOP program, which is real-time mapping for regional search deployments.

Marybeth Niederkorn was re-elected chair of the Historic Preservation Commission. Lois Long was appointed as a new member. Jeff Long and Estelee Wood were moved to alternate positions. One alternate position remains vacant. With City grant approval and partnership with Uptown Jackson Revitalization Organization, Missouri Main Street Connection held an MMSC historic preservation workshop in Jackson and made free Historic Preservation training available to HPC members.

Harry Dryer was re-elected as the chairman of the Planning and Zoning Commission. Tony Koeller was re-elected as secretary.

On the Board of Adjustment, Kevin Schaper was elected another term as Chairman. One alternate position remains vacant.

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

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

Accomplishments for 2023

- ✓ The 2023 Annual Accomplishment books and Five-Year Capital Improvement Plan were completed and distributed by Jessica Lopez.
- ✓ Larry Miller was promoted to Building and Planning Manager.
- ✓ The 2023 annual building permit report was completed and distributed by Larry Miller.
- ✓ Houseal Lavigne Associates has continued to update the city's comprehensive plan.
- ✓ The new Civic Gov software has replaced the iWorQ software.
- ✓ Agenda preparation for the various boards & committees continues to be created in Municode Meetings software.
- ✓ A request to amend the zoning code to allow and specify locations for recreational marijuana was studied by the Planning and Zoning Commission and Board of Aldermen and ultimately approved.
- ✓ A request to allow tiny houses with a community unit plan and special use permit was studied and approved by the Planning and Zoning Commission and Board of Aldermen.
- ✓ A request to amend the zoning code to allow tow companies and auto salvage/junkyards and specify locations where they are allowed was studied and approved by the Planning Zoning Commission and Board of Alderman.
- ✓ The zoning code was amended to allow for attached or painted signs to be figured by using the building frontage. The previous limit of 50 square feet and the requirement of a special use permit for larger signs has been removed. This change was approved by both the Planning and Zoning Commission and the Board of Aldermen.
- ✓ The zoning code has been updated to require a longer notice period for public hearings on variances by the Zoning Board of Adjustment. Previously, the notice period was seven (7) days, but it has now been extended to fifteen (15) days. This change was approved by both the Planning and Zoning Commission and the Board of Aldermen.
- ✓ Construction and the opening of the Aldi grocery store were completed.
- ✓ Larry Miller attended the Certified Local Government (CLG) conference.
- ✓ Larry Miller attended the Missouri Association of Building Code Administrators (MABCA) spring and fall conference.
- ✓ With City grant approval and partnership with Uptown Jackson Revitalization Organization, Missouri Main Street Connection held an MMSC historic preservation workshop in Jackson and made free Historic Preservation training available to HPC members.
- ✓ Tammy Chaffin attended the virtual Missouri Mappers Conference and several SEMO GIS regional meetings.
- ✓ GIS maps continue to be updated with veterans' burial locations for use by the American Legion to place flags on Memorial Day and by the DAR for Wreaths Across America.
- ✓ Parcel, zoning, and utility maps are continually updated, and GIS Technician Tammy Chaffin creates special project maps. She is working toward migrating our mapping to ArcGIS Online.
- ✓ Online hosting of our GIS map continued with SEMO Regional Planning.

- ✓ Tammy Chaffin began working with the Fire Department in using the SARCOP program, which is real-time mapping for regional search deployments.
- ✓ Ginger Earnest was promoted to Building Inspector.
- ✓ Building Inspectors Steve Grant, Larry Miller, and Ginger Earnest performed 1,372 inspections in 2023 (as of this report due date of Nov. 1).
- ✓ Jessica Lopez was hired as an administrative assistant in the Building and Planning Department.
- ✓ Harry Dryer was re-elected chairman of the Planning and Zoning Commission. Tony Koeller was again elected secretary.
- ✓ Kevin Schaper was re-elected to another term as chairman of the Zoning Board of Adjustment. One alternate position remains vacant.
- ✓ The Board of Adjustment heard 7 zoning variance requests and approved 6 variances (as of this report's due date of Nov. 1).
- ✓ Marybeth Niederkorn was re-elected chair of the Historic Preservation Commission. Lois Long was appointed as a new member. Jeff Long and Estelee Wood were moved to alternate members. One alternate position remains vacant.

- ✓ 2023 Minor Subdivisions Completed
 - Independence Center Eighth (2 lots)
 - Green Meadows Commercial Park No. 5 (2 lots)

- ✓ 2023 Subdivisions in Progress:
 - McKendree Crossing Subdivision Phase 2 (40 lots)
 - Jackson North Industrial Park Subdivision (renewal of preliminary plat)
 - Savers Farm Subdivision Phase 8 (40 lots)
 - Savers Farm Subdivision Phase 9 (40 lots)
 - Orchard Place Subdivision Phase 1 (3 lots)
 - Eagle View Subdivision (12 lots)

- ✓ 2023 Rezonings:
 - 403 and 409 E Main Street – I-2 Heavy Industrial District to a C-3 Central Business District
 - 108 S Georgia Street – I-2 Heavy Industrial District to a C-3 Central Business District
 - 204, 207, 208, and 212 Cherry Street – R-4 General Residential District to a C-3 Central Business District
 - 211 and 219 N Missouri Street – R-4 General Residential District to a C-3 Central Business District
 - Properties on E Main Street, I-55, Old Orchard Road area – Removed CO-1 Enhanced Commercial Overlay District from the current C-2 General Commercial District

- ✓ 2023 Special Use Permits:
 - 1985 E Jackson Boulevard – 96 sq. ft. attached signs – Gospel Life Church

- ✓ 2023 Building Permits – top five construction projects (calculated values based on ICC formula – as of Nov. 1, 2023, due date of this report):

- 3051 E Jackson Boulevard – remodel Walmart – \$3,000,000.00
- 255 Industrial Drive – build out - \$2,690,000.00
- 2502 E Jackson Boulevard – new Aldi store - \$2,600,000.00
- 1204 Lenco Avenue – remodel Midwest Sterilization - \$1,925,000.00
- 451 Cane Creek Road – new Serv Pro building – \$1,600,000.00
-

Proposed Accomplishments for 2024

- ◇ Complete the city-wide annual report.
- ◇ Adopt 2021 International Building Codes
- ◇ Complete update of the Comprehensive Plan with Houseal Lavigne Associates.
- ◇ Provide Building and Planning input for the new website
- ◇ Update City Cemetery maps and publish maps of all known burials online
- ◇ Provide current cemetery maps to American Legion for Veteran’s Day and to DAR for Wreaths Across America
- ◇ Migrate online GIS maps to self-hosted with ArcGIS Online.
- ◇ Migrate online permitting to new software.
- ◇ Continue mapping of new easement documents.
- ◇ Train city staff in the use of the new GPS unit.
- ◇ Renew contractor licenses in January and throughout the year as needed.
- ◇ Fill one vacant Zoning Board of Adjustment alternate position.
- ◇ Continue to update maps as needed.
- ◇ Attainment of ICC certification by building inspectors.
- ◇ Work with developers and builders on new subdivisions, developments, and construction projects.
- ◇ Plan reviews and inspections as required for all construction projects.
- ◇ Continue ongoing training of all department personnel.
- ◇ Provide staff support for the Planning and Zoning Commission, Board of Adjustment, and Historic Preservation Commission.
- ◇ Prepare city-wide annual report.
- ◇ Hire a new inspector to replace Steve Grant after he retires.

Cemetery Department

Joe Schreiner, Sexton

We have continued year-round maintenance of both cemeteries, along with building and equipment maintenance. Completed Spring and Fall flower clean-up weeks, and held weekly departmental safety meetings.

Hired McAlister tree service to grind out 5 stumps at Russell Heights. J@M construction installed 2 stone pillars at entrance to columbarium area, which we now hang seasonal wreaths on. The Street Department poured a 20x60 foot driveway extension for us, they are always willing to help us when we need it, as do the rest of the city departments.

DAR (Daughters of American Revolution) cleaned tombstones at old city cemetery and will again participate in Wreaths Across America. Most of our time is spent on mowing and general grounds maintenance. Other duties include but not limited to are tree trimming, snow plowing, dirt work, mulching leaves, seeding grave sites, digging graves, selling lots, and helping the public as needed.

We also want to wish Larry Koenig well in his retirement, he has been my immediate supervisor for the last 14 years and has always helped me when needed. We look forward to another productive year in 2024.

Accomplishments

- ✓ Continued year-round maintenance of both cemeteries, equipment, and buildings.
- ✓ Completed Spring and Fall flower clean up weeks.
- ✓ Continued weekly departmental safety meetings.
- ✓ Laid a block border around flower bed at Russell Heights.
- ✓ J@M construction installed 2 stone pillars at entrance to columbarium area.
- ✓ Street department poured a 20 x 60-foot concrete driveway extension for us.
- ✓ Cut down a tree at Russell Heights that had split during a storm.
- ✓ Sprayed both cemeteries for dandelions.
- ✓ McAlister tree service ground out 5 tree stumps.
- ✓ Seeded and strawed graves at Russell Heights.
- ✓ Paving Pros asphalted part of road by brick shed at Russell Heights.
- ✓ Daughters of American Revolution did wreaths across America and cleaned tombstones by old cemetery.
- ✓ We had 71 grave openings of which 16 were cremations.
- ✓ Sold 46 grave lots and 4 niches.
- ✓ Marked off for 59 new tombstones that were set.

Projected for 2024

- ◇ Continue year-round maintenance of cemetery grounds, equipment, and buildings.
- ◇ Complete Spring and Fall flower clean-up weeks.
- ◇ Continue weekly departmental safety meetings.
- ◇ Add landscaping to entrance at Russell Heights.
- ◇ Grind and re-asphalt 7 streets in Russell Heights.
- ◇ Paint ceiling of gazebo.
- ◇ Paint and install new floor in cemetery office.
- ◇ Open approximately 100 graves.
- ◇ Sell approximately 100 grave lots and 20 niches

City Clerk/Treasurer's Department

Liza Walker, City Clerk

The first business day of the new calendar year was January 3, 2023, which started the first day that the Civic Center accepted reservations for park pavilions. The park pavilion rental fees are \$25.00 each, effective April 3, 2023, as approved by the Jackson City Park Board and the City of Jackson Board of Aldermen. As of October 31, 2023, the total of the City's park pavilion reservations fees collected were \$6,187.00.

Our auditors, Beussink, Hey, Roe, & Stroder, L.L.C., completed the City's 2022 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. ArcaSearch has completed the digital image capture process of the much older documents that are unable to be scanned or read through the City's existing software, and ArcaSearch is currently working toward the completion of the indexing of the documents to be hosted online.

Staff is updating the old and new cemetery records on the City software system. Old and new cemetery deeds and deed transfers are also being scanned into the City software system. The City's website offers cemetery maps of the Old City Cemetery and Russell Heights Cemetery to the public. Also, there is a search engine available to search alphabetically by name for Russell Heights Cemetery by cemetery lots purchased and placement of burials. In 2023, the City took in approximately \$7,425.00 per month in receipts per month for the sale of the cemetery lots, the sale of niches, and grave and niche opening fees, compared to \$9,135.00 per month in 2022. 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 eleven dollars and ten cents (\$11.10) per month for the collection of three (3) trash bags per week. Each additional trash bag beyond the three (3) allowed would need an official sticker marked with the City shield purchased at City Hall for \$1.00 per sticker by the resident. The City received an average of \$1,405.10/month for the trash sticker receipts in 2023, compared to \$1,325.50/month in 2022.

In 2023, Michelle Spooler was the Municipal Judge of the 32nd Judicial Circuit Court. The Municipal Court holds two sessions each month starting at 1:00 p.m. on the third and fourth Wednesdays of each month. The third Wednesday court docket consisted of the Arraignments for the unrepresented defendants, and the fourth Wednesday court docket was for the defendants with attorneys and for the trials. The Municipal Court Fines and Costs received by the City averaged about \$5,466.18 per month in 2023 and \$7,637.29 per month in 2022.

The City's Court Clerk Wendy Seabaugh continued to work with the Police Department and the City Attorney for efficient processing and filing of digital tickets into the State- required court software, Show Me Courts.

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

The most recent codification revision of the City Code Book is Supplement #22, which includes all ordinances that were approved up to November 20, 2023, by the Board of Aldermen. The City has implemented OrdBank with our codifier, CivicPlus. Municipal Code Corporation was bought out by CivicPlus. This online service will post each ordinance between the supplements, which are approved by the Board of Aldermen within 48 hours of submittal. Once the supplement is completed, the ordinances are linked in the OrdBank and within the 'History Note' section of the application.

The City has a link from our website (www.jacksonmo.org) to the City Code which includes a search engine that offers suggestions to refine searches. Our City Code (and other Missouri cities' codes) can be located directly on the Municipal Code Corporation's website of www.library.municode.com. The City Code is also available electronically on the main server 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 a link to the Municode Meetings portal to view previous agendas/agenda packets.

Accomplishments 2023

- ✓ The most recent codification revision of the City Code Book is Supplement #22, which will include all ordinances that were approved up to November 20, 2023, by the Board of Aldermen. The City has implemented OrdBank with our codifier, CivicPlus. Municipal Code Corporation merged with CivicPlus in 2022. This online service posts each ordinance between the supplements, which are approved by the Board of Aldermen, within 48 hours of submittal. Once the supplement is completed, the ordinances are linked in the OrdBank and within the 'History Note' section of the Municode website.
- ✓ Records which have met their retention life were destroyed in compliance with the guidelines according to the Missouri Secretary of State's Record Retention Schedule.
- ✓ Continued to provide service for all Municipal Court related issues from receipting fine payments to documenting all monthly court proceedings. Continued to make sure the City's court procedures comply with Missouri Supreme Court Operating Rule 37.04 Appendix A entitled Minimum Operating Standards for Missouri Courts: Municipal Divisions.

- ✓ Staff continued to prepare City documents to be archived on the digitally formatted records management software including Minutes from the Board of Aldermen meetings, Ordinances and Resolutions and have a scanner dedicated to this process. ArcaSearch scanned the older, more delicate records that could not be scanned through the City's scanner effectively, and ArcaSearch is working on the indexing of these documents to be hosted online.
- ✓ 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 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 once processing of the paperwork is complete.
- ✓ Monitored the City's Bank Accounts and Investments for the best possible benefit to the City. The three-year contract with US Bank which began January 1, 2020, was extended to December 31, 2025.
- ✓ The City's 2022 Audit was completed by the auditors, Beussink, Hey, Roe, & Stroder, L.L.C., and the City achieved an excellent opinion in the annual financial report. The Independent Auditor's Report states that "The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards".
- ✓ City Clerk/Treasurer Liza Walker continued to serve as Vice President of the Southeast Missouri City Clerks and Finance Officers Association, a member of the Missouri City Clerks and Finance Officers Association, a member of the International Institute of Municipal Clerks, and a member of the Missouri Government Finance Officers Association.
- ✓ As part of the expansion of services with CivicPlus, the supplementation/codification of the Code of Ordinances has been simplified. Municode Meetings and Minutes are also hosted through CivicPlus.
- ✓ Safety updates continued to be accomplished weekly.
- ✓ Municipal Court was held on the third and fourth Wednesday of each month at 1:00 p.m. with the appointed Municipal Judge of the 32nd Judicial Circuit Court Michelle Spooler. The third Wednesday court docket consisted of the Arraignments for the unrepresented

defendants, and the fourth Wednesday court docket was for the defendants with attorneys and for the trials.

- ✓ Court Clerk Wendy Seabaugh served as President of the Regional Chapter (SEMOMACA) of Missouri Association for Court Administration (MACA) and conducted quarterly meetings with area court clerks to help with continued education and ideas to help operate court effectively and efficiently.
- ✓ Municipal Court completed the process of transferring any pending cases from the old software to Show Me Courts.
- ✓ Court Clerk Wendy Seabaugh continued to work with the Police Department and City Attorney for efficient processing and filing of digital tickets into the state required software to ensure compliance with MO Supreme Court Operating Rule 2 regarding new redaction requirements that became effective July 1, 2023.
- ✓ Municipal Court's online information, as outlined in the Supreme Court Rule 37, was updated during the City's website upgrade. Defendants can now access information regarding location, time, and the court process more easily. They are also able to find information about paying fines online or accessing cases on the State website Case.net.

Projected Accomplishments 2024

- ◇ Disposal of records that are past the Missouri's General Records Retention Schedule requirements.
- ◇ Prepare the codification of Supplement #23 revision of the City Code Book to include the ordinances that were approved during the year by the Mayor and the Board of Aldermen.
- ◇ Continue to prepare City documents to be archived on the digitally formatted records management software.
- ◇ Continue with weekly safety updates.
- ◇ Strive to provide the highest level of customer service to the community and to include electronic conveniences for our City staff and customers.
- ◇ Municipal Court will continue to be held on the third and fourth Wednesday of each month at 1:00 p.m. with the appointed Municipal Judge of the 32nd Judicial Circuit Court Michelle Spooler. The third Wednesday court docket will consist of the Arraignments for the unrepresented defendants and the fourth Wednesday court docket will be for the defendants with attorneys and for the trials.
- ◇ Obtain training and attend appropriate conferences in related areas as needed.

- ◇ Continue to provide service for all Municipal Court related issues from 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 2023 Audit by our outside auditors.
- ◇ Conduct the filing of candidates for Mayor & 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.
- ◇ Municipal Court will continue to review old cases that have met their retention requirements and process them for destruction in accordance with Supreme Court Operating Rule 8.
- ◇ Municipal Court will work with MVE, Missouri Vocational Enterprises, to acquire furniture for the Missouri Room that is appropriate for a court room setting as well as work with the City engineer to remodel the Missouri Room to add offices for the Judge and Prosecutor to be utilized during court.

Civic Center

Chris Eastridge, Manager

The year 2023 has been a very busy year at the Civic Center. We have added all main floor bookings to the growing amount of meeting room rentals. We have added several major bookings in 2022 including Proctor & Gamble Service Day, Lynwood Christian School Dinner Auction, Several trivia nights and much more. Meeting room rentals have picked up the past year as more places have been back to normal.

The Civic Center offered six summer camps in 2023. Sports Camp (33 participants), Princess Academy (24 participants), Introductory to Cheer (25 participants), Science Camp (27 Participants), Cooking Camp (23) and Improv/Theatre Camp (17).

In addition, the Jackson Civic Center hosted the 1st Annual Family Glow Dance in March that had 250 participants the first year. Implemented a new Civic Rec reservation/activity program

Potential Projects for 2023: - Refurbish Lobby Floor - Security cameras

2023 Accomplishments

- ✓ Brought in \$8,460 in revenue
- ✓ Brought in \$91,450 in Civic Center Rental Fees thru Oct. 27 compared to \$66,000 last year
- ✓ 646 rentals on the facility calendar
- ✓ Expanded summer classes from three classes to six. (200 participants)
- ✓ Started a Family Glow Dance event and sold 250 tickets in the first year
- ✓ Opened the tornado safe room six times for thirty individuals
- ✓ Implemented a new scheduling software
- ✓ Installed a Handicap Accessible Door

Projected 2024

- ◇ Refurbish Lobby Floor
- ◇ Security Cameras

Collector's Department

Lisa Beussink, Collector

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

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

There has been a marked increase in property ownership changes, particularly in rental property. With 320 active landlords in Jackson, managing the tenant changes has become a larger focus of customer service and the associated work affecting multiple departments. We have also mailed out forms to update Landlord Agreements and have gotten into good practice of correcting these when they come back.

There was an increase in energy assistance funds provided by the state of Missouri through East Missouri Action Agency. The two main programs, LIHEAP and ECIP, along with private charities, that offer funds for electric service charges, allowing qualifying customers a helping hand in meeting their utility account obligations.

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

Tim Conway joined our team in March 2023 and has focused on learning the daily operations working the drive-through area. Candace Bolton will start with us mid-November; we will be busy training her the front area/drive through functions. Liza, Wendy, and Julie in the Clerk's area have pitched in during busy periods, along with Sarah Moonier in Data Processing, 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 2023

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

- ✓ Posted \$19,865,908.75 in payments for utility bill, utility deposit, and miscellaneous charges (over half of total dollars were paid by an electronic method)
- ✓ Generated over 2,387 utility service orders from January 1 through October 31, 2023
- ✓ 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 2024

- ◇ 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
- ◇ Broaden customer outreach through City website
- ◇ Review utility account sign on forms for updates and changes for website

Electric Distribution Department

Don Schuette, Director of Electric Utilities

The City of Jackson continues to be recognized by the APPA for Reliable Public Power Provider (RP3) accreditation.

The American Public Power Association's (APPA) Reliable Public Power Provider program recognizes utilities that demonstrate high proficiency in reliability, safety, workforce development, and system improvement.

An RP3 designation is a sign of a utility's dedication to operating an efficient, safe, and reliable distribution system. Being recognized by the RP3 program demonstrates to community leaders, governing board members, suppliers, and service providers a utility's commitment to its employees, customers, and community. Currently only 274 of the nation's more than 2,000 public power utilities hold an RP3 designation. Jackson has received this award every period from the origination of this accreditation.

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

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

Jackson placed first again in Group B (15,000 -29,999 work hours) among 318 other utilities from across the country who entered the annual Safety Awards. Entrants were placed in categories according to their number of worker-hours and ranked based on the most incident-free records during 2022. The incidence rate, used to judge entries, is based on the number of work-related reportable injuries or illnesses and the number of worker-hours during 2022, as defined by the Occupational Safety and Health Administration (OSHA).

And finally, the City of Jackson also received recognition for the APPA Certificate of Excellence for Reliable Performance

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

These recognitions demonstrate public power's commitment to reliable electric service.

Public power has a strong track record of reliability. *Nationwide*, the average public power customer has their lights out for less than half the time, compared to other types of utilities.

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

With those accolade's listed the bad news is deliveries of electrical line materials continue to be extremely difficult and delays were changed from weeks to over a year and some common transformers have gone to delivery dates of up to 3 years! Poles are still around 15 to 30 weeks depending on different order details and events. These delays have and will continue to complicate maintenance and new construction projects.

A new 34.5 KV transmission line is in final design presently and will extend from the Power Plant Substation to the West Substation; this line will also serve the transmission needs of the new North Substation. This transmission line will also provide a much-needed loop of our present 34.5 transmission system to aid in emergency switching and thermal load management of the entire system. We will begin working out the easement descriptions for this project. Foundation pole locations are under review to figure out how to squeeze them into areas where required. Once we have the descriptions, and foundation locations resolved, we will begin trying to secure the easements required. There will be some delay as the route this line will run will be also utilized by MoDOT for a detour during the HWY 61 bridge replacement and road wok project.

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

Preventative maintenance was performed on various parts of the system, from replacing 32 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.

Completion of the electrical distribution to the newly constructed Kimbeland Lift Station were completed in late August and removal of old equipment from previous site was completed in early October.

Wedekind 73 pole line maintenance project was finally completed in August after material delays. Reframing and reconfiguration of the poles should help with reliability as the new reconfiguration is much more robust than the previous configuration.

Structural work on the I-55 Substation began in January and continues as the delivery of materials continues to hamper progress and furthermore it has also affected the interconnection line work required to make the substation operational. Material deliveries are unbelievably difficult!

The secondary bushings on #2 transformer at the industrial sub were found to be cracked and had to be replaced. Later the primary bushings on the same unit were also discovered to be leaking oil and replacement bushings are currently on order and will be replaced upon arrival.

Four commercial services and distribution line extensions were installed this year including Aldi, Sappington, Serv-Pro, and Old Pioneer Market.

The East Jackson Blvd. corridor lighting project was resurrected from the original design from 2005. The new design utilized higher efficiency LED lights and this led to a reduction in the number of poles required to cover the target area. The project is under final design and once completed will be sent to MoDOT for permitting and then it will be ready for the bidding process.

The electric department crews also provide limited temporary electrical services and support for multiple community events this year, Cruising Jackson Car Show, Christmas Extravaganza, Backyard BBQ, Oktoberfest, Jackson Reads, UJRO Christmas Lights, to name a few. Our crews also helped with filling absences in other departments when our schedules would allow. All our crew members provided aid in one way or another to achieve the successful outcome for these events. A new event power pedestal was installed on the parking lot on Adams Street. This will provide more electrical outlets for events and a secondary outlet for possible EV chargers if needed in the future.

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 unbelievable, ongoing supply chain challenges. When mother nature brings out her worse, we respond by bringing out the best in all our city crews. Thanks to all the city crews for the help and aid provided throughout the year to the Electric Departments.

Accomplishments 2023

- ✓ Completed new Kimbeland Lift Station electrical service relocation and upgrade.
- ✓ Completed full capacity generation testing and requirements.
- ✓ Completed Wedekind 73 pole line maintenance and repairs.
- ✓ Began installation of I-55 Substation structural work and placed transformer.
- ✓ Replaced broken secondary transformer bushings on 10MVA transformer at the Industrial Substation.

- ✓ Completed three phase meter testing of all commercial customers.
- ✓ Installed commercial service for Aldi's.
- ✓ Installed new pedestal for uptown events on Adams Street parking lot.
- ✓ Resurrected East Jackson Blvd. lighting project.
- ✓ Replaced and repaired 750 KVA transformer at Rubbermaid.
- ✓ Installed additional LED lighting along East Jackson Blvd.
- ✓ Ran generators to meet required quarterly testing
- ✓ Experienced, and managed, delayed deliveries for multiple electric system equipment items 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.
- ✓ Repaired Industrial Substation main transformer tap changer.
- ✓ Completed 3 phase meter testing of all commercial customers.
- ✓ Replaced 32 dilapidated or damaged utility poles to date.
- ✓ Completed 37 service upgrades.
- ✓ Installed 31 new permanent services.
- ✓ Installed 4 new commercial services. (3 Phase)
- ✓ Pulled DGA transformer samples for all substation transformers.
- ✓ Performed monthly meter reading duties.
- ✓ Performed monthly delinquent disconnections.
- ✓ Provided aid to Sanitation Department to fill absences as need throughout the year.
- ✓ Provide temporary electric service for multiple events throughout the year.
- ✓ Inspected 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.
- ✓ Installed 2,960-foot of 1/0 primary
- ✓ APPA Safety Award of Excellence
- ✓ APPA Certificate of Excellence for Reliability Performance

Projected 2024

- ◇ 34.5 KV Transmission line easements and construction from Power Plant to West substation.
- ◇ Provide temporary electric service for multiple events throughout the year. Touch A Truck, Home Comers, Cruising, Jackson in Bloom, Octoberfest, Christmas Extravaganza, UJRO Christmas Lights to name a few.
- ◇ Expand and install Tantalus AMI meter network.
- ◇ Provide exceptional service to all our electric utility customers as demonstrated and recognized by APPA past national recognitions.
- ◇ Tree trimming on the east side of town.
- ◇ Complete I-55 Substation construction and line interconnections.
- ◇ Work with Cape County to provide required electric to newly proposed jail extension and electrical primary extension.
- ◇ Complete Long-Range System Study.
- ◇ Complete MoDOT Hwy 61 project electrical requirements.
- ◇ Complete interconnections for 34.5kv at I-55 Substation.
- ◇ Perform inspections and maintenance on the Power Plant and Industrial Substation transformers.
- ◇ Repair primary bushings on #2 transformer at Industrial Substation.
- ◇ Install lighting along East Jackson Blvd. if funding is available.

Engineering Department

Anna Bergmark, City Engineer (Prior to October 2nd)

George L. Harris, Engineer (October 23- December 31)

The annual programs, including the Asphalt Pavement Improvement Program, Concrete Pavement Improvement Program, Asphalt Preventative Maintenance Program, and the Parking Lot Sealing Project were all completed successfully once again this year. The Concrete Pavement Improvement Program was awarded to Mike Light Cement Finishing Inc and included refurbishing concrete panels throughout the City. These areas included patches and repairs on Watson Drive, Cedar Street, Sycamore Street, Birdie Lane, Wedge Lane, W. Washington Street, and Court Street. The sidewalk along the 100 block of N. Missouri Street was also rebuilt.

The Asphalt Pavement Improvement Program was awarded to Black Diamond Paving, and included overlaying and repairing patches at full-depth on streets throughout the City. These areas included full-depth patches on North Ohio Street and several city parking lots. Overlays were completed on North Russel Street, Cascade Street, and Ridge Road. Black Diamond Paving also completed the repair work to N. Missouri Street once the concrete sidewalks were constructed.

The Asphalt Preventative Maintenance Program was bid separately this year and included the application of Reclamite to asphalt roadways that have been overlayed between 2018-2021. These roadways included Birk Lane, Georgia Street, Matthew Street, Morgan Street, Old Cape Road East, Russell Street, and West Adams Street. South Old Orchard Road also received its second application.

The Parking Lot sealing project included the sealing of several city parking lots and sports facilities. These included the City Hall parking lot, Brookside Park parking lot, the Electric Department parking lot, the basketball courts and the tennis courts on Parkview.

The Mary Street Bridge and Sidewalk Improvement project was completed in 2023. The project was designed by Cochran Engineering and Constructed by Putz Construction.

The Engineering Department continued to build the Municipal Separate Storm Sewer (MS4) Program, working to update the Stormwater Management Plan (SWMP), City Ordinances, and standard practices to be in line with the new MS4 Comprehensive Permit. The following is a brief description of some of the changes that have occurred for each of the Minimum Control Measures (MCMs) required in the permit.

MCM #1 – Public Education and Outreach Program on Stormwater Impacts. The Engineering Department completed the Walk Jackson Program again including weekly educational social media posts about topics related to the MS4 program. The social media posts were liked, shared, or commented on 5,274 times. Full participation in the program included 179 individuals. Stream Team water quality monitoring occurred twice with assistance from 7th and 8th graders from Immaculate Conception Schools. A litter cleanup event was also held on Jackson Trail.

MCM #2 – Public Involvement and Participation. No public meetings were required for this year; however, updates were given at the Regular Mayor and Board of Aldermen meetings. Citizen Engagement through iWorQ included 20 [as of 9/15/23 there were 10 in citizen engagement and 10 in work order management] separate stormwater related issues reported by citizens. In August,

citizen engagement transferred to the new program Civic Gov and included some separate stormwater related issues

MCM #3 – Illicit Discharge Detection and Elimination. Dry Weather Screening has also continued for a portion 21 of the 101 Publicly owned outfalls located within City limits. (21 are scheduled for 2023 but as of 9/25/23 they have not been completed, typically occur in November/December)

MCM #4 – Construction Site Stormwater Runoff Controls. The City Engineer reviewed and approved 8 new grading permits. Stormwater Pollution Prevention Plan (SWPPP) Inspections occurred for these 8 permits as well as for 5 permits that began work in 2023.

MCM #5 – Post-Construction Stormwater Management in New Development and Redevelopment. Ordinance updates as well as new processes such as Maintenance Agreements for permanent water quality structures have begun to be developed.

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

Several projects were in the design phase during 2023. These projects included the North High/Deerwood Drive Roundabout, East Main Street Sidewalk, Hubble Creek Recreation Trail – Phase 3, the Main Street Corridor Pedestrian Safety Study, and the Sunset Drive Bridge Replacement Project. The North High/Deerwood Drive Roundabout project is a cost share project with MoDOT. The design has proceeded through the preliminary engineering phase.

Sunset Drive Bridge Replacement Project began in 2023. Koehler Engineering was hired to complete the design and construction inspection. The City applied for and received a grant through the Regional Bridge Program. This grant will cover 90.61% of the estimated cost of \$568,750.

The engineering department also applied for and received a Transportation Engineering Assistance Program (TEAP) Grant for the Main Street Corridor Pedestrian Safety Study. The completed study included recommendations for improvements from the Hope Street Roundabout to West Jackson Blvd to improve the safety of pedestrians traveling along and across Main Street. The first of these improvements to be completed is the centerline striping along the entire section.

Design work continued on the East Main Street Sidewalk Project. This project received a Transportation Alternative Program (TAP) grant in 2022 and the design work is being completed by Bacon Farmer Workman, Inc. The grant covers 64% of the project cost with a local match of 36%.

Design of Phase 3 of the Hubble Creek Recreation Trail will be completed by early next year and is being done by Smith and Company. The project will extend the existing trail from West Jackson Blvd all the way to the Jackson Soccer Park, approximately 1.4 miles in length. This design was one of the projects paid for utilizing the City's ARPA funding.

Projects Completed in 2023

- ✓ Annual Asphalt Pavement Improvement Program
- ✓ Annual Concrete Pavement Improvement Program
- ✓ Mary Street Bridge and Sidewalk Improvement Project.
- ✓ Asphalt Preventative Maintenance Program
- ✓ Parking Lot Sealing Project
- ✓ Main Street Pedestrian Safety Study
- ✓ Walk Jackson Program

Projects Continuing into 2024

- East Main Street Sidewalk Connection
- US 61 and Deerwood Drive Roundabout Design
- Design for the Sunset Drive Bridge Replacement

Projected Accomplishments for 2024

- ◇ Begin and Complete the Annual Route and Seal Program
- ◇ Complete the Sunset Drive Bridge Replacement Project
- ◇ Complete updates to City Ordinances to be in compliance with the Stormwater Management Plan and the Comprehensive General Permit Municipal Separate Storm Sewer System (MS4) Permit.
- ◇ Pursue and secure funding for Phase 3 of the Hubble Creek Recreation Trail Construction
- ◇ Begin the development of a fully compliant ADA Transition Plan.

Fire Department

Jason Mouser, Chief

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

Fire Chief Jason Mouser

Deputy Chief/ Fire Marshal Randy Davis

Deputy Chief of Operations Sean Mitchell

Admin Asst. LaDonna Glenn

Capt./Medic Ben Wood

Capt./EMT Michael Gentry

Capt./Medic Ryan Davie

Capt./EMT Justin Farrar

Capt./EMT Rob Greif

Capt./EMT Blake Stone FF/EMT

Brandon Page

FF/EMT Eric Ramos

FF/EMT Wesley Blattel

FF/EMT Nick Pfau

FF/Medic Alex Schlitt FF

FF/EMT Justin Davis

FF/EMT Gabe Estes FF

Jimmy Joggerst

FF

FF Bryton Jones

Brent Floyd

Zach Robinson

FF Jeffrey Rice

It was a challenging year as far as personnel go as we had 7 resignations throughout the year. Four of those positions got out of the fire service altogether; one left for Cape fire, and two got hired on at STL county fire departments in 2023. New personnel hired this year for full time positions were: Ben Wood, Gabe Estes, Jimmy Joggerst, Justin Davis, Bryton Jones, Jeffrey Rice, and Zach Robinson. 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 every day. They will be spending their first year completing their probationary training booklet to get signed off by their respective Company Officers. Two of the employees that left were Company Officers so we conducted a promotional test in which Blake Stone and Ben Wood were promoted to Captain. Our other dedicated part time employees are Matt Hamlett, Sam Herndon, Dalton Abernathy, Tyler Brugger, Tim Bleichroth, Dalton McCormick, RJ Long, Trey Ellis, and Ben Freeman. We are currently holding an in-house Emergency Medical Technician class for 4 employees that were hired in 2023.

Our six Captains do a tremendous job leading their crew. In addition to supervising the firefighter's that work with them and making the initial decisions on every call they arrive on scene to; they have each been tasked with an area of responsibility within the organization that they coordinate. Captain Rob Greif is the Training Officer. Captain Michael Gentry 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. They each do a great job in their areas of responsibility and make recommendations throughout the year to the Chief Officers in those areas.

We 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, 8 hours of Haz-Mat, 12 hours of Officer training for Company officers, 12 hours of Driver Training per year to fully comply with ISO. All our Firefighters are

required to be Emergency Medical Technicians at a minimum we are very fortunate to have 3 career personnel that have gone above and beyond by obtaining their Paramedic certification. Officers are required to be Emergency Medical Technicians, Fire Service Instructors, Fire Service Investigators, and Fire Service Inspectors also. 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 must continue to maintain.

Certification	CEU hours required	# of personnel that hold
EMT-B	100 hours every 5 years	13
EMT-Medic	176 hours every 5 years	3
CPR	6 hours every 2 years	21
Car Seat Technician	6 hours every 2 years	10
Fire Service Instructor	24 hours every 3 years	12
Fire Service Investigator	30 hours every 3 years	7
Fire Service Inspector	30 hours every 3 years	5

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 2023, the fire department has over 5,255 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 taught CPR to all other city departments this year.

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, and Stoddard County Ambulance District that make up this team. We will continue in the coming years to apply for grants to help sustain this team and the Cities involved will continue to support us to provide aid throughout our region. We responded to 16 incidents throughout the region in 2023. Technical training that was completed this year included: Large Area Search, Rope Operations, Confined Space Rescue, Haz-Mat Operations, Swiftwater Rescue, Trench Collapse Rescue, Search and Rescue Operating Platform, Large Machinery Rescue.

Chief Mouser along with the Cape Fire Chief continues to meet with the Cape Career and Technology Center in the hopes of expanding the footprint of firefighter training in the Cape County area. This is the second year of the CTC offering firefighter and Emergency Medical Technician training to high school Juniors and Seniors which would enable high school students to be able to get a job in the fire service after graduation.

Deputy Chief Randy Davis oversees the Fire Marshal and Public Education division of the fire department. We review all new commercial building plans for life safety in the city. Deputy Chief Davis reviewed over sixteen new commercial plans and saw those projects through until the final inspection. There were nearly 52 inspections conducted on those projects from fire sprinkler tests, egress issues, fire alarm, emergency lighting, and proper exits and lighting. Public Education is such an important activity that we do every year. We conducted over 30 fire safety

talks in the schools this year for over 1,300 students. We also conducted a series for the high school history class in which we spent an hour talking to each class about 9/11 and what first responders endured during and after that event. We were able to utilize some of that time to allow students to do a stair climb in some of our personal protective equipment. We were able to assist the schools in conducting their fire alarm drills with timed exits from the students. Our child safety seat checks are a popular program as we checked or installed around 30 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 300 hydrants during this year between Shawnee and interstate 55 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 2024 in conducting hydrant flowing in the central portion of town.

On September 11th, the 22nd anniversary we held a morning event to honor those 9/11 responders and responder families. We did a 3.43 mile walk in honor of all the responders that died on that day.

We work hard to care for the equipment that is entrusted to us. We have contracted out to have all 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 12,000 feet of fire hose that was completed this year.

We continue to take every opportunity to apply for various grants for our department. We were awarded a \$19,000 grant through the Regional Homeland oversight Committee to purchase GIS hardware capabilities for search and rescue operations, as well as purchasing some ventilation fans and thermal imaging cameras. We received \$40,000 of funding through 50/50 grant through ARPA funding for 4 sets of turn-out gear and 8 sets of dual certified gear. We received \$39,500 through EMS ARPA grant which 50% will be reimbursed for Advanced Life Support training aids. We received a \$70,000 grant to replace an aging fill station that fills our breathing air in our Self-Contained Breathing Apparatus (SCBA). This requires only a 5% match. Some of the improvements we made this year through the budget process was some significant upgrades to our training site this past year as we added a stairwell to our training site as well as a 40ft vertical Conex box that will be used for rappelling, we replaced 2 old staff vehicles with a new chevy Tahoe and one 2021 chevy 1500 crew cab, we replaced some Technical Rescue equipment, we put a jet motor on our Zodiac boat, we replaced our printer/ copy machine, and we made significant steps towards starting the Fire Station #1 remodel. When this goes to print, we hope to be under contract with the contractor to complete the complete remodel of station #1. The intent is to move all our administrative offices to the old police side. We look forward to holding an open house hopefully by the end of 2024 for the public.

We continue to be active in the Regional Homeland Security Oversight Committee (RHSOC) where Chief Mouser serves as the regional Fire Chief representative and Deputy Chief Mitchell serves as Vice Chair of the committee. We are a part of the Cape County Firefighters

Association where Deputy Chief Mitchell serves as the President. Chief Mouser is active and meets quarterly with the SEMO Emergency Management Association as we deal with Emergency management issues throughout the region and conduct and/or plan annual exercises. Chief Mouser is a board member of the MO Fire Chief's Association and attends their annual conference every February and interacts with Chief's around the state and the State Fire Marshals office on annual legislative issues as well as network with the latest in fire service issues. Chief Mouser was selected to serve as MO Region E Fire Mutual Aid coordinator this year. We are in the process of re-structuring the 13 county Region-E mutual aid coordination in our region. We meet every other month moving it around the region. We have started a monthly meeting of the Cape Girardeau County Emergency management directors involving City of Jackson, City of Cape SEMO University, and Cape County Emergency Management.

Below is a break-down of the call volume from 2023. EMS continues to be and will be most 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 345 emergency medical calls in 2023. 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 2 known clinical saves in 2023.

INCIDENT STATISTICS

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

- 39 structure fires
- 12 vehicle fires
- 27 natural cover fires
- 8 searches for missing person on land
- 4 water rescues
- 13 Illegal Burns
- 1,014 medical assist calls
 - (Advanced life support given on 387 calls from paramedics on duty)
- 105 Motor vehicle accidents
- 6 Vehicle Extrications
- 85 Hazardous condition calls (includes haz-mat spills, co incidents, gas leaks)
- 253 citizen assist calls
- 95 dispatched and cancelled enroute or no incident found on arrival
- 96 alarm activation responses
- 1 severe weather response

1,758 Emergency responses in 2023

Advanced Life Support was administered by Jackson Fire personnel on 387 emergency medical calls in 2023.

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 2024 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.

Sincerely, Fire Chief Jason Mouser

Accomplishments for 2023

- ✓ Completed planning of Fire Station #1 remodel and out for bid for completion.
- ✓ Replaced two older staff vehicles
- ✓ Worked with Cape Career and Technology Center on planning for further regional firefighter training.
- ✓ We received a grant through the Regional Homeland Oversight Committee in the amount of over \$19,000 to make upgrades in our haz-mat operations and purchase hardware for expanded GIS capability for Search and Rescue, as well as Damage Assessment.
- ✓ Received Assistance to Firefighters Grant in the amount of \$70,000 to replace fill station and compressor to fill SCBA cylinders.
- ✓ Training from 2023 exceeded 5,500 personnel contact hours.
- ✓ Conducted 15th annual thorough inspection program of all Jackson schools prior to the start of school year.
- ✓ Conducted 30 Public Education events totaling 30 hours for over 1300 students.
- ✓ Conducted 140 public relations events totaling 280 hours.
- ✓ Pressure tested all attack hoses and supply hoses. Over 13,000 feet completed.
- ✓ Annual flow tests conducted on all air packs.
- ✓ We flowed and painted 300 hydrants on the East section of town.
- ✓ Car Seat Technicians Installed or checked 40 car seats.
- ✓ Made some improvements on the Jackson Fire training site for company and regional trainings.

2024 Projects

- ◇ Apply for the Fire Act Grant, Fire Safety and Prevention Grant, and any other grants that will benefit our department and the City of Jackson.
- ◇ Continue to make improvements at our fire training facility.
- ◇ We will be conducted another hiring eligibility list in the Spring.
- ◇ We will be conducting hydrant flows in the central area of town in 2024.

- ◇ Roll out a new Officer Development Program designed to prepare firefighters for Lieutenant and Company Officer positions.
- ◇ Conduct workshops to go over City Emergency Operations Plan.
- ◇ Implement a policy and procedure for drone operations after the City drone is purchased.
- ◇ Change over the procedure portion of our operations to the Lexipol format.
- ◇ Work with Contractor and his team as they remodel the Fire Department Headquarters.
- ◇ Plan for an open house of the headquarters.

Fleet Maintenance Department
Kirk Anderson, Superintendent

In 2023, the Fleet Maintenance Department completed over 200 scheduled service jobs and over 5,000 repair jobs. We acquired state license renewals, titles for new units, permits, proof of insurance cards placed in all units, and other necessary paperwork, as well as kept current list of the fleet. We outsourced (when feasible), some units for repairs, such as engine, transmission, body repairs, front end alignments, exhaust, Missouri state inspections, and dealer recall work, which we delivered and returned. Our department prepared all units for seasonal work from winter (to include all snow related equipment), spring, summer construction, utility, mowing, and so on. All units are monitored for tire pressures and condition, fluids, heating and air conditioning, anti-freeze testing and flushing, and an entire checklist of all related components, especially safety equipment. Also, numerous trip inspections are done for units traveling outside the city and some rental cars were used for trips farther than 100 miles.

We continue to do many repairs to all 2-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 now 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 one new 2022 Ford Explorer patrol unit, one 2022 Ford Responder pickup truck for Chief Humphreys, a 2023 Ford crew pickup truck for nuisance abatement due to be received soon, three used 2020 Ford Explorer pursuit utilities from highway patrol surplus, and a new Stalker speed display trailer for the Police Dept. - Also, one new 2023 Ford F-550 dually service - bucket truck with utility bed and equipment and one new 2023 Ford crew pickup truck for the Electric line dept. We received a new mower transport trailer for the Street dept. Fire dept. received a new 2023 Chevrolet Tahoe for Chief Mouser and a nice low mile used 2021 Chevrolet crew - response pickup truck. The wastewater dept. received a new 2023 Chevrolet 3/4-ton pickup truck with a utility bed, a new KWMI sewer service easement machine, and will receive a new 2023 VAC-CON sewer service truck in Nov - Dec. 2023.

Special recognition goes to Toby Hendrix for doing a majority of the upfitting - equipping on Police units this year and prior years - as well as so many major repairs and services to all City units as always. Also, we repurposed a 2012 Chevrolet Tahoe for the Police Department from chief's vehicle to the K-9 unit. As these units come and go, I update the inventory records at City Hall to keep any changes in the fleet up to date.

Our staff also attended safety, supervisors, and all employee meetings throughout the year. We also attend Local Technical Assistant Program (LTAP) meetings for equipment operation and safety. Our department personnel are Kirk Anderson, Toby Hendrix, and Alex Lambert.

Accomplishments for 2023

- ✓ 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 2-way radio equipment repairs and radio service for departments.
- ✓ Completed numerous trip checks on vehicles for departments
- ✓ Prepared all vehicles and equipment for seasonal work
- ✓ Trained some new personnel for Commercial Driver's License (CDL) testing
- ✓ Updated inventories for our department and other departments vehicles, equipment, and kept vehicle and equipment list current as the fleet changes
- ✓ Continued to improve our department procedures and facilities
- ✓ Assisted other departments in vehicle and equipment procurement
- ✓ Shopped, priced and stocked parts, supplies, fuel, tools, and spare keys for all departments units
- ✓ Continued our departments recycling of cardboard, plastics and metals
- ✓ Scheduled, delivered and returned vehicles and equipment for out-of-house repairs, dealer recalls, body shop repairs, inspections, procured licenses, titles, and permits
- ✓ Upgraded warning lighting and safety equipment on many units as needed
- ✓ Placed proof of insurance cards in all units as necessary
- ✓ Maintained MIRMA and storm water runoff regulations and record keeping
- ✓ Received waste oil, fuel, and coolant from departments for proper disposal
- ✓ Maintained fuel supply and dispensing pumps and claimed fuel tax refunds from the state.
- ✓ Retired old vehicles or equipment from the fleet as necessary
- ✓ Added to the city fleet this year was: A new 2022 Ford Explorer pursuit utility Police cruiser, one new Ford Responder pickup truck (Chiefs), and chiefs prior 2012 Chevrolet Tahoe was reequipped and marked for use as a K-9 unit, three 2020 Ford Explorer pursuit utilities from highway patrol surplus, one 2023 Ford pickup truck due to be received soon (nuisance abatement), and a Stalker speed display trailer for the Police department. Also, Street dept. received one new trailer for mower transport. The Fire dept. received a new 2023 Chevrolet Tahoe (Fire chiefs) and barely used 2021 Chevrolet crew cab - response pickup truck. The Electric line dept. received a new 2023 Ford F-550 dually with a 47-foot aerial bucket unit and a new 2023 Ford crew pickup truck. The Wastewater dept. received a new 2023
- ✓ Chevrolet 3/4-ton pickup truck with a utility bed, a new KWMI sewer service easement machine, and

- ✓ will be receiving a new 2023 VAC-CON sewer service truck in Nov.- Dec.2023. We also installed any necessary accessories, identifying graphics, and safety equipment on all new units as needed.

Projected Accomplishments for 2024

- ◇ Continue preventative service, maintenance, repair jobs, and field service calls
- ◇ Procure and Equip new vehicles for other departments
- ◇ Improve housekeeping duties and keep up with work load
- ◇ Educate other department employees to better care for their vehicles and equipment and do better walk-around checks before operating
- ◇ Continue recycling efforts, safety program, MIRMA program and training
- ◇ Explore and consider new fuel sources and technology that benefits our fleet

Information Technology Department

Joan Evans, Director

Cybersecurity awareness continued to be the dominant concern for 2023. . Training for employees who use technology resources has continued with the cooperative program offered by MIRMA/MPUA digital security training programs. The main server at City Hall is being replaced and upgraded to enhanced backup and security scanning software to take advantage of latest technological tools for intrusion and ransomware protection.

Since the COVID crisis has passed and funding has been reduced, the water and wastewater bill assistance program (LIHWAP) was terminated by the State of Missouri on 12/31/2023. The electric bill assistance program (LIHEAP) was scaled back to half of the 2022-2023 allowance. The emergency assistance for electric service (ECIP) continues through East Missouri Action Agency.

The new integrated website, designed by CivicPlus, LLC, was launched in July 2023. The website is being maintained by city staff from City Hall, Park, Police, and Fire personnel. The scheduling software, CivicRec, for Parks and Recreation has proven to be a valuable tool. Building and Planning has transferred over their permit processing to the online program CivicGov. This program is also used for nuisance tracking by the Police Department and the Collector/Clerk's area for business licensing. Both CivicRec and CivicGov are accessible from the new website which now encompasses all the city departments' online presence. Staff continues to add features to jacksonmo.org, including online forms, news alerts, emergency alerts, and the ability for citizens to subscribe to alerts and updates.

The annual City budget was configured in the GWorks financial software. A major upgrade is planned for the program in 2024. Changes will include enhance utility billing reports and payment options along with enhancements for customer's information access. The next stage of the upgrade will expand general ledger and financial information capabilities. The GWorks software is scheduled to be entirely web-based in 4-5 years.

The meter reading capability of the fixed network continues to grow, reducing the manual reading workload for city electric and water staff. As of December 31, 2023, all but eight electric meters can be read by the fixed network; a total of 1,321 water meter readings are still read visually. With the GWorks software upgrade comes the potential to bypass dedicated handheld devices and utilize multi-purpose tablets or cell phones for manual reading. This is be a pending project for 2024.

We continued to streamline practices and information processing where possible to meet the increased demands in services from citizens and staff.

Accomplishments for 2023

- ✓ Expanded software and network configuration for Tantalus fixed network for meter reading across City
- ✓ Maintained meter change data in utility billing software
- ✓ Maintain City Hall network software, hardware, and desktop components
- ✓ Managed network security and access monitoring
- ✓ Managed City computer technology hardware and software purchases
- ✓ Continued work with City Treasurer and Collector to streamline balancing procedures
- ✓ Completed annual review of large general and industrial electric accounts
- ✓ Provided technical assistance for transfer of old website information on to new City website and assisted with new website and Facebook page maintenance
- ✓ Monitored credit card terminals and network for PCI-DSS compliance
- ✓ Worked with auditors for 2022 audit
- ✓ Completed City's section of Missouri Public Utility Alliance 2022 financial statement
- ✓ Served on City's Employee Health and Safety Committee
- ✓ Served on advisory board for Missouri Digital Summit for Government Technology organization
- ✓ Continued participation in Missouri Municipal League Tech Group
- ✓ Attended joint Cybersecurity training and collaboration session held by SEMA, FEMA, and DHS representatives (Joan)
- ✓ Continued administrative training for Tantalus meter reading system (Sarah)
- ✓ Participated in joint discussions on collaborative cybersecurity efforts with state and local government, secondary and elementary school governance members, and state representatives.
- ✓ Completed Nationwide Cybersecurity Review (NCSR) for the City of Jackson

- ✓ Monitored MIRMA/MPUA cybersecurity training for city employees
- ✓ Obtained additional training in government and technology-related areas
- ✓ Provided technical support for various City departments

Projected Accomplishments for 2024

- ◇ Transfer network logins and access rules over to new City Hall server
- ◇ Continue monitoring MIRMA/MPUA cybersecurity awareness training and testing program for city employees
- ◇ Incorporate cybersecurity “best practices” and digital recordkeeping guidelines into City’s Computer Usage Policy
- ◇ Create a separate digital records retention guideline
- ◇ Standardize process for City technology purchases
- ◇ Set up new program server for City computer network
- ◇ Upgrade on-site and off-site data backup
- ◇ Work with staff on 2023 audit preparation and completion
- ◇ Serve on MIRMA technology committee
- ◇ Serve on MML Cybersecurity roundtable discussions
- ◇ Continue participation as member of State of Missouri Government Technology Board
- ◇ Assist in transition needs for new Assistant City Administrator and City Clerk/Treasurer
- ◇ Continue technology training for future application

Parks and Recreation Department

Jason Lipe, Director

2023 was the “Year of Projects” in the Parks and Recreation department. Aided by funding from the American Rescue Plan Act (ARPA), several projects got underway. Phase 1 of the Soccer Park improvements was completed. This improvement provided two new accessible walkways from the parking lot, as well as provided much needed drainage improvements that has proven to be very effective in moving water off of highly-trafficked areas. Phase 2 of the Soccer Park improvements was completed, and resulted in three new fields for the most popular age groups. Fields 12 & 13 were funded by a private donation through JAOSA, and feature Bermuda grass and irrigation, all surrounded by chain-link fencing. Work is underway for Phase 3 at the Soccer Park, which will address Field 1.

The basketball courts in the City Park have a fresh new look with new fencing, goals, and court sealing and striping. These improvements were funded in part by a donation from Josh Lukefahr and his fundraising efforts. Along with new fencing at the basketball courts, the tennis courts also received new fencing. As part of the same project, field 7 in Brookside Park received roofs on the dugouts. 2023’s baseball and softball seasons were the first utilization of field 7.

The corner of Union and Oak streets has a new look with the demolition of the restroom that previously occupied the space. A new modular restroom unit has replaced the former restroom, which was built in the 1960’s. This new restroom will provide year-round service, which was previously not available for users of the park. The restrooms at Brookside Park and the Soccer Park will also receive heaters, enabling them to be open year-round.

Spectators at the numerous youth baseball, softball, and football games in our parks will soon be able to enjoy watching from one of the 20 new sets of bleachers that will be spread throughout our parks. These new fixtures will greatly improve the safety for spectators and provide a uniform look throughout our parks. The Parks and Recreation department assumed control of the girls softball league this year. A total of 24 teams participated in the league. The boys baseball league featured 42 teams, including a 13–14-year-old division for the first time in many years. The annual fall baseball league was comprised of four teams.

2023 was a busy year for the Civic Center. In its seventh year of operation, the Civic Center has increased the number of events that are held in the facility, as well as continuing to increase the number of events for youth. Six summer camps were offered at the Civic Center, as well as the inaugural Family Glow Dance that featured over 250 attendees. The Winter Wonderland will feature popular prince & princess characters during an interactive evening later this year. Entry into the Civic Center became easier with the installation of an assisted door opener. A new pavilion and playground near the Civic Center should prove to be a valuable addition to the facility and its users.

Operations within the Parks and Recreation department were streamlined with the implementation of CivicRec for registrations, reservations, and point-of-sale items in the Civic Center and parks. End users can now complete many of the functions on-line that were previously done in-person. The redesign of the City’s Website (jacksonmo.org) has also greatly enhanced the user experience for residents and non-residents alike.

In addition to the numerous projects taking place in our parks, 2023 was a year filled with music. The annual Rockin' the Rock Garden concert series was popular with offerings each Friday evening in June and September. Sandwiched between the Rockin' the Rock Garden concerts was two large-scale concerts featuring Celebrating Queen and Heartache Tonight. These tribute bands brought over 2,500 attendees to each concert. A staple in the City Park each summer, the Jackson Municipal Band performed its yearly lineup of concerts each Thursday evening.

Opened in 1976, the Jackson City Pool provided a relaxing summer destination for its 47th season. Plans are underway to give the pool a facelift, the first of which was a new chlorine delivery system. Thousands of users frequent this historic venue each summer, and we are excited about the updates that are forthcoming.

Volunteerism in the parks continues to grow each year. While Park Day in April is the most popular day for volunteer projects, the Parks and Recreation department routinely hosts groups looking to give back to the community. The city parks are decorated with Eagle Scout projects, and Litz Park was again a beneficiary of a civic-minded Scout. Hunter Groves constructed and installed benches near the Curtis L. Brown Pickleball Complex.

Accomplishments 2023:

- ✓ Civic Center assisted door opener installed
- ✓ Fencing replaced at the basketball and tennis courts
- ✓ Dugout roofing installed at Brookside field 7
- ✓ Chemical delivery system installed at the City Pool
- ✓ Phases 1 & 2 of Soccer Park improvements
- ✓ Basketball backboards and goals installed
- ✓ Demolished and replaced restroom #1 on Union Street
- ✓ Dedication plaque installed at Hubble Ford bridge

Potential Projects for 2024:

- ◇ Refinish Civic Center lobby floor
- ◇ Tennis court renovations
- ◇ Football Park scoreboard replacement
- ◇ Pool renovations
- ◇ Accessible parking and walkway pavement

Police Department

James Humphreys, Chief

2023 continued maintaining accreditation and compliance through the Commission on Accreditation for Law Enforcement Agencies. This is an everyday job to maintain compliance and I am very proud of the department for this accomplishment.

2023 completed our second full year with the consolidated dispatch center with Cape County which is going very well.

We have continued work on extra patrols and weekly staff meetings, Shift Briefings, safety meetings, monthly ethics training and our annual strategic planning meeting in 2023.

2023 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, pepper spray, and handcuffing techniques. The department continued school intruder training with Jackson R2 staff and departmental training for active gunman incidents with practical situations and role playing conducted at the Senior High School.

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

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

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

We continue our operations on the MOSWIN communications platform with the State. All officers are now equipped with the state-of-the-art radios and repeater systems. Also, in 2023, 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 several speed and traffic complaints received throughout the year. Also, overtime funds of over \$20,000.00 were approved through Missouri Highway Safety for hazardous moving violations enforcement, which were conducted over most of the major holiday weekends.

We retired our K9 Beny and added a new K9 Riggs to the agency.

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 most of the 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 every time they answer a disturbance call not only from the individuals but now Covid, especially when handling, transporting, and during the custody of prisoners, and conducting traffic stops.

The department was successful again in 2023 in obtaining several grants. The department successfully applied for and received over \$22,000.00 in grant money for traffic enforcement equipment and overtime through the Missouri Division of Highway Safety in 2023.

The Jackson Police Department did get back involved in our usual completed 40 community related events our in 2023 that were cancelled the year before due to Covid. The JPD Gold Tourney raised over \$6,000.00 this year for the department donations program.

The Jackson Police Department again participated in the National Drug Take Back Program in 2023, which was very successful and we received over 270 lbs. of old prescription medication.

The police department again had several successful investigations in 2023. We investigated and made arrests on several thefts, burglaries, fraud, and sexual abuse cases.

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

In 2023 we continued to grow as a department. Our most valuable resource continues to be our staff-the men and women who choose to call JPD their home. Finding recruiting, hiring, training, and retaining excellent people is always at the top of our priority list.

It's been said that there are three basic concepts to be achieved 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 and looking forward to better things in 2024.

2023 Accomplishments

- ✓ Maintained our accredited status with the Commission on Accreditation for law Enforcement Agencies.
- ✓ Successful second full year of consolidated dispatch center with Cape County Sheriff's Department.
- ✓ Continued Prisoner Housing Agreement with Cape County Sheriff's Department.
- ✓ Conducted active shooter training with all officers using the MACTAC system for encountering active shooters
- ✓ School Resource Officers conducted more ALICE training with the with the schools and JR2 staff regarding active shooter training.
- ✓ Conducted practical active shooter scenarios with JR2 and Fire Department at High School.
- ✓ Successful completion of Firearms Simulator Training through MIRMA
- ✓ Weekly staff meetings, monthly ethics, and safety training, and required training hours all completed. Along with annual strategic planning meetings with command staff.
- ✓ The department conducted many of our community related events in 2022 and plans are still on for having the annual toy drive and a special drive thru trick or treat event.
- ✓ Implemented Social Archiving and Leads online for our social media and investigations division.
- ✓ Continued department On-line training through a new platform called virtual academy. This training provides for our mandated POST requirements for continuing education and MIRMA requirements.
- ✓ All Officers in compliance with meeting the required yearly 24-hour standard for POST (continued education) through 2023.
- ✓ Successful application for the Highway Safety Grant for overtime and equipment to work hazardous violations, such as DWI's. Approx. \$23,000.00 applied for and received for traffic enforcement and a new in car video camera and speed enforcement trailer.
- ✓ Continued our grant for bulletproof vests through the Dept. of Justice totaling over \$15,655.00 through 2023-2026.
- ✓ Obtained \$3,025.00 grant through MIRMA for an in-car video camera system.

- ✓ Added FLOCK LPR cameras to all major intersections to enhance community safety and investigations.
- ✓ Added new K9 Riggs to our department and retired Beny
- ✓ Successful JPD Golf tourney. We received over \$6,000.00 in donations.
- ✓ In-house training continued, along with the Departments specialized weapons, less lethal training, weapons retention, and firearms.
- ✓ Successful completion of our National Drug Take Back program through the DEA. Over 270lbs. of old prescription meds were seized and properly destroyed.
- ✓ All special events and planning of 4th of July, Homecomers, and Octoberfest was successful.
- ✓ Conducted Officer down medical training for all officers
- ✓ Several successful drug investigations with the assistance of DEA and the SEMO Drug Task Force.

2024 Projects

- ◇ Continue our accredited status and assessments with the Commission on Accreditation for law Enforcement Agencies in 2024.
- ◇ Implement mandatory bi-annual mental wellness check for all officers.
- ◇ Continue our consolidation and improving on our combined dispatch center with Cape County.
- ◇ Continue Prisoner Housing Agreement with Cape County Sheriff's Department.
- ◇ Find new ways to recruit and retain police officers for the department
- ◇ Improve and focus on mental health of officers through training and awareness.
- ◇ Improved officer safety with Block Grant equipment, ballistic shields, ballistic helmets, and trauma and tactical medical kits.
- ◇ Hope to add a seventh SRO to work with R2 School District.
- ◇ Add new K9 to our School District
- ◇ Conduct more training with the SROs on ALICE and active shooter with the schools through Life Safety Strategies, Inc.
- ◇ Conduct active shooter training with officers using the MACTAC approach and full countywide practical.

- ◇ Better compliance with our safety policies and practices.
- ◇ Enhance our community policing program and efforts.
- ◇ Provide the highest level of services to the community through the proper staffing and retention of employees.
- ◇ Continue efforts for more advanced training for all officers.
- ◇ Initial start of vehicle readiness program.
- ◇ Continue use of force and less lethal training in 2024.
- ◇ Continue Bulletproof Vest Program/Grant funded in 2024.
- ◇ Work with MIRMA on additional grants.
- ◇ Step up preventive patrols and target areas for speed enforcement in neighborhoods and schools. Work on grant for new speed trailer.
- ◇ Continue POST and MIRMA training requirements through the new Virtual Academy on-line training program.
- ◇ Continue use of grant funded overtime through Highway Safety to work traffic enforcement.
- ◇ Provide the highest level of services to the community by providing safety and security to each person who resides, or travels through the City of Jackson.
- ◇ Maximize the safety of our streets and neighborhoods through enforcement and criminal investigations.
- ◇ Provide quality Officer safety equipment to our employees through to help accomplish their mission.
- ◇ Upon being fully staffed we would like to form a traffic unit to decrease accidents through traffic enforcement and visibility.
- ◇ Conduct traffic enforcement in our high accident areas using data driven approach to decrease accidents and increase arrests.

Power Plant

Mike Biri, Foreman

We performed and passed all our quarterly generating tests for MOPEP which consisted of running every unit in the plant at 75% capacity for 1 hour every quarter, we also completed the “full run” all the generators at Full load for 2 hours.

We generated around 146,193 Kilowatts this year from the 6 engine generators. This included all our quarterly running's, the “full run” as well as maintenance runs for the units.

We continued the duties for the electrical substations this year checking the transformers for proper levels, weed control, battery testing, relay settings and modifications and any maintenance needed on such.

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

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

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

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

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

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

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

Engine # 8 repair of a piston and liner was a very extensive repair job, this was completed this year just in time for our “full run” for MOPEP that was completed this summer.

We have most of the CAT gen upgrade completed, we will need to black start test next year when time and load allows.

2023 Accomplishments

- ✓ Worked on CAT gen upgrade, running comm wires
- ✓ Standard repairs around plant, plumbing, electrical, mowing etc.
- ✓ Worked on Tie Metering points thru out the year
- ✓ Repaired boiler
- ✓ Worked on Nitrogen bottles in multiple substations
- ✓ Performed CAT bi annual maintenance in accordance with CAT recommendations.
- ✓ Replaced bearings in keep warm pump on engine # 7
- ✓ Repaired fence at East Substation
- ✓ Replaced bad batteries in substations
- ✓ Worked on major repair for engine #8 / Piston and Liner replacement
- ✓ Repaired boiler stack pipe
- ✓ Ran generation for MOPEP for compliance runs
- ✓ Opened and shut down pool as well as maintaining it thru the summer months
- ✓ Worked at new I-55 substation
- ✓ Assisted with uptown plants, Christmas decorations etc.
- ✓ Repaired the AFRC on engine # 7

- ✓ Assisted line crew with many various projects
- ✓ Worked with water department on numerous water issues
- ✓ Assisted the sanitation crew
- ✓ Replaced water heater in shop area
- ✓ Performed numerous maintenance issues in and around the power plant grounds.
- ✓ Assisted in water lab for various issues
- ✓ Worked on CAT gen upgrade
- ✓ Replaced probes on # 2 cooling tower
- ✓ 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
- ✓ Repaired fans at the substation transformers
- ✓ Replaced AC unit in plant control room / office
- ✓ Back lot was patched and sealed
- ✓ Repaired leak on engine #9 radiator coil
- ✓ Replaced fuel lines on engine # 8
- ✓ Repaired exhaust fan on engine # 9
- ✓ Winterized power plant
- ✓ Worked with tree trimmers
- ✓ Serviced all air compressors

- ✓ Repaired motor on engine # 12 louver motor
- ✓ Worked on new uptown lighting site on E Adams
- ✓ Painted the equipment on roof of power plant

Projected Accomplishments 2024

- ◇ 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 as well
- ◇ Continue to report to the various agencies
- ◇ Continue to invoice for new electric installations as well as accidents and property damage
- ◇ Work on Transmission line from plant sun to West sub
- ◇ Install new bearings in cooling tower pump for engine #7
- ◇ Paint lower fuel tanks, radiators
- ◇ Startup / Shut down swimming pool and perform any repairs needed
- ◇ Work with line crew on many projects
- ◇ Perform capacity compliance run for MOPEP pool
- ◇ Perform SCADA upgrades in sub stations and power plant
- ◇ Update SPCC plan for plant and all substations
- ◇ Install new electric service to # 9 load center
- ◇ # 7 & 8 Radiator fill pump upgrade

- ◇ Replace fuel lines on engines # 7 & 8

Public Works Department

Janet Sanders, Director

In February, Kent Peetz retired from the city and I was given the opportunity to serve as the next Director of Public Works. The Building & Planning Department was also repositioned under the Public Works umbrella to join the Water, Wastewater, Street, and Engineering Departments. For me, after 20 years of familiarity with the Building & Planning Manager duties, this has been a busy year of learning the details of various Public Works projects and processes. The duties of floodplain manager that I had for 27 years were left behind with Larry Miller, but the coordination of subdivision infrastructure construction transferred with me to Public Works. Near the end of the year, we experienced another staff change when City Engineer Anna Bergmark left to pursue personal projects. George Harris has now been hired full time as Staff Engineer and is busy getting up to speed.

This year was filled with major improvement projects in various states of planning, construction, or completion. The Kimbeland Lift Station was upgraded and relocated from a residential back yard at the end of Kimbeland Drive to a lot purchased by the City on Kimbel Lane. Construction of the Water Plant Upgrade Project began in November. In 2024, when easement acquisition is complete, the East Jackson Boulevard Water Main Upgrade construction will be bid and will begin. Both of these projects are funded by the new \$3.5M water bonds issued in 2023 and the remainder of water bonds issued in 2019. Plans were completed by Horner & Shifrin for the Wastewater Treatment Plant Upgrades, and all requirements of the \$10.1M State Revolving Fund Loan application were submitted to DNR with hope that approval will be received in time to bid the project by the end of the year for construction in 2024.

The 2024 year will also see the continuation and hopeful completion of the MODOT Highway 61 upgrade and bridge replacement (not a city project). In the meantime, we will work with MODOT to acquire the right of way and easements needed for the North High Street / Deerwood Drive Roundabout which will be built following completion of the MODOT project. The East Main Sidewalk Project design should be complete by the end of 2023 for construction in 2024. Also in the line-up for construction is the Sunset Hills Bridge replacement, tentatively scheduled for 2025. The Klaus Park Force Main Upgrade will be designed in 2024 and constructed upon completion of design. Various smaller projects and annual street and sewer maintenance programs will also be completed.

The only subdivision currently in infrastructure construction is Orchard Place Phase 1. Savers Farm Subdivision Phase 8 could start at any time.

2024 should be another fruitful year for Public Works upgrades.

Accomplishments for 2023

- ✓ Kent Peetz retired. Janet Sanders selected as new Director of Public Works.
- ✓ The Building & Planning Department was moved back into Public Works and Larry Miller was selected as the new Building & Planning Manager.
- ✓ City Engineer Anna Bergmark left late in the year to pursue personal projects, and George Harris was hired as full-time Staff Engineer, moving from a part-time position focused on special projects.
- ✓ The \$1.8 million Kimbeland Pump Station Bypass Project was completed in November by RIHC Contracting with engineering oversight by Horner & Shifrin.
- ✓ Amended Memorandum of Understanding with property owners of 1525 Kimbeland Drive related to reduction of gravel drive removal in the Kimbeland Pump Station Bypass Project.
- ✓ The \$10.1 million State Revolving Fund Loan application for the Wastewater Treatment Plant Upgrade Project was completed and submitted to DNR. Final plans prepared by Horner & Shifrin were submitted to DNR in November for review.
- ✓ \$3.5 million in Water Bonds were received this year to fund upcoming major water projects 2D (Water Plant Upgrades), 2E (East Main Water Main Upgrades), and possibly a small water main replacement on Farmington Road.
- ✓ The Water Plant Upgrade Project (water project 2D) began construction in November. RICH Contracting is the contractor and Horner & Shifrin is the design/construction engineer.
- ✓ The 2023 Annual Sanitary Sewer Lining Project was completed in December.
- ✓ The utility locate contract with Precise Target Locating was extended for an additional year with a minor per-locate increase.
- ✓ We explored the possibility of contracting out the ongoing water meter relocation program. It will remain an internal project.
- ✓ Specific water tap fees were removed from the City Code and moved to a fee schedule kept on file by the City Clerk.
- ✓ Savers Farm Subdivision Phase 8 final plans were submitted and reviewed. The timeframe for construction of this project is now up to the developer. When notified they are ready to move forward, we will hold a pre-construction meeting.
- ✓ Orchard Subdivision Phase 1 is under construction.
- ✓ The Wastewater Treatment Plant Upgrades project final plans were submitted to DNR for review in early November and are expected to be possibly approved, along with the SRF funding, in December.

- ✓ The North High Street / Deerwood Drive Roundabout (MODOT Cost Share) final preliminary design by Lochmueller Group has been submitted to MODOT for review. Construction cannot begin until 2025 when the MODOT Highway 61 bridge replacement project has been completed.
- ✓ The Sunset Hills Bridge Replacement (MODOT BFO Grant) is in final design by Koehler Engineering. Construction will not begin until 2025 when the MODOT Highway 61 bridge replacement project has been completed.
- ✓ The East Main Street Sidewalk (TAP Grant) is in design by Bacon Farmer Workman Engineering & Testing, Inc.
- ✓ Koehler Engineering prepared a design for an Old Orchard Road Sewer Lateral project to serve 2336 South Old Orchard Road in the future.
- ✓ I attended virtual trainings on the new CivicGov permitting program and CivicEngage website program, and also participated on the committee for new city website design.
- ✓ I attended the following training conferences this year: MO Water Environment Association / American Water & Wastewater Association, MO Rural Water Association, FEMA Water/Wastewater Disaster Response, American Public Works Association Missouri Chapter, Missouri Municipal League.

Proposed Accomplishments for 2024

- ◇ Construction of the Wastewater Treatment Plant Upgrades project funded by the SRF loan is expected to begin mid-year. The contractor is yet to be determined.
- ◇ RIHC should complete construction of the Water Plant Upgrades Project (Phase 2, Project 2D).
- ◇ The East Main Water Main Replacement Project (Phase 2, Project 2E) will begin construction. Contractor is not yet determined.
- ◇ Progress of utility relocation for the MODOT Highway 61 project replacing the bridge over Hubble Creek will be monitored. (Not a City project.)
- ◇ A time extension will need to be obtained from MODOT to move the Deerwood Drive Roundabout construction from 2024 to 2025. Right-of-way and easement acquisition for this project will be in 2024 and the city is responsible for the cost of all right-of-way.
- ◇ Develop a contract and complete construction of the Klaus Park Force Main Upgrade project.
- ◇ Amend Chapter 57 of the Code of Ordinances related to Land Subdivision Regulations.
- ◇ Develop a contract and complete construction to pave the remainder of Industrial Drive to the Soccer Park entrance.

- ◇ Develop a contract and complete construction for combined Water Department & Park Department small roof projects.
- ◇ Develop a contract and complete design of the Klaus Park Force Main Upgrade Project.
- ◇ The 2024 Annual Sanitary Sewer Lining Program is proposed to be used for manhole rehabilitation.
- ◇ Become certified by MODOT as LPA Person of Responsible Charge.
- ◇ Complete coordination with AT&T and negotiate with property owners to relocate water main from under the AT&T hut on West Independence Street.
- ◇ Prepare and monitor various annual programs for street maintenance.

Sanitation Department

Ryan Stadelbacher, Foreman

In 2023, the Sanitation/Recycling Department collected over 4,436 tons of trash from city residents. This includes weekly curbside pick-ups, paid specials, free specials, numerous uptown events, and department dumpsters. This number is up 351 tons from 2022. The total for free special pick-ups equaled 790. This total is up by 33 stops, as opposed to 2022.

The Recycling Department shipped 301 tons to republic services. The items shipped are: #1 Pete Plastic, #2 colored and neutral plastics, magazines, office/junk mail, card board, newspaper, aluminum cans, and steel cans. Scrap metal payment totaled \$4,951.55. This total is a \$483.45 increase from 2022. We shipped 39.55 tons of electronic waste to MRC, a 2-ton loss from 2022. This includes the annual E-Cycle event that was held on June 5, 2023. This event alone netted 8.5 tons of e-waste which is a 3.5-ton increase from 2022.

Accomplishments for 2023

- ✓ Collected Residential Trash
- ✓ Collected Residential Yearly Free Pickups
- ✓ Collected Paid Special Pickups
- ✓ Collected Curbside Yard Waste Pickups 2 Times per Month
- ✓ Emptied Brush/Yard Waste Pits and Hauled to Well #7 Holding Area
- ✓ Operated Recycling Center
- ✓ Hauled Scrap Metal/Appliances to Cape Metal Recyclers
- ✓ Maintain Sanitation/Recycling Ground
- ✓ Performed Weekly Vehicle/Equipment Servicing
- ✓ Hosted Annual E-Cycle event on June 5th, 2023
- ✓ Have 2 CDL Qualified Drivers with One Testing
- ✓ Took Over as Sanitation Foreman up Teddy Scholl's Retirement

Projected for 2024

- ◇ Get Testing CDL Staff Qualified and Keep Fully Staffed
- ◇ Collect Residential Trash
- ◇ Collect Free Special Pickups
- ◇ Collect Paid Special Pickups
- ◇ Collect Curbside Yard Waste 2 times per Month
- ◇ Haul off Yard Waste from Brush/Yard Waste Pits
- ◇ Haul off Scrap Metal Appliances
- ◇ Weekly Equipment/Truck Maintenance

- ◇ Host E-Cycle Event June of 2024
- ◇ Assist in Snow Removal
- ◇ Have New Loading Area Installed for Horizontal Baler
- ◇ Assist in Updating Sanitation Truck Route Map

Street Department

Danny Youngerman, Foreman

Our winter weather operations include: pretreating streets with salt brine, rock salt, cinders, 6 salt spreaders and 8 plow trucks in the street department. If needed, we have an additional 6 trucks with snow plows from other city departments to help keep the streets clear and safe. Last year, we used 70 tons of salt brine, 480 tons of rock salt, 60 tons of cinders for our winter weather operations.

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

Accomplishments for 2023

- ✓ Completed annual concrete street patch program, asphalt overlay & patch program and the waterline upgrade project phase 2D.
- ✓ Construct a 60' x 20' concrete driveway at Russell Heights cemetery.
- ✓ Construct ADA ramps and new crosswalk 300 bl. N. Missouri St.
- ✓ Repair 672' of sidewalk failures and construct ADA ramps at 200 bl. & 300 bl. N. Hope St. and 300 bl. Florence St.
- ✓ Repair 60' of sidewalk failures 300 bl. S. High St.
- ✓ Help Park department construct bleacher pads at fields #1 & #3.
- ✓ Replace 110' of 24" storm sewer pipe and complete yard restoration at 2596 Diana Dr.
- ✓ Replace 40' of 30" storm sewer pipe and complete yard restoration at 1300 Wedgewood Dr.
- ✓ Dug out, reshape and rip rap ditch at 2080 Old Toll Rd.
- ✓ Dug out, reshape and rip rap ditch 2887 Old Toll Rd.
- ✓ Dug out, reshape and rip rap ditch at 587 N. Oak Hill Rd.
- ✓ Dug out, reshape ditch at 211 S. Bellevue St.
- ✓ Paint and install 2 handicap parking stalls at commuter parking lot 100 bl. E. Adams St.
- ✓ Replace damage boards on the foot bridge on W. Jefferson St.
- ✓ Seal bridge deck on W. Adams St.
- ✓ Clean up storm debris throughout the year.
- ✓ Cut brush and clean up 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 walk trails, sidewalks and streets throughout the city.
- ✓ Continue to update our 5-year street improvements 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 sizes and depth or pipes.
- ✓ Annual inspection, repairs and cleaning debris from drop boxes.
- ✓ Install and replace signs around town as needed.

- ✓ Perform daily inspections on concrete street patch program, asphalt overlay and patch program, McKendree Crossing subdivision phase 2, sealing parking lots and the 40" storm sewer pipe replacement on Old Cape Road East.
- ✓ Barricade streets for special events, holidays, Homecomers, band festival, Oktoberfest, parades, 5K runs, block parties, and car shows.
- ✓ Paint crosswalks, stop blocks, center lines, turn lanes, handicap symbols, parking lots, parking stalls, and yellow curbs.
- ✓ Mow right of ways and bigger city lots.
- ✓ Weekly mowing of city lots and bridges.
- ✓ Trim limbs on right of ways.
- ✓ Sweep streets.
- ✓ Brush removal at well #7.
- ✓ Complete work orders as needed.
- ✓ Repair damage to city property.

Projected 2024

- ◇ Continue to monitor and repair our 5-year MoDOT bridge inspection repair list.
- ◇ Continue to repair sidewalk failures and make ADA compliant.
- ◇ Seal bridge decks.
- ◇ Pressure wash signs and paint frames on the five welcome to Jackson signs.
- ◇ Paint all snow plows.
- ◇ Continue to repair, clean debris, and inspect all drop boxes.
- ◇ Storm sewer repairs and pipe replacement as needed.
- ◇ Rip-rap ditches to prevent washouts.
- ◇ Brush removal at well # 7.
- ◇ Continue to maintain city owned 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 & rip rap ditches, mow right of ways, city lots & bridges, sweeping streets, street painting operations, trimming limbs on right of ways, installing, clean or changing signs, clean drains, drop boxes & pipes, clean up city lots, repair storm sewer failures, spray weeds around the city, maintenance on equipment, clean up storm debris, daily inspections on projects, winter weather operations and construction on special projects.

Wastewater Utilities Department

Kenny Gibbar, Foreman

In August of 2022, the citizens of Jackson approve \$10.1M of Wastewater Treatment Plant Upgrade Municipal Bonds. This allowed the City to take out a State Revolving Fund Loan in 2023 to finance much needed upgrades and maintenance to the 34-year-old Wastewater Treatment Plant. Easement acquisition was obtained and have reviewed 90% plans for the project.

Construction started in summer of 2022 for the Kimbeland Lift Station Project and was completed fall of 2023. Also, easement acquisition for sewer lateral extension along South Old Orchard Road just south of the Williams Creek Bridge.

Land application of bio-solids successfully land applied earlier this year with an additional 450,000 gallons by end of year.

The 2023 & 2024 sewer lining project will be combined 3,766' feet of 8- and 6-inch cured in place (CIPP) within old clay tile sewer pipe to prevent groundwater and roots from entering the sewer. These trenchless sewer repairs prevent damage to street, yards, and adjoining utilities, while repairing aging clay-tile sewers and preventing backups and overflows, as well as keeping out storm water inflow and infiltration.

A total of 140,816 feet of sewer pipes were cleaned by our Wastewater Operators as part of the ongoing rodding and hydro-flushing maintenance program. New sewer machine and pressure washer vacuum truck were added to keep up with growing sewer system and hydro excavating.

A total of 501.4 million gallons of wastewater were recycled into clean, swimmable, and fishable waters of the state.

Wastewater Operator Andrew Bryant obtained his CDL license.

Accomplishments 2023

- ✓ 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.
- ✓ Designs for the Wastewater Facility Plan Implementation projects have been submitted to MDNR for State revolving Fund Loan. Approved by public vote fall 2022.
- ✓ Kimbeland Lift Station Upgrade Project. Construction of Lift Station started summer 2022. Completed fall 2023.
- ✓ Biosolids application was contracted out.

- ✓ Klaus Park Force Main Rerouted around Semo Concrete Plant completed.
- ✓ The 2023 Sewer Lining Project installed 3352 feet of 8-inch cured-in-place pipe (CIPP) within old clay tile pipe to prevent groundwater and roots from entering the sewer. These “trenchless” sewer repairs prevent damage to streets, yards, and adjoining utilities, while repairing aging clay-tile sewers and preventing backups and overflow as well as keeping out storm water inflow and infiltration.
- ✓ As of October, 1,140,932 gallons of liquid biosolids were applied to farmland as fertilizer by METRO-AG. Another 450,000 gallons by end of year.
- ✓ 140,816 feet of sewer pipes were cleaned by our operators as part of the ongoing rodding and hydro-flushing maintenance program.
- ✓ 501.4 million gallons of wastewater were recycled into clean, swimmable and fishable waters of the state.
- ✓ Andrew Bryant operator obtained CDL License
- ✓ Replace both storm water pump station check valves at wastewater plant.
- ✓ Repainted all outside equipment at wastewater plant
- ✓ Kept existing Kimbeland lift station operational until new one was completed
- ✓ Repaired Klaus Park force main south of Semo Concrete Plant
- ✓ Replaced piping wet well at K.C. Hall lift station
- ✓ Hightide digital call-out dialers at 61-East, Klaus Park, Kimbeland lift station

Projected 2024

- ◇ Construction of new office building and Bio-solids process Equipment at plant
- ◇ Develop project documents and bid out a manhole repair project
- ◇ Develop project documents and bid out a sewer lining project
- ◇ Klaus Park Force Main Project-Design
- ◇ Old Orchard Rd Sewer Lateral Design

Water Utility

Brad Noel, Foreman

The Water Utility Department kept busy in 2023 performing daily work orders along with installing new meters and the never-ending change out of old dying meters. We also continued with the oversight of the Water System Facility Implementation Project with work being performed this year in our Water Plant area. During the later part of this year, we also worked closely with the contractor during the Highway 61 project that required the water main and other utilities to be relocated outside of the pavement in the stretch from East Park Street to Barton Street.

During 2023 we responded to 464 daily work orders along with repairing 16 water main breaks, 22 service line leaks and discontinued an old 2" cast iron line. This year we were again forced to deal with delays in shipping and difficulties locating parts and materials which slowed our progress in our AMR change out program and meter maintenance. Despite those adversities we were able to complete 107 AMR change outs and 103 dead water meter change outs this year. We also made 10 water taps and set 70 new meter settings, all this work totaled 280 full AMR systems installed this year. We also restored numerous yards that were disturbed from main breaks, service line leaks, or meter work. Our annual leak survey was also completed on the entire system and found 1 service line leak which was repaired. We were able to again exercise some of our main line valves along with locating and marking more curb stop locations and entering them into the GIS mapping system, 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 continues to be of great benefit to our utility locating company allowing for easier and more precise locates when needed. There was a considerable amount of time also spent compiling system inventory data dealing with the new Lead & Copper Service Line requirements for the Department of Natural Resources.

Our water plant operation for the year was again relatively normal. We did have one of our high service pump drives go down on us but, as luck would have it, we had already purchased and received two new drives to replace the existing drives that had become obsolete and very aged, these were to be installed during the Phase 2D project. Since we had those drives on hand, we were able to replace the bad drive unit and get that pump back up and running in very short order to continue normal operations. We performed all of our State and Federal required testing and sampling to ensure good water quality and received good reports on all of those tests. During this year our water towers were inspected and cleaned ensuring that they are in good operable condition for years to come and our wells were inspected to make sure they are operating up to par, all wells received a clean bill of health as of January.

We had some personnel changes this year in the Water Utility with Ashley Burns, who had been working in the Water Line, took the open Lab Tech position creating an opening in the Water Line. This opening was filled by Collin Campbell who transferred in from Sanitation. We also welcomed Michael Webber transferring over to the Water Plant from the Street Department. The year 2024 will once again be very busy for us with continued water main replacement

oversight, daily work orders, and continued work on the relocation of water meters for the AMR Program. We will also be looking into the possibilities of having a new water tower constructed on the west side of town to help with the supply storage needs for that area.

Accomplishments for 2023

- ✓ Completed 107 AMR installations
- ✓ Made 10 water taps
- ✓ Set 70 new meter settings
- ✓ Operated water main line valves as needed
- ✓ Read meters monthly
- ✓ Changed out 103 dead meters
- ✓ Annual leak detection survey was completed
- ✓ Repaired 16 water main breaks
- ✓ Repaired 22 service line leaks
- ✓ Conduct general maintenance
- ✓ Located and carded curb stop locations
- ✓ Training for crew members
- ✓ Assisted in the work done for Phase 2D of Water Bond Issue
- ✓ Worked on lead service line inventory
- ✓ Updated GIS mapping of main lines and valves as needed

Projected Accomplishments for 2024

- ◇ Continue with AMR installations of remaining inside meters, aiming for 250
- ◇ Make water taps as needed
- ◇ Set new meter settings as needed
- ◇ Operate water main line valves as needed
- ◇ Read meters monthly
- ◇ Change out dead meters as needed
- ◇ Annual leak detection program
- ◇ Repair water main breaks as necessary
- ◇ Repair service line leaks as necessary
- ◇ Conduct general maintenance
- ◇ Locate and card curb stop locations
- ◇ Training for crew members
- ◇ Assist in the completion of Phase 2D & 2E of Water Bond Issue
- ◇ Continue getting curb stop locations placed into the GIS Mapping System
- ◇ Replace old fire hydrants where needed

- ◇ Certification Training for crew members
- ◇ Continue working on lead service line inventory
- ◇ Update GIS mapping of main lines and valves as needed

5-YEAR CAPITAL EXPENDITURE PLAN

Department Equipment

Department	2025	2026	2027	2028	2029
Administrative Services					
Vehicle Replacement	\$30,000.00				
Building Maintenance					
Update Old AC Units	\$50,000.00				
Seal the Parking Lot		\$10,000.00			
Remodel Collector Area			\$60,000.00		
Remodel Board Chamber				\$40,000.00	
Building & Planning					
Inspection Vehicle - Truck or SUV		\$30,000.00			
Cemetery					
Front Mount Rear Discharge Mower		\$21,000.00			
New 4WD Truck				\$30,000.00	
Civic Center					
Additional Sound Panels in Gym/Safe Room	\$50,000.00				
Gym Floor Cover Replacement		\$10,000.00			
Dance Floor Replacement		\$10,000.00			
Tile in Meeting Rooms		\$13,500.00			
Meeting Room Expansion			\$350,000.00		
Electric Distribution					
AMR Equipment	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
New VST 47 Bucket Truck			\$200,000.00		\$225,000.00
Replacement Pick Up		\$80,000.00			\$100,000.00
Used Digger Derrick (Pole Holder)	\$130,000.00				
Back Yard Machine	\$150,000.00				
Fire Department					
Training Site Improvements	\$20,000.00	\$15,000.00			
Furnishings	\$100,000.00				
Technical Rescue Equipment			\$15,000.00		
Station Alerting Upgrade Station #2	\$50,000.00				
Deputy Chief of Admin Vehicle				\$50,000.00	
Extrication Tool Replacement				\$70,000.00	
Thermal Imaging Camera Replacement	\$10,000.00				
Replace Ladder 2 & Trade previous for engine		\$1,800,000.00			
Self Contained Breathing Apparatus				\$400,000.00	
Radio/Pager replacements			\$10,000.00		
Admin Building Conversion to Trailer Bays		\$200,000.00			
Rescue Engine				\$750,000.00	
Public Education Smokehouse		\$20,000.00			
Brush Fire Truck Replacement					\$175,000.00
Fleet Maintenance					
12,000 lb. symmetrical vehicle lift	\$20,000.00				
Shop entry awning with storage enclosure	\$10,000.00				
Repair/replace shop roof	\$24,000.00				

Department Equipment

Department	2025	2026	2027	2028	2029
Information Technology					
City Hall network hardware/changes	\$15,000.00				\$15,000.00
Printer/scanner replacement/addition	\$20,000.00				
Server upgrade/addition			\$15,000.00		
Firewall replacement/upgrade			\$10,000.00		
Phone system at City Hall (Internal)	\$15,000.00				
Parks & Recreation					
Replace Pavilion #1 Playground Equipment	\$50,000.00				
Front Deck Mower	\$30,000.00				
Truck		\$35,000.00			
Tractor			\$35,000.00		
Front Deck Mower				\$30,000.00	
Police Department					
Police Vehicles	(3) 365,000.00	(2) \$150,000.00	\$100,000.00		\$100,000.00
Handheld Radios			\$50,000.00		
Mobile Data Terminals			\$25,000.00		
Firearms					
New K9	\$10,000.00	\$15,000.00			
Body Worn Cameras	\$27,423.00	\$27,423.00	\$27,423.00	\$27,423.00	\$27,423.00
Office Safety Equipment			\$20,000.00		
Power Plant					
Engine #9 Louvers	\$10,000.00				
Replace Upper Fuel Tanks		\$100,000.00			
SCADA Upgrade			\$50,000.00		
Truck				\$40,000.00	
Public Works					
New Vehicle	\$30,000.00				
Sanitation Department					
New Vertical Baler					\$26,354.00
New 1/2 Ton 4x4 Pickup with Tommy Gate	\$30,000.00				
New Horizontal Baler with Auto Tie					\$199,150.00
Street Department					
2-Ton Dump Truck w/Spreader & Plow		\$240,000.00			\$250,000.00
1-1/2 Ton Dump Truck w/Spreader & Plow	\$200,000.00		\$220,000.00		\$220,000.00
1-Ton Dump Truck w/Spreader & Plow				\$80,000.00	
3/4-Ton Service Truck Utility Bed		\$60,000.00			\$60,000.00
Kubota Riding Mow 4x4 Diesel Front Desk	\$34,000.00				
Tymco Street Sweeper		\$200,000.00			
Airless Walk-Behind Paint Sprayer	\$15,000.00				
Salt Brine Mixing Tank			\$12,000.00		

Department Equipment

Department	2025	2026	2027	2028	2029
Wastewater Plant					
Storm Pumps	\$25,000.00				
Service Truck				\$54,000.00	
Sewer Rodder			\$61,000.00		
Riding Mower		\$28,000.00			
Water Plant					
New 4WD Pickup Truck 3/4 Ton		\$33,000.00			

5-YEAR CAPITAL EXPENDITURE PLAN

Special Projects

Department	2025	2026	2027	2028	2029
Electrical Distribution					
Electric System Utility Rate Study		\$50,000.00			\$60,000.00
Constr cost 34.5 KV Loop to West Substation	\$2,500,000.00	\$1,000,000.00			
North Substation build-out and engineering		\$200,000.00		\$5,500,000.00	
Electrical System Coordination Study & Model			\$50,000.00		\$60,000.00
Long Range Electric System Study	\$55,000.00				\$70,000.00
Rebuild 73 Transmission Feeder		\$300,000.00	\$300,000.00	\$300,000.00	\$500,000.00
Eng East Commercial Electrical Corridor	\$100,000.00				
Const East Commercial Electrical Corridor		\$250,000.00	\$250,000.00	\$350,000.00	
Breaker Upgrade at West Substation		\$100,000.00			\$100,000.00
AMI Admin Cost	\$70,000.00	\$70,000.00	\$80,000.00	\$80,000.00	\$100,000.00
Eng Study for New County Jail Expansion	\$50,000.00				
Upgrades Required Serve 3M Jail Electric load	\$500,000.00				
Engineering					
Sanitary Sewer Lining Program	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Asphalt Pavement Improvement Program	\$350,000.00	\$350,000.00	\$350,000.00	\$350,000.00	\$350,000.00
Concrete Pavement Improvement Program	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00
Joint Routing and Sealing Program	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Hubble Creek Recreation Trail, Phase 3					\$1,400,000.00
Roundabout at N. High St. and Deerwood Dr.	\$1,000,000.00				
Emma St./ Vera Wagner Dr. Connector				\$2,500,000.00	
Water System Facility Implementation Project	\$ 1,750,000.00	\$1,750,000.00			
Parks and Recreation					
Aerate, re-seed, and top-dress sports fields		\$75,000.00			
Police Department					
Consolidated Dispatch with County	\$710,000.00	\$750,000.00	\$800,000.00	\$800,000.00	\$800,000.00
Street Department					
Optimist Dr./Stoney Ledge	\$50,000.00				
N. Farmington Rd.		\$200,000.00			
Woodland Dr.	\$100,000.00				
Bellevue/E. Washington	\$70,000.00				
Dallas St.		\$70,000.00			
Wastewater Plant					
Klaus Park Force Main Upgrade		\$1,300,000.00			
Pump Station SCADA		\$319,000.00			
I & I Inspection Goose Creek Water Shed		\$886,000.00			
Facility Plan Amendment	\$21,000.00				
Klaus Park Force Main Upgrade Design	\$55,000.00				
Water Plant					
Water System Upgrades	\$935,002.00				

Jackson City Employees 2023

Department	First Name	Last Name
Accounts Payable	Crystal	Reid
Administration	James	Roach
	Larry	Koenig
Administrative Services	Rodney	Bollinger
Building and Planning	Larry	Miller
	Steve	Grant
	Ginger	Earnest
	Tammy	Chaffin
	Jessica	Lopez
Building Maintenance	Austin	Croy
Cemetery	Joseph	Schreiner
	Skylar	Copeland
	David	Shuffit
Civic Center	Christopher	Eastridge
Clerk	Wendy	Seabaugh
	Liza	Walker
	Julie	Hopkins
Collector	Lisa	Beussink
	Timothy	Conway
	Candace	Bolton
Electric Distribution	Todd	Martin
	Timothy	Burroughs
	James	Crowden
	Joshua	Diebold
	Landon	Elledge
	Bryce	Horrell
	Brent	Burke
	Donald	Schuette
Engineering	George	Harris
Fire	Jason	Mouser
	Randy	Davis
	Robert	Greif
	Ryan	Davie
	Justin	Farrar
	Sean	Mitchell
	Benton	Wood
	Michael	Gentry
	Brandon	Page
	Eric	Ramos
	Blake	Stone
	Nicholas	Pfau
	Wesley	Blattel
	Ladonna	Glenn
	Alexander	Schlitt
	Brent	Floyd
	Gabriel	Estes
	Justin	Davis
	Bryton	Jones
	James	Joggerst
	Jeffrey	Rice
	Zachary	Robinson

Jackson City Employees 2023 (continued)

Department	First Name	Last Name
Fleet Maintenance	Kirk	Anderson
	Alexander	Lambert
	Toby	Hendrix
Human Resources	James	Wiseman Jr.
Information Technology	Joan	Evans
	Sarah	Moonier
Parks and Recreation	Jason	Lipe
	Paul	Guilfoy
	Brent	Reid
	Kacie	Walley
	David	Smith
Police	James	Humphreys
	Rick	Whitaker
	Anthony	Henson
	Chad	Ludwig
	Jamie	Freeman
	Rachel	Coleman
	Alex	Broch
	Megan	Houseman
	Cody	Polley
	Austin	Reed
	Ronald	Styer
	Jonathan	Jensen
	Neil	Reitenbach
	Jason	Wilhelm
	Timothy	Lester
	Carl	Kurtz
	Kimberly	Shuck
	Danny	Brosnan
	Jacob	Hanna
	Ethan	Dambach
	Sara	Boone
	Ridge	Redfairn
	Michael	Shy
	Pablo	Sanchez
	Tyler	Slinkard
	Reece	Scherer
	Whitten	Stoverink
	Aaron	Mcelrath
	Thomas	Parker III
	Kirsten	Durrow
	Mariah	Barton
	Brandon	Mcspadden
Power Plant	Michel	Biri
	Charles	Reed
	J	Stortz
Public Works	Janet	Sanders
Sanitation	Ryan	Stadelbacher
	Anthony	Robideau
	Jared	O'Kelly
	Mikell	Abraham
	Clifford	Beckerman Jr
	Xzavier	Gremard

Jackson City Employees 2023 (continued)

Department	First Name	Last Name
Street	Danny	Youngerman
	Shawn	Burkhart
	Michael	Dougan
	Allan	Barber
	Brian	McClanahan
	Joshua	Diggs
	Cyrus	Burns
	Joshua	Wills
Wastewater	Kenneth	Gibbar
	Joel	Bert
	Michael	Neal
	Sharon	Raines
	Andrew	Bryant
	Daniel	Young
Water Distribution	Rick	Hutteger
	Ryan	Sides
	Brad	Noel
	Travis	Payne
	Collin	Campbell
Water Plant	Ashley	Burns
	Michael	Weber

Photos 2023































