



# Annual Accomplishments

## 2024







# CITY OF JACKSON

## ANNUAL REPORT 2024

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## **City Administrator**

### **Matt Winters**

It is with great pride that I present the 2024 Annual Report for the City of Jackson that includes a list of accomplishments and our goals for 2025. Also included at the end of the 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

This year has been a transformative one, marked by major accomplishments that enhance our community's infrastructure, services, and overall quality of life.

One of the year's highlights was the significant progress made in our industrial park, where infrastructure improvements were completed to support the construction of Trussworks. This project underscores our commitment to fostering economic growth and attracting new opportunities to Jackson. Additionally, the completion of our updated comprehensive plan has provided a renewed vision for the city's future, ensuring we grow thoughtfully and sustainably.

We also made strides in enhancing essential services, with improvements to the water treatment plant and the beginning of renovations at the Jackson Fire Station. These investments in critical infrastructure will serve our residents for years to come.

Our parks saw numerous upgrades this year, continuing to provide welcoming spaces for recreation and community gatherings. These projects reflect our dedication to creating an environment where families and visitors can connect and thrive.

As we celebrate these achievements, we also look forward to the opportunities ahead. Our success is built on the hard work of city staff, the support of our elected officials, and the input of our engaged residents. Together, we will continue to build on these accomplishments, preserving Jackson's unique character while positioning our city for a bright future.

## **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 ended. I want to take this opportunity to share with you just a few of the accomplishments of my department before the holiday season brings 2024 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.

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, project management, public information activities, personnel issues, to citizen communication, I learned how demanding my position continues to be. Fortunately, my 33 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 2024, a total of 51 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 2025. 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 prosperous 2025 for everyone.

## **Accomplishments for 2024:**

- ✓ Provided grant writing activities for the following projects:
  - Community Development Block Grant Program (MoDED)
  - Horizontal Baler (Southeast Missouri Solid Waste Management District)
  - Middle School Crosswalk & Sidewalk Improvement Project (MoDOT)
- ✓ Assisted in contract administration services for the following City projects:
  - Disposal of Stockpiled Brush Program
  - Infrastructure improvements at the Jackson North Industrial Park
  - Police Station Janitorial Services Program
- ✓ Acquired easements/property for the following City projects:
  - Water System Facility Plan Implementation Project – Phase 2, Project 2E
  - East Main Street Sidewalk Improvement Project
  - Roundabout Project at N. High St. and Deerwood Dr.
- ✓ 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 Fleet Maintenance and Sanitation Departments
- ✓ Served as the Certified Person in Responsible Charge at MoDOT's Local Public Agency
- ✓ Served as a Missouri Notary Public
- ✓ Provided public information activities (Facebook, website, and news releases)
- ✓ 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 51 Special Event Permits
- ✓ Assisted in the preparation of 24 agenda packets for Board of Aldermen Meetings
- ✓ Attended the Mayor's Retreat on November 7
- ✓ Coordinated the E-Cycle Electronic Waste Collection Event on June 1
- ✓ 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 12 task orders for engineering services
- ✓ Prepared the semimonthly Road Closure Reports
- ✓ Assisted in the preparation of the City's annual report
- ✓ Vacated an easement in Trail Ridge III Subdivision
- ✓ Completed 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 16
- ✓ SEMPO Regional Trail Connection Study
- ✓ SEMPO Comprehensive Safety Action Plan Open House
- ✓ MML Southeast Regional Meeting on October 17
- ✓ MoDOT Unfunded Needs List Meeting on July 25
- ✓ Project Scotland
- ✓ Annexation with Zoning
- ✓ MML Elected Officials Training Conference on June 6-7
- ✓ Landfill Post-Closure Assessment Report

### **Projected Accomplishments for 2025:**

- ✓ 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 various infrastructure projects

## **Building Maintenance Department**

### **Austin Croy, Foreman**

In the spring, I disposed of old furniture, etc. that was no longer used. I continue to lock and unlock the doors at City Hall daily. I completed deep cleaning in some office spaces this year by shampooing the carpets in the offices while employees were out for the day. I kept the outside windows clean during the summer months. I stayed for Mayor and Board of Aldermen Meetings, P&Z Meetings, Zoning Board of Adjustment Meetings. I made sure the court room was clean for court. I picked up City payroll, and I took utility bills to Wehmeyer printing in Perryville. I supervised the insulation of the RTU-5 and RTU-6 units on the roof of City Hall this year.

### **Accomplishments for 2024:**

- ✓ Trimmed the bushes behind City Hall
- ✓ Assembled furniture for the court room downstairs
- ✓ Supervised the installation of new carpet outside the Mayor's office
- ✓ Took 180 bags of recyclables to the recycling center
- ✓ Installed a new dehumidifier for the vault in the basement

### **Projected Accomplishments for 2025:**

- ◊ Have SEMO Solutions clean and sanitize all duct work at City Hall
- ◊ Repair the plaster on the exterior of City Hall
- ◊ Fix windows from leaking water when it rains
- ◊ Remodel City Collector's area

## **Building & Planning Department**

**Larry Miller, Building & Planning Manager**

In 2024, our department made progress in city planning, permit processing, and construction oversight to keep up with community growth. Our team handled permit processing, inspections, code enforcement, and city planning efforts, all contributing to the city's ongoing development.

### **Administrative Support**

Our Administrative Assistant, Jessica Lopez, compiled the city-wide annual report, managed daily customer service needs, and issued permits. Jessica also coordinated inspections, city-wide weekly and monthly reports, special trash pickups, and emergency locates. December was busy overseeing the annual contractor licensing process alongside these responsibilities.

### **Building Inspections and Plan Reviews**

The department's two building inspectors, Ginger Earnest and Curtis Moore, completed 1,128 inspections covering residential and commercial projects from November 1, 2023, to October 31, 2024. In addition to field inspections, they handled plan reviews. They completed training courses on Floodplain Management, Simpson Strong-Tie construction methods, and other key training courses to improve the quality of our inspections and ensure we meet building code standards.

### **GIS and Mapping Progress**

Our GIS Technician, Tammy Chaffin, began migrating essential map layers to ArcGIS Online, a key goal for 2025. Tammy continued updating parcel maps and additional layers of our GIS resources for city planning and emergency management.

### **Comprehensive Plan**

After more than two years of collaboration, the firm of Houseal Lavigne Associates finalized the city's Comprehensive Plan in November 2024. Approved by the Planning & Zoning Commission, the Plan serves as a guide for city development, zoning, and growth over the next several years, reflecting community priorities and future projections.

### **Board and Commission Updates**

The department supported multiple boards throughout the year:

- Historic Preservation Commission: Marybeth Niederkorn was re-elected chair, and Carole Baugh joined as a new member. One alternate position remains vacant following the removal of Estelee Wood.
- Planning & Zoning Commission: Harry Dryer was re-elected chairman, and Tony Koeller was elected secretary, with the addition of new members Russ Wiley and Travis Niswonger.
- Zoning Board of Adjustment: Kevin Schaper was re-elected as chairman, with Wade Bartels promoted to a regular member, leaving two alternate positions open.

### **Department Goals and Vision**

Looking ahead to 2025, our department will focus on adopting the 2021 International Building Codes, obtaining ICC certification for our inspectors, and completing the GIS migration to ArcGIS Online. Additionally, we plan to work closely with developers on new projects, provide ongoing staff training, and maintain support for the city's Planning & Zoning Commission, Zoning Board of Adjustment, and Historic Preservation Commission.

## Accomplishments for 2024

- ✓ The 2024 Annual Accomplishment Book and Five-Year Capital Improvement Plan were completed and distributed.
- ✓ The 2024 annual building permit report was completed and distributed.
- ✓ Houseal Lavigne Associates finalized the City's Comprehensive Plan.
- ✓ The Planning & Zoning Commission approved the Comprehensive Plan on November 13, 2024.

## Proposed Accomplishments for 2025

- ◊ Adoption of the 2021 International Building Codes to ensure compliance with updated safety and construction standards.
- ◊ Migrate from GIS Desktop to GIS Online to enhance accessibility and improve data-sharing capabilities.
- ◊ Obtain ICC Certification by Building Inspectors to uphold high standards in inspections and regulatory enforcement.
- ◊ Work with developers and builders on new subdivisions, developments, and construction projects to support growth and ensure code compliance.
- ◊ Continue ongoing training for all department personnel to maintain knowledge of the latest building practices and code requirements.
- ◊ Continue staff support for the Planning & Zoning Commission, Zoning Board of Adjustment, and Historic Preservation Commission to promote effective governance and community planning.
- ◊ Improve digital resources for easier public access to permit applications and inspection results.

## Training

The department provided training to help departmental personnel improve their skills and keep up with changing building standards and regulations.

- **Larry Miller**
  - 2024 Tools of the Floodplain Management Workshop
- **Ginger Earnest**
  - 2024 Tools of the Floodplain Management Workshop
- **Curtis Moore**
  - Simpson Strong-Tie courses on deck inspections, building code basics, and construction types
  - MABOI (Missouri Association of Building Officials and Inspectors) courses: IRC Building Inspector B1 Test Prep and a 2-Day IBC Plan Review Class
- **Tammy Chaffin**
  - 2024 Earthquake Summit
  - GIS Symposium and NG911 GIS Data Management Best Practices

## **Building Inspections**

The Building Inspectors conducted 1,128 inspections, which shows the department's commitment to public safety and following regulations.

### **Residential Inspections**

- Site Check – 98 inspections
- Footing – 65 inspections
- Foundations – 24 inspections
- Plumbing Underground Rough-In – 38 inspections
- Concrete Slabs – 54 inspections
- Framing – 58 inspections
- Wall Sheathing – 11 inspections
- Electrical Interior Rough-In – 50 inspections
- Electric – 14 inspections
- Plumbing Interior Rough-In – 42 inspections
- Plumbing – 18 inspections
- Mechanical Systems / Gas Line – 30 inspections
- Insulation – 12 inspections
- Deck Framing – 21 inspections
- Masonry – 9 inspections
- Electrical Service Entrance – 58 inspections
- Sewer Tap / Sewer Line – 60 inspections
- Driveway – 36 inspections
- Sidewalk – 15 inspections
- Final – 115 inspections

### **Commercial Inspections**

- Site Check – 48 inspections
- Footing – 24 inspections
- Foundations – 7 inspections
- Plumbing Underground Rough-In – 13 inspections
- Concrete Slabs – 24 inspections
- Framing – 20 inspections
- Wall Sheathing – 4 inspections
- Electrical Interior Rough-In – 20 inspections
- Electric – 3 inspections
- Plumbing Interior Rough-In – 13 inspections
- Plumbing – 4 inspections
- Mechanical Systems / Gas Line – 10 inspections
- Insulation – 3 inspections
- Deck Framing – 6 inspections
- Masonry – 4 inspections
- Electrical Service Entrance – 16 inspections
- Sewer Tap / Sewer Line – 16 inspections
- Driveway – 13 inspections

- Sidewalk – 8 inspections
- Final – 44 inspections

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## **Permit Applications and Issuance**

484 building permit applications were received, and 467 permits were issued in residential and commercial development.

### **Residential Permits Issued:**

- New Single Family Residential – 34
- Remodel / Addition – 27
- Duplex – 4
- Quadplex – 1
- Accessory Building – 21
- Electrical / Plumbing / Mechanical – 152
- Fence – 58
- Pool / Spa – 10
- Demolition – 14
- Retaining Wall – 4
- Solar Panels – 7
- Deck / Porch / Patio – 34
- Driveway / Sidewalk / Parking – 26
- Street Cut / Right-of-Way Excavation – 10
- Generator – 1

### **Commercial Permits Issued:**

- New Building – 7
- Remodel / Addition – 15
- Demolition – 5
- Electrical / Plumbing / Mechanical – 14
- Fence – 6
- Signs – 24
- Street Cut / Right-of-Way Excavation – 6
- Grading – 4

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## **Text Amendments**

Two text amendments were made:

- Relative to tow companies

- Relative to Annexation with Zoning

### **Land Exchanges**

Land exchanges included properties at:

- 302 Greensferry Road
- 5701 Old Cape Road East
- 1812 Bainbridge Road
- 2403 Smith Trail

### **Preliminary Plats**

Three preliminary plats were approved:

- Eagle View Subdivision
- Old Orchard Town Homes Subdivision
- Terrace Above The Greens Subdivision

### **Final Plats**

Final plats were approved for:

- Good Day Farm Subdivision
- Stroder's Industrial Park Subdivision
- Cook Subdivision
- East Main Crossroads Commercial Subdivision
- Kimbeland Place Subdivision

### **Special Use Permit**

The City of Jackson Fire Department received a special use permit for a temporary housing unit.

### **Rezonings**

Several rezonings were approved:

- Stroder's Industrial Park Subdivision from R-1 and R-2 Single Family Residential to C-2 General Commercial District
- Cook Subdivision from I-1 Light Industrial to C-2 General Commercial District
- Trussworks Reality from R-1 Single Family Residential District to I-2 Heavy

### **Variances**

Variance approvals included:

- 803 East Jefferson Street
- 1118 Shady Lane
- 1502 Jackson Ridge Drive
- 2478 South Hope Street
- 1100 Trail Ridge Drive

### **Subdivisions in Progress**

Current subdivisions under development include:

- Orchard Place Subdivision
- Old Orchard Town Homes
- Savers Farm, Phase 9

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### **Top 5 Construction Projects**

1. **1204 Lenco Avenue** – \$13,359,291 – Midwest Sterilization New Building
2. **2860 Trussworks Boulevard** – \$5,000,000 – Trussworks
3. **2421 E. Jackson Boulevard** – \$3,670,000 – Codes
4. **525 S Hope Street** – \$3,618,700 – Jackson Fire Department
5. **3039 E. Jackson Boulevard** – \$1,500,000 – Murphy USA

## **Cemetery Department**

### **Joe Schreiner, Sexton**

As always, we have continued year-round maintenance of both cemeteries, trying to make improvements each year. Most of our time in the summer is spent on mowing and general grounds maintenance. In the winter months, we completely service all our equipment along with giving our shop buildings a good cleaning and detailing our trucks.

A few projects completed this year included: the rock entrance walls to the old cemetery were cleaned and tuck-pointed; the gazebo at Russell Heights was also cleaned and painted; most of the streets in Russell Heights were milled and re-asphaltered; and the cemetery office received a fresh coat of paint, a new door, and new flooring.

We also completed our two clean-up weeks along with other duties like tree trimming, snow plowing, dirt work, digging graves, selling lots, and helping the public, as needed. We look forward to another productive year in 2025.

### **Accomplishments for 2024**

- ✓ Continued year-round maintenance of both cemeteries, equipment, and buildings.
- ✓ Completed Spring and Fall flower clean-up weeks.
- ✓ Continued weekly and monthly departmental safety meetings.
- ✓ Sprayed both cemeteries for dandelions in the Spring.
- ✓ Painted the office, installed new luxury vinyl tile flooring and baseboards. Jackson Glass also installed new entry door.
- ✓ Cut down a total of seven trees due to storm damage, five at Russell Heights, and two at old cemetery.
- ✓ McAlister Tree Service ground out three stumps at Russell Heights.
- ✓ Seeded and strawed the graves from recent burials.
- ✓ John Randol Masonry cleaned and tuck-pointed the rock wall entrance at old cemetery.
- ✓ Robert Boitnott Painting cleaned and painted gazebo at Russell Heights.
- ✓ Cleaned and waterproofed the stone pillars and floor on the gazebo.
- ✓ ASA Asphalt Company milled and re-asphaltered about 75% of the streets in Russell Heights.
- ✓ Daughters of American Revolution did Wreaths Across America again this year.
- ✓ As of October 31, 2024, we had 97 grave openings, of which 18 were cremations.
- ✓ Sold 57 grave lots and 14 niches.
- ✓ Marked off and supervised the setting of 71 new tombstones.

### **Projected Accomplishments for 2025**

- ◊ Grind and re-asphalt streets at old cemetery.
- ◊ Add landscaping to entrance at Russell Heights.
- ◊ Continue year-round maintenance of both cemeteries, equipment, and buildings.
- ◊ Complete Spring and Fall flower clean-up weeks.
- ◊ Cut brush off hillside at old cemetery to make for a cleaner look.
- ◊ Have a new metal roof put on office building at Russell Heights.
- ◊ Purchase a new pick-up truck.

- ◊ Open approximately 100 graves.
- ◊ Sell approximately 100 grave lots and 25 niches.
- ◊ Mark off the remaining two sections at Russell Heights for future lot sales.

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

### **Angela Birk, City Clerk**

The first business day of the new calendar year was January 2, 2024, 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 Mayor and Board of Aldermen. As of October 31, 2024, the total of the park pavilion reservations fees collected were \$7,375.00.

Our auditors, Beussink, Hey, Roe, & Stroder, L.L.C., completed the City's 2023 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."

Staff continued to prepare City documents to be archived on the digitally formatted records management software including Minutes from the Mayor and 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 indexed these documents to be hosted online. There are a few documents that ArcaSearch would like to rescanned.

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 2024, the City took in approximately \$8,435.00 per month in receipts for the sale of cemetery lots, the sale of niches, and grave and niche opening fees, compared to \$7,425.00 per month in 2023. 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 \$1,718.10/month for the trash sticker receipts in 2024, compared to \$1,405.10/month in 2023.

In 2024, 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 \$6,370.00 per month in 2024 and \$5,564.73 per month in 2023.

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 Board of Aldermen.

The most recent codification revision of the City Code Book is Supplement #23, which includes all ordinances that were approved up to November 18, 2024, by the Mayor and 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 within 48 hours of submittal. Once the supplement is completed, the ordinances are linked in the OrdBank and within the 'History Note' section of the application.

The City has a link from our website ([www.jacksonmo.org](http://www.jacksonmo.org)) to the City Code 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](http://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 Mayor and 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. The City website was updated to direct patrons to the Municode agenda and minutes link. Deputy Clerk Julie Hopkins attached the approved minutes to prior Board Meetings. Parks and Recreation Director Jason Lipe is now using Municode for agendas and JCOB agendas are being created in Municode as well.

## **Accomplishments for 2024**

- ✓ The most recent codification revision of the City Code Book is Supplement #23, which will include all ordinances that were approved up to November 18, 2024, by the Board of Aldermen. 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.

- ✓ Court Clerk Wendy Seabaugh reviewed old case files that had met their retention requirements specified in Missouri Supreme Court Operating Rule 8 and obtained orders from the Presiding Judge to have the paper case files destroyed.
- ✓ 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.
- ✓ Court Clerk Wendy Seabaugh updated the City code to reflect new standards as well as corrected some outdated language.
- ✓ 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 indexed these documents to be hosted online. There are a few documents that ArcaSearch would like to rescanned.
- ✓ Following the columbaria additions to Russell Heights Cemetery and the changes to the 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 City's 2023 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 Angela Birk is a member of the Southeast Missouri City Clerks and Finance Officers Association. She spearheaded a Facebook committee to create a Facebook page for the group. She is also a member of the Missouri City Clerks and Finance Officers Association and a member of the International Institute of Municipal Clerks.
- ✓ 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. City

Clerk/Treasurer Angela Birk as well as Deputy Clerk Julie Hopkins have been creating the agenda packets for the Board of Aldermen meetings.

- ✓ 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.
- ✓ Court Clerk Wendy Seabaugh was appointed as a member of the Municipal Clerk Education Committee by the Supreme Court.
- ✓ Court Clerk Wendy directed the remodeling of the Missouri Room to add offices for the Judge and Prosecutor to be utilized during court. Wendy worked with MVE, Missouri Vocational Enterprises, to acquire furniture for the Missouri Room that is appropriate for a court room setting as well as worked with the City Engineer to remodel the Missouri Room.
- ✓ 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.
- ✓ City Clerk/Treasurer Angela Birk, with the help of Assistant City Administrator Liza Walker, reconciled the Collector's bank account to our trial balance.

## **Projected Accomplishments for 2025**

- ◊ Disposal of records that are past the Missouri's General Records Retention Schedule requirements.
- ◊ Prepare the codification of Supplement #24 revision of the City Code Book to include the ordinances that were approved during the year by the Mayor and the Board of Aldermen.

- ◊ Review City Code to update any changes or errors found.
- ◊ Work towards having a digital copy of the Adopted Policies manual.
- ◊ Include change orders and amendments in aXs with the originating contract ordinances.
- ◊ Bring ArcaSearch files into aXs and index them.
- ◊ 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. This includes training for Deputy Clerk Julie Hopkins.
- ◊ 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 2024 Audit by our outside auditors.
- ◊ Review account numbers for departments so that the numbering systems makes more sense.
- ◊ Conduct the filing of candidates for Mayor and Board of Aldermen according to the required State Statutes regulations and prepare the ballots for any other Elections approved by the Mayor and Board of Aldermen.
- ◊ Continue to improve our processes.

## **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 334 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.

Candace Payne started with us mid-November 2023; we have had many changes and added duties taking over since Joan Evans has been gone. Casey Stoner joined our team July 15, 2024 in the drive-through. Both ladies have been a great addition to the team working very hard with all the new adventures. Angela, 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 2024**

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

- ✓ Posted \$19,118,689.48 in payments for utility bill, utility deposit, and miscellaneous charges (over half of total dollars were paid by an electronic method)
- ✓ Generated over 2,457 utility service orders from November 1, 2023 through October 31, 2024
- ✓ 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 2025**

- ◊ 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**

Listed items below reflect our accomplishments and our continued commitment to serve our customers with as few interruptions as possible. Deliveries continue to be an ongoing problem and very challenging. Many common line construction items still have unbelievable lead times and the cost for these items have tripled or in many cases they have quadrupled. Newly manufactured US-made transformers are still basically unobtainable. Poles deliveries are getting better with lead times of around 6-8 weeks, versus 15 to 30 weeks last year, depending on different order details and weather 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 now that 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 current 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. This project has been delayed due to the route this line will run is also utilized by MoDOT for a detour during the Highway 61 bridge replacement and road work project which is expected to be completed in first quarter of 2025.

The yearly tree trimming and vegetation management program was utilized over both sides of town 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 39 poles, installing 4,150 feet of primary conductor, replacing defective transformers, pulling oil samples to test the DGA of the transformers, and testing commercial customer meters.

Completion of the electrical distribution and primary metering to the new Cape County Jail expansion was completed and primary metering to Midwest Sterilization was also completed for this first phase of expansion, and a service upgrade for the water plant was installed and energized.

The new I-55 Substation was energized in July and put into service. This new substation will serve the possible business corridor along East Main Street and Old Orchard Road for future commercial expansion. In addition, a dozen transmission poles were replaced, they were already rotten and water damaged, they were less than 12 years old. All recently manufactured poles are experiencing early deterioration and failure. Poor manufacturing and quality control is apparent. Poles should last 35-50 years typically. We are currently purchasing creosote poles for all crucial transmission line poles and distribution risers.

Six commercial services and distribution line extensions were installed this year including Murphy's, ServPro, Golden Rule Insurance, Immaculate Conception Catholic Church, Bee-Hive Liquors, and Cape County Towing.

The East Jackson Boulevard roadway 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 has been approved and a cost share funding agreement is currently being reviewed. Construction could begin in the first quarter of 2025 with a completion date in mid to late 2025.

The electric department crews also provide limited temporary electrical services and support for multiple community events this year, Cruisin' Uptown Jackson, Christmas Extravaganza, Backyard BBQ, Octoberfest, Jackson Reads, UJRO Christmas Lights, to name a few. Distribution extension to the new pavilion at the Civic Center was installed and lighting was also installed for the area. All our crew members provided aid in one way or another to achieve the successful outcome for these events.

Our crews also helped with filling absences in other departments when our schedules would allow.

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 for 2024**

- ✓ Installed primary electric to the new edition of McKendree subdivision.
- ✓ Installed primary and secondary service to the Golden Rule business.
- ✓ Oversight on the MoDOT Highway 61/North High Street road project.
- ✓ Installed primary and secondary service for the new ServPro business.
- ✓ Repaired bad regulator and switch at the East Substation.
- ✓ Completed three-phase meter testing of all commercial customers.
- ✓ Installed and reworked electric service for the Immaculate Conception Church project.
- ✓ Provided and terminated new electric service and oversight for Water Plant Project.
- ✓ Resurrected East Jackson Boulevard roadway lighting project.
- ✓ Removed several trees for Cemetery Department.
- ✓ Installed additional LED lighting along East Jackson Boulevard and East Main Street.
- ✓ Ran generators to meet required quarterly testing.
- ✓ Experienced and managed delayed deliveries for multiple electric system equipment items and materials.
- ✓ Completed tree trimming project for the east and west sides of town and removed a few other trees to help clear the way for the future 34.5 KV line between the West and Power Plant Substations.
- ✓ URD and overhead electric system maps updated.
- ✓ Installed new primary service for the new commercial development north of Bucheits.
- ✓ Installed four new secondary services for the old Siemers building.
- ✓ Replaced 39 dilapidated or damaged utility poles to date.
- ✓ Completed 34 service upgrades.
- ✓ Installed 32 new permanent services.
- ✓ Installed six 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.
- ✓ Pretreated electric lines prior to ice events.
- ✓ Provided additional help to any other department as required or requested.
- ✓ Performed substation maintenance.
- ✓ Maintained street lights and upgrades to LED fixtures at many locations.
- ✓ Installed 4,150 feet of 1/0 primary
- ✓ Completed and energized new I-55 Substation.
- ✓ Installed new secondary service and lighting for the new Civic Center pavilion area.
- ✓ Installed new primary and secondary service for the Old Court House upgrade project.
- ✓ Replaced damaged underground primary lines in Broadridge Subdivision
- ✓ Installed new service for Murphy's
- ✓ Replaced damaged secondary line at Rotary Lake bathrooms
- ✓ Installed new primary metering terminal for new county jail project.
- ✓ Installed new primary metering terminal for Midwest Sterilization upgrade project.
- ✓ Replace 3-phase primary lines on Old Cape Road and Trail Ridge Subdivision.
- ✓ Installed temporary power and provided oversight and installation of electric for primary service to Trussworks and Well 7 area.
- ✓ Installed new services for irrigation systems at the Soccer Park.

### **Projected Accomplishments for 2025**

- ◊ 34.5 KV Transmission line easements and construction from Power Plant to West substation.
- ◊ Provide temporary electric service for multiple events throughout the year. Touch A Truck, Homecomers, Cruisin' Uptown Jackson, Jackson in Bloom, Oktoberfest, Christmas Extravaganza, and 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 for entire town.
- ◊ Complete upgrade for Midwest Sterilization and Circuit 21 and 8.
- ◊ Work with Cape County to perfect required electric to jail extension and electrical primary extension.
- ◊ Complete Long-Range System Study.
- ◊ Complete MoDOT Highway 61 project electrical requirements.
- ◊ Complete electric rate study and implementation for 2026.
- ◊ Perform inspections and maintenance on the Power Plant and Industrial Substation transformers.
- ◊ Complete East Jackson Boulevard roadway lighting project.
- ◊ Complete primary electric service to Trussworks
- ◊ Test all substation electric breakers and relays.
- ◊ Improve lighting in the park along trails and roadway.

## **Engineering Department**

**George L. Harris, Engineer**

### Municipal Court Room Renovation

The bid documents for the Municipal Court Room Interior Renovations were completed and reviewed during the month of January, 2024. The project was advertised for bids with a submission date of February 21<sup>st</sup>. Putz Construction, LLC was the only bid received and the bid was within the City's estimate of cost. The project was recommended for award at the study session of the first March meeting the Mayor and Board of Aldermen and was approved at the March 18<sup>th</sup> Board meeting.

A pre-construction conference was held on Friday, April 12, 2024, and the Notice to Proceed for the project was issued to allow the work to start on June 10, 2024. The work was completed in August, a final inspection was conducted with final payment, allowing the initiation of the warranty period.

### Fire Station #1 Renovations

The city coordinated with Strickland Engineering to finalize project issues and allow for completion of the bidding documents for the Fire Station #1 renovation project in early 2024. Strickland Engineering completed the draft of the contract documents, submitted them to the city for review, and assisted in advertising for bids to be received on February 4th. As part of the project the city-initiated preparation of a special use permit application for temporary living facilities for the Fire Station #1 staff to be used during the construction project.

A pre-bid conference was held on February 13<sup>th</sup> at the Fire Station and bids were opened March 19<sup>th</sup> with Penzel Construction being the low bidder. The bids for Fire Station No. 1 Renovation Project were presented to the Board of Aldermen with a recommendation for award of the contract at the April 15<sup>th</sup> Board Meeting; contingent on adequate funding.

The project was approved at the first May Board Meeting. A pre-construction conference was held May 21, 2024 with Penzel Construction. Project documents including bonds, insurance, safety and other issues were reviewed and approved allowing the issuance of the Notice to Proceed and establishing a project start date of June 3, 2024.

Penzel Construction made a proposal for housing the fire fighters at a warehouse on the Penzel Construction office site. A change order was prepared to allow the alternate approach to housing the fire department staff. The change order (CO #1) scope of work included housing the fire fighters and removal of an unused tower with no change in time or cost for the change order.

A task order amendment for Strickland Engineering was approved and billings were brought up to date for the Fire Station No. 1 Renovation Project after the project construction budget was increased to 3.6 million dollars.

Monthly construction progress meetings were instituted on the third Tuesday of every month and the first monthly construction meeting was held on June 18<sup>th</sup>. In addition, a monthly coordination meeting between the Staff Engineer, Strickland, and the Fire Department was initiated to coordinate allowance issues (furniture, IT/Security; transformer).

As of the October, monthly project progress meeting for the Fire Station project shows the contractor is on schedule and the project will achieve a substantial completion date of May 14, 2025 and a final completion date of June 13, 2025.

#### Municipal Separate Stormwater Sewer System (MS4)

Participated in a meeting with Missouri Department of Natural Resources (Hannah Goetz) to get an overview of the program requirements including the stormwater permit renewal. As a follow up to the meeting, participated in DNR webinar for preparing the required Annual Report under the MS4 Stormwater program and started gathering and evaluating information for preparation of the report. Wrapped up work on the MS4 Annual Stormwater Management Program Report For Comprehensive Permit with submittal on March 11<sup>th</sup>.

I made this year's annual MS4 presentation to Mayor and Board of Aldermen on the MS4 program. Continued efforts to participate in webinars related to MS4 program as well as review available information on the program. Developing plans for an in-house approach to meet the requirements of the MS4 program.

The heavy rainy season through the spring months continues to generate numerous calls from citizens related to storm water concerns and problems (approximately 40). Most are falling within the responsibility of the home owner, although some situations show significant impacts.

As part of the MS4 stormwater program, I will be soliciting inputs from various city departments to develop or update appropriate BMPs (best management practices) for reporting to MDNR. The BMPs and their tracking are the heart of the MS4 compliance requirements.

MCM #1 – Public Education and Outreach Program on Stormwater Impacts.

MCM #2 – Public Involvement and Participation.

MCM #3 – Illicit Discharge Detection and Elimination.

MCM #4 – Construction Site Stormwater Runoff Controls.

MCM #5 – Post-Construction Stormwater Management in New Development and Redevelopment.

MCM #6 – Pollution Prevention/ Good Housekeeping for Municipal Operations.

#### Jackson Middle School Crosswalk and Sidewalk Project

The city received funding from MoDOT TAP Grant program for the Jackson Middle School Crosswalk and Sidewalk Project. SEMPO commissioned a study by CBB Transportation Engineers and Planners located in St. Louis, MO. The city will pursue contracting with an engineering firm to complete the project design since MoDOT has decided a DBE percentage (4%) for the project design contract. Project Program Agreement indicates construction contract must be awarded by 6/1/2026.

#### Grading Permits

- Issued Grading Permit for Soccer Park Fields 2, 9, 10 and 11. SWPPP was last item submitted and permit has been issued. Field 1 is be complete. (Returned bond for field 1 project - wasn't necessary since it is a city project)
- The Trussworks project was issued a grading permit.

#### Project support was provided for various ongoing projects/activities

Hubble Creek Recreation Trail Phase Three Project:

- Coordinated the completion of the design with Smith and Company Engineers. It is noted that a potential source of funding for construction currently has not been identified.

**East Main Street Sidewalk Project (TAP):**

- Reimbursements on the East Main Street Sidewalk Project from MoDOT were brought up to date. The project is completing easement requirements and a February 2025 bid is anticipated.

**US 61 and Deerwood Roundabout Project:**

- Provided MoDOT copies of invoices from Lochmueller on the Deerwood roundabout and updated reimbursements.

**Bi-annual Bridge Inspection Program:**

- Accompanied Street Department and MoDOT engineer for bi-annual bridge inspection for the city's bridges. Received MoDOT Bridge Inspection results from inspection and reviewed results. Will determine needed repair program. Need to add two newest bridges to cites list with MoDOT-Hubble Creek and Mary Street.

**Other Activities:**

- Attended the joint AWWA and MWEA meeting held at Lake of the Ozarks from March 25 to March 27.
- Participated in Youth in Government Day on Tuesday April 16. Was paired with student who plans to attend either Rolla or Columbia and major in civil engineering.

**Miscellaneous:**

- On emergency leave for the week of January 15 – 19 due to positive test for Covid.
- Out for week of July 1-5 (medical)

**Projects Completed in 2024**

- ✓ Annual Asphalt Pavement Improvement Program
- ✓ Annual Concrete Pavement Improvement Program
- ✓ West 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 2025**

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

**Projected Accomplishments for 2025**

- ◊ 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 Justin Farrar  
FF/EMT Nick Pfau  
FF/EMT Brent Floyd  
FF/EMT Adam Wilson  
FF/EMT RJ Roark  
FF Dalton Mack

Capt./Medic Ryan Davie  
Capt./EMT Rob Greif  
FF/EMT Justin Davis  
FF/EMT Jimmy Joggerst  
FF/EMT Bryton Jones  
FF/EMT Gabe Estes  
FF/Medic Tim Bleichroth

Capt./EMT Michael Gentry  
Capt./EMT Blake Stone  
LT./EMT Eric Ramos  
FF/EMT Brandon Page  
FF/EMT Wesley Blattel  
FF Zach Robinson

We had two resignations this past year. One went to work for the hospital and one went to work with an ambulance district. New personnel hired this year for full time positions were Adam Wilson and RJ Roark. Adam came to us after working as an EMT for St. Genevieve County Ambulance District for over 10 years. RJ came to us shortly after high school as he was able to get his EMT through the high school program. Both are fine young gentlemen 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. We are proud to have four personnel that are either with the MO National Guard or Marine reserves. Firefighters Gabe Estes and Wesley Blattel were deployed to the Middle East with their guard unit in May of 2024. We look forward to getting them back in April or May of 2025. With these gentlemen deployed for over a year, part-time firefighters Dalton Mack and Tim Bleichroth agreed to fill in for them during their deployments. We are grateful for these guys agreeing to do this to maintain minimum staffing levels during this time. Our other dedicated part time employees are Matt Hamlett, Dalton Abernathy, Tyler Brugger, Tim Bleichroth, Dalton McCormick, and Ben Freeman. We are currently holding an in-house Firefighter 1 & 2 and HazMat Awareness and Operations. For Firefighters Roark, Wilson, and Mack, this is a certification class that will be completed around April 2025. We will then start an EMT class for Firefighter Mack and FF Robinson shortly after which will be a class finished in the winter of 2025.

Our six Captains do a tremendous job leading their crew. In addition to supervising the firefighters that work with them and making the initial decisions on every call they arrive on 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 1300-1500 calls a year and whether it is an EMS call, technical rescue, fire, or HazMat, no one call is alike. This is why training is always at the forefront of what we do. Insurance Service Office (ISO) requires that all firefighters conduct a minimum of 192 hours per year in Company Level Training, eight hours of HazMat, 12 hours of Officer training for Company officers, and 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 three 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.

<b>Certification</b>	<b>CEU hours required</b>	<b># of personnel that hold</b>
EMT-B	100 hours every 5 years	14
EMT-Medic	176 hours every 5 years	2
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	5
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 2024, the fire department has over 4,055 total personnel contact hours of logged training time. This is made up of classes attended away from Jackson, National Fire Academy, Quarterly department training, Homeland Security Response Team training, and most on-duty company level training.

We continue to be a part of the Region E Homeland Security Response Team. We have 12 members from our department along with members from Sikeston DPS and Cape Fire, 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 11 incidents throughout the region in 2024. 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, and Building collapse.

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 third 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 1,200 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 40 car seats this year.

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 SCBAs (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. Last year we received \$40,000 of funding through 50/50 grant through ARPA funding for four sets of turn-out gear and eight sets of dual certified gear. That gear was purchased and placed into service. We received \$39,500 through EMS ARPA grant which 50% will be reimbursed for Advanced Life Support training aids. We purchased a training mannequin that paramedics can simulate different heart arrhythmias to where employees can treat. We also purchased OB training kits, and I.V simulation mannequins. 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. It has been placed in service.

We want to thank the Mayor and the Board of Alderman for approving the remodel of Fire Station #1 which was originally built in 1982. Penzel was awarded the contract for the \$3.6 million project. When complete, we will have five individual bunkrooms and we will move all administrative offices into that building. Remodel is underway and the Station #1 crew has been temporarily relocated until the project is completed, which should be around May of 2025.

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 Chiefs Association and attends their annual conference every February and interacts with Chiefs 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 serves as

MO Region E Fire Mutual Aid coordinator this year where he assists in the coordination of regional resources when a large-scale event happens within the 13-county region. We assisted on a 100-acre fire in Ironton and a 100-acre fire in Annapolis this year. We also assisted in the large manufacturing facility in Fredericktown that occurred in October this year. 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 Girardeau, SEMO State University, and Cape County Emergency Management.

Below is a breakdown of the call volume from 2024. 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 three Paramedics on staff that can start I.V.s, push first line drugs, or utilize a 12-lead cardiac monitor and can transmit that information to either of the local hospitals. Advanced Life Support was administered by Jackson Fire personnel on 345 emergency medical calls in 2024. Since we have started utilizing the LUCAS device, (automatic CPR device) we have begun a "Star of Life Award." The "Star of Life Award" standard stipulates that a cardiac arrest patient who has been revived with CPR must survive long enough to be released from the hospital, to hopefully resume a normal and productive life. We have had three known clinical saves in 2024.

#### **INCIDENT STATISTICS**

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

45	structure fires
17	vehicle fires
24	natural cover fires
3	searches for missing person on land
1	water rescues
1	confined space rescue
1118	medical assist calls (Advanced life support given on 345 calls from paramedics on duty)
109	motor vehicle accidents
13	vehicle extrications
44	hazardous condition calls (includes hazmat spills, co-incidents, gas leaks)
238	citizen assist calls
143	dispatched and cancelled enroute or no incident found on arrival
115	alarm activation responses
1	severe weather response

**A total of 1,872 emergency responses in 2024 (this was a 13% increase from 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 2024**

- ✓ Plans were completed and project awarded to Penzel Construction for \$3.6 million renovation of Fire Station #1.
- ✓ Worked with Cape Career and Technology Center on planning for further regional firefighter training.
- ✓ Awarded a grant through the Regional Homeland Oversight Committee in the amount of over \$18,200 to make upgrades in our hazmat operations and purchase hardware for expanded GIS capability for Search and Rescue, as well as Damage Assessment and calibration of metering devices.
- ✓ Awarded a grant from the SEMO LEPD to purchase new Chlorine Leak response kits in the amount of \$10,000.
- ✓ Placed into service the fill station received from the Assistance to Fire Act Grant.
- ✓ Training from 2024 exceeded 4,200 personnel contact hours.
- ✓ Conducted 16th annual thorough inspection program of all Jackson schools prior to the start of school year.
- ✓ Conducted 25 Public Education events totaling 30 hours for over 1,200 students.
- ✓ Conducted 90 public relations events totaling 160 hours.
- ✓ Pressure tested all attack hoses and supply hoses. Over 12,000 feet completed.
- ✓ Annual flow tests conducted on all air packs.
- ✓ Car Seat Technicians Installed or checked 45 car seats.

## **Projected Accomplishments for 2025**

- ◊ Completion of the fire station remodel should be completed by May or June.
- ◊ Plan for open house/ribbon cutting ceremony for the reopening of Station #1.
- ◊ 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.
- ◊ Conduct a promotional exam for Deputy Chief pending the retirement of Deputy Chief Randy Davis after 42 years of service.
- ◊ Conduct another hiring eligibility list in the Spring.
- ◊ Conduct hydrant flows in the central area of town in 2025.
- ◊ 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 pending grant approval.
- ◊ Change over the procedure portion of our operations to the Lexipol format.

## **Fleet Maintenance Department**

**Kirk Anderson, Superintendent**

In 2024, 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 a 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 or warranty work, which we delivered and returned. Our department prepared all units for seasonal work from winter (to include all snow-related equipment), spring, summer construction, utility, mowing, and so on. All units are monitored for tire pressures and condition, fluids, heating and air conditioning, anti-freeze testing and flushing, and an entire checklist of all related components, especially safety equipment. Also, numerous trip inspections are done for units traveling outside the city and some rental cars were used for trips farther than 100 miles.

We continue to do many repairs to all two-way radio-related equipment. Several units got upgraded lighting, accessories, identifying graphics, safety, 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 completed spring, summer, fall, and winter maintenance on our fuel dispensing pumps at both the Police and Fire complex and behind the Power Plant and do the fuel tax refund claims each year.

Added to the City fleet this year was: Two new 2023 Ford Explorer patrol units and one 2023 Ford crew pickup truck for nuisance abatement for the Police Dept. We received a new road striping - painting machine and one new small salt spreader for a 1-ton truck in the Street Dept. The Wastewater Dept. received a new 2024 Freightliner VAC-CON sewer service truck. The Cemetery Dept. traded a used mower in for a new 2024 Kubota zero-turn mower, and the Park Dept. traded a used mower in on a 2024 John Deere zero-turn mower. The Water Distribution Dept. purchased a new 2024 CAT backhoe and a new pavement breaker (installed on their other backhoe).

One pickup truck was transferred from the Police Dept. to Building & Planning and one from Electric to the Power Plant.

Special recognition goes to Toby Hendrix for doing some 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. Also, we repurposed a 2012 Chevrolet Tahoe for the Police Department from chief's vehicle to a school resource officer's 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 2024**

- ✓ Completed 200+ service jobs and over 5,000 repair jobs
- ✓ Responded to approximately 100 field service calls
- ✓ Attended safety, supervisors, Local Technical Assistance Program (LTAP), and other miscellaneous meetings
- ✓ Handled some of the two-way radio equipment repairs and radio service for departments.
- ✓ Completed numerous trip checks on vehicles for departments
- ✓ Prepared all vehicles and equipment for seasonal work
- ✓ Trained some new personnel for Commercial Driver's License (CDL) testing
- ✓ Updated inventories for our department and other departments vehicles, equipment, and kept vehicle and equipment list current as the fleet changes
- ✓ Continued to improve our department procedures and facilities
- ✓ Assisted other departments in vehicle and equipment procurement
- ✓ Shopped, priced and stocked parts, supplies, fuel, tools, and spare keys for all departments units
- ✓ Continued our departments recycling of cardboard, plastics, and metals
- ✓ Scheduled, delivered and returned vehicles and equipment for out-of-house repairs, dealer recalls, body shop repairs, inspections, procured licenses, titles, and permits
- ✓ Upgraded warning lighting and safety equipment on many units, as needed
- ✓ Placed proof of insurance cards in all units, as necessary
- ✓ Maintained MIRMA and storm water runoff regulations and record keeping
- ✓ Received waste oil, fuel, and coolant from departments for proper disposal
- ✓ Maintained fuel supply and dispensing pumps and claimed fuel tax refunds from the State.
- ✓ Retired old vehicles or equipment from the fleet, as necessary
- ✓ Added to the city fleet this year was: Two new 2023 Ford Explorer pursuit utility Police cruisers, one new Ford Responder pickup truck (nuisance abatement), and chief's prior 2012 Chevrolet Tahoe was re-equipped and marked for use as a school resource officer unit for the Police Department. Also, Street Dept. received one new road striping - painting machine and one new small salt spreader for a 1-ton truck. The Wastewater Dept. received a new 2024 Freightliner - Vac-con sewer service truck. The Cemetery Dept. traded a used mower in for a 2024 Kubota zero turn mower and the Park Dept. Traded a used mower in on a 2024 John Deere zero-turn mower. The Water Distribution Dept. purchased a new 2024 CAT backhoe and a new pavement breaker (installed on their other backhoe). One pickup truck was transferred from the Police Dept. to Building & Planning and one from Electric to Power Plant. We also installed any necessary accessories, identifying graphics, and safety equipment on new units, as needed.

### **Projected Accomplishments for 2025**

- ◊ Continue preventative service, maintenance, repair jobs, unit upgrades, 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
- ◊ Replace the roof on our building
- ◊ Install a modern symmetrical vehicle lift in bay #2

## **Information Technology Department**

**Keith McFarlane, Director**

The goals for the IT Department include cybersecurity, deploying the current generation of hardware and software, upgrading the phone system, changing the network topology, and working on the automation of software. What does the automation of processes look like regarding efficiency and productivity? Automation increases productivity and reduces the steps to complete a process. For example, manually doing mail merges vs. using software that automates the process. Implementing the right automation could potentially increase staff productivity across the board. The time we spend doing processes that already have improved automation adds up over the long term.

Security will always be at the top of the list, and securing the human element is highly important. Security is irrelevant if the hardware and software have been obsolete for many years. This includes securing the human element because if the network is left wide open, hackers can easily bypass the human and walk right through the front door.

Several projects were worked on during 2024. Meeting with third-party vendors, to gain information on managed services and what those services cost. Phone system and government accounting software. The current Cybersecurity training is focusing more and more on user awareness. Ransomware and malware are most often spread through emailed links and attachments, so end-users play the most important role in stopping the spread of this activity.

The City will need to assess the costs of internet services being provided as the current contract ends this year. The city will need to get quotes to compare the three providers in the area.

### **Accomplishments for 2024**

- ✓ Created a three-year strategic plan for the City network infrastructure.
- ✓ Maintained Simple City backups
- ✓ Proper firewall configuration
- ✓ Maintained City Hall network software, hardware, and desktop components
- ✓ Managed City computer technology hardware and software purchases
- ✓ Supervised IT staff
- ✓ Completed annual review of large general and industrial electric accounts
- ✓ Provided technical assistance for City website and Facebook page maintenance
- ✓ Monitored credit card terminals and network for PCI-DSS compliance
- ✓ Configured two additional credit card readers for Circuit Clerk
- ✓ Configured firewall to allow credit card readers to function.
- ✓ Learned the roles of departments and how the end user interfaces between software modules
- ✓ Obtained additional training in technology-related areas
- ✓ Provided technical support for various City departments
- ✓ Assisted with the year-end role.
- ✓ Learned the various vendors that are contracted with the City.
- ✓ Purchased wireless access points
- ✓ Purchased cabling to replace outdated cabling.
- ✓ Created virtual machine backups.

### **Projected Accomplishments for 2025**

- ◊ Continue transition stages to new/updated financial software for City
- ◊ Conduct network assessments
- ◊ Continue expansion of Tantalus fixed network for meter reading
- ◊ Coordinate with other departments to adopt technologies to meet their job demands
- ◊ Plan the streamlining process for purchasing City technology purchases
- ◊ Research cloud storage solutions for the
- ◊ Expand on-site and off-site data backup
- ◊ Upgrade at risk hardware
- ◊ Phone system migration to cloud system
- ◊ Deploy new wireless access points
- ◊ Repair damaged cabling
- ◊ Replace outdated routers
- ◊ Migration to new government management software

## **Parks and Recreation Department**

### **Jason Lipe, Director**

2024 saw the continuation and completion of many American Rescue Plan Act (ARPA) projects that have greatly enhanced the city parks. A total of 15 sets of bleachers have been constructed and installed at Brookside Park, the City Park, and the Football Park. The lower tennis courts and basketball courts were resealed and restriped to freshen up the playing surfaces. A new acrylic playing surface was applied to the upper tennis courts. The Civic Center was the recipient of a pavilion and playground, along with the addition of parking on the west side of the facility. Design work has begun to replace the wading pools at the City Pool with a splash pad. The pool will also receive a fresh coat of paint, along with three shade structures and new diving boards as it approaches its 50<sup>th</sup> anniversary.

The solar eclipse brought thousands of spectators into our park system in April. The Community Outreach Board and the Cash-Book Journal coordinated activities at Brookside Park and the Civic Center. Both locations were jam-packed with locals and out-of-towners alike.

Our parks were also busy with youth sports programs. In January, the Parks and Recreation Department assumed operation of the girl's youth basketball league, formerly run by the Noon Optimists. 17 teams with a total of 175 participants competed over the course of two months. Baseball and softball leagues followed the basketball league, with 44 baseball teams (538 participants) and 28 softball teams (350 participants) playing May through July. During the season, pee wee clinics took place for 3- and 4-year-olds, introducing them to the sports of baseball (35 participants) and softball (29 participants). Fall soccer was a first for the Parks and Recreation Department in 2024, as well. The league, formerly coordinated by the Jackson Area Organized Soccer Association (JAOSA), featured 384 participants playing on 41 teams. The annual Jackson Fall Classic All-Star Tournament took place at the Soccer Park in October with 60 teams and over 780 players from Southeast Missouri and Southern Illinois competing for trophies.

2024 was an extremely busy year for the Jackson Civic Center, with 667 meeting room rentals taking place, in addition to 273 court rentals and 10 full gym rentals. Facility rental revenue topped the \$90,000 mark through October 31, with another \$9,982.00 being brought in from daily entry fees. Security cameras were installed during the early spring, bringing much needed safety to the facility. In September, the lobby floors were stripped and re-stained in an attempt to provide a more durable surface.

The Civic Center also played host to a full lineup of summer programs offered through the Parks and Recreation Department. A total of seven camps ranging from the traditional sports camp to unique offerings like theater and the princess academy saw over 175 kids ranging in age from 6 to 14 spent a week broadening their horizons. These programs generated over \$10,000.00 in revenue for the department.

Volunteers continue to play a pivotal role in the upkeep of our city parks. The annual Park Day is a great way to get the parks ready for another year of action. Nine other groups pitched in to paint pavilions, trash cans and picnic tables, as well as removing tree limbs. A total of 132 truckloads of brush were removed from our parks in addition to five stumps. Two new Eagle Scout projects are in place in the City Park. Aiden Seed constructed a mini-arbor over an existing picnic table to replace a dilapidated roof. Jonathan Rosenquist completed his Eagle Scout project with a donation of a walking bridge that was placed over a drainage ditch near the band shell.

The month of June featured the annual Rockin' the Rock Garden series of live music each Friday night in the Rock Garden. Grand Allusion, a tribute to Styx, took the stage at the Nicolaus Leist Memorial Band Shell on July 7th to perform in front of a crowd of over 2,000 as part of the Summer Concert Series. Echoes of Pompeii, a tribute to Pink Floyd concluded the series in August. The fall edition of Rockin' the Rock Garden in September featured local artists that entertained appreciative crowds. Plans are already underway for another full complement of live music in the City Park for 2025.

## **Accomplishments for 2024**

- ✓ Civic Center security cameras
- ✓ Lower tennis court and basketball court resealing and restriping
- ✓ Upper tennis court resurfacing
- ✓ Civic Center pavilion and playground
- ✓ Civic Center lobby floor resurfacing
- ✓ Basketball court retaining wall and landscaping
- ✓ Concrete removal and grading work at Tot Land
- ✓ Planted 32 trees in the City Park and Brookside Park
- ✓ Constructed and installed 15 sets of bleachers

## **Projected Accomplishments for 2025:**

- ◊ Splash pad construction
- ◊ Pool painting
- ◊ Street hockey rink construction
- ◊ Civic Center meeting room flooring replacement

## **Police Department**

**James Humphreys, Chief**

2024 continued maintaining accreditation and compliance through the Commission on Accreditation for Law Enforcement Agencies. This was our 4-year compliance review for reaccredited status in July of 2025.

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 2024.

All officers did maintain our POST and MIRMA required training through the Virtual Academy. All department sworn personnel continue to obtain POST mandated hours each year along with legislative updates. Officers were trained in firearms instruction. Officers are required to demonstrate personal proficiency and qualify with department issued firearms and firearms carried by officers off duty a minimum of two times annually. During this time, officers also have a mandatory review of department policy on use of force and use of deadly force.

Also conducted throughout the year is taser training, weapon retention, asp, pepper spray, and handcuffing techniques.

We continue active shooter training at our Jackson Middle School building using the MACTAC method for all officers.

We continued our efforts with a number of speed and traffic complaints received throughout the year. Also, overtime funds of over \$13,000.00 were approved through Missouri Highway Safety for hazardous moving violations enforcement, which were conducted over most of the major holiday weekends.

The department was successful again in 2024 in applying for several grants. The department successfully applied for and received over \$42,000.00 in grant money for traffic enforcement equipment and overtime through the Missouri Division of Highway Safety, MIRMA, and the Dept. of Justice.

The Jackson Police Department did get back involved in our usual completed 40 community related events our in 2024. 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 2024, which was very successful and we received over 210 lbs. of old prescription medication.

The department again had several successful investigations in 2024. We investigated and made arrests on several thefts, burglaries, fraud, and sexual abuse cases; on average the detectives worked 20 cases a month in 2024.

The Jackson Police Department handled approximately 15,000 calls for service, worked over 300 traffic accidents, and officers prepared over 1,700 written reports. Officers conducted over 4,000

vehicle stops and made 200 arrests. We conducted over 10,000 extra patrol requests and we issued over 1,000 citations.

It's been said that there are three basic concepts to be achieved in order to maintain a successful modern law enforcement agency; they include solid policy, superb training and strong discipline. I am proud to say that the Jackson Police Department has worked extremely hard to achieve all three of these principles. This is verified annually through our voluntary commitment to law enforcement accreditation through the Commission on Accreditation for Law Enforcement Agencies Inc, CALEA. We are focusing on the positive in 2025!

### **Accomplishments for 2024**

- ✓ Completed our compliance reviews for reaccredited status with the Commission on Accreditation for law Enforcement Agencies.
- ✓ Conducted active shooter training with all officers using the MACTAC system for encountering active shooters on October 25<sup>th</sup> utilizing Jackson Middle School.
- ✓ School Resource Officers conducted ALICE training with the with the schools and JR2 staff regarding active shooter training.
- ✓ Conducted active shooter scenarios and training with Connection Point Church.
- ✓ Completion of Firearms Simulator Training through MIRMA for all officers.
- ✓ The department participated in many of our community related events in 2024 and plans are still on for having the annual toy drive and a special drive thru trick or treat event.
- ✓ All officers in compliance with meeting the required yearly 24-hour standard for POST (continued education) through 2024 and completed all MIRMA required training.
- ✓ Successful application for the Highway Safety Grant for overtime and equipment to work hazardous violations, such as DWIs. Approx. \$13,000.00 applied for and received for traffic enforcement.
- ✓ Continued our grant for bulletproof vests through the Department of Justice totaling over \$15,655.00 through 2024-2026.
- ✓ Obtained \$11,634.00 grant through MIRMA for an in-car video camera system, jail security cameras, and body worn cameras.
- ✓ Applied for FLOCK LPR cameras through state funded grant opportunity.
- ✓ Assigned new K9 officer Sara Boone to K9 program. Completed all training and certifications to utilize and care for K9 Riggs.
- ✓ Successful JPD Golf tourney. We received over \$6,000.00 in donations.
- ✓ Successful completion of our National Drug Take Back program through the DEA. Over 210 lbs. of old prescription meds were collected and properly destroyed.
- ✓ The department hosted a four-day leadership seminar in which all department supervisors attended.
- ✓ The department also hosted a five-day cellular technology and forensics investigation course. Department investigators attended the course.

### **Projected Accomplishments for 2025**

- ◊ Attend Commission hearing in July in Little Rock, AR. for approval for reaccredited status with the Commission on Accreditation for law Enforcement Agencies in 2025.
- ◊ Bi-annual mental wellness check for all officers.

- ◊ New in-car camera program through Axon.
- ◊ New Taser X program through Axon.
- ◊ Complete assigned patrol car program.
- ◊ Flock camera program through state grant.
- ◊ New improved weapons system for special response team.
- ◊ Discussions to add seventh SRO to R2 School District.
- ◊ Discussions for new K9 dedicated 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 practical training twice a year.
- ◊ Continue Bulletproof Vest Program/Grant funded in 2024.
- ◊ Work with MIRMA on additional grants.
- ◊ Continue POST and MIRMA training requirements through the new Virtual Academy online training program.
- ◊ Continue use of grant funded overtime through Highway Safety to work traffic enforcement.

## **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 one hour every quarter.

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

The yearly load should be around 155,943,500 kwh, which will be under what we projected at the start of the year.

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 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 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.

This year we spent a lot of time at the new North Substation getting it online and operational. We worked on the SCADA controls, as well as the protective relay configurations. Worked on numerous issues with the ground maintenance.

We also spent a lot of time in the Water Plants with the upgrade assisting in many different issues.

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.

### **Accomplishments for 2024**

- ✓ Replaced fluorescent bulbs with LED bulbs in many plant lighting locations
- ✓ Standard repairs around plant, plumbing, electrical, mowing, etc.
- ✓ Worked on Tie Metering points throughout the year
- ✓ Repaired boiler
- ✓ Worked on Nitrogen bottles in multiple substations
- ✓ Performed CAT bi-annual maintenance in accordance with CAT recommendations.
- ✓ Worked on 7.5 hp compressor
- ✓ Repaired fence at East Substation
- ✓ Replaced bad batteries in substations
- ✓ Added new networking switch location in plant
- ✓ Worked on 15 hp air compressor
- ✓ Ran generation for MOPEP for compliance runs
- ✓ Opened and shut down the swimming pool, as well as maintaining it through the summer months
- ✓ Worked at new I-55 Substation
- ✓ Assisted with uptown plants, Christmas decorations, etc.
- ✓ Worked on engine #12 block heater
- ✓ Assisted line crew with many various projects
- ✓ Worked with water department on numerous water issues
- ✓ Assisted the sanitation crew
- ✓ Worked on boiler for numerous items
- ✓ Performed numerous maintenance issues in and around the power plant grounds.
- ✓ Assisted in water lab for various issues
- ✓ Repaired water line in ice room
- ✓ Replaced switch in East Substation and added oil
- ✓ 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
- ✓ Worked on water depot

- ✓ Replaced PLC at the East Substation
- ✓ Repaired water lines in basement of power plant
- ✓ Worked on the Cemetery lights
- ✓ Spread weed killer at substations
- ✓ Winterized power plant
- ✓ Worked with tree trimmers
- ✓ Serviced all air compressors
- ✓ Repaired #9 engine radiator fill pump
- ✓ Repaired #7 engine keep warm pump and motor
- ✓ Repaired leaks at swimming pool
- ✓ Worked on Civic Center electric/lighting to new pavilion

### **Projected Accomplishments for 2025**

- ◊ 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 substation to West substation
- ◊ Startup / Shut down swimming pool and perform any repairs needed
- ◊ Work with line crew on many projects
- ◊ Perform capacity compliance run for MOPEP pool
- ◊ 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
- ◊ Paint cooling tower, waste oil tanks, and upper fuel tanks

## **Public Works Department**

**Janet Sanders, Director**

My second year as Public Works Director was filled with major improvement projects in various stages of planning, construction, or completion, and although this year still included much learning, I have become fairly comfortable in the role this year after completing a full cycle of the typical annual projects. My overall take-away from the year is the realization that grant funded or state loan projects move very slowly through detailed, time-eating processes, and staff turnover at state agencies further complicate those processes. A few projects that we expected to begin construction in 2024 are now scheduled for construction in 2025, such as the East Main Street Sidewalk, the Deerwood Drive Roundabout, and the Wastewater Treatment Plant Upgrades. The Kimbeland Lift Station project was completed in late November following resolution of some electrical design issues and the Water Plant Upgrade were completed in November as well. MoDOT has extended their Highway 61 project completion to January but expect to have the City Park entrance reopened in time for Thanksgiving and the park's holiday light display. The East Main Street Sidewalk is scheduled to begin construction during the bat-free window of winter when trees can be removed.

The Jackson North Industrial Park Improvements are scheduled for completion in March. Following MoDOT's highway project completion, we will move into Deerwood Drive / North High Street Roundabout construction. The Sunset Hills Bridge replacement project is on tap to begin in 2025 and design of the Klaus Park Force Main Upgrade which has been on the back burner for a couple of years will also be completed in 2025. We will continue our annual maintenance programs on streets and sewers.

New projects for 2025 will include design of a new east water tower and implementation of a Safe Across pedestrian safety program developed by the City of Springfield.

Subdivision infrastructure completed in 2024 includes Orchard Place Subdivision Phase 1 and Ramsey Branch Subdivision Phase 3. Old Orchard Townhomes' infrastructure is currently under construction and Savers Farm Subdivision Phase 8, Ramsey Branch Subdivision Phase 4, and Eagle View Subdivision will be constructed by developers in 2025.

I am looking forward to 2025 and the continued growth of Jackson.

### **Accomplishments for 2024**

- ✓ We revised the part-time Special Projects position to a part-time Public Works Technical Assistant position.
- ✓ Dominic Punjani, a senior at SEMO completing a degree in Construction Management, began in August as the part-time Public Works Technical Assistant.
- ✓ Water and sewer utility relocations were completed as part of the MoDOT Highway 61 bridge replacement project with relocation design prepared by the city by Strickland Engineering.
- ✓ The \$1.8 million Kimbeland Pump Station Bypass Project punch list and warranty items were completed in November by RIHC Contracting with engineering oversight by Horner & Shifrin.
- ✓ Water Facility Plan Implementation Phase 2, Project 2D (Water Plant Upgrades) were completed in November by RICH Contracting with Horner & Shifrin providing engineering oversight. Upgrades included safety separation of the chlorine room from the rest of the plant, pump replacements, and SCADA system improvements. Daily project oversight was performed by Water Utilities Foreman Brad Noel.

- ✓ We are still awaiting final approval of the \$10.1M SRF loan from DNR for the Wastewater Plant Improvements and have continued to provide DNR with updated information throughout the year as requested.
- ✓ The Deerwood Drive / North High Street Roundabout (hybrid MoDOT Cost Share) final design comments are being addressed by Lochmueller Group. The timeframe was allowed to be extended so construction can begin after the MoDOT Highway 61 bridge replacement project is complete. MoDOT acquired all needed right-of-way, including one quadrant donated by the city. Center island landscaping and/or monument design is on hold until MoDOT completes their design guidelines.
- ✓ The Sunset Hills Bridge Replacement (MoDOT BRO Grant) final design by Koehler Engineering was submitted to MoDOT and is awaiting final environmental clearance.
- ✓ The East Main Street Sidewalk (TAP Grant) is awaiting easement acquisition and final MoDOT authorization to advertise for bids. Archaeological test digs required for cultural approvals were completed earlier in the year. Design and construction engineer is Bacon Farmer Workman Engineering & Testing, Inc.
- ✓ The East Jackson Boulevard Water Main Improvements ((Phase 2, Project 2E) design was completed after coordination with McDonald's and Aldi and we are awaiting final easement acquisition.
- ✓ The Jackson North Industrial Park Improvements project (CDBG Grant) is under construction by Fronabarger Concreters, with significant lowering of the existing Cane Creek Road to match the adjacent Trussworks facility now under construction and extension of all utilities. This project has been through a couple of other names during its planning process, including Project Scotland and Cane Creek Road Extension.
- ✓ The Middle School Crosswalk / Sidewalk project is awaiting an engineering cost proposal from Smith & Company, Inc. This project is being handled by Staff Engineer George Harris.
- ✓ A potential new water tower location on the east side of town was selected and is being explored.
- ✓ The utility locate contract with Precise Target Locating received its final additional year extension with a minor per-locate increase.
- ✓ Sewer lining was completed by SAK Construction utilizing the 2023 and 2024 allocated funds.
- ✓ The annual Concrete Pavement Improvement Program was completed by Putz Construction, repairing various streets around town.
- ✓ The annual Asphalt Pavement Improvement Program was completed by ASA Asphalt, including paving the remainder of Industrial Drive to the soccer park entrance, overlaying the Russell Heights Cemetery streets, and removing the rumble strip on Greensferry Road.
- ✓ The Wastewater Treatment Plant 5-Year NPDES Operating Permit renewal was submitted to DNR with assistance from KimHEC, LLC.
- ✓ A water main relocation project was designed by Strickland Engineering and installed by the Water Department from 1402 South Hope Street to the drainage way south of Easton Drive, moving the main into the easement.
- ✓ Approval was obtained to replace the water depot quarter machine with a machine that accepts dollar bills.
- ✓ We participated with Cape Girardeau County in funding new 2023 aerial photography through a county contract and anticipate this being repeated on a three-year cycle.
- ✓ Dominic and I have worked with the City of Springfield to prepare to participate in the Safe Across Pedestrian Safety Program.
- ✓ Coordinated with Uptown Jackson Revitalization Organization on their future uptown wayfinding signage.
- ✓ McKendree Crossing Subdivision Phase 2 infrastructure was completed, and the subdivision was accepted, adding 40 new single-family lots.

- ✓ Ramsey Branch Subdivision Phase 3 infrastructure was completed and approved, adding 2 new residential lots.
- ✓ Orchard Place Subdivision Phase 1 infrastructure was completed and approved, adding 3 new commercial lots.
- ✓ Infrastructure for Old Orchard Townhomes Subdivision is currently being completed.
- ✓ Koehler Engineering completed design of an Old Orchard Road Sewer Main Extension project to extend available sewer from Williams Creek to a point just north of Slate Lane.
- ✓ Strickland Engineering was hired to study safety improvements to the Quail Creek Bridge outside city limits that serves as access to our Grandview Acres lift station.
- ✓ I attended the following training conferences this year: LTAP Contract Administration, MDNR Construction Permits, MWEA/AWWA Annual Conference, and MML Regional Meeting on AI in Government,
- ✓ Bi-annual employee evaluations were completed and discussed with supervisors of Water, Wastewater, Building & Planning, and Engineering.
- ✓ Annual budget requests were prepared and submitted.
- ✓ Annual report was prepared and submitted.

#### **Proposed Accomplishments for 2025**

- ◊ MoDOT (Cost Share Project) will complete the Hwy 61 improvements and reopening of North Hope Street (Hwy. 61) is expected in January.
- ◊ The Old Orchard Road Sewer Main Extension will be constructed.
- ◊ Construction of the Wastewater Treatment Plant Improvements project funded by the SRF loan is expected to begin in 2025 with construction of the new administrative office to free the space in the existing office for new equipment. The contractor is yet to be determined.
- ◊ The Deerwood Drive / North Hope Street Roundabout construction is expected to begin in the first half of the year with an expected construction timeframe of 5-6 months.
- ◊ The East Main Sidewalk will be contracted and constructed, with tree removal scheduled before March 31 to comply with DNR bat protection requirements.
- ◊ The East Jackson Boulevard Water Main Replacement Project (Phase 2, Project 2E) Part 1 is expected to begin in 2025. Contractor is not yet determined. Easement descriptions for Part 2 of the project will be prepared by Horner & Shifrin in early 2025.
- ◊ The Jackson North Industrial Park Improvements Project will conclude with completion scheduled in the Spring.
- ◊ The Middle School Crosswalk / Sidewalk project will be designed and right of way pursued, if needed.
- ◊ A new east water tower location is expected to be finalized and the tower designed by Horner & Shifrin.
- ◊ The Sunset Hills Bridge will be replaced.
- ◊ The Klaus Park Force Main Upgrade is scheduled for design by Horner & Shifrin.
- ◊ The Safe Across Pedestrian Safety Program will be implemented, with some reimbursement from MODOT.
- ◊ The utility locate contract will be re-bid.
- ◊ Ramsey Branch Subdivision Phase 4 will be constructed.
- ◊ Old Orchard Townhomes Subdivision infrastructure will be completed and is expected to be accepted.

- ◊ The 2025 Annual Sanitary Sewer Lining Program will be contracted and completed.
- ◊ The 2025 Annual Concrete Pavement Improvement Program will be contracted and completed.
- ◊ The 2025 Annual Asphalt Pavement Improvement Program will be contracted and completed.
- ◊ The 2024-2025 Biosolids Disposal Contract will continue.
- ◊ Amend Chapter 57 of the Code of Ordinances related to Land Subdivision Regulations.
- ◊ I plan to attend the APWA Annual Conference, MWEA / AWWA Spring Conference, and appropriate technical trainings.
- ◊ Bi-annual employee evaluations will be completed for all Public Works supervisors.
- ◊ Annual budget requests will be prepared and submitted.
- ◊ Annual report will be prepared and submitted.

## **Sanitation Department**

**Collin Campbell, Foreman**

In 2024, the Sanitation Department collected 3,885 tons of trash from city residents. This is 550.62 tons less than 2023. This includes weekly curbside pick-ups, paid and free special pick-ups, numerous uptown events, and department dumpsters. The total number of free special pick-ups was 839. This is up by 49 stops, compared to 2023.

The Recycling Center shipped a total of 368 tons to Republic Services. The items consisted of #1 PETE plastic, #2 neutral and colored plastic, magazines, office/junk mail, cardboard, and newspaper. Scrap metal paid a total of \$5,712.36, which is a total weight of 51 tons. This is an increase of \$760.80 compared to 2023. We also shipped 20 tons of electronic waste to MRC.

### **Accomplishments for 2024**

- ✓ Collected Residential Trash
- ✓ Collected Residential Yearly Free Pickups
- ✓ Collected Paid Special Pickups
- ✓ Collected Curbside Yard Waste Pickups Twice per Month
- ✓ Emptied Brush/Yard Waste Pits and Hauled to Well #7 Holding Area
- ✓ Operated Recycling Center
- ✓ Hauled Scrap Metal/Applications to Cape Metal Recyclers
- ✓ Maintain Sanitation/Recycling Ground
- ✓ Performed Weekly Vehicle/Equipment Servicing
- ✓ Hosted Annual E-Cycle event on June 1, 2024
- ✓ Received New vertical bailer for recycling

### **Projected Accomplishments for 2025**

- ◊ Get multiple staff testing for the CDL
- ◊ Collect Residential Trash
- ◊ Collect Free/Paid Special Pickups
- ◊ Collect Curbside Yard Waste Twice per Month
- ◊ Keep Glass crushed and hauled off
- ◊ Haul off Yard Waste from Brush/Yard Waste Pits to Well #7
- ◊ Haul off Scrap Metal Appliances
- ◊ Keep trucks Clean and maintained
- ◊ Host E-Cycle Event June 7, 2025
- ◊ Assist in Snow Removal

## **Street Department**

**Danny Youngerman, Foreman**

Our winter weather operations include: pretreat streets with salt brine, rock salt, cinders, six salt spreaders, and eight plow trucks in the Street Department.

If needed, we have six additional trucks with snow plows from other city departments to help keep the streets clear and safe.

Last year, we used 90 tons of salt brine, 100 tons of rock salt, and 100 tons of cinders for our winter weather operations.

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

### **Accomplishments for 2024**

- ✓ Completed annual concrete street repair program, asphalt overlay, and patch program.
- ✓ Inspections on McKendree Crossing Subdivision Phase 2
- ✓ Inspections on South Old Orchard Town Houses Subdivision Phase 1.
- ✓ Replace 700' sidewalk failures 400 & 500 block of N. Russell Ave.
- ✓ Replace 80' sidewalk failures 1820 Lewis Dr.
- ✓ Replace 72' sidewalk failures 1402 Orchard Dr.
- ✓ Replace 45' sidewalk failures 700 block E. Main St.
- ✓ Replace 21' sidewalk failures 609 W. Adams St.
- ✓ Cut brush & sprouts away, and maintain all pipes in the 21 detention basins.
- ✓ Construct a spillway for water runoff on Cascade Dr. at the new bridge.
- ✓ Help Park Department construct new bleacher pads at all baseball fields in the park.
- ✓ Help Wastewater repair sewer main on E. Independence St.
- ✓ Help Wastewater repair sewer main 100 block W. Washington St.
- ✓ Help Wastewater repair sewer main on Walton Dr.
- ✓ Clean up storm debris after wind storm May 26. 15 trees or big limbs fell in the street.
- ✓ Cut sprouts away from box culverts on Jackson Ridge Dr, Oak St., and E. Main St.
- ✓ Repair utility patches & street failures throughout the city.
- ✓ Clean up storm debris throughout the city.
- ✓ Spray weeds on recreation trails, streets, and sidewalks throughout the city.
- ✓ Continue updating our 5-year street improvements & repair list.
- ✓ Clean drains, drop boxes, and pipes for rain events.
- ✓ Maintenance on all gravel roads & clean ditches.
- ✓ Continue constructing map locations of all drop boxes, pipe size, and depth of pipes.
- ✓ Annual inspections, repair and clean debris from drop boxes.
- ✓ Install and replace signs around the city, as needed.
- ✓ Perform inspections on projects.

- ✓ Barricade streets for special events, holidays, Homecomers, Band Festival, Oktoberfest, parades, 5K runs, block parties, and car shows.
- ✓ Painting crosswalks, stop blocks, centerlines, turn lanes, handicap symbols, parking stalls, parking lots, and yellow curbs.
- ✓ Mow right of ways and bigger city lots.
- ✓ Weekly mowing of city lots & bridges.
- ✓ Trim limbs on right of ways.
- ✓ Sweep streets.
- ✓ Brush removal at Well 7 site.
- ✓ Complete work orders, as needed.
- ✓ Repair damage to city property.

#### **Projected Accomplishments for 2025**

- ◊ Continue to monitor & repair on our 5-year MoDOT bridge inspection repair list.
- ◊ Continue to repair or replace sidewalk failures & make ADA compliant.
- ◊ Pressure wash & paint frames on the five welcome to Jackson signs.
- ◊ Continue to inspect, clean debris, and repair drop boxes.
- ◊ Storm sewer repairs or pipe replacement, as needed.
- ◊ Rip rap ditches to prevent washouts.
- ◊ Brush removal at Well 7 site.
- ◊ Continue to maintain all 21 detention basin pipes.
- ◊ Assist all other departments with city projects.
- ◊ Continue our normal street maintenance duties with include: repairing utility patches, street failures, street pops, sidewalk failures, gravel road maintenance, clean, reshape and rip rap ditches, mow right of ways , city lots & bridges, sweep streets, street painting operations, trim limbs on right of ways, install, clean or change 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 city 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 35-year-old Wastewater Treatment Plant.

Easement acquisition for sewer lateral extension along South Old Orchard Road just south of the Williams Creek Bridge.

Land application of bio-solids from the wastewater treatment process was contracted out to Metro-Ag with 1,137,707 gallons of bio-solids successfully applied earlier this year with an additional 300,000 gallons by end of year.

The 2023 & 2024 sewer lining project consisted of 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 182,115 feet of sewer pipes were cleaned by our Wastewater Operators as part of the ongoing rodding and hydro-flushing maintenance program. New pressure washer vacuum truck and sewer easement machine were added to keep up with growing sewer system and hydro excavating of utilities.

A total of 436 million gallons of wastewater were recycled into clean, swimmable, and fishable waters of the state.

Replaced 37 feet of PVC pipe along creek in Annwood Estates with Ductile Iron Pipe.

### **Accomplishments for 2024**

- ✓ 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.
- ✓ Wastewater Facility Plan Implementation 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. Final complete end 2024.
- ✓ Biosolids application contracted out.
- ✓ Repaired Klaus Park Force main north of concrete plant at Old Cape Road East.
- ✓ The 2024 Sewer Lining Project installed 3,766 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, 1,137,707 gallons of liquid biosolids were applied to farmland as fertilizer by METRO-AG. Another 300,000 gallons by end of year.
- ✓ 182,115 feet of sewer pipes were cleaned by our operators as part of the ongoing rodding and hydro-flushing maintenance program.

- ✓ 469 million gallons of wastewater were recycled into clean, swimmable, and fishable waters of the state.
- ✓ 37 feet of Ductile Iron Pipe replaced PVC along creek Annwood Estates.
- ✓ Installed Roof over Electric Control Panel at Kimbeland Lift Station.
- ✓ Cleaned outside equipment at wastewater plant.
- ✓ Repaired sewer lines on West Adams Street and East Independence Street
- ✓ Repaired Klaus Park force main north of Semo Concrete Plant at Old Cape Road East
- ✓ Replaced piping wet well at K.C. Hall lift station
- ✓ Repaired 61-East Force Main at Walton Drive

#### **Projected Accomplishments for 2025**

- ◊ 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 2024 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 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 MoDOT right of way.

During 2024, we responded to numerous daily work orders along with repairing 15 water main breaks and nine service line leaks. We completed 167 AMR change outs and 133 dead water meter change outs this year. We also made five water taps and set 44 new meter settings; all this work totaled 344 full AMR systems installed this year. We also restored numerous yards that were disturbed from main breaks, service line leaks, or meter work. Our water crew relocated 300 feet of 8" water main along South Hope Street near Easton Drive that had been improperly installed by the contractor many years ago. Our annual leak survey was also completed on the entire system and found no leaks for us to address. 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 and we are glad to report that all that data has been submitted to DNR finding no lead service lines requiring replacement.

Our water plant operation for the year was again relatively normal. Phase 2D of our Water Facility Implementation Project was completed and resulted in some major upgrades to our SCADA and electrical systems. Through this project we added a new high service pump which feeds our east side of town which will ease the wear and tear on those pumps, providing more reliable water delivery, and adding some longevity to those units. 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 Josh Wills, who had been working in the Street Department, taking an opening in the Water Line. Travis Payne completed water training and received his DS III certification. The year 2025 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 2024**

- ✓ Completed 167 AMR installations of remaining inside meters
- ✓ Made five water taps
- ✓ Set 44 new meter settings
- ✓ Operated water main line valves, as needed
- ✓ Read meters monthly
- ✓ Changed out 133 dead meters
- ✓ Completed annual leak detection program
- ✓ Repaired 15 water main breaks
- ✓ Repaired nine service line leaks
- ✓ Repaired all yards disturbed during meter, main, and service line work
- ✓ Conducted general maintenance
- ✓ Located and carded curb stop locations
- ✓ Training for crew members
- ✓ Assisted in the completion of Phase 2D of Water Bond Issue
- ✓ Updated the GIS Mapping System with new main and curb stop locations
- ✓ Replaced two old fire hydrants
- ✓ Travis Payne received his DS III Certification
- ✓ Completed and submitted lead service line inventory
- ✓ Relocated 300 feet of 8' water main on South Hope Street
- ✓ Assisted with the relocation of 8" water main at North Industrial site
- ✓ Assisted with the relocation of all water utilities on the Hwy 61 project

## **Projected Accomplishments for 2025**

- ◊ 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
- ◊ 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 with of Phase 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	2026	2027	2028	2029	2030
<b>Administrative Services</b>					
Vehicle Replacement	\$30,000.00				
<b>Building Maintenance</b>					
Boiler Replacement	\$32,720.00				
Remodel Collector Area		\$60,000.00			
Remodel Board Chamber			\$40,000.00		
<b>Building &amp; Planning</b>					
Inspection Vehicle - Truck or SUV	\$30,000.00				
<b>Cemetery</b>					
Front Mount Rear Discharge Mower	\$22,000.00				
Small Zero Turn Mower					\$10,000.00
<b>Civic Center</b>					
Meeting Room Flooring Replacement	\$20,000.00				
Additional Parking		\$100,000.00			
Irrigation System			\$20,000.00		
<b>Electric Distribution</b>					
AMR Equipment	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
New VST 47 Bucket Truck			\$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				
<b>Fire Department</b>					
Training Site Improvements	\$20,000	\$15,000.00			
Furnishings					
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					
Ice Machine Replacement					
Replace Ladder 2	\$1,800,000.00				
Self Contained Breathing Apparatus Replacement			\$400,000.00		
Radio/Pager replacements		\$10,000.00			
Admin Building conversion to trailer bays	\$200,000.00				
Rescue Engine			\$750,000.00		
EMTs (3) - Add one per shift	\$150,000				
Ambulance		\$250,000.00			
Public Education Smokehouse		\$20,000.00			
Brush Fire Truck replacement				\$175,000.00	
Paramedics (3)		\$180,000.00			

## Department Equipment

Department	2026	2027	2028	2029	2030
<b>Fleet Maintenance</b>					
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			
<b>Information Technology</b>					
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				
<b>Parks &amp; Recreation</b>					
Pavilion 4 Replacement		\$35,000.00			
Playground Replacement			\$40,000.00		
<b>Police Department</b>					
Tasers	\$23,622.00	\$23,622.00	\$23,622.00	\$23,622.00	\$23,622.00
In-car video	\$47,388.00	\$47,388.00	\$47,388.00	\$47,388.00	\$47,388.00
Police Vehicles	\$251,500.00		\$100,000.00		\$100,000.00
Radars					
Copiers		\$10,000.00			
Handheld radios			\$50,000.00		
Mobile Data Terminals					
Firearms	\$14,000.00	\$20,000.00			
New K9					\$18,000.00
Body Worn Cameras	\$26,702.62	\$26,702.62	\$26,702.62	\$26,702.62	\$26,702.62
Officer Safety equip			\$20,000.00		
<b>Power Plant</b>					
Engine # 9 Louvers	\$10,000.00				
Replace Upper Fuel Tanks		\$100,000.00			
SCADA Upgrade			\$50,000.00		
Truck				\$40,000.00	

## Department Equipment

Department	2026	2027	2028	2029	2030
<b>Public Works</b>					
New Vehicle	\$30,000.00				
<b>Sanitation Department</b>					
New Horizontal Baler with Auto Tie	\$150,000.00	\$165,000.00	\$181,000.00	\$199,150.00	\$217,700.00
New 1/2 Ton 4x4 P/U with Tommy Gate		\$33,000.00	\$36,300.00	\$39,930.00	\$43,923.00
Trash Truck				\$240,000.00	\$288,000.00
<b>Street Department</b>					
1-1/2 ton dump truck with spreader & plow		\$385,000.00			
1-1/2 ton dump truck with spreader & plow			\$330,000.00		\$350,000.00
1 ton dump truck with spreader & plow			\$80,000.00		
3/4 ton service truck utility bed	\$60,000.00			\$65,000.00	
Tymco street sweeper	\$350,000.00				
Salt brine mixing tank		\$12,000.00			
Airless walk-behind paint sprayer					\$15,000.00
<b>Wastewater Plant</b>					
Storm Pumps		\$28,000.00			
Service Truck					\$49,000.00
Sewer Rodder			\$64,000.00		
Riding Mower	\$30,000.00				
Equipment/Repairs Totals	\$36,500.00	\$28,000.00	\$64,000.00	\$14,500.00	\$49,000.00
<b>Water Plant</b>					
New 4WD Pickup truck 3/4 Ton				\$35,000.00	
Water System Upgrades	\$1,993,755.00				
Fire Hydrant Replacement	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Locate Services	\$29,000.00	\$29,000.00	\$29,000.00	\$29,000.00	\$29,000.00

## 5-YEAR CAPITAL EXPENDITURE PLAN

### Special Projects

Department	2026	2027	2028	2029	2030
<b>Electrical Distribution</b>					
Electric System Utility Rate Study			\$65,000		\$60,000
Construction for 34.5 KV Loop to West Substation	\$2,500,000	\$1,000,000			
North Substation build-out and engineering		\$400,000		\$5,500,000	
Electrical System Study and Model Update			\$50,000		\$60,000
Long Range Electric System Study					\$70,000
Rebuild 73 Transmission Feeder		\$300,000	\$300,000	\$300,000	\$500,000
East Commercial Electrical Corridor - Engineering	\$100,000				
Construction		\$250,000	\$250,000	\$350,000	
Breaker Upgrade at West Substation		\$100,000			\$100,000
AMI Admin Cost	\$70,000	\$70,000	\$80,000	\$80,000	\$100,000
Deerwood Roundabout Relocation Cost	\$100,000				
<b>Engineering</b>					
Hubble Creek Recreation Trail, Phase 3					\$1,400,000.00
East Main Street Sidewalk Project (TAP)	\$50,000.00				
<b>Police Department</b>					
Consolidated Dispatch with County	\$744,275.00	\$781,488.00	\$820,562.00	\$861,590.00	\$904,669.00
Vehicle Readiness Program	\$251,500.00		\$100,000.00		
Officer safety equip/in-car cameras contract	\$71,010.00	\$71,010.00	\$71,010.00	\$71,010.00	\$71,010.00
FLOCK LPR Cameras contract			\$62,000.00		
<b>Public Works</b>					
<b>ANNUAL PROGRAMS</b>					
Sanitary Sewer Lining Program	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00
Asphalt Pavement Improvement Program	\$350,000.00	\$ 350,000.00	\$350,000.00	\$350,000.00	\$350,000.00
Concrete Pavement Improvement Program	\$350,000.00	\$ 350,000.00	\$350,000.00	\$350,000.00	\$350,000.00
Joint Routing and Sealing Program	\$100,000.00	\$ 100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
<b>CAPITAL PROJECTS</b>					
<b>STREET</b>					
East Main Street Sidewalk Project (TAP)	\$50,000.00				
Hubble Creek Recreation Trail, Phase 3			\$1,400,000.00		
Roundabout at N. High St. and Deerwood Dr.	\$600,000.00				
E. Jackson Blvd. / S. Donna Dr. Turn Lane		\$ 100,000.00			
Emma St. / Vera Wagner Dr. Connector Design				\$50,000.00	
Emma St. / Vera Wagner Dr. Connector Constr					\$2,500,000.00
Sidewalk ADA Compliance	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
<b>WATER</b>					
Water System Facility Implementation Project	\$750,000.00				
Water Tower Ridge Road	\$2,700,000.00				
Pump & Motor Replacement - Water Plant #2		\$ 150,000.00			
Water Facility Plan Update			\$ 40,000.00		
Water Well #8					\$1,800,000.00
<b>WASTEWATER</b>					
Klaus Park Force Main Upgrade		\$1,498,000.00			
I&I Inspection - Elwanda Watershed	\$385,000.00				
I&I Rehabilitation - Elwanda Watershed		\$2,490,000.00			
I&I Inspection - Goose Creek Watershed			\$ 1,197,000.00		
I&I Rehabilitation - Goose Creek Watershed				\$6,804,000.00	
Wastewater Facility Plan Update		\$40,000.00			

## Special Projects

Department	2026	2027	2028	2029	2030
<b>Street Department</b>					
Woodland Dr.	\$100,000.00				
Bellevue St./E. Washington St.	\$70,000.00				
Old Cape Rd. (From Main to Shawnee)		\$220,000.00			
N. Farmington Rd. (Rt. D to City Limits)			\$200,000.00		
Bainbridge Rd.				\$200,000.00	\$220,000.00
Ridge Rd. with patches (From Oak Ridge Dr.)		\$70,000.00			
Union Ave.				\$50,000.00	
Dallas St. (From Union to Farmington)				\$70,000.00	
W. Adams St. (From Bast to W. Jackson Blvd.)					\$50,000.00
Annwood Estates Subdivision	\$60,000.00				
Lee Ave.	\$50,000.00				
W. Jackson Trail	\$50,000.00	\$50,000.00			
Michael-Anna St.	\$50,000.00				
<b>Water Plant</b>					
New Water Plant		\$100,000.00			
New Storage Tower	\$2,000,000.00				
Well #4 Repairs	\$60,000.00				
Tower Maintenance	\$82,925.00	\$82,925.00	\$82,925.00	\$82,925.00	\$82,925.00

## Jackson City Employees

Department	First Name	Last Name
Accounts Payable	Crystal	Reid
Administration	Matthew	Winters
	Liza	Walker
Administrative Services	Rodney	Bollinger
	Larry	Miller
Building and Planning	Curtis	Moore
	Ginger	Earnest
	Jessica	Lopez
Building Maintenance	Austin	Croy
	Joseph	Schreiner
Cemetery	Skylar	Copeland
	David	Shuffit
Civic Center	Christopher	Eastridge
	Wendy	Seabaugh
Clerk	Angela	Birk
	Julie	Hopkins
	Lisa	Beussink
Collector	Casey	Stoner
	Candace	Payne
	Todd	Martin
Electric Distribution	Timothy	Burroughs
	James	Crowden
	Joshua	Diebold
	Landon	Elledge
	Bryce	Horrell
	Luke	Hinkebein
	Donald	Schuette
Engineering	George	Harris
	Jason	Mouser
	Randy	Davis
	Robert	Greif
	Ryan	Davie
	Justin	Farrar
	Benton	Wood
	Timothy	Bleichroth
	Michael	Gentry
	Brandon	Page
	Eric	Ramos
	Blake	Stone
Fire	Nicholas	Pfau
	Wesley	Blattel
	Ladonna	Glenn
	Brent	Floyd
	Gabriel	Estes
	Justin	Davis
	Bryton	Jones
	James	Joggerst
	Zachary	Robinson
	Kevin	Mack
	Kennett	Wilson
	Ronald	Roark
	Sean	Mitchell

## Jackson City Employees

Department	First Name	Last Name
Fleet Maintenance	Kirk	Anderson
	Alexander	Lambert
	Toby	Hendrix
Human Resources	James	Wiseman Jr.
Information Technology	Keith	McFarlane
	Sarah	Moonier
Parks and Recreation	Jason	Lipe
	Paul	Guilfoy
	Brent	Reid
	Kacie	Walley
	David	Smith
Police	James	Humphreys
	Alex	Broch
	Anthony	Henson
	Rick	Whitaker
	Chad	Ludwig
	Jamie	Freeman
	Rachel	Coleman
	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
	Zachary	Boyer
	Mariah	Barton
	Dillon	Davis
Power Plant	Michel	Biri
	Charles	Reed
	J	Stortz
Public Works	Janet	Sanders
Sanitation	Collin	Campbell
	Jared	O'Kelly
	Clifford	Beckerman Jr
	Matthew	Sturm
	Ethan	Greer
	Joseph	Coffee

## Jackson City Employees

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

















