

City of Jackson



2015 Annual Accomplishments



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Civic Center image on front cover by Carmen Simpher

City Administrator

Jim Roach

The City of Jackson completed construction of its Civic Center with the close of 2015. Our citizens approved an \$11.5 million drinking water system bond issue in August. The city was successful in obtaining various grants which totaled approximately \$503,006. Many other important projects were completed in 2015 or are planned for completion in 2016. They are described in the following departmental reports produced by the men and women who provide city services to the citizens of Jackson.

As always, it is a privilege to present the 2015 list of accomplishments and our goals for 2016. Also included at the end of this report is a section outlining potential capital expenditures for the next five years.





Crystal Reid, Accounts
Payable/Customer Service



Larry Koenig, Assistant City
Administrator



JJ Wiseman, Human Resource
Assistant



At the May 4 board of aldermen meeting, those elected or reelected in the April election took the oath of office to begin their two-year terms. From left are: Katy Liley, who replaces Mark Dambach on the board (Dambach did not seek another term), David Hitt, Wanda Young, Tommy Kimbel, and Dwain Hahs.

Building Committee tours civic center



Photo by Gregory Dullum

Building Committee tours civic center

The City of Jackson's Building Committee recently toured the Jackson Civic Center, which is under construction next to the Whitey Herzog Baseball Field. At the tour's conclusion, Jackson Mayor Dwayne Hahs pointed to blueprints outside the front entrance while discussing parking lot plans with City Administrator Jim Roach, left, other members of the committee, and representatives from Brockmiller Construction. The big push at this time is to get the building fully enclosed. Glass will be installed in the next few weeks. Brian Foxworthy, president of Insight Design Studios (the architect), complimented the work done by Brockmiller Construction. "It's very well done," he said.



Photos by Gregory Dullum

The Building Committee toured the Jackson Civic Center June 26. Currently under construction, the Civic Center is expected to be completed this fall. Standing outside the front entrance (facing the camera) are, from left: Mayor Dwayne Hahs, Public Works Director Rodney Bollinger and City Administrator Jim Roach.



The first stop was in the grand hallway. Brian Foxworthy, president of Insight Design Studios (the architect) left, led the tour. He explained that the wall to his back would be a rock-covered 'donor wall' while wall in front of him would have a recognition plaque. The slanted wall in the background will be the reception area. Behind it are the administrative offices and catering kitchen. At the far end will be the banquet room(s).



The safe room will be a gymnasium with two full-sized basketball courts and four half-courts. A walking/running track will circle the courts. Basketball goals will hang from the ceiling, taking up no floor space. Instead of bleachers, chairs may be used for seating as in the case of Cape's Osage Centre.



Standing in a storage area between an outdoor entrance and the tornado safe room/gymnasium, Foxworthy holds a concrete core that was cut from one of the walls of the safe room. The concrete walls are as wide as the cylinder is long. The safe room is built to withstand an EF-5 tornado.



This mixed use common area will have a concession area to the rear and a comfortable reading area to the left. The grand hall and main entrance are to the right.



The banquet room will seat about 200 people at round tables. The piping and ductwork will be hidden above the ceiling. A built-in sound system will automatically switch to two separate systems when a dividing wall is closed to split the room, to accommodate two separate meetings.



A community meeting/conference room will look out over the main entrance. The room will be home to Park Board meetings. More tour photos can be seen in photo galleries at www.thecash-book.com.



Photos by David Bloom

Pre-ribbon cutting reception held at civic center

Last Thursday evening, a group of Jackson community leaders were given a special pre-ribbon cutting reception and tour of the new Jackson Civic Center. City officials said the civic center will open in January 2016. Read *The Cash-Book Journal* for details on the highly-anticipated opening. Top: Jackson citizens mingle and talk about the new civic center. Above: Dr. Dwight Johnson, left, a director of the Southeast Missouri Medical Center, Inc., chats with Dale Rauh, Charlie Glueck, and Steve Green in the basketball court/safe room.

City of Jackson donate to United Way



Submitted photos

Employees of the City of Jackson and the Jackson Police Department donated \$2,671 to the United Way of Southeast Missouri.



Submitted photo

From left are Jim Roach, Jackson city administrator; Rodney Bollinger, public works director; Mayor Dwain Hahs; Kent Peetz, director of waste-

water utilities; Dave Reiminger, alderman, Ward 2; and Ewell Lawson, Missouri Public Utility Alliance.

City managers complete leadership training

Two City of Jackson managers are among 19 participants to recently complete a supervisory leadership certification by the Missouri Public Utility Alliance (MPUA).

Rodney Bollinger, the City's public works director, and Kent Peetz, director of wastewater utilities, both received a certification of supervisory leadership from MPUA, and they will be recognized among statewide municipal utility peers at an

upcoming MPUA board meeting, along with other graduates from throughout the state.

The two City of Jackson staff members completed MPUA's supervisory leadership development certification training for municipal utility staff, which includes 24 hours of work designed to develop core supervisory leadership skills in current or future leadership roles.

Course work for the certi-

fication includes online courses, webinars, and three days of on-site training classes. Graduates of the course include current supervisors, field staff, linemen, front line, administrative staff, and employees soon to be in supervisory roles with their municipal utilities.

About the Missouri Public Utility Alliance:

The Missouri Public Utility Alliance is a statewide association of more than 110

city-owned electric, water, gas, wastewater, and broadband utilities in Missouri. MPUA provides support to its members in the areas of electric and natural gas supply, water and wastewater compliance, mutual aid disaster assistance, financing, safety training, and utility operations. MPUA also provides advocacy leadership on issues of importance to municipalities in the utility industry in Missouri.

Optimists sponsor annual Youth in Government Day



Photos by Denise Kinder

Representatives from the local Optimist clubs pose with elected officials and Jackson High School seniors before the start of Youth in Government Day. The seniors took on the roles of Jackson city offi-

cial and held a mock city council meeting. Cape City government, Cape County government and area schools are also involved with this annual Optimist event held the last Wednesday in April.

by Denise Kinder
Staff Reporter

High school seniors from Cape Girardeau County took over the jobs of elected officials during the Optimist Club's Youth in Government Day on Wednesday, April 29.

Jackson High School seniors held a mock city council meeting where the students discussed issues brought before the actual city council.

Mayor for the day Luc Helwege called the meeting to order and led the group in the Pledge of Allegiance.

Mayor Helwege signed a proclamation declaring May 4-8 as Teacher Appreciation Week and presented a proclamation to JHS Assistant Principal Travis Wilson.

The Board of Aldermen then approved the naming of the Band Shell on Symphony Drive in the City Park the "Niclaus Herman Leist Memorial Band Shell" and an ordinance approving the rezoning for a special use permit for certain property known as the future Ramsey Branch Subdivision in the city.

Building and Planning Superintendent Kaylyn Martin explained that the Ramsey Branch Subdivision will be a retirement community for individuals 55 years and older and are not allowed to have grandchildren live with them.

The board expressed concern that placing an age limit on an area to live would run into discrimination issues. It was discussed that a federal law was in place that allowed certain grants for these type of communities that were becoming more and more common

across the country, so there were no discrimination issues.

Each year, the students are able to discuss their top priorities for Youth in Government Day Board of Aldermen.

"This is the opportunity to hear from you," said Mayor Barbara Lohr. "A couple years ago, the students wanted to bring mud volleyball back and that showed us the extra enthusiasm that it was wanted. Now it's back."

Some of the items brought up by the students included a New Years Eve firework show, concern with basketball goals over streets and having cameras on stop signs and stop lights.

The meeting then moved into the study session portion and the first item on the agenda was to discuss loitering in the City Park.

Police officer Whitten Stoverink said the department had increased patrol around the park, but they can't be there at all times. The police cars are equipped with decimal readings to let officers know if the noise is at an elevated level.

The Board of Aldermen also pointed out that parks are made for people to loiter and discussed increasing the punishment for vandals in the parks.

The board then discussed the utilization of the Police Department's K-9 Unit in Jackson Schools.

It is believed by some that it is an invasion of privacy to have a dog sniff around their locker, car or book bag.

The board pointed out that if someone has a problem with the dog sniffing around

their items, that may imply that they have something illegal with them.

The department's K-9 dog will sit down and stare at a spot where it smells drugs and does not tear up the person's property.

The alternative would be to have an actual person go through a person's belongings and the board assumed that the K-9 dog would be more efficient.

City Administrator Jim Roach then asked to hear the students opinions on the new roundabout that will be at the four-way stop.

The students said they were concerned about accidents happening and many were not in favor of it.

Roach pointed out that the roundabout was the state's choice and not the cities choice. The footprint of the roundabout was also smaller than a traffic light, would cost less over time and traffic flowed better with a roundabout.

The students agreed that a roundabout would be different, but they will get use to it over time.



Acting Mayor Luc Helwege presented JHS Assistant Principal Travis Wilson with a proclamation declaring May 4-8 as Teacher Appreciation Week in Jackson. The presentation was part of Youth in Government Day, sponsored by the local Optimist clubs.

Building Maintenance Department

Brent Reid, Foreman

Accomplishments for 2015

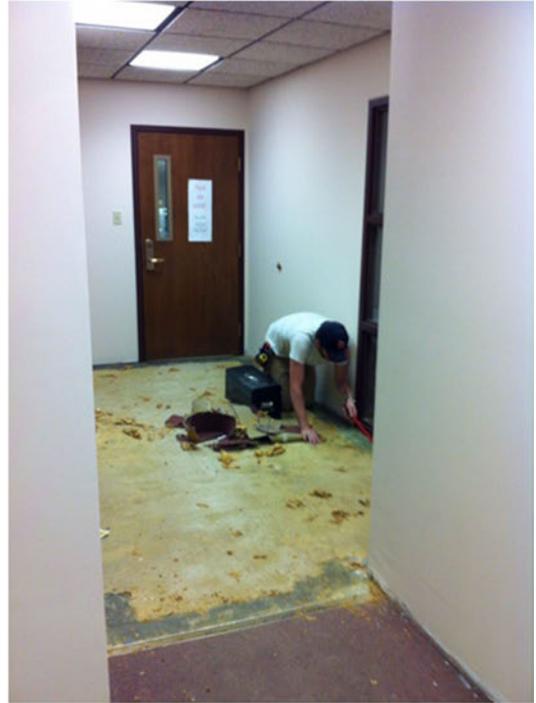
- ✓ Finished lighting project
- ✓ Maintenance duties around City Hall
- ✓ Replaced outside stairs and hand rails
- ✓ Made improvements to and opened the Missouri Room
- ✓ Installed new flooring on 2nd floor of City Hall
- ✓ Replaced HVAC units #2 and #4 on 3rd floor of City Hall
- ✓ Contracted janitorial services program
- ✓ Sealed and waxed 2nd floor of City Hall
- ✓ Painted hallway on 2nd floor of City Hall
- ✓ Cleaned all exterior and interior windows
- ✓ Installed cable for WIFI points
- ✓ Installed new water fountain on 2nd floor of City Hall
- ✓ Installed new toilets in City Hall
- ✓ Sealed parking lot of City Hall

Projected Accomplishments for 2016

- ◇ Routine building maintenance
- ◇ Wash interior and exterior windows of City Hall
- ◇ Replace flooring at City Hall
- ◇ Clean duct work at City Hall
- ◇ Outside lighting project at City Hall
- ◇ Continue Missouri Room improvements
- ◇ Wash building and caulk windows



New windows being installed in
Collectors lobby



Before and after pictures of flooring project of 2nd floor of City Hall



Building Maintenance Department

Brent Reid, Foreman

The first project I completed was the interior lighting project at City Hall. In January I had the back steps of City Hall replaced. I cleaned out and painted the Missouri Room. I helped with snow removal throughout the city and the sidewalk around City Hall. In April, I had a new awning put up over the stairs we replaced. The janitorial bid went to Slinkard Cleaning. In May we had Premium Mechanical install a new HVAC unit #2. I put up a new plaque for Board members and new frames in the Board Room. In June, we installed a new floor and treads on the side stairway, painted the hallway, and sealed and waxed the floor. In the Missouri Room, hallway, and community room on 3rd floor, I waxed, stripped, and sealed the floors. I installed a new bi-level drinking fountain on the 2nd floor. In August, Premium Mechanical installed a new HVAC unit #4 on the 3rd floor. Cape Paint and Glass installed new windows on the first floor lobby side. In November, I had Premium Mechanical put in a new direct drive for our air handler and finished running cables and putting up points for WIFI. I also continued to do my general duties around City Hall.

Building and Planning Department

Janet Sanders, Superintendent

Accomplishments for 2015

- ✓ The 2015 Annual Accomplishments reports were completed and distributed by Tiffany Meehan.
- ✓ Training on Sunshine Law, ethics, and procedures was presented by City Attorney Tom Ludwig in January to the Planning and Zoning Commission and Zoning Board of Adjustment.
- ✓ Richard Kramer continued to serve as president of the East Central Chapter of Missouri Mappers' Association and was instrumental in organizing their annual symposium in Cape Girardeau.
- ✓ Larry Miller completed his first full year with us and is a great asset to our department.
- ✓ 2015-16 annual contractor license renewals were also completed by Tiffany.
- ✓ We revised the formula for calculating construction values of single family homes and duplexes.
- ✓ Inspections of construction of the Jackson Civic Center and monthly progress update meetings were ongoing throughout the entire year, with a Safe Occupancy Permit issued in December.
- ✓ Inspections of the East Elementary School were completed and a Safe Occupancy Permit issued prior to the beginning of the 2015-16 school year when the school opened, housing all pre-school classes and grades K-5.
- ✓ We rearranged our offices, moving the inspectors into a more open area and relocating many of our files from across the hall to the back room that was previously the inspectors' office.
- ✓ We are preparing for a 2016 adoption of the 2015 International Building Codes.
- ✓ The DREAM Initiative (Downtown Revitalization and Economic Assistance for Missouri) program continued into the fifth year of a three-year project. In 2015, PGAV Planners provided the Retail Market Analysis report and currently have a sub-contracted marketing firm, Fleischmann-Hillard, preparing the design of a brochure for the uptown area. We expect the DREAM Initiative to be completed and the Uptown Strategic Plan to

be received in 2016. DREAM projects are obviously not the top priority for the consulting firm since the program was discontinued by the State of Missouri and we were in the last group of approved communities. The project will be completed, but the timeframe has been dragging.

- ✓ Parcel, zoning, and utility maps are continually updated by Geographical Information Systems Technician (GIS) Richard Kramer.
- ✓ All department members attended various training conferences and workshops throughout the year to improve their knowledge and skills in their respective areas.
- ✓ Mike Seabaugh was again elected chairman of the Planning and Zoning Commission. Tony Koeller was appointed to fill the expired term of Denis Wydra. Leeann Milde-Otten resigned due to other commitments.
- ✓ Kevin Schaper was elected to another term as chairman of the Zoning Board of Adjustment.
- ✓ 2015 Major Subdivisions Completed:
 - Jackson Ridge Estates Phase 7 (34 lots)
 - Independence Center Third Subdivision (7 lots)
 - Pioneer Orchard Seventh Subdivision (5 lots)
- ✓ 2015 Minor Subdivisions Completed
 - Independence Center Fourth Subdivision (division of duplex)
 - Independence Center Fifth Subdivision (division of duplex)
- ✓ 2015 Subdivisions in Progress:
 - Ramsey Branch Subdivision Phase 1 (40 lots)
 - Pioneer Orchard Subdivision Phase 8 (30 lots)
 - Jackson Ridge Eighth Subdivision (9 lots)
 - McKendree Crossing Subdivision Phase 1 (18 lots)
- ✓ 2015 Rezonings:
 - Ramsey Branch Subdivision – R-1 Single Family to R-3 One and Two-Family
 - South Hope Street from Jackson Boulevard to the south city limits – comprehensive rezoning of certain properties from various zones to C-2 General Commercial

- 1605 Old Cape Road (Cape Radiology Investment Group) – R-2 Single Family Residential to C-2 General Commercial
- 1206 Old Cape Road – R-2 Single Family to C-2 General Commercial
- McKendree Crossing Subdivision – R-1 Single Family to R-2 Single Family
- ✓ 2015 Special Use Permits:
 - 2630 N. High St. – small assembly business
 - Ramsey Branch Subdivision – age-restricted subdivision with reduced lot sizes
 - 524 E. Jackson Blvd. – oversized detached sign for Kosmetic Kar Doctor
 - 9.08 acres on Walton Dr. – senior apartment complex for RCH Development, LLC
 - 315 S. Missouri St. – oversized detached sign for Jackson High School
 - 2951 S. Old Orchard Rd. – oversized attached sign for Delmonico’s Steakhouse
- ✓ 2015 Building Permits – top five construction projects (calculated values):
 - 670 Broadridge Dr. – The Villas of Jackson assisted living – \$6,501,467.00
 - 4691 E. Jackson Blvd. – Kohlfeld Distributing warehouse addition - \$2,522,149.00
 - 278-284 N. Oak Hill Rd. – Timber Creek Townhomes Phase 2 - \$1,639,800.00
 - 233 W. Jackson Blvd. – Bank of Missouri remodel - \$475,000.00
 - 958 W. Independence St. - K&K Storage - \$422,568.00

ADDITIONAL NOTE:

- ✓ The Uptown Jackson Revitalization Organization (an independent organization which grew from the city’s DREAM Initiative) continues to grow and provides revitalization and economic recruitment efforts for uptown. Janet Sanders is serving this year as secretary of the organization. Uptown Jackson Revitalization had the following accomplishments in 2015:
 - Obtained Affiliate Grant from Missouri Main Street Connection using \$9,600 of money earned through events and private donations as their 40% matching share for the grant which provides two-years of training and mentoring in the 4-point Main Street approach for downtown revitalization.
 - A new board was elected at the June membership meeting and the organization now operates via the Main Street 4-Point approach with monthly board meetings and monthly meetings of each of four core committees (Design, Organization,

Promotions, Economic Vitality). Additional sub-committees for specific events operate as needed. Volunteers and new “Friends” (members) are always welcome!

- A monthly digital newsletter is now being produced. To get a free subscription visit www.uptownjackson.org and click on the Newsletter button.
- Jackson in Bloom
- 3rd annual Oktoberfest with record attendance estimated at 8,000.
- Recruited the Little Lambs Sale from Cape Girardeau to uptown Jackson as a “pop-up store” in the Ross Furniture building after Hidden Attic closed.
- Fall Sports Parade
- Christmas decorations on the courthouse gazebo, uptown streetlights, and fountain
- Jackson Christmas Parade and Uptown merchant events following the parade.
- Contributed \$500 to the Community Outreach Board’s Flip the Switch Christmas event at the Park to provide free carriage rides to attendees.

Proposed Accomplishments for 2016

- ◇ Complete DREAM Initiative project for Uptown Jackson
- ◇ Continue participation in Uptown Jackson Revitalization Organization
- ◇ Historic preservation ordinance
- ◇ Attainment of International Code Council certification by building inspectors
- ◇ Revisions to Land Subdivision Regulations
- ◇ Richard Kramer will continue to serve as the president of the East Central Chapter of the Missouri Mappers' Association, on the Missouri GIS Advisory Council Outreach & Education Committee, and on the advisory committee for the Cape Girardeau Career and Technology Center.
- ◇ Continue cemetery mapping project
- ◇ Continue to try to obtain interns from Southeast MO State University for assistance with special projects.
- ◇ Work with developers and builders on new subdivisions, developments, and construction projects.
- ◇ Continue ongoing training of all department personnel.



Building and Planning Department Staff: Larry Miller, Building Inspector; Richard Kramer, GIS Technician; Tiffany Meehan, Customer Service Representative; Janet Sanders, Building and Planning Superintendent; Stephen Grant, Building Inspector

Building and Planning Department

Janet Sanders, Superintendent

Two major construction projects were completed in 2015. East Elementary School began operation at the beginning of the 2015-16 school year and houses preschool classes and K-5 grades. The Villas of Jackson, an assisted living facility, is now under construction on Broadridge Drive behind Jackson Manor.

A comprehensive rezoning of certain areas of the South Hope Street corridor south of Jackson Boulevard is underway. This rezoning provides areas for future commercial development and areas for retention of residential development along this highway.

The DREAM Initiative project is now into its fifth year of what was planned as a three-year program. PGAV Planners continues to work on this project under the direction of the Missouri Department of Economic Development. As one of the communities in the last group before the DREAM Initiative program was defunded, completion of the project is moving slowly. We have been assured it will still be completed with the receipt of a strategic plan for the uptown area.

We rearranged our offices this year, moving the inspectors into a more visible area and our files into the back room that used to be the inspectors' office. Larry Miller completed his first year with our department and has been a valuable asset.

Tiffany Meehan, our customer service representative, continues to improve the city-wide annual report. She is the first face most visitors to our offices see and is great at juggling all the various aspects of her job and still making customers feel welcome.

Richard Kramer continues to serve as president of the East Central Chapter of Missouri Mappers and was instrumental in organizing the annual GIS Symposium held in Cape Girardeau. These are in addition to his typical duties of keeping our maps of parcels, streets, and utilities updated.

This year I am serving as the secretary of the board of the Uptown Jackson Revitalization Organization (an organization outside the umbrella of the City) and also serve on their Design Committee. In 2015, the organization took a leap of faith, practically cleared out the bank account, and provided the required \$9,600 (40% matching grant funding) to participate in Missouri Main Street's Affiliate Grant program. This investment is paying off in better organization, more volunteers, and more effective efforts in revitalizing uptown through economic development, physical enhancements, and events.

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

Cemetery Department

Joe Schreiner, Sexton

Accomplished for 2015

- ✓ Continued maintenance of cemetery grounds and equipment.
- ✓ Finished the landscaping by retaining wall at Russell Heights.
- ✓ Installed new overhead door on brick shed at Russell Heights.
- ✓ Completed spring and fall flower clean-up.
- ✓ Built eight new trash can receptacles for grounds at Russell Heights.
- ✓ Painted the inside of cemetery office.
- ✓ Washed and cleaned the archway over driveway entrance at Russell Heights.
- ✓ Received a new 2015 Ford F250 truck.
- ✓ Assisted the Sanitation Department during clean-up week.
- ✓ Conducted weekly departmental safety meetings.
- ✓ Street Department excavated and poured a 12'x20' concrete drive in front of brick shed at Russell Heights.
- ✓ Had 108 grave openings, 13 of which were cremations.
- ✓ Sold 80 grave lots.
- ✓ Marked off and supervised the setting of 81 new tombstones



New overhead garage door on shed
at Russell Heights

Projected Accomplishments for 2016

- ◇ Continue maintenance of cemetery grounds and equipment.
- ◇ Complete spring and fall flower clean-up.
- ◇ Continue weekly departmental safety meetings.
- ◇ Build privacy fence around dumpster.
- ◇ Lay out and open new section at Russell Heights for sale of lots and burials.
- ◇ Install approximately 700 feet of black chain link fence along South property line at Russell Heights.
- ◇ Sale of approximately 90 grave lots.
- ◇ Open approximately 100 graves for burial



Finished landscaping by retaining wall at Russell Heights



Dave Suffit digging a grave

Cemetery Department

Joe Schreiner, Sexton

Like most years mowing and trimming both cemeteries takes up the majority of our time during the summer months, especially this year with all the rain. Mowing never seemed to slow down. We planted shrubs along the retaining wall and put out some trash can receptacles on the grounds at Russell Heights, which improves the overall appearance of the cemetery. We are also looking at developing an area to install a Columbarium for cremations.

Other maintenance duties include, but are not limited to, dirt work and seeding of grave sites, blading snow, tree trimming, mulching leaves, and maintenance work on equipment and buildings. We look forward to another productive year in 2016.



Joe Schreiner, Sexton

City Clerk's Department

Mary Lowry, City Clerk

Accomplishments for 2015

- ✓ The most recent codification revision of the City Code Book is Supplement #14, which will include all ordinances that were approved up to November 2, 2015 by Board of Aldermen. The City has recently implemented OrdBank with our codifier, Municipal Code Corporation. This online service will post each ordinance between the supplements, which are approved by the Board of Aldermen within 48 hours of submittal. Once the supplement is completed, the ordinances will be linked in the OrdBank and within the History Note's section of the MuniCode website.
- ✓ Disposed of records that were past the Missouri's General Records Retention Schedule requirements.
- ✓ Continued to provide service for all Municipal Court related issues from receipting fine payments to documenting all monthly court proceedings. Revised the City's court procedures to comply with the new legislation enacted by MO Senate Bill #5. Staff has continued to allow traffic offenders to pay with a credit or debit card. The offender can log onto trafficpayment.com to pay their ticket online.
- ✓ Staff continued to prepare City documents to be archived on the digitally formatted records management software including minutes from the Board of Aldermen meetings, ordinances and resolutions. We purchased a scanner dedicated to this process.
- ✓ Staff continued to update cemetery records on the City software system.
- ✓ Monitored the City's bank accounts and investments for the best possible benefit to the City.
- ✓ The City's 2014 Audit, was completed by the firm of Beussink, Hey, Roe, Seabaugh & Stroder, L.L.C., and the City achieved an excellent opinion on the annual financial report. The Summary Schedule of 2014 Financial Statements states, "That no findings or questioned costs noted that were required to be reported".



LaDonna Glenn, Customer Service Representative/Accounts Receivable

- ✓ Served as a member and the Treasurer of the Southeast Missouri City Clerks and Finance Officers Association, a member of the Missouri City Clerks and Finance Officers Association, and a member of the International Institute Municipal Clerks.
- ✓ Served as a member of the Missouri Municipal League's Standing Committee on Finance and Taxation.
- ✓ Continued to serve as a committee member and attended all scheduled Employee Safety and Health Committee meetings.
- ✓ Safety updates accomplished weekly.
- ✓ Conducted the filing of candidates for Mayor and Aldermen and implemented the changes in regulations required by State Statutes.
- ✓ Filing of the ordinance for the special bond election, for the City's combined waterworks and sewerage system revenue bonds in the amount of \$11,500,000 for the purpose of acquiring, constructing, extending, and improving the waterworks system of the City, with the Cape Girardeau County Clerk.
- ✓ Reviewed the active court warrants and contacted the individuals that are currently serving sentences with the MO Department of Corrections. The individuals contacted all plead guilty to their charges. The cases were disposed of and the warrants were recalled.

Projected Accomplishments for 2016

- ◇ Disposal of records that are past the Missouri's General Records Retention Schedule requirements.
- ◇ Prepare the codification of Supplement #15 revision of the City Code Book to include the ordinances that were approved during the year by the Mayor and the Board of Aldermen.
- ◇ Develop an Investment Policy to apply to the internal and external management of the City funds.
- ◇ Continue to prepare City documents to be archived on the digitally formatted records management software.
- ◇ Continue with weekly safety updates.
- ◇ Strive to provide the highest level of customer service to the community and to include electronic conveniences for our City staff and customers.
- ◇ Implement debit/credit card payment capability for customers for most services including trash stickers, cemetery lot and grave opening receipts at City Hall, and for park pavilions rentals at the Jackson Civic Center. The new Civic Center employees will be trained to accept payments for various fees.
- ◇ Obtain training and attend appropriate conferences in related areas as needed.
- ◇ Continue to provide service for all Municipal Court related issues from receipting fine payments to documenting all monthly court proceedings. Continue to check active court warrants with inmates serving time in MO Department of Corrections.
- ◇ Continue to strive for an excellent annual financial report on the City's 2015 Audit by our outside auditors.
- ◇ Continue to serve as a member of the Missouri Municipal League's Standing Committee on Finance and Taxation.
- ◇ Continue to review the Buchheit Tax Increment Financing Program (TIF) quarterly for transfers from the City Sales and Transportation Sales Tax, and from Cape Girardeau



Wendy Seabaugh, Court Clerk

County Sales Tax and Prop 1 Tax. The City and County real estate taxes are reviewed annually for allocation to the TIF fund.

- ◇ Conduct the filing of candidates for Aldermen according to the required State Statutes regulations.



City Clerk's Department

Mary Lowry, City Clerk

The first business day of the new calendar year was January 2, 2015, which started the first day that the City accepts reservations for park pavilions. The pavilion rental fees are \$15.00 for residents and \$25.00 for non-residents, as approved by the City Park Board. As of November, 2014 the total of the City's park pavilion reservations fees collected were \$7,675 and as on November, 2015, the fees collected were \$6,385.

Our auditors, Beussink, Hey, Roe, Seabaugh & Stroder, L.L.C., completed the City's 2015 Audit, and the City achieved an excellent opinion on the annual financial report. The Summary Schedule of 2015 Financial Statements states, "That no findings or questioned costs noted that were required to be reported".

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

The City installed a security camera system at the teller windows to secure the safety of our collections staff and to record all persons entering City Hall.

The staff is updating the old and new cemetery records on the City software system. In 2014, the City took in approximately \$6,307 in receipts a month for the sale of the cemetery lots and the grave opening fees, compared to \$5,689/month in 2015.



Mary Lowry, City Clerk

The City residential customers were charged the sum of two dollars (\$2.00) per month for the collection of three (3) trash bags per week. This fee was increased to \$5.00/month in 2014 and to \$6.00/month for 2015. On each additional trash bag beyond the three (3) allowed, the resident would need to place an official sticker marked with the City shield purchased at City Hall for \$1.00 per sticker. The City received an average of \$477.00/month for the trash sticker receipts in 2014, compared to \$583.00/month in 2015.

In 2015, Judge Peter Statler is the Municipal Judge of the 32nd Judicial Circuit Court. The Municipal Court holds their sessions on the third Wednesday of the month. The docket times were changed this year. Court now begins at 12:00 Noon, for the unrepresented defendants, followed by 2:00 P.M. for defendants with attorneys, and finishing with trials, starting at 3:00 P.M. The Municipal Court fines and costs received by the City averaged about \$11,930 per month in 2014 and \$13,860 a month in 2015.

The Domestic Violence Fees collected with court costs were increased from \$2.00 to \$4.00 on September 8, 2015, with all the monies being sent to The Safehouse for Women in Cape Girardeau.

The City's court procedures were revised to comply with the new legislation enacted by MO Senate Bill #5.

Court Clerk Wendy Seabaugh reviewed the active court warrants and contacted the individuals that are currently serving sentences with the MO Department of Corrections. The individuals contacted all plead guilty to their charges. The cases were disposed of and the warrants were recalled.

The Municipal Court has implemented a method to allow traffic offenders to pay with a credit or debit card. The offender can log onto trafficpayment.com to pay their ticket online. The information for this option is included on their payment envelope. TrafficPayment.com adds a convenience fee to the customer's fine for their service and then forwards the full amount of the fine to the City's bank account. Court Clerk Wendy Seabaugh has also set up a link on the City's website www.jacksonmo.org under the Municipal Court section, to direct the client to pay online.

The General Municipal Election was held which included the filing of candidates for Mayor and Aldermen and implemented the changes in regulations required by State Statutes.

The City approved an ordinance for the Special Bond Election for the City's combined waterworks and sewerage system revenue bonds in the amount of \$11,500,000 for the purpose of acquiring, constructing, extending, and improving the waterworks system of the City. This ordinance was filed with the Cape Girardeau County Clerk.

The most recent codification revision of the City Code Book is Supplement #14, which will include all ordinances that were approved up to November 2, 2015, by the Board of Aldermen. The City has implemented OrdBank with our codifier, Municipal Code Corporation. This online service will post each ordinance between the supplements, which are approved by the Board of Aldermen within 48 hours of submittal. Once the supplement is completed, the ordinances will be linked in the OrdBank and within the 'History Note' section of the application.

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

Collector's Department

Debby Lohman, Collector

Accomplishments for 2015

- ✓ Balanced all accounts, books, and payment batches.
- ✓ Processed business license information and payments.
- ✓ Processed an increased volume of credit card payments, auto-payments, electronic bank payments through phone calls, in person, online, and from information on bill stubs.
- ✓ Collected information for State of Missouri energy assistance records request and processed payments for same.
- ✓ Generated 3,450 work orders from January to December
- ✓ Handled high volume of payments for utility bills, business licenses, deposits, trash stickers, transfer fees, returned check fees, and reconnect fees
- ✓ Provided daily customer service and bill collections in person, over the phone, by email and fax.



Debby Lohman,
City Collector

Projected Accomplishments for 2016

- ◇ Continue performance of accuracy and continuity in collections, customer service, and new projects
- ◇ Provide online bill information and payments
- ◇ Cross train and record procedures within our department
- ◇ Attend appropriate training events

Customer Service Representatives



Alicia Farmer

Lisa Beussink



Collector's Department

Debby Lohman, Collector

The Collector's Department has seen many changes this past year. Technology has created more payment options so there are new credit card procedures and Automated Clearing House (ACH) payments sent directly from the customer to the collector's account. We are trying to encourage customers to make their own payments by credit card, debit card, or check online with our new credit card link.

Collections can be challenging at times, but we have been accurate every month. We have seen an increase in cash payments and credit/debit cards every month. Over \$1,205,380 in cash has been collected from January through December, 2015. Check payments total \$14,253,820 and our in-house ACH program brought in almost \$4,300,000 in 12 months. Credit card payments went from \$236,000 last year to \$393,000 this year and electronic transfer payments went from \$700,000 to over \$838,000. In addition to direct payments, we received pledges from East Missouri Action Agency for over \$27,000. This does not include pledges from local churches and organizations.

With the growth Jackson has seen and the change in homeownership and tenants, work orders have remained steady with over 3,450 in 2015. The most important aspects of our duties are good customer service and accuracy. I am proud to say the personnel in my department have done a wonderful job despite the hectic environment at times.

Business licenses required a lot of preparation in the months of May, June, and July, with mailing notices, collecting payments, and the paperwork connected with keeping all the business information up to date. We process applications and collect business license revenue for new businesses throughout the year.

We look forward to serving the citizens of Jackson in 2016.

Electric Distribution Department

Don Schuette, Director of Electric Utilities

Accomplishments for 2015

- ✓ Electric Department received a national accreditation for its outstanding service, reliability and commitment to its customers from the APPA through the RP3 program.
- ✓ Extended 3-Phase service to Rubbermaid and retired one of their meters, thus providing them with only one peak and demand charge.
- ✓ Installed service to Anytime Fitness on North High Street
- ✓ Installed permanent service to Phase 1 of Timber Creek Townhomes
- ✓ Installed street lighting on Cane Creek Road
- ✓ Installed 600 feet of URD at Independence Center Subdivision
- ✓ Relocated 3-Phase cabinet on Main and Lacey for new traffic signal
- ✓ Installed 630 feet of URD for Pioneer Subdivision #7
- ✓ Installed new service to McDowell South maintenance building
- ✓ Installed new service to McCombs Funeral Home for their new expansion
- ✓ Installed transformer and electric service for the new Jackson Civic Center
- ✓ Set poles and extended electric for soccer field lights
- ✓ Replace 1,960 feet of residential URD primary
- ✓ Installed two new vacuum contactor breakers in the Industrial Substation
- ✓ Electric AMR meter installation is approximately 98% complete



Installing flag poles at Jackson Civic Center

- ✓ Replaced 38 cutouts that were defective
- ✓ Completed 40 electric service upgrades
- ✓ Installed 77 new residential services
- ✓ Installed 3 new commercial services
- ✓ Installed 10 new 3-Phase transformers
- ✓ Completed tree trimming on the west side of town
- ✓ Completed three phase meter testing for industrial and commercial customers
- ✓ Installed 13 new transmission poles and relocated one additional at Wedekind Substation for Ameren
- ✓ Replaced or installed 28 new distribution poles
- ✓ Updated mapping of the electrical system
- ✓ Purchased property for new North Electrical Substation on property adjacent to Jackson Civic Center

THE CASH-BOOK JOURNAL — WEDNESDAY, JUNE 10, 2015



The City of Jackson was awarded a grant to assist with engineering services for upgrades to the City's power line between the west substation and the power plant substation. The grant is valued at up to \$120,888. The announcement was made at the June 1 Board of Aldermen meeting. From left are: City Administrator Jim Roach; Mayor Dwain Hahs; Ewell Lawson, manager of government relations and member & financial services for the Missouri Association of Municipal Utilities which provided the grant; Don Schuette, director of electric utilities; and Alderman Dave Reiminger, chair of the power and light committee.

City earns nationwide recognition



Submitted photo

Don Schuette, director of electric utilities, announced at the May 18 Board of Aldermen meeting that the City of Jackson has once again earned nationwide recognition for providing consumers with the highest degree of reliable and safe electric service. From left are: City Administrator Jim Roach, Mayor Dwain Hahs, Schuette, and Alderman Dave Reiminger, chairman of the Power and Light Committee.

The City of Jackson Electric Department is one of 191 of the nation's more than 2,000 public power utilities to earn the Reliable Public Power Provider (RP3®)1 designation from the American Public Power Association for providing consumers with the highest degree of reliable and safe electric service.

Kenneth Stone, energy services and accounting manager at Braintree Electric Light Department of Braintree, MA, and executive committee member of APPA's RP3 Review Panel, presented the designees on May 18 during the association's annual Engineering & Operations Technical Conference held in Sacramento, CA.

The RP3 designation recognizes public power utilities that demonstrate proficiency in four key disciplines: reliability, safety, workforce development and system improvement. Criteria within each category are based on sound business practices and represent a utility-wide commitment to safe and reliable delivery of electricity. The

RP3 designation now lasts for three years (up from two), so the 97 utilities that earned the designation this year join the 94 that received it last year for a total of 191.

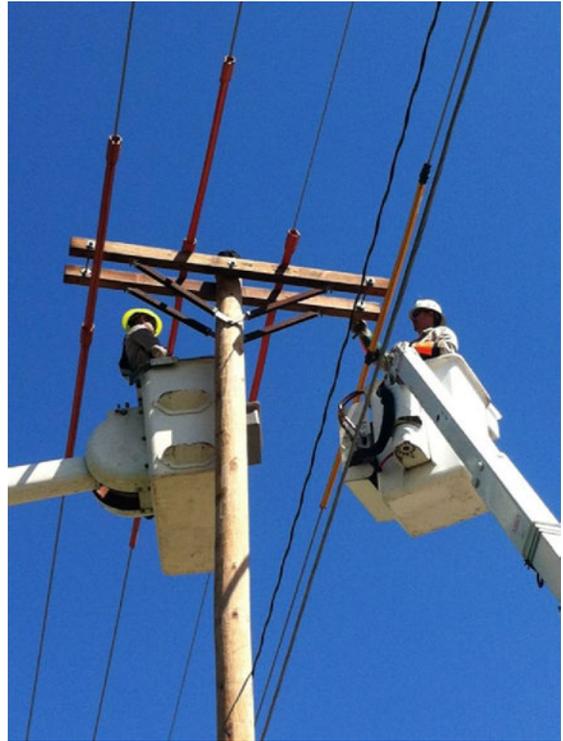
"Utilities that have earned APPA's RP3 designation are implementing best practices for the industry, and are a testament to public power's commitment to serving their community," said Stone.

"We're honored to receive the RP3 Platinum designation," said Don Schuette, director of electric utilities of the City of Jackson. "Our utility staff puts in a lot of hard work to serve this community. RP3 represents a much appreciated recognition of their hard work and dedication. The worst conditions outside bring out the best in our utility crews."

This is the 10th year that RP3 recognition has been offered. APPA is the national organization representing more than 2,000 not-for-profit, community- and state-owned electric utilities. It is located in Arlington, VA.

1 RP3® is a registered service mark of APPA.

Emergency repairs after storm



Emergency pole repair after car accident



Projected Accomplishments for 2016

- ◇ Layout footprint for new North Substation
- ◇ Relocate electric utilities along High Street and Washington Street for Roundabout Project.
- ◇ Bid and construct 3-Phase line along Bainbridge Road to Lacey Street.
- ◇ Bid work for West Substation and Power Plant Substation for new 34.5 KV loop for construction in 2017.
- ◇ Upgrade secondary service for uptown area for special events.
- ◇ Perform 3-Phase meter testing.
- ◇ Install the balance of electric AMR meters
- ◇ Complete east side tree trimming program.
- ◇ Complete testing of all substation breakers
- ◇ Bid and construct new 3-Phase line to Ramsey Branch Subdivision.
- ◇ Complete engineering for new three phase extension to Industrial Park on South Farmington Road for spec building.
- ◇ Install soccer field lights
- ◇ Install event pedestals at band shell area for special events
- ◇ General maintenance

Installing light at Soccer Park



Electric Distribution Department

Don Schuette, Director of Electric Utilities

This year began with a lot of potential for ice storm damage but we were fortunate to avoid most of the ice accumulation on the lines. Overall, our outages from storm events were very minimal due largely to a very vigorous tree trimming and vegetation management program.

Once again the Electric Department received national accreditation from APPA through the RP3 accreditation program. This is the fourth time Jackson has received this national honor and recognition for its electric department. Less than five percent of publicly owned utilities receive this recognition.

The AMR meter upgrade program is nearly complete with only a handful of residential and commercial meters left to be upgraded. The remaining residential meters will require the owner to make repairs to their meter bases in order to provide a safe connection to their home. Basically, the lugs on their meter base have deteriorated over the years and are broken. The balance of the meters will be completed early next year.

Nearly 2,000 feet of underground residential distribution (URD) was replaced this year due to faulty cable or damage done by other outside contributors. The crew replaced 28 distribution class poles this year due to structural integrity or other damage. Two new vacuum circuit breakers were installed in the Industrial Substation for circuit #15 and the main breaker replacing two antiquated OCB breakers, which are nearly impossible to find parts for.

The west side of town was trimmed by Townsend Tree Service this year, and they performed excellently with very minimal customer conflict. They removed a lot of overhang above the lines which will make a huge difference in the event of an ice storm. I highly recommend the continued use of them or any other professional tree service company, due to their work ethics, safety practices, equipment reliability, and professionalism.

Thirteen new transmission poles were installed along circuit 73 to replace dilapidated poles and to also remove conflict with Ameren's new Heritage Substation upgrade at Wedekind Substation, as well. This work was contracted to PLC of Farmington, MO.

These are some of the highlights for 2015 and as we head toward 2016, be assured, that as with any growing electric utility system we will continue to have growing pains, but it is our goal and commitment to minimize any situation, occurrence, or inconvenience to our customers and provide the best and most responsive service to our citizens and community.

Engineering Department

Erica Bogenpohl, Staff Engineer

Accomplishments for 2015

- ✓ Completed 43,353 square feet of concrete street improvements
- ✓ Completed 77,099 square feet of asphalt street improvements
- ✓ Completed 47,232 linear feet of joint routing and sealing and 52,019 square feet of surface sealing
- ✓ Fielded 15 storm water complaints
- ✓ Completed the annual Municipal Separate Storm Sewer System (MS4) Report for MDNR
- ✓ Completed the 2015 Water System Improvements Program on W. Main St.
- ✓ Completed asbestos abatement procedures for one city-owned facility
- ✓ Completed Phase 1 of the Police/Fire Complex Improvements Project
- ✓ Completed design for paving a section of the Police/Fire Complex parking lot

THE CASH-BOOK JOURNAL — WEDNESDAY, FEBRUARY 18, 2015



Photo by David Bloom

Water line size increased

CE Contracting of Ste. Genevieve completed installing approximately 1,300 feet of eight-inch water line on W. Main last week. The eight-inch line replaces the old two-inch line. The larger line will provide more pressure to the residences in that two-block area. Staff Engineer Erica Bogenpohl said the cost of the project was \$180,000. When the weather clears, CE Contracting will finish repairing the yards damaged by the water line installation.

Projected Accomplishments for 2016

- ◇ Complete the Annual Asphalt Street and Sidewalk Improvement Program
- ◇ Complete the Annual Concrete Street and Sidewalk Improvement Program
- ◇ Complete the Annual Joint Routing and Sealing Program
- ◇ Complete the Annual MS4 Report for MDNR
- ◇ Continuation of the APWA Self-Assessment Program
- ◇ Assist in the Water System Facility Plan Implementation Project
- ◇ Assist in the Hope St./Main St. Roundabout Project
- ◇ Begin Phase 2 of the Police/Fire Complex Improvements Project



Erica Bogenpohl,
Staff Engineer

Engineering Department

Erica Bogenpohl, Staff Engineer

Just as the last two years, the City completed all three annual street repair programs (asphalt, concrete, and routing and sealing). Jokerst, Inc. was awarded the 2015 Asphalt Pavement Improvements Program which included overlays at Maple Dr., N. Missouri St., and Barks St., a chipseal of the millings trail in the City Park, and various patchwork throughout the City. The 2015 Concrete Pavement Improvements Program was completed in December by Lappe Cement



Jokerst Inc. laying the new chipseal trail in the City Park

Finishing, Inc. Lappe made repairs including 1911 Lee Ave., Indian Hills Subdivision, Morton Subdivision, N. Shawnee Blvd., Fairway Estates Subdivision, S. Shawnee Blvd., Bel-Air Dr., Kimbel Ln., Kimbeland Subdivision, Greenway Dr., Trail Ridge Subdivision, Gloria St., Oak St., 1000 block of Oak St., 606 Parkview St., N. Hope St., 803 Kent St., Forest St., Michael Anna St., 803 E. Jefferson St., and Daley Heights Subdivision. The 2015 Routing and Sealing Program was performed by Kluesner Construction Inc. Kluesner routed and sealed Sunset Hills Subdivision, E. Independence St., W. Washington St., N. Georgia St., Country Club Place, the City Hall Parking Lot, the Wastewater Plant Parking Lot, and the Fire Department Parking Lot.

In 2016, I will review the City's Standard Specifications for Street Improvements, which were last revised in 2011, and due for a revision.

Phase 1 of the Police/Fire Complex Improvements Project has finally come to a close after nearly two years. This project started with the request to add an expansion to the facility for a much needed sally port and additional jail space. After a Request for Qualifications for architectural services, Phillip B. Smith of Cape Girardeau, was selected for the project. Smith worked with WSKF Architects, Inc. of Kansas City, to perform a space needs assessment which revealed that the Police Department was in need of much more space than originally requested. Three schematic designs were developed and presented to the Board in November and the consensus was a preference for Proposal 3: an entirely new Police facility in the adjacent commuter lot with the Fire Department occupying the existing building. We'll begin exploring funding options for this project in 2016 and I'm excited as the prospect of seeing it come to fruition.

Fire Department

Jason Mouser, Chief

Accomplishments for 2015

- ✓ 12 lead Cardiac Monitor has been in use for one year now. Paramedics ran 41 EKG's and transmitted 26 of them directly to the hospital.
- ✓ FF John Chimienti passed Paramedic boards to put us at four Paramedics on staff.
- ✓ Conducted a hiring eligibility list in which we have hired four people off the list to replace those who have left.
- ✓ Received an Emergency Management Preparedness Grant for \$11,757 that was used for salary reimbursement.
- ✓ Training from November, 2014 through November, 2015 included a total of 5,528 contact hours.
- ✓ Emphasis was placed on fire safety education. We reached over 1,500 in various fire safety talks and programs. Over 200 hours were spent on public education events.
- ✓ Conducted 7th annual inspection program of all Jackson schools prior to the start of classes.
- ✓ Pressure tested over 12,350 feet of attack hoses and supply hoses.
- ✓ Flowed and painted over 213 hydrants.
- ✓ Annual flow tests conducted on all air packs.
- ✓ Completed annual fit testing for air masks on all personnel.
- ✓ Car Seat Technicians installed or checked 55 car seats.
- ✓ Integrated Target Solutions as an Emergency Medical and fire based CEU online tool for personnel to aid in the high number of hours needed to maintain certain licenses.
- ✓ Obtained three free grant funded fire based classes that were hosted here in 2015.

Projected Accomplishments for 2016

- ◇ Prepare specifications for a fire apparatus to replace the 1998 unit as front line apparatus.
- ◇ Determine ways to provide and conduct much needed on and off duty training opportunities for all employees.
- ◇ Apply for the Fire Act Grant, Fire Safety and Prevention Grant, and other grants that will benefit our department and the City of Jackson.
- ◇ We had hoped to be farther along in the mobile data units for our apparatus, but we think we will benefit by other agencies working out some of their bugs to ensure we will make the right choice.
- ◇ ISO is going through a revision cycle; we will be looking at the revisions to gauge where we stand for our next audit. It will be 10 years in 2016.
- ◇ Work with the architects who are developing plans for police facility and how we can integrate what will work best for both departments.
- ◇ Obtain more grant funded training opportunities for our personnel.
- ◇ Conduct another hiring eligibility list in the early part of the year.
- ◇ Conduct hydrant flows in the central area of town.
- ◇ Establish internal committees in areas of equipment and community involvement to prepare ourselves for future endeavors.

Fire Department

Jason Mouser, Chief

I'd like to start off by acknowledging all of our employees at the Fire Department. I recognize that they are my most valuable resource to ensure a smooth operation. All of our personnel have been very dedicated and professional in providing the best service to our community. Below is the list of a very compassionate group of individuals that will go above and beyond to meet the needs of those we serve.

Chief Jason Mouser	Assistant Chief Randy Davis	Admin Asst. Fay Reiminger
Captain/ Medic Greg Hecht	Captain/ Medic Ryan Davie	Captain/EMT Sean Mitchell
Captain/EMT Tyson Medlock	Captain/Medic Andrew Sikes	Captain/EMT Steve Baugh
FF/EMT Gene Kerns	FF/EMT Justin Farrar	FF/EMT Justin Angle
FF/EMT Nick Teichman	FF/EMT Brad Biri	FF/Medic John Chimienti
FF/EMT Ben Wood	FF/EMT Zach Brooks	FF/Medic Max Goshen
FF Michael Gentry	FF/EMT Rob Greif	

We did have an uncharacteristic amount of employee turnover in 2015. We had two FF/EMT's resign to accept positions with the Cape Girardeau Fire Department. We had one FF/Medic resign to work for Cape County Private Ambulance. We had one FF/EMT resign to move closer to family in Arizona. We had a Captain/EMT resign to accept a position as inspector for the State Fire Marshal's office. While we were disappointed to lose experienced personnel, we are excited about the new employees that were hired to fill those positions. We are glad to have Zach Brooks, Rob Greif, and Michael Gentry on board to serve as Firefighter/EMT's.

With the resignation of one of our Company Officers a vacancy was created for a Captain's position. We are pleased to recognize Captain/Medic Andrew Sikes as being selected to fill the open Captain's position. Andrew will excel his new role as Company Officer.

We can have the best employees in the world, but without the specialized training and commitment of the individuals we could not be prepared for what we are called to encounter in any particular incident. We respond to 1,200-1,400 calls a year and whether it is an EMS call, technical rescue, fire, or Haz-Mat, no two calls are alike. This is why training is always at the forefront of what we do. Insurance Service Office (ISO) requires that all firefighters conduct a minimum of 192 hours per year in Company Level Training, 8 hours of Haz-Mat, 12 hours of Officer training for Company officers, 12 hours of Driver Training per year to fully comply with ISO. All of our Firefighters are required to be Emergency Medical Technicians at a minimum we are very fortunate to have 4 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 have to continue to maintain.

Certification	CEU hours required	# of personnel that hold
EMT-B	100 hours every 5 years	14
EMT-Medic	176 hours every 5 years	4
CPR	6 hours every 2 years	20
Car Seat Technician	6 hours every 2 years	3
Fire Service Instructor	24 hours every 3 years	10
Fire Service Investigator	30 hours every 3 years	5
Fire Service Inspector	30 hours every 3 years	7

With the addition of so many new employees, it has been back to the basics with numerous hours of orientation training. In 2015, the department had over 5,500 total contact hours of logged training time. Of the hours completed 2,302 hours were completed in the classroom, 2,904 hours were drill/practical exercises, 200 hours of web-based training, and 90 hours of walk-thru pre-incident planning.

We continue to be a part of the Region E Homeland Security Response Team. We have 10 members from our department along with Sikeston and Cape that make up this team. We can be deployed anywhere throughout the state. We train together once a month during the course of the year. Some of the trainings this year included: Large Area Search, Railroad incident response, hazardous material response with the 7th CST team, Grain Bin rescue, Ropes and mechanical advantage systems.

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

Public education is such an important activity that we do every year. We talk to all of the kindergarten classes in the Jackson public and parochial schools about fire safety, exit plans, smoke detectors, and stop, drop and roll. We put on our turn-out gear for the children to show them that we look different if we have to come in and find them in a fire. It leaves such an impact on these kids. I can't tell you how many times I've talked with senior and junior high kids and they can tell me what we talked about and who it was that came and talked with them during fire prevention week. We work with the schools and monitor their fire drills. We time their ability to clear the building and account for all the students. We provide input as to what they can do better and what will help us if they do have an emergency. We work with the senior aged groups as well; we promote and help those that need help installing smoke detectors or change the batteries for anyone that needs it. We are active with our local businesses as we have assisted businesses such as Rubbermaid, ARI, and Liberty Utilities in training their employees in the use of fire extinguishers. We have conducted First Aid/ CPR classes for our city employees and several red card trainings for local scout troops. Our child safety seat checks are a popular program as we check or install between 50 and 75 car seats per year. We certainly strive to be

visible for the citizens of Jackson. We are visible at functions such as: Rockin' the Park, Cruisin' Uptown Jackson, home football games, Homecomers, Independence Day event in the park, Oktoberfest, and numerous 5k runs. We are active in participating in local career fairs, Youth in Government Program, and chamber events such as Leadership Jackson.

We are fortunate to have a diverse staff that is able to perform most all routine maintenance on our apparatus. We service all our apparatus (per National Fire Protection Association standards) twice a year. We have personnel that are trained to conduct all flow test on our SCBA's (Self Contained Breathing Apparatus) annually. We contract out annually to have our pumps on our apparatus and all ground and aerial ladders certified per ISO requirements. We conducted over 213 hydrant flows this year. We focused mainly on the west side of town. We pressure test each section of fire hose annually. This totaled over 12,350 feet of fire hose that was completed. We sent two personnel to a pump repair class in St. Paul, Minnesota to learn how to work on fire pumps. We work with the electric line crew in the maintenance of the storm warning sirens.

We have also had busy year with Fire Marshal activities. Asst. Chief Randy Davis spearheads this effort. We review plans on all commercial buildings that are going up new or being remodeled. We check all life safety items such as: Sprinkler Systems, Kitchen Hood Systems, Egress, Exit Signs, Emergency Lights, proper signage, extinguishers, etc. Buildings completed this past year have included: Town House Inn remodel, Heartland Veterinary Clinic, Cutting Edge Salon, Moose Lodge, East Elementary School, Simply Fitness, Anytime Fitness, Jackson Civic Center, Ross' Missouri Mattress store, Jackson Donuts, and Ford and Sons Funeral Home. We also during the fireworks season inspect all fireworks stands to comply with safety codes.

As we enter 2016, we look forward to seeing the plans start to develop for the new police facility and looking at how we can better make use of the existing facility for the fire department. We feel like it would be better served to eventually move fire department administration into the existing police facility since our current building is over 60 years old. While we don't expect a great increase in personnel in this facility it will need to be renovated to update some issues that 35 year old buildings begin to show and will need to expand some areas of the current fire department living quarters to accommodate individual bunk space. When the current fire department was built, not much consideration was given to more than two 24 hour shift personnel. We need to accommodate up to six personnel on the firefighter side and update the administration side to meet the current and future needs.

Below is a breakdown of the call volume from January 1st – December 31st, 2015. EMS continues to be and will be a majority of our call volume. It is a very good service that we offer, to be able to arrive on scene and render care before the ambulance arrives. We are very fortunate to have four Paramedics on staff to offer advanced life support capabilities. Advanced Life Support was administered by Jackson Fire personnel on 103 emergency medical calls in 2015. Last year we purchased two refurbished 12 lead cardiac monitors that were offered at 75% off what they normally cost. In using these cardiac monitors, our Paramedics read 41 EKG's and with these monitors. These monitors are also able to transmit the EKG's to the hospital so they have plenty of time to assemble a surgical team if necessary before the patient's arrival. Out of the 41 EKG's performed, 26 were transmitted to the hospital the patient was being transported to.

INCIDENT STATISTICS 1/1/15-12/31/15

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

34 structure fires

5 arcing incidents

3 smoke removal

16 vehicle fires

27 natural cover fires

6 illegal burns

744 medical assist calls

(Advanced life support given on 103 calls from paramedics on duty)

58 Motor vehicle accidents

11 Vehicle Extrications

41 Hazardous condition calls (includes haz-mat spills, co incidents, gas leaks)

5 drug labs processed that were brought in for disposal

162 citizen assist calls

48 dispatched and cancelled enroute

15 no incident found on arrival

82 alarm activation responses

1,257 total responses

We are proud of the accomplishments made in 2015. We have made strides and will continue to improve the service that we provide for our citizens. My door is always open for any questions or comments to the betterment of our organization. Again we thank all of you for your support in 2015 and look forward to working with each and all of you in the upcoming year. I thank you for the opportunity to serve you as Fire Chief for this great community.

A Salute to Our Firefighters

Fire Prevention Week

October 4-10



Fleet Maintenance Department

Kirk Anderson, Superintendent

Accomplishments for 2015

- ✓ Completed over 200 service jobs and over 2,800 repair jobs
- ✓ Responded to approximately 100 field service calls
- ✓ Attended safety, supervisors, Local Technical Assistance Program (LTAP), and other miscellaneous meetings
- ✓ Handled 2-way radio equipment repairs and radio service for departments and changed over to new narrow-band-frequency units
- ✓ Completed numerous trip checks on vehicles for departments
- ✓ Prepared all vehicles and equipment for seasonal work
- ✓ Trained new personnel for Commercial Driver's License (CDL) testing
- ✓ Updated inventories for our department and other departmental vehicles, equipment, radios, and kept vehicle and equipment list current as the fleet changed
- ✓ Continued to improve departmental 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 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



Kirk Anderson, Superintendent

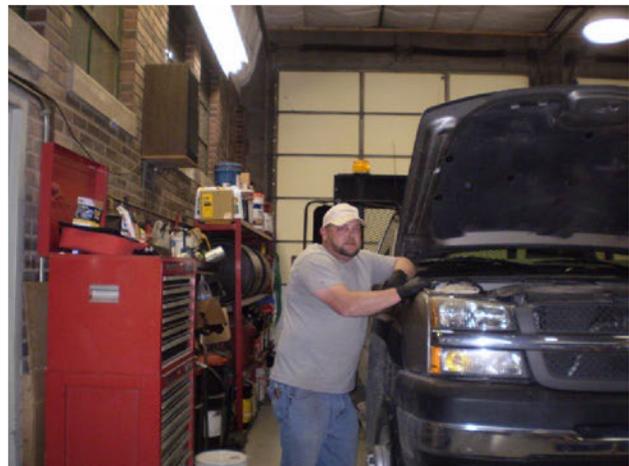
- ✓ Maintained MIRMA regulations and recordkeeping
- ✓ Received waste oil, fuel, and coolant from residents for proper disposal
- ✓ Maintained fuel supply and dispensing pumps
- ✓ Retired old vehicles from the fleet as necessary
- ✓ Added to fleet this year were two new 2015 Dodge Charger patrol cars and a new speed display trailer for the Police Dept., one new 2015 Ford pickup truck for the Cemetery Dept., and one new 2016 Ford pickup truck with utility bed for the Park Dept.
- ✓ Installed prisoner cells with weapons racks in the two new patrol cars
- ✓ Installed one new tire changer in our shop.

Projected Accomplishments for 2016

- ◇ Continue preventative service, maintenance, repair jobs, and field service calls
- ◇ 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
- ◇ Upgrade computer equipment in our office and vehicle scanner
- ◇ Explore and consider new fuel sources and technology that benefits our fleet



Jeremy Baker



Toby Hendrix

Fleet Maintenance Department

Kirk Anderson, Superintendent

In 2015, the Fleet Maintenance Department completed over 200 scheduled service jobs and over 2,800 repair jobs. We acquired state license renewals, titles for new units, permits, and other necessary paperwork, as well as kept current list of the fleet. Proof of insurance cards were placed in all units. We outsourced (when feasible) some units for repairs, such as engine, transmission, body repairs, front end alignments, exhaust, Missouri state inspections, and dealer recall work, which we delivered and returned. Our department prepared all units for seasonal work from winter (to include all snow related equipment), spring, summer construction, utility, mowing, sanitation cleanup week, and more. 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.

The City has an oil change program for some light vehicles (patrol cars, pickups, and SUV type units) that occurs between our preventative maintenance that we perform on those units. Rental cars are used on extended trips farther than 100 miles.

We continue to do many repairs to all 2-way radio-related equipment. We assisted the Police Department with changing two patrol units to laptop capable consoles. Several patrol units got upgraded lighting and other equipment this year, including prisoner cells with weapons racks in the two new patrol units.

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

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

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

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

Last year, two 2015 Dodge Chargers were added to our fleet for police patrol units, as well as a speed display trailer for the Police Dept. We also added one new pickup truck for the Cemetery Dept. and one new pickup truck for the Park Dept. Removed from our fleet this year were two old patrol cars and one old pickup truck. 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 chainsaw operation, equipment operation and safety.

Our department personnel are Kirk Anderson, Toby Hendrix, and Jeremy Baker.

Information Technology Department

Joan Evans, Information Technology Director

Accomplishments for 2015

- ✓ Worked with electric line and water line personnel to complete second year of Automated Meter Reading project
- ✓ Worked with US Bank to configure and implement new credit card processing for utility customers to meet goal of providing direct, online bill payment
- ✓ Worked with auditors for 2015 audit
- ✓ Completed City's section of Missouri Public Utility Alliance 2015 financial statement
- ✓ Updated standard operations manual for Collector's Department
- ✓ Upgraded extra server to replace old City Hall application server and re-configure network users
- ✓ Set up several new and used computers for departmental use
- ✓ Moved Records Management server to new computer and set up new scanning scheme for Clerk's personnel
- ✓ Set up, managed, and monitored public wireless internet access at City Hall
- ✓ Reviewed long-range hardware and software needs to take advantage of newer technologies
- ✓ Oversaw City computer technology hardware and software purchases
- ✓ Completed annual review of large general and industrial electric accounts
- ✓ Maintained the City of Jackson's online presence through website and Facebook
- ✓ Provided technical support for various City departments
- ✓ Served on City's Employee Health and Safety Committee
- ✓ Worked on City's Water Bond Information team
- ✓ Worked with Civic Center Manager to meet technology needs for center's operation and services

- ✓ Worked with vendor and Police and Fire Departments on re-design and re-integration of City's websites
- ✓ Served on advisory board for Missouri Digital Summit for Government Technology organization
- ✓ Continued participation in Missouri Municipal League Public Information Official Group
- ✓ Participated as panelist in workshop at Missouri Municipal League annual conference
- ✓ Continued participation in Missouri Municipal League Tech Group
- ✓ Continued participation in Missouri Public Utility Alliance Customer Service Steering Committee
- ✓ Attended appropriate conferences and obtained training in related areas



Sarah Moonier, IT Assistant

Projected Accomplishments for 2016

- ◇ Oversee Collector's area for needs and work with City Clerk to coordinate customer service
- ◇ Continue working with electric and water utilities on Automated Meter Reading project
- ◇ Work with other departments to adopt technologies to meet their job demands
- ◇ Update computer technology usage policy for employees
- ◇ Write and implement "best practices" manual for use of computer technology for City employees
- ◇ Implement pilot program for mobile device use in field work for select departments
- ◇ Begin collection of GPS data on utility meters
- ◇ Work with Administration to further review technology status for west wing of City Hall, dependent on engineer's recommendations
- ◇ Set up committee to review software recommendations for City's main financial package
- ◇ Continue to standardize process for City technology purchases
- ◇ Expand secure web access to information for City employees, as necessary
- ◇ Implement new backup system for City computer networks
- ◇ Continue training to meet changes in technology needs

DWAIN HAHS

Mayor of Jackson



Jackson Notes City updates Website and Facebook page

In addition to newspapers, there are more and more ways for a city government to communicate to the public. Social media is growing exponentially. We now have interactive websites, Facebook, Twitter, Instagram, email and other vehicles to communicate information and events. What is great is that many of these social media sites offer ways for us to communicate both ways. This offers an opportunity for real time dialogue to improve communication.

I would like all of you who use computers, phones, or iPads/tablets to explore the City of Jackson's new website. Joan Evans, Jackson's director of IT and the city staff along with Element 74, have done a great job of updating our city's website. Element 74 is a local custom website development company that built and supports our city's website. The website has an updated look and a much easier way to identify areas of interest and to navigate to them.

We also have included videos about the City of Jackson. A website is one of the major tools to sell our city to potential new citizens and businesses. Our new website does a wonderful job of communicating our city's assets.

In addition, information about online bill paying, applications/forms, city maps, codes/ordinances, public meeting information, bid notices, and employment opportunities are all easily accessible through the web site.

fire departments, parks and recreation and the Jackson Area Chamber of Commerce. We will continue to expand and improve our website to incorporate new solutions as needs arise, so keep checking back.

The website is a great communication tool for future events and a wealth of information about the city. Our Facebook page is another great addition. It offers a view of what is happening real time including pictures.

I encourage you, if you use Facebook, to like and share our Facebook page to keep up to date on what is happening in Jackson. Also, please explore all the other Facebook pages that cover activities in Jackson, including the Uptown Jackson Revitalization Organization, the Jackson Community Outreach Board, Jackson Municipal Band, Iron Mountain Railway and Jackson Area Chamber of Commerce. The Jackson parks and police departments have informative Facebook pages as well.

Websites, Facebook pages, and email are great ways to easily be informed and to communicate with each other. At the same time, everyone who prefers should not fail to use the simplest way to communicate which is talking directly. Please feel free to call or stop by city hall to ask questions, pay your bills, or just stop by to say hi. Many times face to face communication is the quickest way to solve issues or be informed.

We do live in a busy, 24-hour a day world, and web and social media sites help to communicate real-time and in an informative and fun manner.

Information Technology Department

Joan Evans, Information Technology Manager

The City's meter replacement project has made steady progress, with the electric side almost completed. Water meter replacement is more labor-intensive but more meters are moved over to radio-read transmission each month. It's anticipated that the water service side will be completed, where possible, sometime in 2017.

Again, this project has relied on regular, cooperative communication with electric and water personnel and will continue to do so through project completion. With over half of the almost 14,000 meters now read by radio signal, the meter reading time frame is now three to four days each month. By utilizing some of the radio-read software features, we have developed a new time and paper-saving method of dealing with re-reads, skips, and meter issues. Future plans are to GPS-locate the meters for mapping.



Joan Evans, Information
Technology Director

Participation in e-billing and automatic withdrawal for bill payment continue to grow. E-Payment, a new card and ACH payment processing capability through the City's current banking partner, US Bank, was launched in October, with great success and high participation. This new method is more secure, offers more flexibility in payment options for the utility customers, at a lower cost than our previous vendor agreement. Plans are to provide this same payment capability for all other departments that have charges and fees associated with their services.

The City's website has been re-designed, with the Police and Fire websites being incorporated into the main government site. Most of the departmental applications and forms have been converted into fill-in PDF format. More dynamic, online content will be programmed in as the need is expressed and time allows. The City's Facebook page has grown to very be popular with almost 1,500 followers. It has become an effective communications tool for those citizens who are Facebook users. Free, public wireless connectivity was set up at City Hall for visitors to the building.

Two rate reviews were done in 2015 which required generation of several utility summaries and detailed records. The water bond committee work was successful in educating the public about the water system needs so regular review of water revenue will continue for planning the system improvements. Electric rates were reviewed for both short and long range needs. Regular annual reports are used to track those revenues and anticipated demand for the coming years.

Several projects for other departments were worked on during 2015. Cross-training in the Collector's area is being done to meet citizen demands more efficiently. The pavilion database will be revised and moved to the Civic Center for their use. The City's main financial software package is routinely updated and is being reviewed for possible replacement over the next few years. The first expected change will be a new online work order system. The City's main budget book required some changes to reflect new funds and line items. Improvements were made to the Collector's daily balancing templates. Several replacement computers and peripheral equipment were set up for various departments. The department has been involved in the technology needs assessment and setup requirements for the new Jackson Civic Center.

All City departments have internet connectivity and at least one computer for their departmental needs. Cybersecurity has become even more pressing over the last year. New attacks are more sophisticated and numerous. We plan on promoting cyber-awareness to City personnel through different educational materials so they can adopt best-practices for computer and device use at work and at home.

Parks and Recreation Department

Shane Anderson, Director

Accomplishments for 2015

The following represents the 2015 Jackson Park Accomplishments. We are thankful for the help from other City departments and the Missouri Department of Conservation.

- ✓ Brookside Park
 - Cut baseball field infield lips
 - Added dirt and improved drainage around concession stand
 - Added woodchips to playground
 - Trimmed trees, planted three trees, removed two dead trees
 - Added new handrail to Veteran's Memorial
 - Filled in ditches behind Veteran's Memorial

- ✓ Football Park
 - Trimmed trees
 - Painted bleachers
 - Mowed creek bank and removed beaver dams
 - Added gravel to lower and upper parking lots
 - Added parking blocks to upper parking lot

- ✓ Litz Park
 - Completed 6th year of cooperative agreement with Missouri Department of Conservation to monitor and stock Litz Park Lake
 - Added dirt and sand to T-Ball field
 - Planted two trees, trimmed trees
 - Installed new barbeque pit at shelter
 - Removed six dead trees

- ✓ City Park
 - Completed 23rd year of cooperative agreement with the Missouri Department of Conservation to monitor and stock Rotary Lake
 - Rainbow Trout program in 10th year
 - Continued to add conditioner to fields #1, #4, & #5, and cut infield lips
 - Graded parking lots as needed

- Raised five concrete picnic table pads, added three new picnic table and pads
- Painted interior of bathrooms and replace fixtures as needed
- Reroofed two bathrooms
- Planted six trees, removed 26 trees and removed old stumps
- Installed additional walking trails along N. Union Ave. and Parkview Street with help from the Street Department
- Continued tree trimming program, including hanging limbs from ice storm
- Installed new windows in bathrooms
- Painted all pavilion tables and benches
- Added wood chips to play grounds
- Added new yellow chains to swing sets
- Removed shelter #2 playground
- Water Department added new hydrant and snap back to shelters
- Installed 6' x 6' retaining wall at Armory bathroom
- Tuck-pointed bathrooms

✓ Soccer Park

- Aerated and fertilized fields, added dirt and reseeded low areas
- Added sand to goal areas
- Installed new pathway from parking lot to playground
- Installed new playground
- New lighting added to field located east of concession stand, installed by Electric Line crew

Staff has completed 10th year of contractual mowing in Soccer, Brookside, Football, Litz and City Parks. We continue to maintain bathrooms, pavilions and grounds. The City Park is host to the Jackson High School sports of Baseball, Cross Country, Softball and Tennis.



Photo by David Bloom

Anderson recognized for service

Jackson Parks and Recreation Director Shane Anderson was named a Hometown Hero by Ken and Rebecca Volkerding of Modern Woodmen of America. Presenting the award is Mayor Barbara Lohr. Anderson was lauded for his contributions to the Jackson community in his role as Parks and Recreation Director, a post he has held since 1998. With the award came \$100 which Anderson donated to his favorite charity, the American Cancer Society.



Soccer Park playground

Projected Accomplishments for 2016

- ◇ Brookside Park
 - Improve drainage by Veteran's Memorial steps
 - Plant trees
 - Add dirt to selected areas east side of park
- ◇ Football Park
 - Clean and monitor creek banks
 - Add parking curbs to south lot
 - Install field number signs
- ◇ Litz Park
 - Plant trees
- ◇ City Park
 - Upgrade bathrooms facilities with new windows
 - Continue Rainbow Trout program
 - Plant trees
- ◇ Soccer Park
 - Core aerate and reseed fields
 - Improve drainage on field #3 and #4
- ◇ Continue to host Jackson High School sports and provide a safe and clean park system



Parks and Recreation Department

Shane Anderson, Director

Our new Jackson Civic Center is close to opening day! This building has generated much excitement as we get closer to opening day. We have hired the Civic Center Manager, Jason Lipe. He is ready with energy & experience to hit the ground running.

We continued to improve the trail segments in the City Park. New segments were added along N. Union Ave. and Parkview Street.

Jackson has 5 parks that offer various activities to our community. Our walking trails remain the most used feature of the park system. During the summer and fall, the youth leagues are busy with baseball, football and soccer games. The swimming pool is popular and youth enjoy the "Explore Your World" summer camp. We have entertained in the Rock Garden with music performances and a free outdoor movie. The 21st annual "Lights of the Season" display is enjoyed by community during the month of December. Currently, the Winter Rainbow Trout project in its 10th year. Each month we sponsor a Senior Social dance just for fun and ice cream.

Much to the delight of kids, a new playground has recently been installed at the Soccer Park. Also at the Soccer Park, a new lighting system is being installed. Both the playground and lighting system are part of the Park Master Plan. This master plan will continue to be important as the park grows with priorities and direction.

Our goal is to provide an enjoyable park system to residents and visitors. The Park maintenance crew takes care of the green space, trees, ball fields and various projects throughout the year. We appreciate the City departments that help with park projects. Without this partnering effort the Parks could not maintain the present level of quality. We look forward to serving the community in 2016.

Highlights from Jackson's 4th of July celebration!



Photos by David Bloom

A variety of activities kept everyone entertained throughout the 4th of July celebration in City Park. Clockwise from upper left: Janet O'Neal and her 9-year-old son Alexander Godbey ran their first 5K race together. Also participating in the 5K, 1 Mile Run/Walk was MyTeam Triumph. More than 60 children ages birth to teens (and two mothers) competed in the Little Miss and Mr. Firecracker Pageant held at the Niclaus Leist Memorial Municipal Band Shell. One of those contestants was 11-month-old Scarlett Brown, held by her grandpa Bill Stovall. Scarlett's parents are Kris and Kassie Brown. This kiddie train drove back and forth through the park to the delight of these passengers. Bill Billmeyer, an Air Force veteran, held the flag during the Pledge of Allegiance and the 'Star Spangled Banner' before the start of the 5K run. Billmeyer also participated in the 1-Mile Run.



40 teams compete in 4th of July mud volleyball tournament



Submitted photos

1st Place MW Pickle Haters — From left are: Zach McDowell, JoHannah Gordon, Matt Gordon, Seth McDowell, Josh Myers, Leslie Korn, and Jodi Gipson.

volleyball tournament



2nd Place Dirty for Play Makes Clean Sets — From left are: Gary Siebert, Jason Flohrs, Matt Hileman, Steph Kulavic, Heather Cook, and Matt Hittmeyer.



3rd Place This Won't Take Long — Front row from left are: JJ Schulz, Sean Winstead, Daniel Braun, and Tim Stroder. Back row from left are: Akina Winstead, and Chelsea Braun.



4th Place Muddy Buddies — Front row from left are: Karson King, Ty Selsor, and Lane Mueller. Back row from left are: Hailey Mouser, Chelsea Fowler, and Rachael Crites.

Police Department

James Humphreys, Chief

Accomplishments for 2015

- ✓ Continued compliance and accredited status through 2015.
- ✓ Audited by the MSHP and received top honors for our annual compliance for Uniform Crime Reporting
- ✓ Successful completion of Police/Fire complex expansion project phase one with Board approval to move forward.
- ✓ Successful completion of Firearms Simulator Training through MIRMA
- ✓ Current facility upgrades and improvements in communications by adding new repeater system for communications.
- ✓ Weekly staff meetings, monthly ethics and safety training, and required training hours all completed, along with annual strategic planning meetings with command staff.
- ✓ Conducted over 40 community related events in 2015.
- ✓ Continued efforts with our community programs such as:
 - Coffee with a Cop
 - Elks-Annual Toy drive again very successful
 - Noon Optimists-Safety City
 - Evening Optimists activities
 - VFW Women's Auxiliary-POW/MIA walk
 - SALT-Seniors and Lawmen Together
 - SALT Senior Christmas Celebration
- ✓ St. Francis Hospital-Health Point run
- ✓ Shop with a Hero
- ✓ Police Department annual golf tournament
- ✓ Respect for Law week
- ✓ Youth in Government Day
- ✓ National Night Out

- ✓ Equipment upgrades were completed in both patrol and communications divisions
- ✓ Conducted more drug investigations and interdictions within our city resulting in a large money seizure of over \$26,000 in 2015.
- ✓ Continued department online training through MIRMA. This training provides for our mandated POST requirements for continuing education.
- ✓ All Officers in compliance with meeting the required 48 hour standard for POST (continued education) through 2015.
- ✓ Applied for and received Block Grant of \$10,000 for Patrol equipment in 2015. All equipment obtained was to enhance officer safety and accountability



Coffee with a Cop, Community Program

- ✓ Successful application for the Highway Safety Grant and Missouri Safety Center for overtime and equipment to work hazardous violations, such as DWI's. Approximately \$15,000 applied for and received in 2015 for traffic enforcement equipment and overtime.
- ✓ We also applied for and received a grant for a speed trailer through Highway Safety totaling over \$6,000.
- ✓ The Department's Patrol Division participated in a total of 15 grant funded projects through Highway Safety for hazardous moving violations within the city.
- ✓ In-house training continued, along with the Departments specialized weapons, less lethal training, and weapons retention.
- ✓ Department sergeants attended and completed supervisor's courses to meet the requirement of obtaining a 40 hour supervision school within the first year of becoming a supervisor.
- ✓ Completed active shooter training within the department with live practical's conducted at Jackson High School. Communications personnel was also involved with the live training scenarios.
- ✓ Retirement of K9 Stryker and obtained new K9 Beny and handler Officer Cody Polley. Both were fully trained in 2015.

- ✓ Successful completion of our National Drug Take Back program through the DEA. Over 320 lbs. of old prescription meds were received and properly destroyed.
- ✓ We were instrumental in conducting five sobriety checkpoints with the DWI Task Force in 2015. One of which was within our city.
- ✓ The Jackson Police Department Special Response Team conducted two crime prevention saturations in 2015, which produced 10 criminal arrests over a two day period and a major cash seizure.
- ✓ The two-day Independence Day events were successful again this year.
- ✓ Homecomers went with no major problems.
- ✓ New communication division community events were implemented with our seniors and kids with success in 2015.
- ✓ Two new School Resource Officers implemented in our Junior and Senior High schools. Both received certification in 2015 and both partially funded by Jackson R2 School District.
- ✓ Supervisory level training including specialized crimes, narcotics, FTO and CIT training was successfully completed.
- ✓ Continued efforts for more advanced training for all officers and communications personnel with the department.
- ✓ Provided the highest level of services to the community by providing safety and security to each person who resides or travels through the City of Jackson.
- ✓ Quality Assurance program implemented for our communications division.
- ✓ MDTs (mobile data terminals) and Body Worn Cameras continued to be implemented in all patrol cars and on all officers in 2015.
- ✓ Upgrades to our jail and jail equipment were completed along with proper equipment to handle prisoners.
- ✓ Several Community projects were successful with raising money for the relay for life, cancer awareness, and the youth of our community, like the Abby Smiles Foundation.



Drug seizure and \$26,000 cash
seized by JPD

Projected Accomplishments for 2016

- ◇ Continue our reaccredited status with the CALEA commission in 2016 and prepare for on-site review by the Commission in December.
- ◇ Increase manpower both on the streets and in Communications Division
- ◇ Salary increases to all personnel through comprehensive study performed by outside agency.
- ◇ Conduct more DWI sobriety checkpoints in our city and the surrounding areas.
- ◇ Improve officer safety with block grant equipment received for patrol vehicles and new body-worn cameras for officers.
- ◇ Approach R2 School District to partially fund another additional School Resource Officer for the Jackson Middle School
- ◇ Approach R2 Schools district for more training for the SRO's on a national level with the Advanced School Resource Officer Training.
- ◇ Continue our Police /Fire complex expansion project and move towards final plan, funding mechanisms, and marketing.
- ◇ Better compliance with our safety policies and practices.
- ◇ Better enhance our community policing program and efforts.
- ◇ Provide the highest level of services to the community through the proper staffing and retention of employees.
- ◇ Continue efforts for more advanced training for all officers and communications personnel with the department.
- ◇ Implement and initiate Quality Assurance program for Communications personnel.
- ◇ Add additional officers and dispatchers through city budget or police/fire complex expansion project.



Donation by JPD to Abigail Jensen Memorial Fund

- ◇ Add new police vehicles for department through Dodge and Chevrolet.
- ◇ Continue Mobile Laptop project for patrol division through budgets and grants.
- ◇ Continue use of force and less lethal training in 2016.
- ◇ Continue Bulletproof Vest Program which is Grant funded.
- ◇ Continue Officer Safety equipment upgrades.
- ◇ Continue our nuisance abatement enforcement and hire new nuisance officer to continue the program in 2016.
- ◇ Reviewing of Use of Force policies and re-aligning existing policies.
- ◇ Work with MIRMA on grants and policy implementation.
- ◇ Coordinate and continue our compliance checks and underage drinking investigations with grant funded overtime money.
- ◇ Step up preventive patrols and target areas for speed enforcement in neighborhoods and schools.
- ◇ Continue POST training requirements and online training requirements.
- ◇ Continue our community oriented efforts and crime prevention programs.
- ◇ Continue use of grant-funded overtime through Highway Safety to work traffic enforcement.
- ◇ Provide the highest level of services to the community by providing safety and security to each person who resides in, or travels through the City of Jackson.
- ◇ Maximize the safety of our streets and neighborhoods.
- ◇ Continue to provide quality equipment to our employees to accomplish their mission.
- ◇ Continue efforts with improving department annual report to be released in 2016.
- ◇ Improve recruitment program to obtain better qualified and diversified employees.
- ◇ Decrease accidents through traffic enforcement and visibility.
- ◇ Conduct traffic enforcement in our high accident areas using data driven approach to decrease accidents and increase arrests.
- ◇ Complete research, policies, and implement reserve officer program.

Police Department

James Humphreys, Chief

2015 continued our accreditation and compliance through the Commission on Accreditation for Law Enforcement Agencies. We completed our 4th on-site assessment in March 2015 with no issues and conducted our review with the Commission in Schaumburg, Illinois in July. We successfully completed our review and gained reaccredited status for three more years. This is an everyday job to maintain compliance and I am very proud of the department for this accomplishment. We are looking forward to another mock assessment and successful on site review again in 2016.

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 2015.

2015 also brought with it more specialized training to members of the Jackson Police Department, such as accident investigation schools for officers, supervision schools for newly appointed supervisors, evidence and property management, homicide investigation for criminal investigations, narcotic and k9 training, officer safety training, and online Police legal services training department-wide. All department-sworn personnel continue to obtain POST mandated hours each year along with legislative updates. Officers were trained in firearms instruction. Officers are required a minimum of two times annually to demonstrate personal proficiency and qualify with department issued firearms and firearms carried by officers off duty. During this time officers also have a mandatory review of department policy on use of force and use of deadly force. Also conducted throughout the year is taser training, weapon retention, ASP, pepper spray, and handcuffing techniques. The department continued school intruder training with Jackson R2 staff and departmental training for active gunman incidents with practical situations and role-playing conducted at the Jackson High School.

We conducted several promotional processes for Sergeant along with specialized assignments such as Nuisance Abatement and School Resource Officer. We added an additional School Resource Officer to the Jackson R2 School District this year.

Communications personnel also received very good training throughout 2015 with the help of Cape County 911. All dispatchers received numerous mandated hours in the area of communications and dispatching and certifications through MULES. We also completed upgrades to the communications room with a new heating and cooling unit, new headsets, and new chairs for dispatchers. We have also upgraded our security measures to be in compliance with CJIS. We have implemented the P25 digital platform for our communications and radio systems. This was accomplished by the purchase of a new repeater system.

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

conducted several DWI sobriety checkpoints throughout the year within our city and the surrounding area as part of the DWI Task Force.

The Patrol Division continued to be very active and although our call volume has remained steady, their self-initiated work has been exceptional. As of this date, the division has made several high profile arrests, including a major drug dealer in our jurisdiction that netted the department over \$26,000.00 in seizure money. Officers also made 500 criminal arrests to include:

36 DWI arrests
12 weapons arrests
60 Drug related arrests

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



Jackson SRT training with Sikeston DPS for active shooter

The department was successful again in 2015 in obtaining several grants. The department successfully applied for and received over \$15,000 in grant money for traffic enforcement equipment and overtime through the Missouri Division of Highway Safety and the Missouri Safety Center in 2015. The Jackson Police Department also applied for and received grant funding through the Department of Public Safety Block Grant for patrol and officer safety equipment totaling approximately \$10,000.

The Jackson Police Department completed a total of 41 community related events in 2015, such as our Annual Toy Drive, Safety City, Optimists programs, SALT program, POW/MIA walk, Health Point Run, Respect For Law Program, our new program called Coffee with a Cop, Youth in Government, and numerous other presentations we conduct throughout our community. We feel the annual toy drive donations will again total over \$10,000 in 2015 and the event is always a huge success for needy families. Thanks to our great community!

The Jackson Police Department again participated in the National Drug Take Back Program in 2015, which was very successful and we received over 320 lbs. of old prescription medication.

The Police Department again had several successful investigations in 2015. We had many arrests for burglaries, fraud, and sexual abuse cases.

The Independence Day and Homecomers were very successful again this year. We had no major problems and just a few arrests to report during the two day event in 2015.

The Jackson Police Department handled approximately 10,000 calls for service, worked over 500 traffic accidents, and officers prepared over 3,000 written reports. Officers conducted over 3,000 vehicle stops, 10,000 extra patrol requests were performed, and we issued over 1,100 citations. We made in excess of 500 criminal arrests in 2015.

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

THE CASH-BOOK JOURNAL — WEDNESDAY, JULY 15, 2015



Submitted photo

Group donates to JPD K-9 Unit

Jackson Chief of Police James Humphreys accepted a donation on behalf of the Department's K9 Unit from the City2CityRun and Relay held earlier this year. The event was sponsored by the Cape Girardeau Road Runners. Proceeds from this year's event allowed the Road Runners to present a donation of \$1,340 to K9 units in both Jackson and Cape Girardeau. Presenting the check is Debbie Leoni, Cape Road Runners board member.

Saluting the Jackson Police Dept.



James M. Humphreys
Chief of Police



Scott Eakers
Captain



Rodney Barnes
Captain



Tony Henson
Lieutenant



Alex Broch
Sergeant



Jon Jensen
Sergeant



Ryan Thieret
Sergeant



Rob Rose
Corporal



Ron Styer
Corporal



Ryan Medlin
Police Officer



Stryker
K-9



John Reyna
Police Officer



Cody Polley
Police Officer



Austin Reed
Police Officer



Neil Reitenbach
Police Officer



Allison Miller
Police Officer



Jason Wilhelm
Police Officer



Timothy Lester
Police Officer



Chad Ludwig
Nuisance Abatement Officer



Chris Green
School Resource Officer



Toby Freeman
Detective/Sergeant



Megan Keith
Detective



Rick R. Whitaker
Corporal



Linda Roberts
Admin. Asst. to the Chief



Leasi Miller
Communications Supervisor



Rachel Coleman
Communications



DeAnna Holmes
Communications



Julie Marlin
Communications



Billi Knight
Communications



Johnna Bollinger
Communications



Emily Schindler
Communications



Photos by Denise Kinder

The Jackson Police Department gathered last week to celebrate K9 Officer Stryker's retirement from the force. Stryker was with the JPD for eight years.

Stryker retires from JPD

by Denise Kinder
Staff Reporter

After eight years of helping the Jackson Police Department keep the community safe, Police K9 Stryker is retiring from the force.

Stryker joined the Jackson Police Department in 2007 and was assigned with handler Officer Ryan Medlin in 2010. Stryker will enjoy his retirement in comfort with Medlin, who continues with the JPD.

A cake was baked and donated by Mississippi Mutts to congratulate Stryker on his retirement.

Beny, the new JPD K9 dog, will take over with Officer Cody Polley in November after an eight week training course.



K9 Officer Beny and Officer Cody Polley (his handler and partner) will take over in November after K9 Officer Stryker's retirement. Stryker will continue living with his handler, Officer Ryan Medlin, right.



Mississippi Mutts baked and donated a cake for Stryker's retirement.



Photos by David Bloom

JPD brings Christmas joy to area children

For the 15th consecutive year, the Jackson Police Department has distributed toys to children to make their Christmas a lot more merry. This year, the JPD helped more than 200 children ranging in age from birth to 12. The Department gave away toys valued at more than \$12,000. Top photo: JPD personnel get ready to greet the children and their parents. From left are: Billi Knight, dispatcher; Megan Keith, detective; Cody Polley, K9; Mayor Dwain Hahs; Chief James Humphreys; Captain Scott Eakers, and Rachel Coleman, JPD. Bottom photo shows just a portion of the toys given away.

Power Plant

Mike Biri, Foreman

Accomplishments for 2015

- ✓ Repaired old engine bay room overhead fans
- ✓ Installed new energy efficient lighting
- ✓ Installed new electric panels in “old” plant areas
- ✓ Installed new water line in building to eliminate #9 water meter
- ✓ Cut holes in water meter lids for water department AMR equipment
- ✓ Performed CAT bi-annual maintenance in accordance with CAT recommendations.

- ✓ Installed new modulating float valve at swimming pool
- ✓ Completed the sheet metal project on shops adjacent from power plant
- ✓ Rebuilt #9 engine keep warm water circulation pump
- ✓ Replaced batteries in the Plant Substation
- ✓ Replaced Metal Oxide Varistors (MOV) on generator #7
- ✓ Opened and closed pool as well as maintaining it throughout the summer months
- ✓ Dismantled and removed old 4 KV switchgear and transformer in plant substation
- ✓ Assisted with back wash detention project at pool
- ✓ Continued our engine exercising requirement for MOPEP including full load 2- year run
- ✓ Assisted line crew with various projects
- ✓ Worked with Water Department on numerous water issues
- ✓ Worked with Police Department on numerous electric issues
- ✓ Assisted the Sanitation Department

- ✓ Replaced motor at swimming pool
- ✓ Performed numerous maintenance issues in and around the Power Plant grounds
- ✓ Installed new Asea Brown Boveri (ABB) breakers in Industrial Substation and SCADA equipment associated with the breakers
- ✓ Repaired / replaced numerous parts on air compressors
- ✓ Framed and poured pad at Soccer Park for lights
- ✓ Tested engines emissions according the RICE rule
- ✓ Sent application for accreditation for RP3
- ✓ Washed out #2 cooling tower and made repairs

Projected Accomplishments for 2016

- ◇ Install catwalks around radiators
- ◇ Install steps on back of plant
- ◇ Removal of old, obsolete piping, conduits, etc. in Power Plant
- ◇ Get CAT generators to sync to 34.5 KV electric line
- ◇ Assist other departments as needed
- ◇ Perform compliance runs for MOPEP
- ◇ Perform day-to-day maintenance at Power Plant and assist in Water Plant maintenance as well
- ◇ Assist Electric Distribution with various projects
- ◇ Work on pool leak

Power Plant

Mike Biri, Foreman

We purchased an estimated 161,500,000 KWHs in 2015, which is about a 4% increase from 2014. We have generated a total of 246,000 KWHs this year. That is almost double what we generated last year. We can attribute that to the full compliance run we had to do and some 34.5 KV line maintenance we had to generate to keep our customers' power uninterrupted.

We performed and passed all of our quarterly generating tests for MOPEP which consisted of running every unit in the plant at 75% capacity for 1 hour every quarter, as well as full compliance run with all engines at full load for 2 hours.

We replaced two old oil circuit breakers in the Industrial Substations with new vacuum breakers with reclosers and updated relays. The oil circuit breakers are almost impossible to find replacement parts and the new relays and reclosers are more accurate and reliability.

Public Works Department

Rodney Bollinger, Director

Accomplishments for 2015

- ✓ Jackson Civic Center and FEMA Safe Room Project
- ✓ Clark Sports and Recreation Complex
- ✓ South Old Orchard Road Bridge Replacement Project (over Williams Creek)
- ✓ Phase 5 of the South Old Orchard Road Improvements Project (E. Jackson Blvd. to Old Cape Road East)
- ✓ Water bond issue
- ✓ Water User Rate Study
- ✓ Water System Facility Plan Implementation Project
- ✓ East Main Street / Lacey Street Traffic Signal Project
- ✓ Acquired easements for the Bainbridge Road Electric Distribution Line Upgrade Project
- ✓ Design of the Hubble Creek Recreation Trail Project, Phase One (W. Jackson Boulevard to City Park)
- ✓ Design of the Hubble Creek Recreation Trail Project, Phase Two (City Park to Jackson Civic Center)
- ✓ Continued working with MoDOT on the Roundabout Project at East Main Street and Hope Street
- ✓ Asphalt Street Improvement Program
- ✓ Concrete Street and Sidewalk Improvement Program
- ✓ Concrete Street Joint Sealing Program
- ✓ Annual Water Line Leak Detection Program
- ✓ Annual E-cycle Electronic Waste Collection Event on June 20
- ✓ Annual Clean-Up/Fix-Up Days from June 1 – June 5

- ✓ Annual Customer Appreciation Day at the Recycling Center on October 3
- ✓ Attended City supervisors meetings
- ✓ Chaired four City Employee Health & Safety Committee meetings
- ✓ Youth in Government Day on April 29
- ✓ Issued a total of 29 Temporary Street Closure and Loudspeaker Permit requests
- ✓ Contract administrator for the City
- ✓ Administrator for the Adopt-a-Street Program
- ✓ Attended the Missouri Municipal League's Annual Conference on September 20-23
- ✓ Completed the Missouri Public Utility Alliance's Supervisory Leadership Development Program and achieved certification in supervision and leadership in June.
- ✓ Attended the FEMA Assistance and Protecting Public Power Utilities' Eligibility webinar on July 28
- ✓ Attended the Mayor's Retreat on October 24
- ✓ Rodney Bollinger served on the following committees:
 - Chairman of the Employee Health & Safety Committee (City)
 - Chairman of the Technical Planning Committee of the Southeast Missouri Metropolitan Planning Organization (MoDOT)
 - Transportation Advisory Committee (SEMO Regional Planning)
 - Emergency Management Committee (City)
 - Independence Day Celebration Committee (City)
 - Jackson Civic Center Building Committee (City)
 - Police/Fire Complex Improvement Project Committee (City)
 - Statewide LPA (Local Public Agency) Advisory Committee (MoDOT)
 - Transportation Alternatives Program Application Selection Committee (MoDOT)



Photo by Denise Kinder

E. Main/Lacey Street stoplight installed

The stoplight at the intersection of E. Main and Lacey Street is installed and is expected to be fully operational this week, weather permitting. Public Works Director Rodney Bollinger said red and yellow lights have been flashing since last week but rain delayed cameras being installed and painting to be completed. Lappe Cement Finishing of Friedheim was the general contractor on this project.

Projected Accomplishments for 2016

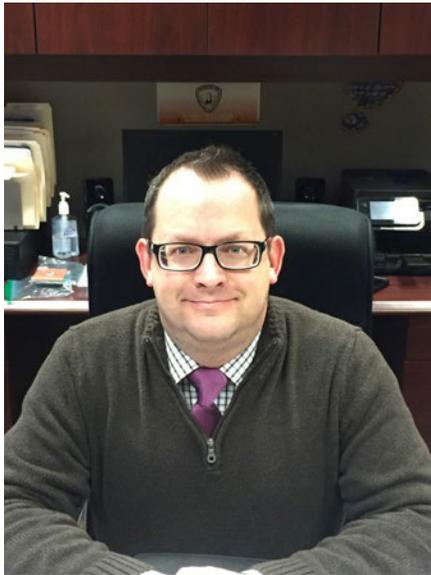
- ◇ Water System Facility Plan Implementation Project, Phase 1
- ◇ Clark Sports and Recreation Complex Sign Project
- ◇ Railroad Crossing Repairs Project (Jackson Blvd. and S. Hope St. intersection)
- ◇ Jackson Boulevard Sidewalk Improvement Project
- ◇ Hubble Creek Recreation Trail Project, Phases 1 and 2
- ◇ Roundabout Project at East Main Street / South Hope Street
- ◇ Asphalt Overlay Program
- ◇ Concrete Pavement Improvement Program
- ◇ Joint Sealing Program
- ◇ Customer Appreciation Day Event at the Recycling Center
- ◇ E-cycle Electronic Waste Collection Event
- ◇ Clean-Up/Fix-Up Week Program
- ◇ Water Line Leak Detection Program
- ◇ Water Line and Hydrant Flushing Program
- ◇ American Public Works Association's Self-Assessment and Accreditation Program
- ◇ Southeast Metropolitan Planning Organization (SEMPO)
- ◇ Missouri LPA (Local Public Agency) Advisory Committee (MoDOT)

Public Works Department

Rodney Bollinger, Director

I am pleased to present you with the Public Works Department's Yearly Update. This report provides a comprehensive look at the progress made during the past year to position our municipality for continued success while offering the highest caliber of services to the customers we serve. Another exciting, productive, and challenging year has come to a close. I want to take this opportunity to share with you just a few of the accomplishments of the Public Works Department before the holiday season brings 2015 to a close. As I begin my 15th year as the City's public works director, I look back with pride on my accomplishments in the past year and look forward to the potential of the coming year.

Back in December of last year, I predicted the completion of several important projects, including the Jackson Civic Center and FEMA Safe Room Project, the South Old Orchard Road Improvement Project, Phase 5 (between E. Jackson Blvd. and Old Cape Road East.), the Traffic Signal Project at E. Main St. and Lacey St., and the South Old Orchard Road Bridge Replacement Project (over Williams Creek). I am proud to announce that we have delivered on all four of these accomplishments.



Rodney Bollinger,
Director of Public Works

But work did not stop there.

Working alongside a local marketing company, I assisted the City Administrator and other elected officials in reaching out to customers to educate them about the water infrastructure of the City, the need for improvements, and the details of the August 4th water bond issue. Presentations to civic clubs and community organizations began in mid-June and continued throughout July.

The Community Center Building Committee met monthly in 2015 to assist both the architect and contractor in the design and construction of the new Jackson Civic Center and FEMA Safe Room Project. The committee was comprised of Steve Elefson, Dwight Johnson, Tim Walker, Jim Roach, Larry Koenig, and me.

I was chosen by MoDOT as one of eight new members from around the State of Missouri to serve a two-year term on the Statewide LPA (Local Public Agency) Advisory Committee. The committee contributes to the development of policies, improve communication and influence the overall direction of Missouri's local program. As a member of the Advisory Committee, I will actively participate in quarterly meetings throughout the next two years.

Last year, I wrote two grant applications for the Hubble Creek Recreation Trail Project and both were approved for partial funding. The Missouri Department of Natural Resources approved \$96,000 in grant funding for Phase One of the trail. This segment will extend from the City Park to W. Jackson Blvd. The Missouri Department of Transportation approved \$331,000 in grant funding for Phase Two of the trail. This segment will extend from the City Park to the Jackson Civic Center. Both of these projects have been designed and will be constructed in 2016.

In my 15th full year of service as the Public Works Director, I continued to face many unique challenges from all angles of public works administration. From problem solving, personnel issues, project management, to citizen communication, I continued to learn how demanding the position continues to be. Fortunately, my 24 years with the City have provided an excellent foundation on which to build my career here in Jackson. However, there is still much to learn and even more yet to do. The year ahead offers an even greater opportunity for achievement, with many infrastructure improvement projects scheduled - including the construction of two Hubble Creek Recreation Trail Projects (Phases One and Two), design and construction of first phase of projects under the Water System Facility Plan Implementation Project, and the Roundabout Project at E. Main St. and Hope St.

As I look back with pride on another successful year, I anticipate an even more productive 2016. I am very proud of the work we have achieved. These projects will ensure that our City continues on its progressive path. I am thankful for the opportunity to serve you, the Mayor and Board of Aldermen and want to extend to you a very Merry Christmas and a Happy New Year.



Photos by David Bloom



Street improvements, other projects making fall busy season

As autumn comes full bloom, street projects are keeping activity buzzing in Jackson. The top photo shows S. Old Orchard Road looking north. The project consists of constructing a new bridge over Williams Creek designed to accommodate a 52-foot roadway including sidewalks, with accompanying approach slabs, and sections of a 36-foot concrete roadway connecting the east approach to the Williams Creek Bridge with the end of the existing pavement on S. Old Orchard Road, and the west approach to existing County Road #306. Expected project benefits: The project improves the existing western outer roadway of I-55. With predominant direction of growth in the City of Cape Girardeau being to the north, and the overall dramatic growth in the City of Jackson, the need for improving this connection between the two cities was important. This outer road is a part of a system of overall improvements that will result in several options for traffic to be routed between the two cities while not focusing entirely on Interstate 55 and Highway 61. Lappe Cement Finishing, Inc. continues work on the new roadway and bridge project. It is scheduled for completion in December of 2015 at a cost of \$1,424,730.60. Above: The project consists of constructing approximately 700 feet of 52-foot wide concrete outer road pavement between E. Jackson Boulevard (Highway 61) and Old Cape Road East. Expected project benefits: As soon as the route is constructed, it is anticipated that a significant number of vehicles will begin using the roadway as an alternative route. As the planned improvements are implemented, the traffic patterns will continue to improve traffic flow around and through the City of Jackson. The current three-way signal will turn into a four-way signal once the project is completed, scheduled for December of this year. It will also open up significant tracts of land for development in this area. Project Update: Fronabarger Concreters, Inc. continues work on the new roadway connection at a cost of \$570,940.59.

S. Old Orchard Bridge replacement project under way

Lappe Cement Finishing, Inc. planned to start construction on Tuesday, July 14, for the replacement of the bridge on S. Old Orchard Road over Williams Creek in Jackson. The project is anticipated to last from July 14 through mid-December. The City held a pre-construction conference with the contractor, engineer, utility managers, and local officials.

Public Works Director Rodney Bollinger says that the work should be finished by the end of the year. A total of 180 calendar days are allowed for the contractor's completion.

This section of roadway will be closed to all but local traffic during the project. Through traffic will be detoured around the construction site on E. Jackson Boulevard, E. Main Street, Bainbridge Road, Lacey Street, Donna Drive, and Veteran's Memorial Drive. All motorists are asked to please use caution at all times when traveling near the construction zone and to obey all warning signs.

Sanitation Department

Ted Scholl, Foreman

Accomplishments 2015

- ✓ Collected regular trash routes
- ✓ Collected double-days following official city holidays
- ✓ Continued listing special events on monthly utility bills
- ✓ Clean-Up/Fix-Up Program event July 1-5
- ✓ Collected yard waste on the first and the third weeks of each month
- ✓ Hauled yard waste from collection bin at the Recycling Center
- ✓ Operated Recycling Center
- ✓ Hosted E-cycle event on June 20th
- ✓ Conducted routine truck maintenance
- ✓ Maintained grounds around Sanitation Department buildings
- ✓ Involved in clean-up during and after Homecomers
- ✓ Hosted Customer Appreciation event on October 3rd

Projected Accomplishments for 2016

- ◇ Collect regular trash routes
- ◇ Collect double-days following official city holidays
- ◇ Continue listing altered schedules and sanitation events information on monthly utility bills
- ◇ Get all staff CDL qualified
- ◇ Collect yard waste on the first and the third weeks of each month
- ◇ Rotate staff from recycling to trash truck back to recycling
- ◇ Haul yard waste from the collection bins at the Recycling Center
- ◇ Replace yard waste pit signage
- ◇ Clean brush and debris on creek bank behind sanitation
- ◇ Operate Recycling Center
- ◇ Move recycling hours sign to front gate area
- ◇ Move restraining bar in recycling forward
- ◇ Host E-cycle event
- ◇ Hold Clean-Up/Fix Up week
- ◇ Host Customer Appreciation Day event
- ◇ Assist with clean up during and after Homecomers
- ◇ Finish tin and drip lip at rear of recycling loading dock
- ◇ Paint office and break room
- ◇ Reposition east side gate to swing in
- ◇ Assist with snow removal
- ◇ Conduct regular truck maintenance



Ted Scholl, Foreman



Oleksandr Mostovskiy and Tyler Brugger working regular trash route



Auggie Castro loading brush



Mike Dougan loading brush



Oleksandr Mostovski and Travis Payne washing sanitation truck

Sanitation Department

Ted Scholl, Foreman

In 2015, we collected regular trash routes, yard waste, recycling and special pick-ups. We had great team work from other city departments during Clean-Up/Fix-Up week and double-days. We had new hires, Tyler Brugger, Oleksandr Mostovsky, and Travis Payne transferred from the Cemetery Department. All three have been great additions to our staff. We hauled 3454.25 tons of trash (569 loads) to the transfer station. Our annual Clean-Up /Fix-Up week was held July 1st-5th resulting in 58.82 tons of trash (46 loads) of trash. E-cycle was held on June 20th and 49.57 tons of appliances, televisions and other electronics were collected.



THE CASH-BOOK JOURNAL — WEDNESDAY, JUNE 24, 2015

Photos by David Bloom

City hosts E-Cycle Day

The City of Jackson hosted its annual E-Cycle Day Saturday, and many residents took advantage to get rid of a variety of electronic items. Paper shredding services were also available.



TONS OF RECYCLED GOODS (Jan-Dec)			
	2013	2014	2015
Cardboard	160.64	156.01	172.64
Residential Single	41.19	109.35	101.97
Commercial	4.89	0	0
Pete #1	15.29	21.62	21.54
Natural #2	8.39	10.64	15.89
Mixed Colors #2	5.46	10.59	9.13
Office Paper/Junk	23.78	18.66	33.76
Aluminum	4.82	4.54	4.19
Mixed Metal	12.96	14.00	16.50
Newspaper	102.40	70.36	63.54
Magazines	37.18	54.89	52.95
Grocery Sacks	0	0	16
E-Waste	41.50	44.00	49.57
TOTAL	462.98	521.31	557.68

Street Department

Danny Youngerman, Foreman

Accomplishments for 2015

- ✓ Completed annual concrete street repair, asphalt overlay and repair program, and joint routing and sealing programs.
- ✓ Built recreation trail in the City Park from Mary Street past Shelter # 1 on N. Union Ave. and Shelter 3 on Parkview St. up to Safety City.
- ✓ Built two foot bridges for trail.
- ✓ Worked with Water and Wastewater Departments on installing back flush tanks at the swimming pool.
- ✓ Worked on utility patches on city right-of-ways.
- ✓ Cleaned drains, drop boxes, driveway pipes, and ditches.
- ✓ Maintenance on gravel roads.
- ✓ Replaced signs around town, as needed.
- ✓ Daily inspections on new subdivisions (Pioneer Orchard Phase 7 and 8, Jackson Ridge Phase 7), storm sewer pipes, subgrade compaction, and concrete street pours.
- ✓ Barricaded streets for special events, holidays, Homecomers, band festival, Oktoberfest, Independence Day, parades, 5k runs and car shows.
- ✓ Installed special use permit and rezoning signs, as needed.
- ✓ Painted crosswalks, stop blocks, parking lines, and turn arrows.
- ✓ Attend monthly safety meetings at City Hall.
- ✓ Conducted normal road maintenance.
- ✓ Attend L-TAP training.
- ✓ Built two planter boxes on Court St.
- ✓ Constructed gravel parking lot behind Civic Center

Projected Accomplishments for 2016

- ◇ Construction of recreation trail at old landfill on Ridge Rd. (Oakshire Park).
- ◇ Assist other departments with city projects.
- ◇ Continue normal street maintenance duties which include street painting, installing and changing out signs, patching utility cuts, storm water repairs, gravel road maintenance, mowing right-of-ways, trim trees on right-of-ways.
- ◇ Construction of recreation trail along Hubble Creek
- ◇ Put new roof on sign room building.
- ◇ Continue pouring concrete slab in front of salt shed.



Chip and seal walk trail in City Park



Street Department

Danny Youngerman, Foreman

This year, along with our regular duties, we completed the recreational trail in the City Park from Mary St. to Safety City, and built two foot bridges. We installed back flush tanks at the Jackson city pool. We did daily inspections for the concrete street patch program, asphalt overlay and repair program, routing and sealing program, the new phases of Jackson Ridge, and Pioneer Orchard Subdivisions, and the extension of Lewis Dr.

The City had a few projects we bid out this year. The asphalt overlay and patch program was contracted out to Jokerst Inc. from St. Genevieve, the routing and sealing program was contracted to Kluesner Concrete Inc. from Kelso, and the concrete patch program, contracted to Lappe Cement Inc. from Perryville. Lappe was also awarded and completed the construction of the new bridge project on S. Old Orchard Rd.

Throughout the year we continue to work to maintain our streets, sidewalks, and signs to help keep Jackson looking good. Our normal maintenance includes cleaning storm drains, ditches and drop boxes, cleaning and greasing storm flapper valves at creek outlets, grading and rocking gravel roads, maintaining rip rap on banks along bridge and ditch banks, replacing information signs, painting and striping, mowing right-of-ways and city lots, trimming limbs on city right-of-ways, cleaning storm debris. We also put out barricades for special events such as parades, block parties, Homecomers, 5k runs, and Oktoberfest. We put out special use permit and rezoning signs as needed. We are continually patching utility cuts, street failures, and sidewalk repairs.

Our snow removal program includes pre-treating with salt brine, rock salt, and cinders. We use snow plows and tractors to keep the streets safe and clear. Through our cinder recovery program, we are able to recover and reuse about 70% of cinders used per snow event.



New storm box at Fire complex



Re-striping City Hall parking lot

Steve Hendrix Retires After 39 Years



Wastewater Department

Kent Peetz, Director of Wastewater Utilities

Accomplishments for 2015

- ✓ Horner and Shifrin Engineering has been chosen to develop a Wastewater Facility Plan to address future capacity and regulatory issues.
- ✓ 2,301 feet of cured-in-place-pipe (CIPP) was installed within old clay tile pipe to prevent leaks and roots from entering the sewer as part of the Sanitary Sewer Lining Project. These “trenchless” sewer repairs prevent damage to streets, yards, and adjoining utilities, while repairing aging clay-tile sewers and preventing backups, inflow, and infiltration.
- ✓ 1,366,300 gallons of liquid biosolids were applied to farmland around the City of Jackson as fertilizer by our operators.
- ✓ 121,000 feet of sewer pipes were cleaned by our operators as part of the ongoing maintenance program.
- ✓ Grease traps around town at restaurants, schools, and jails were inspected twice, with only one notice of violation being issued.
- ✓ Completed audit of our Industrial Pretreatment Program by EPA with only minor comments.
- ✓ Assisted in the design and installation of a filter backwash surge tank and drain water dechlorination unit at the municipal swimming pool.
- ✓ The roof of the wastewater lab/office building was replaced.
- ✓ We received a \$5,750 grant from MIRMA for the purchase of \$7,667 of new inspection camera equipment and software.
- ✓ Bypass pumping equipment installed at the Old Toll Road Lift Station.



Aaron McElrath, Kenny Gibbar, and Shane Neal cleaning a sanitary sewer on High Street.

- ✓ Installed of manhole along with four pipe section repairs within the Hwy 61 right of way.
- ✓ Kent Peetz, Director of Wastewater Utilities, served as Chairperson of the Missouri Water and Wastewater Conference's State Board of Directors during 2015.



Kenny Gibbar and Aaron McElrath operating bypass pump at Klaus Park lift station

Jeff Womack operating Vaccon hydroflusher truck



Projected Accomplishments for 2016

- ◇ Complete negotiations with MDNR for acceptable site-specific treatment limits for metals and obtain a new NPDES Wastewater Discharge Permit.
- ◇ Complete revisions to the industrial pretreatment ordinance upon approval of site-specific metals permit limits.
- ◇ Work with consultants to develop a Wastewater Facility Plan to provide future collection and treatment capacity for growth of the City and meet the requirements of our new operating permit.
- ◇ Begin design work on Williams Creek Interceptor with consultants.
- ◇ Begin design work on Kimbeland Lift Station upgrades with consultants.
- ◇ Develop project documents and bid out a manhole repair project.
- ◇ Develop project documents and bid out a sewer lining project.
- ◇ Complete the adoption of new construction specifications for Lift Stations and Force Mains.



Sharon Raines working in the lab

Wastewater Department

Kent Peetz, Director of Wastewater Utilities

We started the year at the Water Reclamation Facility helping Cape Girardeau get its new wastewater treatment plant started up by giving them some of our activated sludge bugs. During December and January the Cape Girardeau wastewater operators hauled 444,600 gallons of our waste activated sludge bugs to their new facility. This helped them while saving us the electricity and fuel to treat and dispose of these excess biosolids.

Horner & Shifrin Engineering has been chosen to develop a new Wastewater Facility Plan that will assist us in meeting the needs of a growing community as well as the current and future regulatory requirements. This effort will begin in January of 2016 and include many projects in the coming years.

Our industrial pretreatment program was audited by the EPA for two days in March. We made it through this lengthy process with only a couple of comments and will be rewriting some of our industrial user ordinances to comply with new Federal rules once we receive our new discharge permit from the Missouri Department of Natural Resources (MDNR).

During May and June the Wastewater Department, along with most other City crews assisted in the design and installation of a filter backwash water surge tank and drain-water dechlorination unit at the municipal swimming pool to comply with a new MDNR discharge permit. Wastewater Operators also assisted the Water Treatment Plant in cleaning out the decommissioned potable water filters.



Kent Peetz, Director of Wastewater Utilities

We received our draft operating permit from MDNR in May, but it still contained copper discharge limits that are unattainable without major upgrades to our treatment facility. Working with our consultants, we sent in comments to that effect. Then in October we received a letter from MDNR telling us that the testing and research we have submitted over the past 3 years would be negated, and a new round of research and testing would have to be started according to a new set of criteria. We, along with the Missouri Public Utilities Alliance, our consultants, and a couple of other cities that are in the same situation are continuing to discuss this with the MDNR.

Major projects included the installation of 2,301 feet of fiberglass cured-in-place pipe liners to repair leaking and cracked clay tile sanitary and storm sewers. A new roof was installed on the wastewater lab/office building, and a bypass pumping arrangement was installed at the Old Toll Road Lift Station. Several repairs were made around town with the most noticeable one being in

High Street/Hwy 61 where a manhole was installed along with 4 sections of pipe replacement, which made it necessary to detour traffic around on Farmington Road.

We received a \$5,750 grant from MIRMA for the purchase of \$7,667 of new inspection camera equipment and software.

During the past year, Kent Peetz served as Chairperson of the board of directors for the Missouri Water and Wastewater Conference.

Over 121,000 feet of sewers were cleaned and 1,366,300 gallons of biosolids were land applied as fertilizer to farmer's fields.



Aaron McElrath, Kenny Gibbar, and Dustin Smithey hydro excavating a sanitary sewer on Main St.



Kent Peetz compacting base rock for swimming pool filter backwash surge tanks

Water Department

Brad Noel, Water Utility Foreman

Accomplishments for 2015

- ✓ Performed annual well test inspections
- ✓ Performed all state-required testing of water system
- ✓ Repaired 13 water main breaks
- ✓ Repaired 17 service line leaks
- ✓ Made eight water taps
- ✓ Changed out 115 dead meters
- ✓ Set 111 new water meter settings
- ✓ Completed 1,070 Automated Meter Reading (AMR) systems
- ✓ Completed annual leak detection program
- ✓ Conducted general maintenance
- ✓ Replaced one fire hydrant
- ✓ Held weekly safety meetings
- ✓ Read meters monthly
- ✓ Operated main water valves



Brad Noel, Water Utility Foreman

Projected Accomplishments for 2016

- ◇ Continue the interior remodel of water plant #2
- ◇ Build new lab office for Water Plant
- ◇ Water Plant facilities removal
- ◇ Continue with AMR water meter installations
- ◇ Make water taps
- ◇ Set new meter settings
- ◇ Operate water main valves
- ◇ Read meters monthly
- ◇ Change out dead meters
- ◇ Complete annual leak detection program
- ◇ Repair water main breaks as necessary
- ◇ Repair service line leaks as necessary
- ◇ Conduct general maintenance
- ◇ Locate and catalogue card curb stop locations
- ◇ Training for crew members
- ◇ Phase 1 of Water Bond Issue
- ◇ Plant #1 Remodel



Valve for New Jackson Civic Center

Water Department

Brad Noel, Foreman

The Water Department was again very busy this past year. One of the major accomplishment for 2015 was the replacement of the old 2” water main on W. Main St. between from Farmington Rd. and West Jackson Blvd. This was replaced with a new 8” PVC main that will greatly improve water flow and firefighting capabilities in that area. Another big accomplishment was the new 10” water main that runs along S. Old Orchard Road, this main was relocated for the bridge project in that area. Ryan Sides completed his certification process to obtain his DSIII certificate from the Department of Natural Resources. Besides our daily work orders and maintenance, we repaired 13 water main breaks, 17 service line leaks, changed out 115 dead water meters, made 8 water taps, and set 111 new meter settings. We also replaced one fire hydrant. We continued with the Automated Meter Reading (AMR) project and installed 1,070 full systems in 2015.



New valve and creek crossing on
S. Old Orchard Rd.

Five-Year Capital Expenditure Plan

Jackson City Employees

Administration

Jim Roach	City Administrator
Larry Koenig	
Crystal Reid	
JJ Wiseman	

Building Maintenance Department

Brent Reid	Foreman
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Building and Planning Department

Janet Sanders	Superintendent
Stephen Grant	
Richard Kramer	
Tiffany Meehan	
Larry Miller	

Cemetery Department

Joe Schreiner	Sexton
Dave Shuffit	

Civic Center

Jason Lipe	Civic Center Manager
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Clerk's Department

Mary Lowry	City Clerk
LaDonna Glenn	
Wendy Seabaugh	

Collector's Department

Debra Lohman	City Collector
Lisa Beussink	
Alicia Farmer	

Electric Distribution Department

Don Schuette	Director	Jim Crowden
Jimmy Beil	Foreman	Cory Ruch
Todd Martin	Foreman	Bryan Freed
Tim Burroughs		Andrew Gross

Engineering Department

Erica Bogenpohl	Staff Engineer
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Fire Department

Jason Mouser	Chief	Justin Farrar
Randy Davis	Assistant Chief	Max Goshen
Stephen Baugh	Captain	Gene Kerns
Ryan Davie	Captain	Justin Angle
Gregory Hecht	Captain	Faye Reiminger
David Medlock	Captain	Benton Wood
Andrew Sikes	Captain	Zach Brooks
Sean Mitchell	Captain	Robert Greif
Nicholas Teichman		Michael Gentry
Bradley Biri		Brent Friedrich
John Chimienti		

Fleet Maintenance Department

Kirk Anderson	Superintendent
Toby Hendrix	
Jeremy Baker	

Information Technology

Joan Evans	IT Director
Sarah Moonier	

Parks & Recreation Department

Shane Anderson	Director
Jeff Craft	Foreman
David Smith	
Mark Statler	

Police Department

James Humphreys	Chief	Leasi Miller
Rodney Barnes	Captain	Cody Polley
Scott Eakers	Captain	Austin Reed
Johnna Bollinger		Neil Reitenbach
Alex Broch		John Reyna
Rachel Coleman		Linda Roberts
Jamie Freeman		Robert Rose III
Christopher Green		Emily Schindler
Anthony Henson		Ronald Styer
Deanna Holmes		Ryan Thieret
Jonathon Jensen		Rick Whitaker
Megan Keith		Jason Wilhelm
Billie Knight		Timothy Lester
Chad Ludwig		Jesse Houseman
Julie Marlin		Cameron Green
Allison Miller		

Power Plant		
Mike Biri	Foreman	J Stortz
Chuck Reed	Electric Assistant	
Public Works Department		
Rodney Bollinger	Director	
Sanitation Department		
Teddy Scholl	Foreman	Tyler Brugger
Agustin Castro		Oleksandr Mostovtskyi
Michael Dougan		Travis Payne
Street Department		
Danny Youngerman	Foreman	Shawn Burkhart
Eric Welch		Jordan Daugherty
Zach Humphrey		Jeff Siemers
Coty Wills		Brandon Lincoln
Wastewater Department		
Kent Peetz	Director	Jeff Womack
Kenny Gibbar	Foreman	Aaron McElrath
Michael Neal		Dustin Smithey
Sharon Raines		
Water Utilities		
Brad Noel	Foreman	Ryan Sides
Joel Bert		Mark Venable
Rick Hutteger		Ronald Mitchell
Carl Pulliam		