

City of Jackson

Annual Accomplishments



20 17



Table of Contents

City Administrator	5
Building Maintenance Department	13
Building and Planning Department	16
Cemetery Department	24
City Clerk's Department	27
Civic Center	33
Collector's Department	36
Electric Distribution Department	39
Engineering Department	44
Fire Department	48
Fleet Maintenance Department	61
Information Technology Department	65
Parks and Recreation Department	69
Police Department	76
Power Plant	89
Public Works Department	94
Sanitation Department	100
Street Department	105
Wastewater Utilities Department	110
Water Utilities Department	116
Five-Year Capital Expenditure Plan	119
Jackson City Employees	135

Front cover photo courtesy of Rodney Bollinger

City Administrator

Jim Roach

Many infrastructure improvement projects were completed with the close of 2017. Several more are ongoing, with ambitious plans for 2018. The city was also successful in obtaining various grants, which totaled \$360,234. Numerous other important projects and activities were completed in 2017. They are described in the following departmental reports by the city's supervisory staff.

It is my privilege to present the city's 2017 list of accomplishments and our goals for 2018. Also included at the end of this report is a section outlining potential capital expenditures for the next five years.





Larry Koenig, Assistant
City Administrator



Crystal Reid, Accounts
Payable/Customer Service



JJ Wiseman, Human
Resource Manager

Dwain Hahs

Mayor of Jackson



THE CASH-BOOK JOURNAL — WEDNESDAY, FEBRUARY 1, 2017

Jackson Notes

Happy Birthday Jackson Civic Center

Last week, the Jackson Civic Center turned one year old. It does not seem like it has been a year since the grand opening and ribbon cutting on Jan. 24, 2016. On that day we had an overflowing crowd to participate in the ribbon cutting and performance by the St. Paul Lutheran School fourth and fifth Grade Choir.

The Civic Center is a facility that Jackson can be proud of. The generous donation from Southeast Missouri Medical Center made the building of the Civic Center possible. Their donation of \$4.2 million when combined with FEMA funds from the Federal Government and monies from the City of Jackson's Park and Recreational fund paid for the facility in full. But it did not stop there. The community continued their generosity by their contributions to the Civic Center Donation Fund. The Civic Center Donation Committee chaired by Kathy Johnson, raised another \$500,000 in donations and pledges. This money is being used to purchase additional needed items to fit out the Civic Center and add enhancements.

The unique design of the Civic Center has been well received. The design committee was made up of SMMC Board Members and City of Jackson staff. This group worked closely with Incite Design Studio to produce the great structure. Incite Design Studio is now working with the Jackson R-2 School District to develop a strategic facilities plan for the future.

We continue to review future enhancements to the Civic Center facility and the surrounding park land. Your ideas for the future enhancements are welcomed.

Our neighbor, The Jackson R-2 School District, has begun the improvements and additions to the Jackson Indian High School Baseball Field next door. The project will be a multi-year project with the City and School District working closely together to make this sports and event complex even better in the future.

The Jackson Civic Center has had a busy last year. Through the end of the year the center has sold:

1,965 Early Bird Entry Passes.

8,642 Daily Entry Passes. The Civic Center has been the location for 329 Events with over 16,000 attendees present.

The banquet rooms and outside patio area have been very popular. The gym has hosted several events with over 500 in attendance, such as the Red and Black Jackson R-2 Foundation Dance and the Jackson Area Chamber of Commerce Annual Banquet.

The Center was also home to the Jackson Feed My Starving Children food packing event in April where over 150,000 meals were packed. This event will be held again this year, April 8, with the goal of increasing the meals packed to more than 250,000. The gym area is in constant use from the walkers early in the morning to exercise classes, pickup basketball games and the ever-popular pickle ball games.

The membership, entry fees and facilities rentals totaled over \$55,000 during 2016. The plan is to increase this revenue during 2017 with a full twelve months and greater rental usage. The goal is to have fees and rental income cover 20 to 25 percent of the operating costs of the Civic Center. The balance of

the expenses is covered by the quarter of a percent recreational sales tax passed in 2014, for the operation of the Civic Center and the operations and enhancements of the city parks.

Finally, I would like to congratulate Jason Lipe, Jackson Civic Center Manager; Shane Anderson, Jackson Park Superintendent; and the staff for an excellent job operating the facilities. They have handled the challenges of operating a new building with great ease and a fantastic attitude.

JHS students learn about government during Optimist Youth in Government Day



Photo by Gregory Dullum

Students from Jackson High School had an opportunity to learn about government first-hand as they shadowed government officials during Optimist Youth in Government Day. Students usually participate in mock city council, county commission and school board meetings. The students gathered for a photo following the mock city council meeting in the Council Chamber. The event concluded with lunch at the Jackson KC Hall.

by **Gregory Dullum**

Staff Reporter

Jackson High School students got a taste of government last Wednesday as they participated in the Optimist Youth in Government Day.

Students role played various positions in local government. They met their counterparts at 8 a.m. and "shadowed" them until a mock City Council meeting at 10 a.m. in the City Council Chamber in City Hall.

Students who shadow School Board or county officers had separate meetings in the past, but they all gathered this year for the mock City Council meeting and were invited to participate in discussions.

City Administrator Jim Roach gave the students instructions on how to run a meeting and helped facilitate discussion. He was joined by Alderman Wanda Young and City Attorney Tom Ludwig, a former Jackson R-2 School Board member.

In the first order of business, "Mayor" Cameron Gerald signed a proclamation declaring May 7-13 Teacher

Appreciation Week and presented a proclamation to JHS Principal Seth Harrell.

The student Board of Aldermen then approved without discussion a motion to set an e-cycle electronic waste collection event for Saturday, June 3, from 9 a.m. to 2 p.m. at the City Recycling Center.

A presentation was given by Shane Anderson, director of parks and recreation, and his shadow, Cassidy Beatty, on July 4 activities. "It gets better every year so far," commented "City Administrator" Brittany Ussery.

It was noted that approximately \$10,000 is spent on fireworks. The fireworks are funded by the mud volleyball fees, with matching funds provided by the City.

The mock City Council then adjourned their open meeting and went into study session, where it discussed complaints of young people loitering in the City Park. It was a general consensus that more police presence could alleviate the problem.

The student aldermen saw no reason to discontinue using city police and K-9 dog to conduct random searches

for illegal drugs on school property.

While discussing top priorities for city improvement, it was mentioned that Jackson could use more restaurants, a movie theater, better roads and sidewalks, and more activities for young people near the center of town.

School Board members joined in a discussion about the need for a new performing arts center, perhaps located on the JHS campus, and on the proper way to handle students who are involved in interscholastic activities (such as music or athletics) but get in trouble with the law.

Rather than have the city attorney decide whether to prosecute, it was felt the school should punish those students. Following the current drug-use policy, students suggested that offending students should be allowed to practice with their teams, but they could not compete while their case went through the legal system.

Roach praised the students for their thoughtful com-



Photo by Gregory Dullum

"Mayor" Cameron Geralds, left, presented a proclamation declaring May 7-13 Teacher Appreciation Week to JHS Principal Seth Harrell.

Students participating this year were:

Federal: Assistant United States Attorney Jared Koehler.

County: Director of Archive Center Lydia Pensel, Data Processing Cody Brown and Coroner Krista Martin.

City: Mayor Cameron Geralds; Alderman Lauren Keith, Katie Christian, Clay Grant, Jonathan Friess, Gus Guilliams, Kunita Williams, Cianna Kerr and Salena Perez; Police Chief Ryan Greenwalt; Fire Chief Nathan Niedbalski; Director Public Works Collin Nicks; City Clerk Savannah Watson; City Attorney Michaela Scott; Building Planning Superintendent Zachary Dobbs; City Engineer Casey Webb; Director of Parks and Recreation Cassidy Beatty; and City Administrator Brittany Ussery.

School Board: Cameron Tyler, Diamond McWhorter, Emily McRoberts, Ricky Patton, Abby Herman, Guthrie Hume and Landon Middleton.

WEDNESDAY, APRIL 26, 2017 — THE CASH-BOOK JOURNAL



Photo by Denise Kinder

Alderman David Hitt, Alderwoman Wanda Young, Mayor Dwain Hahs and Alderman Tommy Kimbel took their oath of office during the regular meeting on Monday, April 17. Alderwoman Katy Lily was absent during the meeting. The mayor and all four board members ran unopposed in the April 4 election.

Jackson rates high in citizen satisfaction

by Denise Kinder
Editor

The City of Jackson fared very well in the recent community survey conducted by ETC Institute. Jackson rated above the U.S. average in 48 of 52 areas and above the average for small U.S. cities in 49 of 52 areas.

After surveying more than 700 random citizens, Jason Morando of ETC Institute said 95 percent of Jackson residents rated the city as an "excellent" or "good" place to raise children with 94 percent rating Jackson as an excellent or good place to live.

"Residents have a very positive perception of the City," Morando said.

Residents surveyed used a five point scale of "excellent," "good," "neutral," "below average" and "poor."

"Satisfaction levels in Jackson are higher than other communities in most areas," Morando added.

Of those surveyed, 74 percent feel the City is moving in the right direction and only seven percent do not see that as the case.

Some of the top priorities residents rated for over the next two years included maintenance of city streets, management of traffic flow on city streets, curbside recycling and adding grocery stores and restaurants to the City.

In the portion of the survey asking which specific stores residents would like to see the City actively recruit, Aldi garnered 36 percent of the votes. This question provided no options, all answers were written in, and Morando said 36 percent was a large number for that type of question.

The City of Jackson Fire Department, Police Department and Parks and Recreation all received the highest satisfaction and image ratings from citizens while maintenance of city streets received the lowest ratings for city services versus other cities similar in size.

Citizens also ranked the maintenance of city streets and management of traffic flow as the top priorities for the City.

Aldermen David Hitt asked Morando if he thought the fact that the City's streets have been under construction so much the past several years had anything to do with the low ratings. Morando said he thought that could definitely factor into the ratings.

As for the next two years, curbside recycling, traffic flow improvements and a new swimming pool/aquatic center received the highest percentage of votes from citizens as the most important priorities.

With those items being ranked as highest priorities, 62 percent of citizens surveyed said they would support a tax increase to fund the priorities.

Mayor Dwain Hahs said he was very pleased with the study, and it will be available for citizens to look at online in a few weeks.

"Now it is time to really go forward," Hahs said.

In addition to hearing how the citizens of Jackson felt about the City and what they would like to see in the City, Jason Clauch of Catalyst Commercial updated the board on the Retail Market Analysis progress.

"I'd be remiss if I didn't say Aldi was on our short list," Clauch said.

Since the beginning of the recruitment process at the end of last year, Clauch said 43 prospects were on his active list to pursue. He also added that he met with eight of the prospects during a recent retail conference to talk about Jackson.

While keeping in contact with each prospect, Clauch said two objections he ran into was the population and duplication of categories.

Clauch said Cape Girardeau County and Jackson do not always meet the minimum region population size for some companies, and he wanted to be sensitive to the duplication of services in the area.

Unfortunately, it was also announced during the meeting that a grant from the Missouri Department of Natural Resources was not selected for expansion and a paved parking lot in the City Park's trail.

City Engineer Erica Bogenpohl said the grant application process was very competitive. Only 16 of the 38 applicants were accepted.

In a letter Bogenpohl received, she said the City's grant proposal was rejected due to lack of partnerships and donations for the project.

Public Works Director Rodney Bollinger also delivered the news that the cost share grant with MoDOT for the Street Light Program was denied due to not having enough safety benefits.

The area being looked at is the Center Junction area to Burger King in Jackson.

"MoDOT's explanation was that the current Cost Share Program is different from last year's Missouri Moves Cost Share Program due to the nature of the funding (Transportation vs. General Revenue)," said Bollinger. "Therefore, applications for the current program are being scrutinized more closely to ensure compliance with their Engineering Policy Guide and safety guidelines."

Hahs said this issue would remain a priority project for the City.

Hahs added there are a few intersections that need to be addressed before moving onto this project, and if the lighting project were done now, it would come out of City funds. While no immediate grant options are avail-

able at this time, he added the project will go under the priorities.

In the Community Survey presented by Morando, 32 percent of citizens ranked adequacy of street lighting as number three priority on the maintenance services list.

Also during the meeting, an ordinance was passed to restrict truck traffic on Main Street between Hope Street and West Jackson Boulevard. Effective immediately, trucks can no longer use this route, and will now have to take West Jackson Boulevard to Hope Street to get through town.



Photo by Gregory Dullum

All smiles at city retirement party

A retirement party was held at the Jackson Civic Center July 27 for city employees Mary Lowry, left, and Mark Statler, right. The two retiring employees were all smiles as they chatted with Mayor Dwain Hahs. Lowry is retiring as city clerk after 29 years. Lowry has seen many changes in Jackson and its government. She served four mayors and three city administrators. When she started, the population was 8,000 and City Hall was on South High Street in the building that is now the New Mckendree United Methodist Church's Cox Hall. Statler is retiring after 40 years of service in the Parks Department. He has spent many hours mowing acres of park land, in addition to his other duties making sure our parks are well-maintained. The favorite part of his position was working during July 4th celebrations and the Christmas celebrations with their lights and displays.

Building Maintenance Department

Brent Reid, Foreman

Accomplishments for 2017

- ✓ Maintenance duties around City Hall
- ✓ Premium Mechanical installed new chiller at City Hall
- ✓ Washed outside of City Hall
- ✓ Repaired water damage at Police Station
- ✓ Repair work at Civic Center
- ✓ Ran cable for camera located on second floor west wing of City Hall
- ✓ Installed parking blocks at City Hall parking lot
- ✓ Prepared and cleaned up Missouri Room for meetings throughout the year
- ✓ Cleaned out room located on second floor of the west wing of City Hall
- ✓ Attended supervisor meetings
- ✓ Sprayed weeds around City Hall
- ✓ Maintained flower bed at City Hall
- ✓ Cleaned carpet in lobby of City Hall
- ✓ Snow removal on sidewalks and parking lot of City Hall

Projected Accomplishments for 2018

- ◊ Continue regular City Hall maintenance
- ◊ Clean out rooms on second floor, west wing of City Hall
- ◊ Attend all meetings
- ◊ Wash outside of building



Delivery of 50-ton chiller at City Hall

Building Maintenance Department

Brent Reid, Foreman

In 2017, we had a 50-ton chiller (HVAC) installed by Premium Mechanical. I repaired the hand rail and installed parking blocks at City Hall parking lot. I ran cable to second floor (west wing) for installation of a camera. I helped the police department repair some water damage in the police/fire complex and helped at the civic center by patching ceiling for new panel doors. I washed the outside of the building this fall. I attended Board meetings, Planning and Zoning meetings, Board of Adjustment meetings, as well as set up meetings in the Missouri Room and cleaned up afterwards. I also continued to do my general duties around City Hall.



Brent Reid, Building Maintenance
Foreman

Building and Planning Department

Janet Sanders, Superintendent

Accomplishments for 2017

- ✓ The 2017 Annual Accomplishments reports were completed and distributed by Tiffany Meehan.
- ✓ The DREAM Initiative which began in 2011 was completed with the receipt of a final strategic plan for the uptown Jackson area.
- ✓ Jackson's first Historic Preservation Ordinance was approved and a Historic Preservation Commission established. Appointed to this commission were Greg Yielding, Tony Thompson, Craig Milde, Terri Tomlin, and Bob Schooley. David Reiminger was appointed as assigned alderman.
- ✓ Bob Schooley moved from the Planning and Zoning Commission to the new Historic Preservation Commission.
- ✓ Tina Weber was appointed to the Planning and Zoning Commission to fill the unexpired term of Bob Schooley.
- ✓ Horner & Shifrin was contracted for online GIS hosting. The maps are now online and we should be receiving training on their use before the end of the year.
- ✓ A cemetery mapping project was ongoing throughout the year. Research continued throughout the year on burials in the old City Cemetery and a presentation on the project was given to the Cape Girardeau County Genealogical Society.
- ✓ Maps of known veterans' graves were created for use by the American Legion in placing flags on veterans' graves on Memorial Day.
- ✓ The zoning code was amended to allow permanent and temporary off-site directional signage with certain restrictions.
- ✓ The dangerous building ordinance was changed to make the Zoning Board of Adjustment the hearing officer instead of the City Administrator. Training in this duty was given to the board by the City Attorney.
- ✓ The ordinances approving the updated from the 2009 International Codes to the 2015 International Building, Residential, Fire, Plumbing, Mechanical, Fuel Gas, Swimming Pool and Spa, Existing Building Codes, and the 2014 National Electric Code were approved with an effective date of January 1, 2018.

- ✓ An amendment to the Major Street Plan was made to relocate West Deerwood Drive north of Cambridge Estates Subdivision.
- ✓ The Board of Aldermen entered their first contract with the Uptown Jackson Revitalization Organization to provide services related to the uptown area.
- ✓ Richard Kramer continued to serve as president of the East Central Chapter of Missouri Mappers' Association and remains involved in organizing their annual symposium in Cape Girardeau.
- ✓ Janet Sanders continued to serve as secretary on the board of directors of the Missouri Floodplain and Stormwater Managers Association.
- ✓ Janet Sanders began the MPUA Supervisory Leadership Certification program in December.
- ✓ Parcel, zoning, and utility maps are continually updated and special project maps are created by GIS Technician Richard Kramer.
- ✓ Building Inspectors Steve Grant and Larry Miller reviewed approximately 525 plans and performed approximately 1,600 inspections in 2017.
- ✓ Approximately 515 permits of all types were issued in 2017.
- ✓ Various department members attended an assortment of 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 again elected secretary.
- ✓ Kevin Schaper was elected to another term as chairman of the Zoning Board of Adjustment.
- ✓ 2017 Major Subdivisions Completed:
 - None
- ✓ 2017 Minor Subdivisions Completed
 - O'Reilly's Subdivision (2 lots)
 - Donald Niswonger Subdivision (1 lot)
 - Victorian Plaza Subdivision (1 lot)
 - Stone Creek Subdivision (1 lot)
 - King-Warren Place Subdivision (1 lot)

✓ 2017 Subdivisions in Progress:

- McKendree Crossing Subdivision Phase 1 (18 lots)
- Independence Center Sixth Subdivision (14 lots)
- Cambridge Estates Subdivision Phase IV (2 lots)

✓ 2017 Rezonings:

- 2421 & 2505 E. Jackson Blvd. and 2615 Hilltop Dr. from R-2 Single Family Residential, R-4 General Residential to C-2 General Commercial & O-1 Professional Office

✓ 2017 Special Use Permits:

- 215 W. Washington St. for community unit plan to add second residential building to lot
- 1233 Cherokee St. for construction of greenhouse as home occupation
- 1418 Parkwood Cir. for motorcycle repair business as home occupation
- 409 N. Shawnee Blvd. for in-home daycare as home occupation

✓ 2017 Building Permits – top five construction projects (calculated values):

- 315 S. Missouri St.-new building for Jackson High School-\$8,241,514
- 1651 W. Independence St.-addition to Jackson Middle School-\$4,201,727
- 526 W. Main St.-Commercial building remodel-\$1,412,916
- 147 N. Lacey St.-New office building-\$1,000,734
- 5701 Old Cape Rd. E.-New building for Cape Shrine Club-\$907,020

ADDITIONAL NOTE:

- ✓ The Uptown Jackson Revitalization Organization (an independent non-profit organization now under contract with the City for services related to revitalization of uptown) continues to grow and provides revitalization and economic recruitment efforts for uptown. Uptown Jackson Revitalization had the following accomplishments in 2017:
 - Completed Affiliate Grant from Missouri Main Street Connection (\$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).
 - The organization's annual meeting was held at the Masonic Lodge.
 - The beginning of the organization's fiscal year was changed from July to January.
 - UJRO entered its first contract with the City to provide economic development, events, and décor for the uptown area on an ongoing basis.

- Four core committees (Design, Organization, Promotions, and Economic Vitality) continue to focus on their individual objectives. Additional sub-committees for specific events operate as needed. Volunteers and new “Friends” (members) are always welcome!
- A February Art Exhibit was held at the History Center and various uptown businesses featuring various local artists, who were present at the exhibit.
- Jackson in Bloom was held at the end of April featuring the Jackson High School plant sale, childrens’ crafts, and food & craft vendors.
- The 5th annual Oktoberfest was held October 7th with a record attendance estimated at over 15,000.
- Additional decorations were purchased by UJRO for the 17 new lights added this year. Christmas decorations were then installed by UJRO volunteers on the courthouse gazebo and 48 uptown historic streetlights.
- A design for new street light banners for the core uptown area was presented to the City. The banners were purchased by the City and will be installed when the Christmas decorations are removed.
- Jackson Christmas Parade and an Uptown merchant promotion were organized and held December 2nd, including an Uptown Jackson float featuring Santa with his sleigh and elves. After the parade, Santa heard the wish lists of a long line of children at the gazebo.
- A monthly digital newsletter free subscription is available at www.uptownjackson.org.



Janet Sanders,
Superintendent

Proposed Accomplishments for 2018

- ◊ Implement 2015 International Building Codes.
- ◊ Coordinate the use of online mapping with various internal departments and external users.
- ◊ Continue contract participation with Uptown Jackson Revitalization Organization
- ◊ Attainment of ICC certification by building inspectors.
- ◊ Completion of MPUA Supervisory Leadership Certification by Janet Sanders.
- ◊ Revisions to Land Subdivision Regulations
- ◊ Richard Kramer will continue to serve on the Missouri GIS Advisory Council Outreach & Education Committee and on the advisory committee for the Cape Girardeau Career and Technology Center.
- ◊ Janet will continue to serve as secretary of the Missouri Floodplain and Stormwater Managers' Association
- ◊ Continue cemetery mapping project.
- ◊ Work with developers and builders on new subdivisions, developments, and construction projects.
- ◊ Continue ongoing training of all department personnel.



Stephen Grant,
Building Inspector



Larry Miller,
Building Inspector

Building and Planning Department

Richard Kramer, GIS
Technician



Tiffany Meehan, Customer Service
Representative



Building and Planning Department

Janet Sanders, Superintendent

The DREAM Initiative (Downtown Revitalization and Economic Assistance for Missouri) final planning document was received from PGAV Planners and was presented to the Board of Aldermen at their first meeting of the year. This concluded the DREAM program that began in 2011. We were in the final group of cities that received this grant before the state defunded the program.

Near the end of January, the City adopted a Historic Preservation Ordinance and established a Historic Preservation Commission (HPC) consisting of Greg Yielding, Craig Milde, Tony Thompson, Terri Tomlin, and Bob Schooley. Alderman David Reiminger serves as the assigned alderman for this commission. The commission began a regular monthly meeting schedule and received training for several months. At the close of 2017, the commission is working toward establishing an uptown historic district.

The Planning and Zoning Commission lost Bob Schooley to the new HPC, and Tina Weber was appointed as the new P&Z member to fill his unexpired term.

We contracted Horner & Shifrin to provide online hosting of our GIS map layers. After several months of detailed work preparing our map layers for their program, we are ready to begin utilizing them and are currently scheduling training for city departments on the field use of these maps. The online maps will allow access for various departments to aid in editing their specific utility's layer in addition to the ongoing maintenance and creation of maps our GIS Technician Richard Kramer provides. All edits will soon be viewable by all users in real time. Public access will also be available for viewing layers such as parcels, zoning, wards, etc., while reserving the utility layers for viewing only by our own departments, engineers needing the utility data for project design, and USIC for locating purposes.

Cemetery mapping has continued this year with more research on the burials in the old City Cemetery. Maps were also provided prior to Memorial Day for the American Legion's use in placing flags on veteran's graves. The ultimate goal is to provide all of the cemetery information online for use by people hoping to locate someone's grave, or looking at what lots are available for purchase.

The Zoning Board of Adjustment took on new duties at the end of the year with a code change that makes this board, instead of the City Administrator, the hearing officer for dangerous building cases. In November they had a training session on this new responsibility and will soon begin to put it into practice.

The zoning code was amended to allow permanent and temporary off-site directional signage with certain restrictions. Another zoning code amendment under consideration is defining where shipping container construction can be used. Discussion so far leans toward only temporary and permanent storage structures.

Ordinances to update the 2009 International Codes to the 2015 International Building, Residential, Plumbing, Mechanical, Fuel Gas, Fire, Existing Building, Swimming Pool & Spa codes and the 2014 National Electric Code were approved with some minor amendments by the Board of Aldermen at the last meeting of the year with an effective date of January 1, 2018. Building Inspector Larry Miller did almost all the research and preparation on these code updates and worked diligently on them for several months.

In 2017 the Board of Aldermen began a contract with the Uptown Jackson Revitalization Organization to provide economic development services, special events, landscaping, Christmas decorations, and other services in the uptown area.

Tiffany Meehan, our customer service representative, is busy preparing the city-wide annual report and the 5-year capital improvement plan. Tiffany serves as the initial contact point for most customers of our department, handles all of the permit application entry and final permit issuance, renews approximately 400 contractor license renewals each summer, and generally keeps our office in running order.

Richard Kramer continues to serve as president of the East Central Chapter of Missouri Mappers and continues to be involved in organizing the annual regional GIS Symposium held in Cape Girardeau. He keeps our maps of parcels, streets, utilities, etc. updated on an ongoing basis and creates maps for special projects as requested.

Our two building inspectors, Steve Grant and Larry Miller, provide all plan reviews and building inspections. Steve serves as lead plan reviewer and inspector on commercial projects. Larry reviews the majority of the residential plans and handles floodplain reviews. This year Larry began attending meetings of the Planning and Zoning Commission, Zoning Board of Adjustment, and Historic Preservation Commission to learn how these boards operate so he can fill in as the staff liaison in my absence.

I continued this year as secretary of the Missouri Floodplain and Stormwater Management Association (MFSMA) and attended part of the National Association of Floodplain Administrators Conference in Kansas City on a scholarship from that board. In addition to several special projects, my everyday duties include regulating subdivision development, handling zoning matters, serving as staff liaison for the Planning and Zoning Commission, Zoning Board of Adjustment, and Historic Preservation Commission, and overseeing the Building & Planning Department.

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

Cemetery Department

Joe Schreiner, Sexton

Accomplishments for 2017

- ✓ Continued year-round maintenance of cemetery grounds and equipment.
- ✓ Mark Venable transferred from Water Department to Cemetery Department.
- ✓ Completed spring and fall flower clean-up/fix-up.
- ✓ Conducted weekly departmental safety meetings.
- ✓ Assisted the Sanitation Department during clean-up week.
- ✓ Attended LTAP training classes.
- ✓ Street Department constructed a pit for dumping dirt and also excavated for the extension of three new streets in Russell Heights.
- ✓ Purchased a new back-hoe attachment with a 3' bucket.
- ✓ Purchased a new 6' x 12' trailer for hauling mowers.
- ✓ Installed 7 new street signs in Russell Heights.
- ✓ Installed new yellow covers over existing metal posts on street corners at Russell Heights.
- ✓ Pressure washed and waterproofed the trash can receptacles in Russell Heights.
- ✓ Board of Aldermen approved a re-plat of south end of Russell Heights (Blocks B, C, D, I, and J)
- ✓ BBL Buildings installed new metal roof on brick shed.
- ✓ ASA Asphalt Company paved the extension of 3 streets for a total length of 828' in Russell Heights.
- ✓ Started collecting data and drawings for the new cremation area to be installed in Russell Heights
- ✓ Completed 93 grave openings, including 17 cremations
- ✓ Sold 109 grave lots and marked off 63 new tombstones.

Projected Accomplishments for 2018

- ◊ Continue year-round maintenance of cemetery grounds and equipment.
- ◊ Complete spring and fall flower clean-up.
- ◊ Continue weekly departmental safety meetings.
- ◊ Mark off the re-platted area at Russell Heights for future sale of lots and burials.
- ◊ Develop new columbarium area in Russell Heights.
- ◊ Sale of approximately 100 grave lots.
- ◊ Open approximately 100 graves for burials.



Joe Schreiner (Sexton), Mark Venable, and Dave Shuffit

Cemetery Department

Joe Schreiner, Sexton

Like most years, mowing and trimming both cemeteries takes up the majority of our time during the summer months. Russell Heights Cemetery has seen some improvements this year by getting a new metal roof put on our brick storage shed. There was also 828 feet of new streets constructed on the south end Russell Heights which should complete all the streets to be installed. We replatted the south end of Russell Heights, and in the near future will measure and mark off these new sections to get them ready for lot sales and burials. The total number of lots in these new sections total approximately 2,400.

We are also in the process of developing a new area for cremations only. This area will have columbarium that will have about 500 spaces for cremated remains. It will also have a gazebo to hold funeral services. 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 2018.



Adding new road at Russell Heights Cemetery



City Clerk's Department

Liza Walker, City Clerk

Accomplishments for 2017

- ✓ The most recent codification revision of the City Code Book is Supplement #16, which includes all ordinances that were approved up to November 2, 2017, 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 MuniCode website.
- ✓ Records which have met their retention life were destroyed in compliance with the guidelines according to the Missouri Secretary of State's Record Retention Schedule.
- ✓ Continued to provide service for all Municipal Court related issues from receipting fine payments to documenting all monthly court proceedings. Revised the City's court procedures to comply with the new Missouri Supreme Court order updating Rule 37.04 Appendix A, entitled Minimum Operating Standards for Missouri Courts: Municipal Divisions. 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 and prepare the City's website with cemetery maps of the Old City Cemetery and Russell Heights Cemetery. Also a search engine is available for Russell Heights Cemetery to search alphabetical (by name) of cemetery lots purchased and placement of burials.
- ✓ Monitored the City's bank accounts and investments for the best possible benefit to the City.
- ✓ The City's 2016 Audit was completed by the auditors, Beussink, Hey, Roe, Seabaugh & Stroder, L.L.C., and the City achieved an excellent opinion in the annual financial report.
- ✓ Mary Lowry 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.

- ✓ The City participated in the Show-Me Green Sales Tax Holiday April 19-25
- ✓ City Clerk Mary Lowry served as a member of the Missouri Municipal League's Standing Committee on Finance and Taxation.
- ✓ Implemented 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 Civic Center.
- ✓ Safety updates accomplished weekly.
- ✓ Mary Lowry, retired in September after 29 years of service. Liza Walker started as the new City Clerk/Treasurer in July.
- ✓ Municipal Court was held on the third and fourth Wednesday of each month at noon with the newly appointed Municipal Judge of the 32nd Judicial Circuit Court Michelle Spooler. The third Wednesday court docket consisted of the arraignments for the unrepresented defendants and the fourth Wednesday court docket was for the defendants with attorneys and for the trials.
- ✓ Wendy Seabaugh worked with Police Department and City Attorney to establish procedures for processing and filing digital tickets.
- ✓ Wendy Seabaugh served as President of the Regional Chapter (SEMOMACA) of Missouri Association for Court Administration (MACA) and conducted quarterly meetings with area court clerks to help with continued education and ideas to help operate court effectively and efficiently.

Projected Accomplishments for 2018

- ◊ Disposal of records that are past the Missouri's General Records Retention Schedule requirements.
- ◊ Prepare the codification of Supplement #17 revision of the City Code Book to include the ordinances that were approved during the year by the Mayor and the Board of Aldermen.
- ◊ Develop an Investment Policy to apply to the internal and external management of the City funds.
- ◊ Continue to prepare City documents to be archived on the digitally formatted records management software.
- ◊ Continue with weekly safety updates.
- ◊ Strive to provide the highest level of customer service to the community and to include electronic conveniences for our City staff and customers.
- ◊ Municipal Court will be held on the third and fourth Wednesday of each month at noon with the newly appointed Municipal Judge of the 32nd Judicial Circuit Court Michelle Spooler. The third Wednesday court docket will consist of the arraignments for the unrepresented defendants and the fourth Wednesday court docket will be for the defendants with attorneys and for the trials.
- ◊ Obtain training and attend appropriate conferences in related areas as needed.
- ◊ Continue to provide service for all Municipal Court related issues from receiving fine payments to documenting all monthly court proceedings. Continue to check active court warrants with inmates serving time in MO Department of Corrections.
- ◊ Continue to strive for an excellent annual financial report on the City's 2017 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 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 Mayor and Aldermen according to the required State Statutes regulations and prepare the ballots for any other Elections approved by the Mayor and Board of Aldermen.

City Clerk's Department

Liza Walker, City Clerk

The first business day of the new calendar year was January 3, 2017, 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. The total of the City's park pavilion reservations fees collected were \$6,115.00 in 2017.

Our auditors, Beussink, Hey, Roe, Seabaugh & Stroder, L.L.C., completed the City's 2016 Audit, and the City achieved an excellent opinion on the annual financial report.

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.

The staff is updating the old and new cemetery records on the software system. The City's website now offers cemetery maps of the Old City Cemetery and Russell Heights Cemetery to the public. Also there is a search engine available for Russell Heights Cemetery to search alphabetical (by name) of cemetery lots purchased and placement of burials. In 2017, the City took in approximately \$6,120.00 in receipts a month for the sale of the cemetery lots and the grave opening fees, compared to \$6,900.00/month in 2016.

The City residential customers were charged the sum of \$6.00 per month for the collection of three trash bags per week. For each additional trash bag, the resident would need to place an official sticker purchased at City Hall for \$1.00 per sticker. The City received an average of \$803.00/month for the trash sticker receipts in 2017, compared to \$784.00/month in 2016.

In 2016, Michelle Spooler was the Municipal Judge of the 32nd Judicial Circuit Court. The Municipal Court holds two sessions a month starting at 12:00 noon on the third and fourth Wednesdays of each month. The third Wednesday court docket consisted of the arraignments for the unrepresented defendants and the fourth Wednesday court docket was for the defendants with attorneys and for the trials. The Municipal Court Fines and Costs received by the City averaged about \$11,506.00 per month in 2017 and \$11,148.00 a month in 2016.

Wendy Seabaugh worked with Police Department and City Attorney to establish procedures for processing and filing digital tickets.

The most recent codification revision of the City Code Book is Supplement #16, which included all ordinances that were approved up to November 2, 2017, 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.



City Clerk's Department: Wendy Seabaugh, Court Clerk; Liza Walker, City Clerk; LaDonna Glenn, Customer Service Representative/Accounts Receivable

Dwain Hahs

Mayor of Jackson



THE CASH-BOOK JOURNAL — WEDNESDAY, DECEMBER 7, 2016

Jackson Notes

Clerk keeps businesses of city in order

A couple of weeks ago I was invited to welcome the Southeast Missouri Clerks and Finance Officers Association to Jackson. They held their meeting at the Jackson Civic Center. This association is an organization for the Southeast Missouri Region and is part of the statewide Missouri Clerks and Finance Officers Association. The Southeast Missouri group has 33 members from our region. They meet three times per year to discuss their challenges and opportunities as well as for training. Mary Lowry, Jackson's City Clerk is the Treasurer for the group.

Before meeting with the clerk group, I did a little research. I found that the municipal clerk is the oldest of public servants in local government, along with the tax collector. The profession traces back before Biblical times. Ancient Greece had a city secretary who read official documents publicly.

The title "clerk" as we know it developed from the Latin *clericus*. During the Middle Ages when scholarship and writing were limited to the Clergy, clerk came to mean a scholar, especially one who could read, write, and thus serve as notary, secretary, accountant and recorder. In

England, the development of the clerk position became an important part of all local governments. This continued in America, as the town clerk was one of the earliest offices established in colonial towns.

Over the years, Municipal Clerk has become the hub of government, the direct link between the inhabitants of their community and their government. The Clerk is the historian of the community, for the entire recorded history of the town.

One of the first textbooks on municipal administration in 1934 stated:

"No other office in municipal service has so many contracts. It serves the mayor, the city council, the city manager, and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. It demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together."

These words are even more appropriate today. The City of Jackson's Clerk is Mary Lowry. Mary has been serving as the city's clerk for 28 years. The full time position is appointed by the Board of

Aldermen and has a wide range of duties. The city clerk attends all meetings of the Board of Aldermen, records the minutes and the votes of the members. The clerk keeps all records of the city including the recording of all ordinances and licenses. The office of the city clerk is responsible for the role of assessor, clerk of municipal court, and the treasurer of the city. Other members of the city clerk's office are Wendy Seabaugh and LaDonna Glenn.

Years ago, the Jackson City Clerk was Dean Crites, a close friend of mine, with whom I attended and graduated high school and college. He was given the nick name, Howard Sprigg, the city clerk of Mayberry in the *Andy Griffith Show*. It was a simpler time with the population of Jackson around 8,000.

Today, the challenges of our city of 15,000 have greatly increased the role and responsibilities of the office of city clerk. Mary and her department do a great job of keeping the business of the city in order. She also is a great help to the Mayor, ensuring our Board of Aldermen meetings are conducted according to protocol and the sessions recorded properly.

Civic Center

Jason Lipe, Manager

Accomplishments for 2017

- ✓ Hosted the Jackson Area Chamber of Commerce Annual Dinner, Jackson R-2 Foundation Red & Black Affair, Feed My Starving Children mobile food packing event, Lutheran Family & Children's Services Derby Party, and the Rocky Mountain Elk Foundation events with over 2,500 attendees. Hosted 329 events, with over 16,000 attendees in 2017.
- ✓ Expanded collaboration with the Riverside Regional Library to include a Little Free Library, Summer Storytime program, and Tai Chi classes.
- ✓ SEMO Rainmakers youth basketball league rented the gymnasium for weekly games
- ✓ Added an operable partition to the lounge area to provide another rentable space.
- ✓ Hosted the Community Outreach Board's inaugural Touch a Truck Event.
- ✓ Expanded pickleball offerings to four mornings and two evenings per week
- ✓ Added City Wellness Luncheons, Supervisors Meetings, and Safety Meetings to the list of recurring reservations.
- ✓ Continued the partnership with the Jackson Area Chamber of Commerce to host monthly Business Breakfasts.
- ✓ Hosted sign-ups for boys baseball, girls softball, and boys and girls Optimist basketball leagues
- ✓ Served as a donation site for an American Red Cross blood drive
- ✓ The tornado safe room was open to the public for 19 hours during tornado watches occurring outside the center's normal business hours.

Civic Center

Jason Lipe, Manager

Projected Accomplishments for 2018

- ✓ Storage facility addition
- ✓ Additional parking facility



Jason Lipe, Civic Center Manager

Civic Center

Jason Lipe, Manager

2017 marks the second year of operation for the Jackson Civic Center. This year saw the addition of new programs, as well as facility improvements. 2017 also saw the return of large-scale events like the Jackson R-2 Foundation Red & Black Affair, Feed My Starving Children mobile food packing event, and the Rocky Mountain Elk Foundation dinner and auction. The Civic Center also welcomed new large-scale events such as the Jackson Area Chamber of Commerce dinner and the Lutheran Children and Family Services Derby Party. Each of these events is already on the schedule for 2018.

The partnership with the Riverside Regional Library expanded to include a Little Free Library as well as Storytime in addition to the continuation of the Summer Reading Program. These programs had more than 500 participants in total attendance. In September, the Civic Center collaborated with the library to offer Tai Chi classes twice a week. These classes have been a welcome addition to the schedule, averaging 10 participants per class.

On Saturdays throughout January and February, the Rainmakers basketball league utilized the gymnasium for its youth basketball program. Other youth programs in the Civic Center were put on by the Jackson Elks and the Optimists.

The Community Outreach Board hosted the inaugural Touch a Truck event on September 9th on the grounds of the Civic Center, featuring trucks, tractors, police vehicles, fire trucks, and even a helicopter. This first-time event was very well attended.

In November, an operable partition wall was installed near the concessions/lounge area. This folding wall allows for another rentable space for smaller events to take place, and provides more flexibility in scheduling the facility.

In 2017, a total of 7,283 day passes had been sold. Rental fees surpassed the \$37,000 mark. These rentals accounted for more than 22,000 individuals attending events at the Civic Center.

Collector's Department

Debby Lohman, Collector

Accomplishments for 2017

- ✓ Balanced all accounts, books, and payment batches.
- ✓ Processed, printed, and mailed utility bills and business licenses
- ✓ 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.
- ✓ Distributed proper payments from auto-pay, bank transfers, online, payments, and credit card payments in person and over the phone
- ✓ Collected information for State of Missouri energy assistance records request and processed payments for same.
- ✓ Generated 3,500 work orders in 2017
- ✓ 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.
- ✓ Retained the call center to auto-call delinquent accounts on past due utility bills
- ✓ Processed work orders
- ✓ Collected and processed credits on bills and deposits to send to the State of Missouri for Unclaimed Properties



Debby Lohman,
City Collector

Projected Accomplishments for 2018

- ◊ Streamline the process for cut-offs by adding all delinquents to a call list for notification of unpaid bills
- ◊ Increase efficiency in reports and record upkeep with an updated computer system
- ◊ Cross train and record procedures within our department
- ◊ Attend appropriate training events

Customer Service Representatives



Lisa Beussink



Alicia Wolfenköehler

Collector's Department

Debby Lohman, Collector

Bill collection is a large part of our job, and technology is changing the way many people are paying bills. On-line credit cards increase every month, as does our E-Bank payments, direct-payment (available to the business and large corporations), and Automated Clearing House (ACH) account.

Work continues to increase every year. We completed approximately 3,500 work orders in 2017.

Cash and credit card payments have steadily increased every year. Payment type breakdown as follows: Cash payments have totaled \$981,818, checks \$11,076,355, credit cards \$1,708,411 (up from \$902,950 last year), direct transfers \$1,275,224, E-bank \$1,168,385, and ACH \$4,876,621. All in all, over \$21 million was collected, balanced, reported, and paid to the city treasurer.

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 processed applications and collect business license revenue for new businesses throughout the year. Vendors' licenses increased this year due to the different events and activities.

We look forward to serving the citizens of Jackson in 2018.

Electric Distribution Department

Don Schuette, Director of Electric Utilities

Accomplishments for 2017

- ✓ Installed primary underground residential distribution (URD) and set transformer at Alliance Bank
- ✓ Worked on Francis Drive for URD conversion
- ✓ Worked various storm damages, installing new conductor, transformers, etc.
- ✓ Set net meter for solar installation at St. Paul Lutheran School
- ✓ Replaced 1/0 primary URD on Otto Drive
- ✓ Set transformer and electronic transformer cabinet on Court Street for event power, and assisted with the entire uptown lighting project
- ✓ Set new cabinet on Parkview St. for event power
- ✓ Pulled in primary URD in Mckendree Hills Subdivision, Barrell 131, and Ross Furniture
- ✓ Assisted with substation upgrades
- ✓ Installed 59 permanent electric services
- ✓ Installed 2 commercial electrical services
- ✓ Upgraded 37 electrical services
- ✓ Replaced 45 dilapidated distribution poles
- ✓ Installed 25 new poles
- ✓ Installed 21 transformers
- ✓ Continued three phase meter testing
- ✓ Continued tree trimming program (west side)
- ✓ Continued to update mapping of overhead and URD electric
- ✓ Took numerous transformer oil samples for analysis
- ✓ Performed substation maintenance monthly

- ✓ Began the Electric Rate Study with Burns and McDonnell
- ✓ Accepted the American Public Power Association's (APPA) Certificate of Excellence in Reliability
- ✓ Continued monthly meter reading



Photo by Gregory Dullum

Don Schuette, center, presented a certificate of excellence in reliability to Jackson City Administrator Jim Roach, left, and Jackson Mayor Dwain Hahs at the Board of Aldermen meeting Aug. 7.

THE CASH-BOOK JOURNAL — WEDNESDAY, AUGUST 16, 2017

Jackson's electric utility receives national honor

City of Jackson Electric Utility has received national recognition for achieving exceptional electric reliability in 2016. The recognition comes from the American Public Power Association (www.PublicPower.org), a trade group that represents more than 2,000 not-for-profit, community-owned electric utilities.

The Association helps members track outage and restoration data through its subscription-based eReliability Tracker service and then compares the data to national statistics tracked by the U.S. Energy Information Administration for all types of electric utilities.

"This recognition helps demonstrate public power's commitment to reliable electric service," said the Association's Senior Vice President of Engineering Services, Michael Hyland.

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

"We are proud to receive this recognition. It is a testament to the hard work of all our staff to ensure that the lights stay on for all our customers," said Don Schuette, electric utilities director at the City of Jackson Electric Utility.



Demolition of old transformer



Line Crew working on Power Plant transmission feed



Line Crew working on transmission line

Projected Accomplishments for 2018

- ◊ Hotel distribution expansion
- ◊ West and Power Plant Substation Upgrades
- ◊ North Substation site preparation
- ◊ Easement acquisition for South Farmington Road electric line extension
- ◊ Bidding for 34.5 KV loop from power plant to West Substation
- ◊ Tree Trimming (east side)
- ◊ Three phase meter testing
- ◊ Installation of Old Cape Road East three phase URD to Ramsey Branch Subdivision
- ◊ Paving of Line Crew south parking area
- ◊ Pole replacements, as required
- ◊ Monthly meter reading

Setting new pole at Power Plant for
Transmission and Distribution



Electric Distribution Department

Don Schuette, Director of Electric Utilities

We continued to install underground residential distribution (URD) in several subdivisions this year. This is an ongoing process for trouble areas with overhead electric.

We completed the uptown lighting project, this was a fairly large project. The new lighting, event power, and water system for the hanging flower baskets were all installed as well as new pavers and accents to the sidewalks.

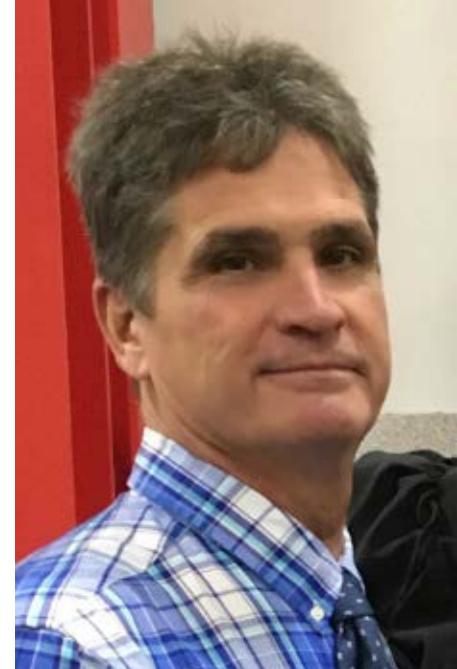
Crews continued to install cabinets in several locations where event power was needed for city and community functions.

The upgrades to the West and the Power Plant Substations were a huge undertaking and will provide more reliable service to the customers for years to come. We installed 4 new breakers, 3 reclosers, and associated equipment.

The west side of town was trimmed by Townsend Tree Service this year and they performed extremely well 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 professional tree service companies due to their work ethics, safety practices, equipment reliability, and professionalism.

As with the years past our three-phase meter testing program proved to be beneficial as we found several commercial meters to have been incorrectly metering.

Don Schuette, Director of Electric Utilities



Engineering Department

Clint Brown, Staff Engineer

Accomplishments for 2017

- ✓ Completed the Water System Plan Implementation Project, Group 1A
- ✓ Began the Water System Facility Plan Implementation Project, Group 1B
- ✓ Began Phase 2 of the Police/Fire Complex Improvements Project
- ✓ Began the City Park Pedestrian Bridge Project
- ✓ Completed 2017 Annual Asphalt Pavement Improvement Program, Concrete Street Improvement Program, and Joint Routing/Sealing Program
- ✓ Continued the APWA Self-Assessment Program
- ✓ Amended the Traffic Control Devices, Excavation Permit, and Backfill Standards chapter of the City Code



Uptown Event Power and Historic District Lighting Extension Projects

Projected Accomplishments for 2018

- ◊ Complete the Annual Asphalt Pavement Improvement Program
- ◊ Complete the Annual Concrete Street Improvement Program
- ◊ Complete the Annual Joint Routing and Sealing Program
- ◊ Complete the Oak Hill Road/East Main Street Traffic Signal Project
- ◊ Complete the City Park Restroom Building Project
- ◊ Complete the City Park Pedestrian Bridge Project
- ◊ Begin the City Park ADA Path Improvement Project
- ◊ Begin the Water System Facility Plan Implementation Project, Group 1C
- ◊ Host inspection seminars to enhance departmental inspector's knowledge and abilities
- ◊ Explore options to demolish the abandoned water treatment facility building
- ◊ Work with the selected City Stormwater Consultant to implement new methods to satisfy Missouri Department of Natural Resources MS4 Program

Engineering Department

Clint Brown, Staff Engineer

The annual street repair programs were once again completed successfully this year. The 2017 Concrete Pavement Improvement Program was awarded to Fronabarger Concreters, Inc. This program included refurbishing concrete panels throughout the City that were declared unsatisfactory. These areas included patches on East Main Street, Shawnee Boulevard, Bent Creek Drive, West Jackson Trail, and Lee Avenue. Also included in this year's program was the removal and replacement of failing sidewalks on streets including West Washington Street, Morgan Street, and North High Street. As part of next year's program, more sidewalks are projected to be included.

ASA Asphalt, Inc. was awarded the 2017 Asphalt Pavement Improvement Program. Repairs were made on North Farmington Road and West Washington Street. A full overlay was also constructed on West Washington. As part of the program this year, new cemetery streets were also constructed.

Finally, Parking Lot Maintenance was awarded the 2017 Joint Routing and Sealing Program. Various concrete streets had joints cleaned out and replaced with new sealant to help extend the life of the pavement. Areas included in this year's program included streets in east Jackson as part of a rotating location schedule.

The Water Department, Horner & Shifrin, and Jokerst, Inc. helped to make Group 1B of the Water System Facility Plan successful this year. Horner & Shifrin is already designing the next phase of this program which is anticipated to be completed next year.

Also underway is the City Park Pedestrian Bridge Project which has been awarded to Brockmiller Construction. This project is expected to be completed in early 2018. The City Parks Improvement Project, which includes the park restroom facility, was released to bid late this year. This is also expected to be completed in early 2018.

The City currently has Koehler Engineering and Land Surveying designing a new traffic signal at the intersection of Oak Hill Road and East Main Street. This project is projected to be completed in 2018 as well as beginning the design of traffic signal or roundabout at Shawnee Boulevard and East Main Street. This project is being designed by Smith & Co., however only the design is expected to be completed on 2018.

A new approach to the Missouri Department of Natural Resources MS4 program is slated to begin in 2018. The



Clint Brown, Staff Engineer

City has also selected a City Stormwater Consultant to help guide the City into new methods to be used to satisfy the requirements. Also next year, the City will explore options to demolish the existing and abandoned water treatment facility located by the Electric Department.

As the newly hired Staff Engineer for the City of Jackson, I have been spending the past couple of months weaving my way into the position. I would like to say thank you to the City Staff for helping me transition smoothly into this new opportunity. With help from our current departments as well as outside resources, I am always looking for ways to implement enhanced and improved approaches to solving problems more efficiently and effectively. I am grateful for the opportunity the City Staff and Board of Aldermen have given me to serve the City of Jackson and its citizens and I am anticipating another successful year in 2018.

Fire Department

Jason Mouser, Chief

Accomplishments for 2017

- ✓ The new fire engine was built with periodic trips to inspect. We placed it into service on June 6th.
- ✓ Placed into service one new set of extrication equipment at Station 2. This unit has over 300,000 psi cutting force, exceeding old set by over 200,000 psi. We have compatible units now.
- ✓ Conducted a hiring eligibility list.
- ✓ Received an Emergency Management Preparedness Grant for \$27,442.24 that was used for salary reimbursement, new whiteboard, projector, computer, hand-held radio, and battery replacement for storm sirens.
- ✓ Received a grant through the Regional Homeland Oversight Committee in the amount of \$31,500 to purchase new camera system for haz-mat 1, shoring equipment, and new monitoring equipment.
- ✓ Was awarded a \$248,000 regional grant with five other departments to purchase 40 new air packs.
- ✓ Training from November 2016 through December 2017 totaled 6,300 personnel contact hours.
- ✓ Conduct monthly Homeland Security Response Team (HSRT) training with all 3 departments on the team.
- ✓ Insurance Service Office (ISO) evaluation was completed and we maintained a class 4 rating.
- ✓ Conducted 9th annual thorough inspection program of all Jackson schools prior to the start of school year.
- ✓ Placed iPad Pros in all first out apparatus and command vehicles marking to use in connection with Active 911 response software to install pre-plans, hydrant data, etc. on for a more modernized response.
- ✓ Pressure tested over 12,700 feet of attack and supply hoses.

- ✓ Flow tested 75 hydrants in the central section of town.
- ✓ Flow tested conducted on all air packs.
- ✓ Car Seat Technicians installed or checked 35 car seats.
- ✓ Hosted an eliminating cancer class in the fire service class, which was particularly important because cancer in firefighters, statistically are at 5 times higher risk than average citizen not in the fire service.

WEDNESDAY, APRIL 19, 2017 – THE CASH-BOOK JOURNAL



Photo by Nick McNeal

Mayor and firefighters thanked with lunch

On Friday, April 7, Mayor Dwain Hahs and local firefighters were guests at the Villas of Jackson for lunch, which featured a taco bar and dessert including blueberry cobbler and cake. This was a thank you from the staff for being an instrumental part in making sure everything was done correctly to achieve the successful opening of the assisted-living facility.

Local firefighters go to Harvey



Submitted photos

Firefighters from the area rescued 19 Houston residents and some animals.

by Jay Forrester
Assistant Editor

Jackson firefighters answered the call to assist in rescue operations in the aftermath of Hurricane Harvey.

Captain Sean Mitchell and Justin Farrar, who are part of a local Homeland Security Response Team (HSRT) that includes firefighters from Jackson, Cape Girardeau and Sikeston, were deployed to the Texas gulf region.

"It was a humbling experience to see those people in need and be able to help them as much as we could," Mitchell said.

The 10-person team, trained in swift water rescue, was contacted by the Federal Emergency Management Agency on Aug. 30, and arrived in Texas the next day, bringing three boats and four trucks with them.

Once in Texas, they worked with another regional team from the Kansas City area, and formed two strike teams. Mitchell said they first went to staging areas in College Station, TX, and Fort Bend County, before they went into Houston.

"One of the first missions was to go out and rescue several animals," Mitchell said. "Then we were called back to the staging area where we were then given another assignment to go assist one of the Tennessee teams with search and rescue."

The team was sent to cover a grid from FEMA and perform door-to-door searches of 450 houses located on the west side of Houston near the I-10 corridor and the Buffalo Bayou. During this mission, they rescued 19 civilians and two pets.

"Each boat had a boat operator and a swimmer," Mitchell said. "The swimmer would get out of the boat and check the house. There were several times when we got out of the boat, that we wouldn't be able to touch the

ground. The water was so deep."

Both Mitchell and Farrar were swift water techs who swam to the houses. Mitchell said they would knock on each door or the side of the house and if anyone was inside, they would offer to evacuate those inside.

Mitchell said the flooding was extensive and was estimated to last another 20-30 days after they left. He said one of the hardest aspects was finding the addresses of the houses, because mailboxes were at least three or four feet underwater.

"Any single story home was almost uninhabitable," Mitchell said. "You couldn't make it. If it was a two-story home, the people would try to take all their belongings upstairs. So we checked the single-story houses, but most of the houses we were checking were the two-stories."

Because there was no emergency evacuation, the team saw residents coming in to the flooded city to visit their homes.

"They were trying to get to their house to get stuff out of their house that was important to them," Mitchell said. "They would take kayaks and canoes or small boats to their house and load up what they could and take out. It was pretty dev-



Sean Mitchell and Justin Farrar from Jackson Fire Rescue were swift water techs in Texas.

astating to see people hurting and needing stuff that they couldn't get to."

At the staging point, Texas residents would support the rescue teams by cooking them lunch or doing their laundry.

"They were very grateful for us," Mitchell said. "I think they needed it very much, and our regional team was grateful to go down and help them."

The team stayed in Texas until the rescue operations were contained and they were released by the Houston fire department and Texas State Emergency Management. They arrived home on Sept. 5.

Mitchell said it was a humbling experience to help the Houston residents and said it was very important for first responders from across the country to come to Texas.

"They were on their roofs or up on the second story where they were too scared to get into the water," Mitchell said. "If we hadn't been there to do that type of stuff, I couldn't tell you what might have happened."

The regional HSRT team meets once a month to train for various emergencies including trench rescue, swift water rescue, dealing with hazardous materials and structural collapse. Mitchell said this was their first out-of-state FEMA response, but if another call comes, they are prepared.

Projected Accomplishments for 2018

- ◊ Determine ways to provide and conduct much needed on and off duty training opportunities for all employees.
- ◊ Obtain the new air packs in through the Fire Act Grant, to be interoperable amongst the 6 departments that were awarded the grant.
- ◊ Budget a few upgrades to the air packs to ensure that our personnel have the safest equipment available to them in order to properly respond to incidents.
- ◊ Apply for the Fire Act Grant, Fire Safety and Prevention Grant, and any other grants that will benefit our department and the City of Jackson.
- ◊ Evaluate the Insurance Services Office (ISO) evaluation system on how we can obtain a class 3 status.
- ◊ Continue to migrate more information into the tablets on our apparatus for needed emergency information.
- ◊ Change to a new and improved reporting software for incident reporting, scheduling, maintenance records, etc.
- ◊ Work with new dispatch protocols and operational guidelines for fire dispatching with consolidation with County dispatch.
- ◊ Finalize new protocols in the activation of storm sirens with the consolidation of the city and county dispatch centers.
- ◊ Conduct another hiring eligibility list at mid-year.
- ◊ Conduct hydrant flows in the east area of town.
- ◊ Upgrade current protocols and procedures.
- ◊ Educate residents on the need and benefit for a public safety tax.



Jason Mouser, Fire Chief



Extrication



Push in ceremony for Engine 12

Fire Department

Jason Mouser, Chief

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

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 Rob Greif
FF/EMT Gene Kerns	FF/EMT Justin Farrar	FF/EMT Justin Angle
FF/EMT Nick Teichman	FF/EMT Brad Biri	FF/Medic Sam Herndon
FF/EMT Ben Wood	FF/EMT Stetson Proffer	FF/Medic Ron Kiplinger
FF/EMT Michael Gentry	FF/EMT Brandon Page	FF/EMT Zach Schneider

We also have a tremendous group of part-time employees who assist us by responding to structure fires and covering shifts during vacations from our career members. These members are: Tim Bleichroth, Matt Hamlett, Walt Biri, Andy Mathews, and Dalton Abernathy.

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 1,300-1,500 calls a year. Whether it is an EMS call, technical rescue, fire, or Haz-Mat, no one call is alike. This is why training is always at the forefront of what we do. Insurance Service Office (ISO) requires that all firefighters conduct a minimum of 192 hours per year in Company Level Training, 8 hours of haz-mat, 12 hours of officer training for company officers, 12 hours of driver training per year to fully comply with ISO. All of our firefighters are required to be emergency medical technicians at a minimum we are very fortunate to have 5 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. 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 employees have to continue to maintain.

Certification	CEU hours required	# of personnel that hold
EMT-B	100 hours every 5 years	15
EMT-Medic	176 hours every 5 years	5
CPR	6 hours every 2 years	20
Car Seat Technician	6 hours every 2 years	3
Fire Service Instructor	24 hours every 3 years	13
Fire Service Investigator	30 hours every 3 years	7
Fire Service Inspector	30 hours every 3 years	5

We hired Zach Schneider in January and Sam Herndon in March. Zach was a part-time employee for us that became full-time. He is a graduate of Saxony Lutheran and lifelong resident of the area. He already possessed his firefighter 1&2 and had his EMT license. Sam is also a lifelong resident of the Jackson area graduating from the Jackson School District. He worked for several years at Cape County Private ambulance. He is a nationally registered paramedic. He is finishing up his state firefighter 1&2. They are fine young men that are doing well in fitting in with the department and learning a lot each and every day. We hired a new part-time employee in Dalton Abernathy. He works in Jackson and resides in Bollinger County. He has his EMT and firefighter 1&2. He has been doing a great job in filling in for vacations and while others may be in training.

Captain Rob Greif was appointed to serve as the fire department Public Information Officer. He does a great job in coordinating with public education events as well as communicating with the media through several events this past year.

In May we conducted a six-month firefighter 1&2 course for two of our own firefighters. It is an intense class that includes 240 hours of instruction including complete practical skill evaluations. We are fortunate to have our own fire service instructors that can teach and evaluate this course. We hired two evaluators that tested our personnel for the state practical skills requirements in which all three passed. Both have passed their state practical exams and are waiting to take their state written test.

In 2017, the fire department had over 6,212 total personnel contact hours of logged training time. This is made up of classes attended away from Jackson, National Fire Academy, quarterly department training, and most on-duty company level training.

We had four employees get their state evaluator updates. This allows those individuals to evaluate state practical exams on behalf of the state fire marshal's office. We had two personnel attend a haz-mat training in Anniston, Alabama, dealing with live nerve agents. We had two personnel go to the haz-mat suit manufacture in Alabama to learn how to properly care for that equipment. Training Officer Greg Hecht taught a state Fire Officer 1 class to two of our personnel, where firefighter Tim Bleichroth and firefighter Justin Angle gained state certification as Fire Officer 1. Captains Rob Greif, Sean Mitchell, and firefighter Michael Gentry attended a fire investigator class in West Plains. They have passed their state test and await results from their practical skills booklet to officially be state certified.

We continue to be a part of the Region E Homeland Security Response Team. We have 10 members from our department along with members from Sikeston DPS and Cape Fire that make up this team. We can be deployed anywhere through-out the state. We come together as a group on the 3rd Wednesday of every month and train on different scenarios in which we may be deployed. We trained with the 7th CST unit out of Jefferson City, we trained in swift water rescue, large haz-mat responses, high angle rescue, confined space rescue, and structural collapse rescue this year. We received our first national deployment this year as we were requested to respond to Houston, Texas during Hurricane Harvey. We assisted in going door to door checking houses that had water up anywhere from 3 to 10 feet up on the houses. We assisted in bringing individuals and pets to the safe zone. We prepared for a 7-day deployment and we returned after 5 days. Our swift water rescue training was valuable as we had someone get lodged between their kayak and a log in the Hubble Creek as the water was raging after a rain storm. Our personnel did a great job to

rescue him and prevent a recovery operation. The HSRT team was also deployed to a gasoline tanker truck roll-over on Interstate 55, where we had leaking fuel with dangerous vapors present. Our team of Jackson, Cape, and Sikeston did a tremendous job in mitigating the incident to prevent a disaster.

Our new fire engine was ordered in May of 2016. We were very proud to welcome and place Engine 12 into service officially on June 6, 2017. We held an open house and had a wash down ceremony to officially place it into service. We were pleased to have over 100 people stop in to participate or to come by and see the new truck.

We were very appreciative to be able to purchase a matching set of extrication tools for station #2 this year. It is very nice to be able to train on one set of equipment that is universal to both station's needs. We were excited to place on all front-line apparatus and the command vehicles, iPads that enable us to see who is responding to all first alarms, it gives us the hydrant data and locations, pre-incident plan information, and route instructions, if needed. It has been a tremendous tool as we continue to try to modernize some of our equipment and operational procedures.

We started in January an audit with the Insurance Service Office (ISO). We gathered the needed information and met with them. When the review was completed, we found out that we remained a class 4. We feel like we are well within reach of reducing our classification to a class 3 ISO rating. We promise to continue working to do this for the residents of the city.

We received \$31,500 from the Regional Homeland Security Oversight Committee to purchase equipment for the needs of the HSRT team that we will also be able to use at the local level. Equipment to be purchased includes an upgraded camera system for Haz-Mat 1, trenching and shoring equipment for Rescue 1, several new wireless monitoring equipment for Haz-Mat 1. We were 1 of 6 departments in our area that applied for a regional Assistance to Fire Act Grant (AFG) for the purpose of replacing our self-contained breathing apparatus. This is one large grant with Cape being the host agency. We will be able to purchase over 40 new air packs a value of over \$300,000 for a 10% match. This came at a great time as these air pack were to surpass their life expectancy. Captains Rob Greif and Sean Mitchell are serving as our department's representatives on the committee.

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 SCBAs (Self Contained Breathing Apparatus) annually. We contract out annually to have our pumps on our apparatus and all ground and aerial ladders certified per ISO requirements. We conducted over 70 hydrant flows this year. We focused mainly on the central area of town. We pressure test each section of fire hose annually. This totaled over 12,700 feet of fire hose that was completed.

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 Chief Association, International Fire Chiefs Association, MO Fire Marshal Association, and MO Fire Sprinkler Coalition. We are also members of local organizations such as the 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, SEMO Emergency Management Association, and the Jackson Area Chamber of Commerce.

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 new or being remodeled. We conducted plan review and periodic inspections on 45 facilities through 2017 in the city for all life safety needs.

Below is a breakdown of the call volume from December 31, 2016-December 31, 2017. EMS continues to be and will be a majority of our call volume. The City of Jackson still relies on the private ambulance company to transport the Jackson residents to the Cape Girardeau hospitals to get into a doctor's care. However, citizens can be assured that they have excellent first responders at Jackson Fire Rescue on scene within 4-6 minutes that can offer basic and advanced life support capabilities. We are fortunate to have at least one paramedic on duty per shift that can start I.V.s, push first line drugs, or utilize a 12 lead cardiac monitor, and have the ability to transmit that information to either of the local hospitals. Advanced Life Support was administered by Jackson Fire personnel on 208 emergency medical calls in 2017.

INCIDENT STATISTICS 12/31/16-12/31/17

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

32	structure fires
2	large area search
7	arcing incidents
3	smoke removal
17	vehicle fires
31	natural cover fires
15	illegal burns
838	medical assist calls (advanced life support given on 156 calls from paramedics on duty)
75	motor vehicle accidents
12	vehicle extrications
54	hazardous condition calls (includes haz-mat spills, co incidents, gas leaks)
1	drug labs processed that were brought in for disposal
146	citizen assist calls
101	dispatched and cancelled enroute
13	no incident found on arrival
63	alarm activation responses
3	swift water rescues
1	severe weather response

1,414 total responses

My door is always open for any questions or comments to the betterment of our organization. We thank all of you for your support in 2017 and look forward to working with each and all of you in the upcoming year. I appreciate the opportunity and am honored to serve as Fire Chief for this great community.

WEDNESDAY, OCTOBER 25, 2017 — THE CASH-BOOK JOURNAL



Photos by Gregory Dullum



Fire Safety Month observed at East Elementary

Kindergarten and first grade students at East Elementary observed Fire Safety Month with a visit from Jackson Fire and Rescue. Outside, students learned about equipment from firefighters Nick Teichman, left, and Greg Hecht. They climbed aboard and toured several fire trucks. One lucky student, kindergartner Emma Floyd (it was her birthday) donned a complete firefighter's outfit, above. Inside, students listened to a brief talk about fire safety from Justin Farrar and watched a 10-minute video, below left. They also had a "meet and greet" with "Sparky" (Brad Biri). Captain Robert Grief said it's good for these young students to interact with firemen in their full gear, so if they are ever in a fire, they will not be afraid and hide when they see firemen, but instead they will come to the firemen to be rescued.

Jackson Fire & Rescue dedicates new fire truck

WEDNESDAY, JUNE 14, 2017 — THE CASH-BOOK JOURNAL



Photos by Gregory Dullum

Jackson Fire Chief Jason Mouser addressed the crowd gathered at Fire Station 1 to dedicate Engine 12.

by Gregory Dullum

Staff Reporter

A new custom-built \$445,000 fire engine was dedicated by Jackson Fire and Rescue June 6 at Fire Station 1.

"This piece of equipment truly is an investment by the community and it's for the community," Fire Chief Jason Mouser told a crowd that had gathered for the occasion.

The fire truck was manufactured by Precision Fire Apparatus using input from Jackson firefighters. "It's not only an American made product, it comes from here in Missouri," Mouser said. "This work was done collectively, weighing the pros and cons of every detail."

Designated "Engine 12," this pumper holds 1,000 gallons of water, more than any other Jackson fire truck. It also can pump 1,500 gallons of water a minute.

It once took 29 minutes for a house to reach flashover, said Captain Rob Greif, the public information officer. With all the new flammable materials used in construction and furnishings of homes, it now takes only three minutes. That's why it's important to deliver a lot of water as quickly as possible to a fire.

The bins on the side of the truck are organized so the right side contains equipment needed for rescue and the left

side has what's needed for fire suppression.

The cab, which holds six firefighters, was designed with their safety in mind. It is equipped with airbags and roll-over protection.

State-of-the-art emergency lighting will help clear traffic out of the way when the truck is responding to emergencies.

The blessing of the truck was given by the Rev. David Dissen, chaplain of the Cape Girardeau police and fire departments (Jackson's chaplain was unavailable). Dissen is retired from Trinity Lutheran Church. During the blessing, he asked the firefighters, who were lined up beside the truck, to place their hands on the vehicle.

Once the truck was blessed, it was hosed down by a firefighter and everyone had a chance to wipe down the truck with commemorative red towels provided by the fire department.

The truck was then pushed into the fire station by firefighters and officially placed into service.

This truck will not stay at Station 1. It will be used as the first responding truck out of Station 2. A 1977 fire engine was retired and a 1998 fire truck was moved into reserve, Mouser said.

People of all ages helped wipe down Engine 12 after it was "washed," but children found the task especially exciting.



9/11 remembered...

It's hard to believe it has been 16 years since terrorists hijacked four jetliners and flew them into the Twin Towers of the World Trade Center in New York City, the Pentagon, and a farmer's field in Pennsylvania. Those who lost their lives in the attack and first responders who died attempting to save victims are remembered every year on Sept. 11. This year, Jackson firefighters marched 3.43 miles in full gear from Kohlfeld Distributing on East Jackson Boulevard to Fire Station 1 in honor of the 343 firefighters who died when the Twin Towers collapsed (photo at right). On Saturday, Buchheit hosted a free lunch for first responders and their families. Below, Patrolman Carrera Patterson dishes up her lunch as she talks with Buchheit Manager Pete Rabbitt. In the bottom right photo, clockwise from top left: Corporal Ron Styer, Patrolman Carrera Patterson, Patrolman Carl Kurtz and Ella Keller enjoy their meal.



Photo by Gregory Dullum



Photo by Jay Forness



Photo by Jay Forness

A Salute to Our Firefighters

**National
FIRE
PREVENTION
WEEK**
OCTOBER 8-14



Fleet Maintenance Department

Kirk Anderson, Superintendent

Accomplishments for 2017

- ✓ Completed over 200 service jobs and over 4,800 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 Police Department to new digital frequency
- ✓ 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 departmental units
- ✓ Continued recycling of cardboard, plastics, and metals
- ✓ Scheduled, delivered, and returned vehicles and equipment for outsourced repairs; dealer recalls; body shop repairs; inspections; procured licenses, titles, and permits
- ✓ Upgraded warning lighting and safety equipment on many units
- ✓ Placed proof of insurance cards in all units
- ✓ 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:
 - Cemetery Department- new 6x12 flatbed trailer
 - Electric Department- a 2016 Ford F-550 with a 52 foot aerial bucket unit
 - Police Department-a 2017 Ford Explorer Interceptor with equipment
 - Fire Department-a new 2016 fire truck
 - Street Department- a new Swenson stainless steel spreader unit and a new Cat 420f2 backhoe
- ✓ Installed necessary accessories and safety equipment on all new units as needed
- ✓ Joan Evans upgraded the computer and printer



Kirk Anderson, Superintendent

Projected Accomplishments for 2018

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

Shawn Burkhart



Fleet Mechanics

Toby Hendrix



Fleet Maintenance Department

Kirk Anderson, Superintendent

In 2017, the Fleet Maintenance Department completed over 200 scheduled service jobs and over 4,800 repair jobs. We acquired state license renewals, titles for new units, permits, proof of insurance cards placed in all units, and other necessary paperwork, as well as kept current list of the fleet. We outsourced (when feasible) some units for repairs, such as engine, transmission, body repairs, front end alignments, exhaust, Missouri state inspections, and dealer recall work, which we delivered and returned. Our department prepared all units for seasonal work from winter (to include all snow related equipment), spring, summer construction, utility, mowing, sanitation cleanup week, etc. All units are monitored for tire pressures and condition, fluids, heating and air conditioning, anti-freeze testing and flushing, and an entire checklist of all related components, especially safety equipment. Also numerous trip inspections are done for units traveling outside the city and some rental cars were used for trips farther than 100 miles.

We continue to do many repairs to all 2-way radio-related equipment. Several patrol units got upgraded lighting and other equipment this year, including a prisoner cell with weapons racks in the new patrol unit and upgraded cameras in two other cruisers.

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 took in waste oil, waste fuel, and coolant from residents for proper disposal.

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

Added to the city fleet this year was a 6x12 flatbed trailer for the Cemetery Dept., a 2017 Ford F-550 with a 52 foot aerial bucket unit for the Electric Line Dept., a 2017 Ford Explorer Interceptor with equipment for the Police Dept., a new Swenson stainless steel spreader unit and a new Cat 420f2 backhoe for the Street Dept. Also, the Fire Dept. received a new Spartan fire 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 equipment operation and safety.

Information Technology Department

Joan Evans, Information Technology Director

Accomplishments for 2017

- ✓ Worked with water line personnel to continue implementation of Automated Meter Reading project
- ✓ Maintained City Hall software, network, and components
- ✓ Updated computer technology usage policy for City employees
- ✓ Oversaw City computer technology hardware and software purchases
- ✓ Supervised Collector and worked with City Clerk to ensure departmental needs are met, as assisted in providing excellent customer service to citizens and businesses.
- ✓ Implemented automated calling service for utility bill payment reminder
- ✓ Set up procedural changes to expedite utility cut-off preparations
- ✓ Assisted with implementation of payroll software upgrade
- ✓ Maintained the City of Jackson's online presence through website and Facebook
- ✓ Provided technical support for various City departments
- ✓ Monitored credit card terminals and network for PCI-DSS compliance
- ✓ Worked with auditors for 2016 audit
- ✓ Completed City's section of Missouri Public Utility Alliance 2016 financial statement
- ✓ Served on City's Employee Health and Safety Committee
- ✓ Designed and implemented Police training tracking database
- ✓ Served on advisory board for Missouri Digital Summit for Government Technology organization
- ✓ Participated in panel discussion at 2017 Missouri Digital Summit session
- ✓ Continued participation in Missouri Municipal League Public Information Official Group
- ✓ Continued participation in Missouri Municipal League Tech Group

- ✓ Attended appropriate conferences and obtained training in related areas



Joan Evans, Information
Technology Director



Sarah Moonier, IT Assistant

Projected Accomplishments for 2018

- ◊ Complete transition to new/updated financial software for City
- ◊ Conduct cybersecurity stress test for City technology resources
- ◊ Continue working with electric utilities on testbed Automated Meter Reading project
- ◊ Work with other departments to adopt technologies to meet their job demands
- ◊ Write and implement “best practices” manual for use of computer technology for City employees
- ◊ Work with Public Works to implement work order system
- ◊ Expand use of tablets for work orders and City map access
- ◊ Standardize process for City technology purchases
- ◊ Implement new backup system for City computer networks
- ◊ Continue training to meet changes in technology needs

Information Technology Department

Joan Evans, Information Technology Manager

The transition to radio-read meter reading is essentially complete on the electric side. Water meter readings conducted by radio-read method total 4,464 at the end of 2017. Again, this project has relied on regular, cooperative communication with electric and water personnel and will continue to do so through project completion. Plans for 2018 include the installation of AMR collector meters in a test area. These meters will collect electric and water meter readings from meters set up for AMR.

Participation in e-billing and automatic withdrawal for utility bill payment continues to grow. Credit card payments continue to grow for all City services.

The City's website has had some changes and will continue to meet citizen needs as time allows. The City's Facebook page now has over 3,000 followers. The use of Facebook expanded to include separate pages for the Civic Center and the Fire Department. Its focus is link to or present, in a condensed version, the content that is published on our website and distribute news and enhance citizen awareness of City services for Facebook users.

Several projects for other departments were worked on during 2017. The City's main budget book continues to be modified to meet fund and departmental changes for 2018. Several replacement computers and peripheral equipment were set up for various departments. The technology usage policy was updated again to reflect changes in IT trends. A decision was made to collaborate with our current vendor for the City's main municipal software needs over the next few years. The pavilion reservation database was enhanced for user flexibility and data integrity in 2017 and has been prepped for 2018. A public works order system is being evaluated for implementation in 2018. The City's main software package will undergo a transitional upgrade by mid-2018 with a major upgrade scheduled toward the end of 2018. The final upgrade is dependent on the company's product readiness.

Cybersecurity is always a concern in dealing with government technology. We have been promoting cyber-awareness to employees through the weekly safety notices sent out by the Clerk's office. The computer usage policy changes reflect the importance of cybersecurity awareness. We still plan on conducting a stress test but it has been moved into 2018's schedule.

Parks and Recreation Department

Shane Anderson, Director

Accomplishments for 2017

The following represents the 2017 Jackson Parks and Recreation Accomplishments. We are thankful for the help from other City departments and the Missouri Department of Conservation.

✓ Brookside Park

- Addition to the recreation trail was installed along Hubble Creek
- Added woodchips to playground
- Planted two trees, removed three dead trees
- Continued to improve drainage on fields, adding conditioner to fields #8 & #9, and cutting infield lips
- Filled in low areas east of Veteran's Memorial

✓ Football Park

- Painted bleachers
- Painted parking blocks at upper parking lot
- Mowed creek bank
- Added gravel to lower and upper parking lots

✓ Litz Park

- Completed 8th 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, removed six dead trees
- Installed 18 hole disc golf course
- Installed three permanent pickleball courts
- Power washed tennis court area

✓ City Park

- Completed 25th year of cooperative agreement with the Missouri Department of Conservation to monitor and stock Rotary Lake
- Rainbow Trout program in 14th year
- Continued to add conditioner to fields #1, #4, & #5, and cut infield lips
- Graded parking lots as needed
- Painted pavilion tables and benches

- Accepted donation of fence improvements at Field #3 from Jackson Girls Softball League
- Planted four trees, removed six dead trees
- Hosted Park Day on April 22
- Accepted donation of scoreboard at Field #5 from the R-2 School District
- Accepted donation of playground equipment from the Jackson Municipal Band
- Continued tree trimming program, including hanging limbs from severe weather events
- Added wood chips to playgrounds
- Tuck-pointed bathrooms

✓ Soccer Park

- Painted parking blocks
- Aerated and fertilized fields, added dirt, and reseeded low areas
- Added sand to goal areas

Park staff continues to mow and maintain areas at Civic Center and Hwy 61 mitigation site.

Staff has completed 12th 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.



Welcome to my world!

WEDNESDAY, JULY 19, 2017 — THE CASH-BOOK JOURNAL.

The Jackson City Parks and Recreation Department held its annual summer camp, "Explore Your World" last week at Jackson City Creek. Ten participants learned about life that exists in Hubble Creek. After capturing crayfish, small catfish, guppies, spiders and more, the students could take one of their finds home. At left, a crayfish is examined. Below, instructor Crystal Richey and helper Dan Brown watch as the youngsters choose what to bring home and beg Mom and Dad to keep.

Photos by Gregory Dullum



Projected Accomplishments for 2018

- ◊ Brookside Park
 - Re-roof bathroom
 - Add dirt to east side of park
 - Plant trees
 - Ballfield Committee recommendations
- ◊ Football Park
 - Clean and monitor creek banks
 - Add parking curbs to south lot
 - Continue spray program
 - Install field number signs
- ◊ Litz Park
 - Plant trees and remove dead trees
 - Refurbish walk bridge by bathroom
- ◊ City Park
 - Construct new restroom building
 - Restroom path improvements
 - Replace pedestrian bridge over Hubble Creek
 - Paint and tuck point exterior of bathrooms
 - Continue Rainbow Trout program
 - Plant trees
- ◊ Soccer Park
 - Core aerate and reseed fields
 - Trim bald cypress trees
 - Paint soccer bathrooms
 - Improve drainage on field #3 and #4
- ◊ Continue to host Jackson High School sports and provide a safe and clean park system



Shane Anderson, Parks and Recreation Director



July 4 is sparkling success

Jackson City Park was alive with activities July 4. Players in the mud volleyball tournament didn't mind getting dirty, right, as long as they could wash off under the fire hose, below.

Most photos by Greg Dullum



Photo by Elaine Moonier
Luke Beevor was the first to cross the finish line in the 5K run/walk.



Madi Hager created own "air show" by jumping in the bouncy house while Carter Slinkard, below, fished for a brown bag containing a surprise.



Food stands were busy with palate-pleasing pleasures.

A big crowd gathered to watch the rubber duck race.



This helicopter provided rides but the morning began with a different kind of flyover, below.



This contestant, left, received directions from her mom as she competed in the Little Miss and Mr. Firecracker Pageant.



Submitted photo

The best, and maybe even the muddiest...

United Land Title took first place in the July 4 mud volleyball tournament in Jackson City Park. The team consists of, from left: Bill King, Skyler Steele, Karson Powers, Kaitlin Welter, Karson King, Taylor Henson.



Submitted photo



3rd Place: Millard Fillmore's: from left, back row: Ethan Huber, Travis Frigga, Colin Kramer and Aaron Huber; front row: Olivia Renner and Taylor Ward.



4th Place: This Won't Take Long: from left: James Fortner, Aaron Fortner, Tim Stroder, Akina Winstead, and Sean Winstead. Not pictured is Crystal Fortner.



Photos by Jay Forness

The ribbon cutting for the Litz Park Disc Golf Course was held on Oct. 10.

Jackson's first disc golf course opens in Litz Park

by Jay Forness
Assistant Editor

The City of Jackson celebrated the completion of a disc golf course at Litz Park with a ribbon-cutting ceremony on Oct. 10. The project, which cost \$26,357 in total, was four years in the making.

In 2014, the Jackson Park System put together a master plan which mentioned adding a disc golf course to redevelop the park. At that time, the Play for Parker Foundation stepped forward and said they wanted to help make it happen. The foundation, which supports youth recreational sports in memory of Parker King, provided 50 percent of the funding necessary to install the course.

Shane Anderson, parks and

recreation director, said Litz Park was chosen for Jackson's first disc golf course to lead more people to the park.

"This is the park that doesn't get a lot of attention unless you know about it or you're close by," Anderson said. "It's an underutilized park in some ways and this is one step in helping it become utilized."

Mayor Dwain Hahs said at the ribbon cutting that the course should attract players of all levels, and the city plans to cater to veteran disc golf players by hosting tournaments in the future.

"I hope families come out and use this, as well as those players who want to be a little bit more serious about the game," Hahs said.

The course, which was designed in part by local player Theo Wegner, includes a few higher-level technical throws and uses the lake in the park as a hazard.

Anderson said the final touches made by the park staff were to install course signs throughout the park, as well as improve the walkability between holes. He added that their hard work seems to have already had an impact on attendance at the park.

"At Litz Park we didn't usually see a lot of people just walking out here, maybe in the morning with their dogs but not throughout the middle of the day," Anderson said. "We do now because of disk golf."

The full course map is lo-



Each of the 18 tee pads have two targets of various difficulties.

cated on the side of the fenced tennis/pickleball courts, and the tee pad for the first of 18 holes is located 30 feet downhill from the map.

Parks and Recreation Department

Shane Anderson, Director

We continued to improve the recreation trail segments along Hubble Creek in the City Park. A new segment has been added from the City Park to the Civic Center, made possible by a grant from MoDOT.

Jackson has five 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 always popular and youth enjoy the “Explore Your World” summer camp. We have entertained in the Rock Garden with music performances and free outdoor movies at the park. The 22nd annual “Lights of the Season” display is enjoyed by community during the month of December. Currently, the Winter Rainbow Trout project in its 14th year. Each month we sponsor a Senior Social dance just for fun and ice cream.

Much to the delight of kids, new playground equipment was installed at pavilion #2 in City Park.

The new disc golf course at Litz Park is currently being played and enjoyed. The disc golf course was a feature in 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 2018.



Dave Smith, Jeff Craft, and Eric Welch-Park Staff

Police Department

James Humphreys, Chief

Accomplishments for 2017

- ✓ Successful Commission on Accreditation for Law Enforcement Agencies (CALEA) Commission hearing in Mobile, Alabama and awarded our 4th Reaccreditation for the next four years.
- ✓ Audited by the Missouri State Highway Patrol (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 on Phase Two.
- ✓ Successful completion of Firearms Simulator Training through MIRMA
- ✓ Approval through Board of public safety sales tax to be placed on April 2018 ballot for new police building and additional personnel.
- ✓ Successful completion of communications upgrade and went live with Missouri Statewide Interoperability Network (MOSWIN) radio network by adding new console and radios for communications and patrol.
- ✓ 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 2017.
- ✓ Continued efforts with our community programs such as:
 - Coffee with a Cop
 - Elks-Annual Toy Drive
 - Noon Optimists-Safety City
 - Evening Optimists activities
 - VFW Women's Auxiliary-POW/MIA Walk
 - SALT-Seniors and Lawmen Together
 - SALT Senior Christmas Celebration
 - SALT Law Enforcement Memorial Ceremony
 - Southeast 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 \$15,000 in 2017.
- ✓ 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 2017.
- ✓ Applied for and received block grant of \$10,000 for patrol equipment. All equipment obtained was to enhance officer safety and accountability
- ✓ Successful application for the Highway Safety Grant and Missouri Safety Center for overtime and equipment to work hazardous violations, such as DWIs. Approximately \$17,000 applied for and received in 2017 for traffic enforcement equipment and overtime.
- ✓ Applied for and received a grant for bulletproof vests through the Department of Justice, totaling over \$5,800 through 2018.
- ✓ The Department's Patrol Division participated in a total of 17 grant funded projects through Highway Safety for hazardous moving violations within the city.
- ✓ Obtained a \$5,156.00 grant through MIRMA for needed equipment and training.
- ✓ Received training grant through Missouri Police Chief's Association for \$2,800 for specialized on-line training through the Virtual Academy for each of the 31 sworn officers.
- ✓ 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.
- ✓ Obtained new protective vests and equipment for K9 Beny and handler through donations from community projects.

- ✓ Successful completion of our National Drug Take Back program through the DEA. Over 148 lbs. of old prescription meds were received and properly destroyed.
- ✓ We were instrumental in conducting five sobriety checkpoints with the DWI Task Force in 2017, one of which was within our city.
- ✓ The Jackson Police Department Special Response Team conducted two crime prevention saturations in 2017, which produced 6 criminal arrests over a several day period and a major cash seizure.
- ✓ Successful operations again this year for all special event planning. Independence Day, Homecomers, and Octoberfest all went well with no major problems or arrests.
- ✓ One School Resource Officers implemented in our Elementary Schools. Two new assignments. Both received certification in 2017 and both partially funded by Jackson R2 School District.
- ✓ 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 2017.
- ✓ Prisoner Housing agreement with the Cape County Sheriff's Department was successful and implemented in 2017
- ✓ Several community projects were successful with raising money for the relay for life, cancer awareness, and the youth of our community, like the Criminal Justice Scholarship created for a Jackson High School graduate entering the field of criminal justice.
- ✓ City Board of Aldermen and Cape County Commission approved agreement to move



During the City of Jackson Board of Aldermen meeting, the Jackson Police Department was recognized by MIRMA, the city's insurance pool, for 100 percent participation in online training and received a \$4,800 grant from MIRMA. Pictured from left include MIRMA Representative Patrick Bonnet, Jackson Police Department Captain Scott Eakers and City of Jackson Mayor Dwain Hahs.

forward with Consolidated Dispatch Center for both Police and Fire.

- ✓ Completed and implemented E-ticketing system for officers and the municipal court system. All funded through a highway safety grant.

THE CASH-BOOK JOURNAL — WEDNESDAY, MAY 17, 2017

Saluting the Jackson Police Dept.



**Neil
Reitenbach**
Corporal



**Cody
Polley**
K-9 Officer



**K-9
Beny**
K-9



**Austin
Reed**
Police Officer



**Timothy
Lester**
Police Officer



**Jesse
Houseman**
Police Officer



**Carrera
Patterson**
Police Officer



**Ben
Juergens**
Police Officer



**James M.
Humphreys**
Chief of Police



**Scott
Eakers**
Captain



**Rodney
Barnes**
Captain



**Tony
Henson**
Lieutenant



**Ryan
Thieret**
Sergeant



**Jon
Jensen**
Sergeant



**Rob
Rose**
Sergeant



**Jason
Wilhelm**
Corporal



**Ron
Styer**
Corporal



**Toby
Freeman**
Detective/
Sergeant



**Megan
Houseman**
Detective



**Rick
Whitaker**
Corporal



Chad Ludwig
School
Resource
Officer



Alex Broch
School
Resource
Officer



Chris Green
Nuisance
Abatement
Officer



**Leasi
Miller**
Communications
Supervisor



**DeAnna
Holmes**
Communications



**Julie
Marlin**
Communications



**Billi
Knight**
Communications



**Johnna
Bollinger**
Communications



**Emily
Schindler**
Communications



**Baylie
Bonney**
Communications



**Rachel
Coleman**
Admin. Asst.
to the Chief

Projected Accomplishments for 2018

- ◊ Continue our reaccredited status with the CALEA commission in 2018.
- ◊ Continue our Police/Fire complex expansion project and additional personnel.
- ◊ Complete transition of consolidated dispatch center with Cape County Sheriff's Department.
- ◊ Continue Prisoner Housing Agreement with Cape County Sheriff's Department.
- ◊ Improve officer safety with block grant equipment received for patrol vehicles with new prisoner transport systems and new portable radios for officers.
- ◊ Continue upgrade to our communications for all officers with new mobile radios for patrol cars, repeaters, and handhelds.
- ◊ 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 SROs on a national level with the Advanced School Resource Officer Training.
- ◊ Improved compliance with our safety policies and practices.
- ◊ Improved enhancement of our community policing programs 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 new police vehicles for department through Dodge and Ford.
- ◊ Continue Mobile Laptop project for patrol division through budgets and grants.
- ◊ Continue use of force and less lethal training in 2018.



Chief Humphreys speaking to the community about the use tax

- ◊ Continue Bulletproof Vest Program which is grant-funded and get approval for the next three years.
- ◊ Continue Officer Safety equipment upgrades.
- ◊ Continue our nuisance abatement enforcement and hire new nuisance officer to continue the program in 2018.
- ◊ 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 2018.
- ◊ 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.



From left: Executive Board President for CALEA Richard W. Myers, Jackson Police Capt. Rodney Barnes, Chief James Humphreys and Cpl. Rick Whitaker pose for a photo with their certificate after receiving reaccreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA).

Jackson Police Department receives CALEA accreditation

The Commission on Accreditation for Law Enforcement Agencies (CALEA) granted Law Enforcement Accreditation to the Jackson Police Department for the next four years.

On March 25, Chief James Humphreys, Accreditation Manager Captain Rodney Barnes and Corporal Rick Whitaker appeared before the CALEA Commission in Mobile, Alabama to discuss the department's reaccreditation.

"This reaccreditation process is a result of all the hard work from the men and women of the Jackson Police Department who serve their community and work in partnership to ensure that Jackson remains a safe place to live and work," said Chief Humphreys.

The Jackson Police Department was initially accredited by the Commission in March, 2008.

Accreditation is a voluntary process that welcomes law enforcement practitioners, or assessors, from CALEA to examine all aspects of the department's policies and procedures, management, operations, and support services.

The team of out-of-state assessors conducted an on-site evaluation of the department October 23 through 25; to verify that JPD meets the Commission's 188 state-of-the-art law enforcement standards of proven best management practices. CALEA's internationally recognized standards are the highest standards in law enforcement. Accreditation ensures the department has consistent policies, formalizes management practices and provides for accountability through checks and balances at all levels of the agency.

Accreditation standards provide the Chief of Police a proven management system of written directives, sound training, clearly defined lines of authority, and routine reports that support decision-making and resource allocation.

Accreditation provides objective evidence of an agency's commitment to excellence in leadership, resource management and service delivery.

Accreditation embodies the precepts of community oriented policing. It creates a forum in which police and citizens work together to prevent and control crime.

Accreditation has now transitioned to a four-year process, during which the department's records are inspected annually and a CALEA inspector reports the findings of JPD's continued



Jackson Police Chief James Humphreys, left, Capt. Rodney Barnes and Cpl. Rick Whitaker appeared before the Commission on Accreditation for Law Enforcement Agencies (CALEA) in Mobile, AL.

compliance with those standards under which it was initially accredited. CALEA will conduct another in-depth on site evaluation of the Jackson Police Department after four years with another team of out-of-state CALEA assessors to ensure continued compliance for advanced reaccreditation.

Attaining reaccreditation status represents the Jackson Police Department's ongoing acceptance of the obligation to continue the quest for professional excellence.

The process holds the department accountable and sets the bar for professionalism.

It is worthy to note that only five percent of law enforcement agencies throughout the country are accredited through CALEA.

The men and women of the Jackson Police Department have worked extremely hard to earn the Commissions reaccreditation. This is the fourth time the Jackson Police Department has received this very prestigious accomplishment.

Police Department

James Humphreys, Chief

In 2017 we continued our accreditation and compliance through the Commission on Accreditation for Law Enforcement Agencies. We completed our 4th reaccreditation and received our award in Mobile, Alabama in March of 2017 after a successful commission hearing. This is an everyday job to maintain compliance and I am very proud of the department for this accomplishment. We are looking forward to another four years of compliance and maintaining our accreditation.

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 2017.

2017 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 in the department, evidence and property management, homicide investigation for criminal investigations, narcotic, and k9 training, Officer safety training and on-line Police MIRMA training department wide. All department sworn personnel continue to obtain Peace Officers Standards and Training (POST) mandated hours each year along with legislative updates. Officers were trained in firearms instruction. Officers are required to demonstrate personal proficiency and qualify with department issued firearms and firearms carried by officers off duty a minimum of two times annually. During this time officers also have a mandatory review of department policy on use of force and use of deadly force. Also conducted throughout the year is taser training, weapon retention, Armament Systems and Procedures (ASP), pepper spray and handcuffing techniques. The department continued school intruder training with Jackson R2 staff and departmental training for active gunman incidents with practical situations and role playing conducted at the Senior High School.

We conducted several promotional processes for corporal, lieutenant and captain along with specialized assignments such as nuisance abatement and school resource officer and evidence handling.

Communications personnel also received very good training throughout 2017 with the help of Cape County 911. All dispatchers received numerous mandated hours in the area of communications and dispatching and certifications through Missouri Uniform Law Enforcement System (MULES). Also completed upgrades to the communications radios. 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 completed our transition to the Missouri Statewide Interoperability Network (MOSWIN) communications platform with the State. All officers are now equipped with the top of the line radios and repeater systems.

Also in 2017 a prisoner housing agreement was accomplished with the Cape County Sheriff's Department in the housing of our prisoners.

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

The Patrol Division continued to be very active and although our call volume has remained steady, their self-initiated work has been exceptional. The division made several high profile arrests, including a major drug dealer in our jurisdiction that netted the department an additional \$15,000.00 in seizure money. Officers also made an additional 500 criminal arrests.

The Patrol Division of this department is responsible for answering the majority of law enforcement demands in our community. They do an excellent job and receive very few complaints, while being very proactive in traffic arrests, criminal arrests, and answering calls for service from domestic disputes, assaults, robberies, to dogs at large. They face danger each and every time they answer a disturbance call, 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.

The department was successful again in 2017 in obtaining several grants. The department successfully applied for and received over \$17,000.00 in grant money for traffic enforcement equipment and overtime through the Missouri Division of Highway Safety. 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 \$10,000.00.

The Jackson Police Department completed a total of 41 community related events our in 2017, such as our Annual Toy Drive, Safety City, Optimists Programs, SALT Program, POW/MIA Walk, Health Point Run, Respect For Law Program, Coffee With a Cop, Youth in Government, and numerous other presentations. We feel the annual toy drive donations will again total over \$10,000 in 2017 and the event is always a huge success for needy families. Thanks to our great community!

The Jackson Police Department participated in the National Drug Take Back Program in 2017, which was very successful and we received over 148 lbs. of old prescription medication.

The police department again had several successful investigations in 2017. We had many arrests for burglaries, fraud, and sexual abuse cases.



Officer Lester visiting school and having lunch



The Independence Day events, Homecomers, and Octoberfest were very successful again this year. We had no major problems and just a few arrests to report in 2017.

The Jackson Police Department handled approximately 14,000 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 2017.

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.



Officer Polley & Beny during 2017 Leadership Tour



Officer Polley & Beny demonstrating search for illegal drugs



Submitted photo

Cpl. Rick Whitaker of the Jackson Police Department takes a bag of unwanted prescription drugs from a citizen during the Spring Drug Take Back event that was held on Saturday, April 29. A total of 229 pounds of unwanted prescription drugs were collected during the event.

Unwanted prescription drug bin available 24/7 at Jackson Police Department

by Denise Kinder

Editor

The Drug Enforcement Agency holds two drug take back events per year; one in the spring and one in the fall. If someone were to come across any unwanted or unused prescription drugs in between times, what should they do with them?

Corporal Rick Whitaker said during the Spring Drug Take Back event on Saturday, April 29, many citizens asked what they could do with their unwanted prescription drugs in between the events.

Many citizens are unaware there is an unwanted prescription drug bin located in the lobby of the Jackson Police

Department that is available 24 hours a day, seven days a week.

"I had so many citizens tell me what a great program this [Spring Drug Take Back event] is and wanted to know when we would be having another," Whitaker said. He added he wanted citizens to know the option to drop off unwanted prescription drugs was available 24/7.

The bin is similar to a large mailbox with a pulldown door. Once unwanted prescription drugs are in the bin, they are secure.

Whitaker said the procedure to drop off at the bin is the same as at the two events;

no questions are asked and items not accepted include no sharp items (needles) or liquids and inhalers.

"Citizens are allowed to leave medications in the bottles with the labels, or they can remove them," Whitaker said. "Whatever they feel comfortable doing."

Items accepted at the bin include prescriptions, prescription patches, prescription medications, prescription ointments, over-the-counter medications, vitamins, samples and medications for pets.

Whitaker said citizens may find the need to dispose of unwanted prescription drugs when cleaning out the home

of a relative who has passed away or when cleaning out their own medicine cabinet.

The Spring Drug Take Back event began with 139 pounds of unwanted prescription drugs from the bin. After the event, the JPD had 229 pounds of unwanted prescription drugs for the DEA.

A total of 32,649 pounds of unwanted prescription drugs were collected throughout the state of Missouri during the event on April 29.

JPD was one of 419 stations who participated in the event.

The DEA then takes the unwanted prescription drugs to an incinerator for proper disposal.



Photo by Denise Kinder

An unwanted prescription drug bin is located in the lobby of the Jackson Police Department and is available 24/7.



Photo by Gregory Dullum

When Santa wears a badge...

The Jackson Police Department distributed toys at the Jackson Elks Lodge on Friday to conclude its annual toy drive. More than \$12,000 worth of toys were given to parents or guardians of children who live in the Jackson R-2 School District and who registered for the free toys. Some of the toys were donated at collection points around town, but most were purchased by the Police Department with donated funds. Each child received at least one big toy, one smaller toy and a game for the whole family to enjoy. At one time, the toys were handed out as part of the Jackson Elks Christmas basket project (which was Dec. 7), but the toy drive has grown so large that tables of toys now fill the entire basement of the Elks Lodge. In the top photo, Captain Scott Eakers (foreground) adds a toy to a bag as fellow JPD personnel search for the appropriate toys to add to their bags in the background. In the bottom photo, JPD personnel posed for a photo before the doors opened at 9 a.m. They are, from left, Lt. Alex Broch, K-9 Officer Cody Polley, Chief James Humphreys, Administrative Assistant Rachel Coleman, School Resource Officer Timothy Lester and Captain Scott Eakers, bottom photo. The doors remained open until 5 p.m.



Power Plant

Mike Biri, Foreman

Accomplishments for 2017

- ✓ Removed old 4kv switchgear and associated equipment
- ✓ Installed batteries in the re-closers in the East Substation
- ✓ Repaired heaters in the CAT generators
- ✓ Repaired light for flag
- ✓ Cut holes in water meter lids for Water Department AMR equipment
- ✓ Performed CAT bi-annual maintenance in accordance with CAT recommendations.
- ✓ Installed new electric fuel oil pump and piping on engine #7
- ✓ Removed old concrete steps in back of plant; had new stairs installed
- ✓ Worked on various pool projects and repairs
- ✓ Worked on both Worthington engines for maintenance
- ✓ Removed old 4kv switchgear at the West Substation
- ✓ Worked on Soccer Park electric pedestal and poured concrete
- ✓ Worked on tie meters for MPUA metering points
- ✓ Opened and closed pool as well as maintaining it throughout the summer months
- ✓ Cleaned and replaced oil filters on engine #8
- ✓ Ran wire and installed new security system
- ✓ Continued our engine exercising requirement for MOPEP
- ✓ 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

- ✓ Installed new electric panel in old shop area
- ✓ Performed numerous maintenance issues in and around the Power Plant grounds
- ✓ Assisted with relay testing in the substations
- ✓ Repaired and replaced numerous parts on air compressors
- ✓ Re-worked all distribution switch numbers and transmission switches
- ✓ Assisted with roundabout electric removal
- ✓ Installation of panels for event power, etc.
- ✓ Assisted in Ramsey Branch electric installation

Projected Accomplishments for 2018

- ◊ Install catwalks around radiators
- ◊ 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
- ◊ Assist Electric Distribution with various projects



North Substation excavation project

Power Plant

Mike Biri, Foreman

We purchased an estimated 154,500,000 KWHs in 2017, which is a small decrease from 2016. We generated approximately 85,000 KWHs last year. The unusual wet weather may have attributed to the lower overall consumption usage.

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.

Some of the larger projects we worked on were getting all relays tested in the distribution system. We worked a lot with the line crew this year in installing new URD to subdivisions.

We also worked with the new lab construction for the water plant.

The swimming pool leak repair was also a sizable project.

We kept up with all the federal reporting for EIA, EPA, and other government organizations



West Substation Project



Public Works Department

Rodney Bollinger, Director

Accomplishments for 2017

- ✓ Completed the Uptown Historic District Lighting and Event Power Project
- ✓ Completed the Jackson Community Survey Project
- ✓ Completed the Comprehensive Traffic/Transportation Study Update
- ✓ Completed the Water System Facility Plan Implementation Project, Phase 1B and Group 1B-Uptown
- ✓ Completed the Jackson Boulevard Sidewalk Improvement Project
- ✓ Completed the East Main Street Intersection Evaluations Study
- ✓ Acquired easements for the Old Cape Road East Electric Line Extension Project
- ✓ Acquired easements for the Williams Creek Interceptor Sewer Project
- ✓ Acquired easements for the Old Cape Road East Electric Line Extension Project, Phase Two
- ✓ Continued the West Jackson Boulevard Planter Box Program
- ✓ Began acquiring easements for the Hubble Creek Utility Corridor and Recreation Trail Project
- ✓ Began the City Park Pedestrian Bridge Replacement Project and
- ✓ Began the City Park Restrooms Building Project
- ✓ Began the South Old Orchard Road Realignment Project
- ✓ Began the Owner Supervised Water System Program
- ✓ Revised the Truck Route Ordinance
- ✓ Began the East Main Street and Oak Hill Road Traffic Signal Project
- ✓ Began the East Main Street and Shawnee Boulevard Traffic Control Alternatives Project
- ✓ Began the Public Safety Sales Tax Education and Outreach Strategy with Bold Marketing

- ✓ Approved contractual agreements with the Missouri Highways and Transportation Commission improvements to Route D, Route PP, and West Main Street
- ✓ Completed Forest Acres Fire Hydrant Evaluation Study
- ✓ Participated in the Community Outreach Board's Touch-A-Truck Event on September 9
- ✓ Participated in Youth in Government Day on March 29
- ✓ Issued a total of 26 Special Events Permits
- ✓ Contract administrator for the City
- ✓ Easement acquisition administrator for the City, acquired 13 easements (12 were donations)
- ✓ Adopt-a-Street Program administrator for the City
- ✓ Attended the Missouri Municipal League's Legislative Conference on February 9
- ✓ Attended the Missouri Municipal League's Annual Conference on September 10-13
- ✓ Attended the Mayor's Retreat on October 19
- ✓ Attended the MWWC Water Audit & Reducing Non-Revenue Water Workshop on January 24
- ✓ Attended a Promoting Public Works Workshop on March 23
- ✓ Attended a Customer Service Training Workshop on April 5
- ✓ Attended the MML Planning & Zoning Webinar on July 27
- ✓ Attended the Employee Benefits Fair on October 17
- ✓ Worked on a Development Agreement to bring new hotel development to 3003 S. Old Orchard Rd.
- ✓ Completed the Water and Sewer System Assets Economic and Financial Value Study
- ✓ Worked on the Eight Amendment to the Landfill Contract with Progressive Waste Solutions of MO, Inc.
- ✓ Rodney Bollinger served on the following committees:
 - Chairman of the Technical Planning Committee of the Southeast Missouri Metropolitan Planning Organization (MoDOT)
 - Alternate voting member on the Board of Directors of the Southeast Missouri

Metropolitan Planning Organization

- Transportation Advisory Committee (SEMO Regional Planning)
- Regional Bicycle and Pedestrian Plan Steering Committee (SEMPO)
- Emergency Management Committee (City)
- Independence Day Celebration (City)
- Police/Fire Complex Improvement Project Committee (City)
- Missouri Statewide Local Public Agency Advisory Committee (MoDOT)
- Transportation Alternatives Program Application Selection Committee (MoDOT)

WEDNESDAY, APRIL 26, 2017 — THE CASH-BOOK JOURNAL

Left-turn lanes added on East Main Street at Shawnee Boulevard

Work has been completed by City crews to add separate left-turn lanes on E. Main St. at its intersection with Shawnee Blvd. in Jackson. Drivers can now use the lanes to make left turns at this busy intersection. This modifica-

tion, which included re-striping both approaches and installing left turn bays and arrows, will increase the capacity, efficiency, and operation of the intersection.

Drivers are urged to use extreme caution as motorists get

adjusted to the new configuration.

THE CASH-BOOK JOURNAL — WEDNESDAY, MAY 3, 2017

Uptown Jackson construction now underway

Construction began Monday, May 1, at 6 a.m. on two projects in Uptown Jackson.

Nip Kelley Equipment Co. of Cape Girardeau was awarded both the "water system facility plan implementation project, group 1B – uptown mains," and the "uptown lighting, event power, crosswalk and sidewalk improvements project."

The water project, designed by Horner & Shifrin, Inc. of St. Louis, includes the installation of an eight-inch water main down the 100 block of S. High St. and the 100 blocks of E. and W. Adams St.

Traffic will remain open on South High St. but Adams St. will be restricted to west-

bound traffic only during work hours in certain phases.

The lighting and power project, designed by Strickland Engineering, LC, of Jackson, will include construction at the sidewalks and crosswalks along Court St. and the 100 block of West Main St. Traffic will remain open but may be restricted to one-lane during certain phases.

We ask that motorists and pedestrians abide by the posted detour and other traffic control devices and use extreme caution around these work zones. Construction is scheduled to be complete in mid-July.

The City appreciates the public's patience throughout the course of these projects.

Projected Accomplishments for 2018

- ◊ Complete the Water System Facility Plan Implementation Project, Phase 1C
- ◊ Complete the City Park Restrooms Building Project
- ◊ Complete the City Park Pedestrian Bridge Replacement Project
- ◊ Complete the East Main Street and Oak Hill Road Traffic Signal Project
- ◊ Complete the South Old Orchard Road Realignment Project
- ◊ Complete the Owner Supervised Water System Program
- ◊ Complete easement acquisition for the Williams Creek (East) Sewer Interceptor Sewer Project
- ◊ Complete the East Main Street and Shawnee Boulevard Traffic Control Alternatives Project
- ◊ Complete the Public Safety Sales Tax Education and Outreach Strategy
- ◊ Continue acquiring easements for the Hubble Creek Utility Corridor and Recreation Trail Project
- ◊ Continue acquiring easements for the Williams Creek Interceptor Sewer Project
- ◊ Continue West Jackson Boulevard Planter Box Project
- ◊ Begin the Water System Facility Plan Implementation Project, Phase 2A



Rodney Bollinger, Director of
Public Works

Public Works Department

Rodney Bollinger, Director

I am pleased to present you with the Public Works Department's Yearly Update. This report provides a snapshot of 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 2017 to a close. As I begin my 17th 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 Group 1B of the Water System Plan Implementation Program, the Jackson Community Survey Project, the Comprehensive Traffic Study Update, and the East Main Street Intersection Evaluations Study. I am proud to announce that we have delivered on all four of these accomplishments.

In 2017, a total of 26 special event permits were issued by my department. Since 2011, this new program has helped residents, organizations, and businesses apply for and receive event permits. It has also streamlined the process and made it much easier for applicants to file their requests, as will allow City staff to better review and manage the permits. In the last six years, the City staff has issued a total of 156 total permits.

This year, I completed a three-year term on MoDOT's Statewide LPA (Local Public Agency) Advisory Committee. Comprised of officials from around the State of Missouri, the committee contributes to the development of policies, improve communication, and influence the overall direction of Missouri's local program. Since 2014, I was actively participating in quarterly meetings.

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

In my 17th 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 26 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 third phase of projects under the Water System Facility Plan Implementation Program, installation of a new traffic signal at E. Main St. and Oak Hill Rd., construction of a new restroom facility in City Park, replacement of the City Park Pedestrian Bridge over Hubble Creek, realigning a section of S. Old Orchard Rd., easement acquisition services for several proposed sanitary sewer and recreation trail projects, ongoing contract administration, and assisting in the Public Safety Sales Tax Education and Outreach Strategy.

As I look back with pride on another successful year, I anticipate an even more productive 2018. 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.

Sanitation Department

Ted Scholl, Foreman

Accomplishments 2017

- ✓ Collected regular trash routes
- ✓ Collected double-days following official city holidays
- ✓ Continued listing special events on monthly utility bills, on social media, and news releases
- ✓ Operated Recycling Center
- ✓ Collected yard waste on the first and the third weeks of each month
- ✓ Hauled yard waste from collection bin at the Recycling Center
- ✓ Hosted E-cycle event on June 3rd
- ✓ Conducted routine truck maintenance
- ✓ Clean-Up/Fix-Up Program event June 12th-16th
- ✓ Maintained grounds around Sanitation Department buildings
- ✓ Involved in clean-up during and after Homecomers
- ✓ Assisted with snow removal

Teddy Scholl, Sanitation Department Foreman



Projected Accomplishments for 2018

- ◊ Collect regular trash routes
- ◊ Collect double-days following official city holidays
- ◊ Continue listing altered schedules and sanitation events information on monthly utility bills on social media, and by news releases
- ◊ Collect yard waste on the first and the third weeks of each month
- ◊ Paint office and break room
- ◊ Rotate staff between shifts in recycling to trash truck
- ◊ Haul yard waste from the collection bins at the Recycling Center
- ◊ Clean brush and debris on creek bank behind Sanitation building
- ◊ Operate Recycling Center
- ◊ Host E-cycle event
- ◊ Hold Clean-Up/Fix Up week
- ◊ Replace yard waste pit signage
- ◊ Assist with clean up during and after Homecomers
- ◊ Finish tin and drip lip at rear of recycling loading dock
- ◊ Assist with snow removal
- ◊ Get all staff CDL qualified
- ◊ Perform regular truck and grounds maintenance

Sanitation Department

Ted Scholl, Foreman

In 2017 we collected curbside/special pickups totaling 3,672,671 tons of trash including Cleanup/Fixup Week; that week (June 12th-16th) netted 337.325 tons of solid waste. As always we had a great team effort from the regular trash employees and the assistance of all the other departments. Our year round collection of e-cycle goods totaled 27.09 tons of electronic waste at the center including our annual E-cycle Event on June 3rd; which netted 6.16 tons. In 2017 we started hauling scrap metal and appliances to Sides Metal Recycling in Cape; for a total of 11.56 tons. We continue to do curbside yard waste pick up on the 1st and 3rd full weeks of the month and empty the pits daily at the Recycling Center and take to well #7 holding area. Added Justin O'Kelly and Tyler Brugger to our crew.



Justin O'Kelly and Austin Garrett
Sanitation Loader



Tyler Brugger, Sanitation
Driver



Kyle Mowery Sanitation Driver,
routine baler maintenance



Travis Payne Sanitation
Loader, loading brush

TONS OF RECYCLED GOODS (Jan-Dec)			
	2015	2016	2017
Cardboard	172.64	178.57	186.19
Residential Single	101.97	104.85	131.72
Pete #1	21.54	27.89	33.27
Natural #2	15.86	7.96	12.82
Mixed Colors #2	9.13	12.03	8.34
Office Paper/Junk	33.76	34.19	34.46
Aluminum	4.19	4.9	5.02
Mixed Metal	16.50	20.82	19.11
Newspaper	63.54	70.15	47.88
Magazines	52.95	52.58	51.26
Grocery Sacks	16	2.19	.55
E-Waste	49.57	58.50	27.09
TOTAL	557.68	574.63	557.71

Street Department

Danny Youngerman, Foreman

Accomplishments for 2017

- ✓ Completed annual concrete street repair, asphalt overlay and repair program, and joint routing and sealing programs.
- ✓ Installed 600' of sidewalk in Jackson Ridge Subdivision.
- ✓ Constructed a concrete parking area at the Police and Fire Complex.
- ✓ Demolished city house at 4193 S. Old Orchard Rd.
- ✓ Helped repair hand railing at city hall parking lot
- ✓ Backfilled asphalt parking lot at the Civic Center
- ✓ Sloped hill side and built a pit to stock pile dirt at Russell Heights Cemetery.
- ✓ Constructed 3 new streets in Russell Heights Cemetery.
- ✓ Installed left turn lanes on E. Main St. at Shawnee Blvd.
- ✓ Installed a 285' no parking zone on Elmwood Blvd., Henderson St., and Priest St.
- ✓ Sealed bridge deck on S. Old Orchard Rd. (Williams Creek).
- ✓ Continued maintenance on gravel roads.
- ✓ Replaced signs around town, as needed.
- ✓ Daily inspections for McKendree Crossing Subdivision Phase 1, S. Old Orchard Rd. extension, waterline project phase 1A and 1B, uptown water and lighting project, concrete street patch program, asphalt overlay and patch program, and the routing and sealing program.
- ✓ Barricaded streets for special events, holidays, Homecomers, band festival, Oktoberfest, Independence Day, parades, 5k runs, and car shows.
- ✓ Cleaned drains, drop boxes, and pipes
- ✓ Painted crosswalks, stop blocks, parking lines, and turn arrows.
- ✓ Attended monthly safety meetings.

- ✓ Conducted normal road maintenance.
- ✓ Trimmed limbs and mowed city right-of-ways.
- ✓ Burned brush piles at well 7
- ✓ Swept city streets.
- ✓ Cleaned up storm debris.
- ✓ Poured new floor in salt shed on Emma St.



Pouring floor in salt shed



Utility patch work on street

Projected Accomplishments for 2018

- ◊ Construction of recreation trail in City Park.
- ◊ Planning for Oakshire Park walk trail on Ridge Rd.
- ◊ Assist other departments with city projects.
- ◊ Build a parking lot for the new restroom building in the City Park
- ◊ Paint frames on all Welcome to Jackson signs
- ◊ 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, maintenance on equipment, and construction of special projects.
- ◊ Build access road and parking lot at Brookside Park.
- ◊ Repair and paint ceiling in sign room.
- ◊ Seal asphalt walk trail on E. Main St.
- ◊ Install new traffic signal at E. Main St. and Oak Hill Rd.
- ◊ Complete the S. Old Orchard Rd. Realignment Project
- ◊ Evaluate intersection improvements at E. Main St. and Shawnee Blvd.



Danny Youngerman, Street
Department Foreman

Street Department

Danny Youngerman, Foreman

This year along with our regular duties, we demolished a house at 4193 S. Old Orchard Rd., and backfilled lot, built up all gravel roads and recut ditches to prevent washouts, installed 600' of sidewalk in Jackson Ridge Subdivision, cut for 3 new streets in Russell Heights Cemetery, cut and sloped hill side and built a pit for stock piling dirt at Russell Heights Cemetery, repaired railing and set parking blocks in city hall parking lot, backfilled city lot at 2387 S. Old Orchard Rd. to straighten out curve in the street, backfilled asphalt parking lot at the Civic Center, installed left turn lanes on E. Main St. at Shawnee Blvd., we started a new program of cleaning out all drop boxes, sealed the bridge deck on Old Orchard Rd., and painted a 285' no parking zone on Priest St.

The city had five projects bid out this year that we inspected. The Uptown lighting and water project was contracted to Nip Kelly from Cape Girardeau, MO; the new waterline project phase 1A was contracted to Person And Sons from Poplar Bluff, MO and phase 1B was contracted to Jokerst Inc. from St. Genevieve, MO; concrete street patch program was contracted to Fronabager Concrete from Oak Ridge, MO; asphalt overlay and patch program was contracted to ASA Asphalt from Advance, MO; and the routing and sealing program was contracted to PLM Inc. from St. Louis, MO.

Throughout the year we continued to work to maintain our streets, sidewalks, signs, and our mowing of R.O.Ws to help Jackson keep looking good. Our normal maintenance includes: cleaning ditches and storm drains, clean and grease storm water flapper valves at creek outlets, rock and blading gravel roads, maintaining rip rap on banks, replacing signs, painting of stripes, mowing R.O.Ws and city lots, trim trees on city R.O.Ws, clean up storm debris, put out barricades for special events such as parades, 5k runs, block parties, car shows. We also put out special use permit and rezoning signs as needed. We are continually replacing utility patches, 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. Last year, we used 120 tons of salt brine and 70 tons of salt for our winter operations.



Backfill to straighten South
Old Orchard Rd.



New turn lanes on E. Main St.
and Shawnee Blvd.



Demolishing city house at 4193 S. Old Orchard Rd.

Wastewater Utilities Department

Kent Peetz, Director of Wastewater Utilities

Accomplishments for 2017

- ✓ Horner and Shifrin Engineering completed the Wastewater Facility Plan in March to guide the City through future capacity and regulatory issues. The Plan recommended several projects at the Wastewater Treatment Facility as well as in the Collection System. We are currently in the design phase with three of the Collection System projects.
- ✓ The Williams Creek Sewer Interceptor is the first project from the Facility Plan to get underway. The project is being designed by Koehler Engineering and Land Surveying. This wastewater interceptor sewer will connect the East Main Street interchange at Interstate 55 and the entire watershed below it, south to East Jackson Blvd, to the gravity sewer system. We are currently obtaining easements for this project.
- ✓ We began design work on upgrades to the Kimbeland Lift Station this year with Horner and Shifrin Engineering. This project will allow wastewater flow from the east side of town to bypass the 40 year old lift station and replace the 20 year old pumps with smaller, more efficient pumps and newer controls.
- ✓ Koehler Engineering is designing an upgrade to the Klaus Park Force Main that will include 6700 feet of 6-inch force main. The project will replace 4-inch pipe to increase the capacity of the Klaus Park Lift Station.
- ✓ A Local Limits Survey was performed by Horner and Shifrin Engineering to determine what the discharge limits should be for industries discharging wastewater to our collection system. This survey will also determine the excess capacity for growth remaining in our current wastewater treatment facility. Following completion of this project, the wastewater discharge ordinance will be revised to include new industrial discharge limits.
- ✓ Revisions were made to the Industrial User Enforcement Response Plan to comply with new requirements by MDNR. This changes the City's response to infractions of Industrial User permits.
- ✓ Horner and Shifrin Engineering has been commissioned to perform a Wastewater Rate Study to recommend appropriate funding methods to finance the projects identified in the Wastewater Facility Plan. Results of the Rate Study are expected after the 2017 financial reports are available for inclusion bypass pumping equipment installed at the Old Toll Road Lift Station.

- ✓ Accepted the 2017 Safety Award from Missouri Water Environment Association (MWEA)
- ✓ We have applied for a new Discharge Permit from the Missouri Department of Natural Resources that should be issued soon. However, the 30-day Public Notice has not been issued yet, so it appears that the new permit will be delayed.
- ✓ Phase one of a Supervisory Control and Data Acquisition (SCADA) system was installed at the Wastewater Treatment Facility to control, monitor and record operational parameters within the treatment plant by Blakely and Associates.
- ✓ The 2017 Sewer Lining Project installed 2,915 feet of 8-inch, and 602 feet of 10-inch cured-in-place-pipe (CIPP) within old clay tile pipe to prevent groundwater and roots from entering the sewer. These “trenchless” sewer repairs prevent damage to streets, yards, and adjoining utilities, while repairing aging clay-tile sewers and preventing backups and overflow, as well as keeping out stormwater inflow and infiltration.
- ✓ We are currently working on development of construction specifications for wastewater lift stations and force mains with Horner and Shifrin Engineering. They are also updating the gravity sewer specifications.
- ✓ In January, the Wastewater Department hosted a class on Water System Losses and Audits for 7 operators and engineers. In February, we hosted a webcast on Biofilm Wastewater Treatment, providing training for 11 wastewater operators. In December we will host another webinar on Inflow and Infiltration Successes and Failures for wastewater operators around the area, we currently have 12 operators signed up to attend this class.
- ✓ Tyson Valleroy became our newest Wastewater Operator in August.
- ✓ Kent Peetz travelled to Lewes, Delaware in April on a Water Environment Federation scholarship to evaluate biosolids treatment technologies recommended for our Treatment Plant by the Wastewater Facility Plan. He submitted an article to the MWEA newsletter for publication in January, 2018, and will present papers on the experience at Water Environment Federation meetings in Missouri and Illinois next year.
- ✓ 1,394,400 gallons of liquid biosolids were applied to farmland as fertilizer by our operators.



Kent Peetz, Director of
Wastewater Utilities

- ✓ 143,357 feet of sewer pipes were cleaned by our operators as part of the ongoing rodding and hydro-flushing maintenance program.
- ✓ 44,498 feet of sewer and manholes were smoke-tested to identify sources of stormwater inflow and infiltration in the Rocky Branch watershed on the west side of town from Farmington Road to West Lane.
- ✓ 10 manhole rain caps were installed to stop stormwater infiltration through manhole lids.
- ✓ 491.3 million gallons of wastewater were recycled into clean, swimmable, and fishable waters of the state.

Projected Accomplishments for 2018

- ◊ Complete designs and bid out projects including Williams Creek Interceptor, Klaus Park Force Main Upgrade, and Kimbeland Lift Station Bypass.
- ◊ Start design of inflow metering device for the Wastewater Treatment Facility.
- ◊ Complete the Local Limits Survey, modify the Industrial User ordinance, and update Industrial User Permits.
- ◊ Complete Wastewater User Rate Study and determine appropriate path forward for financing upgrades to the Wastewater Collection and Treatment System to accommodate growth in the City of Jackson.
- ◊ Implement new Wastewater Discharge Permit regulatory requirements upon receipt of permit.
- ◊ Complete, adopt, and publish new Wastewater Gravity and Lift Station Construction Specifications.
- ◊ Develop project documents and bid out a manhole repair project.
- ◊ Develop project documents and bid out a sewer lining project.



Tyson Valleroy cleaning oxidation ditch



Sharon Raines washing clarifier

Wastewater Utilities Department

Kent Peetz, Director of Wastewater Utilities

With completion of the Wastewater Facility Plan, this has been a busy year. We were able to start design on three collection system projects. The Williams Creek Interceptor will provide gravity sewer service to the Main Street interchange with Interstate 55 and the area south along Williams Creek to East Jackson Blvd. The Kimbeland Lift Station Bypass Project will allow continued use of the existing lift station and site, while updating aging equipment. The Klaus Park Force Main Upgrade will provide more capacity for the Klaus Park lift station to accommodate growth along Interstate 55 and East Jackson Blvd.

Phase one of a Supervisory Control and Data Acquisition (SCADA) system was installed at the wastewater treatment facility to control, monitor, and record operational parameters. The Sanitary Sewer Construction Specifications are being updated, and new specifications are being developed for Lift Station and Force Main construction.

A Local Limits Survey was performed to determine the ability of the wastewater treatment system to accommodate wastewater loading from industry. The results of this study will update the limits for industrial discharges to our system.

An application was filed for a new wastewater operating permit from MDNR. The new permit should be published around the first of the year. A Wastewater Rate Study was commissioned to determine the most practical way to address the financing of maintenance and upgrades needed to accommodate the continued growth of our City.

The 2017 Sewer Lining Project installed 2,915 feet of 8-inch, and 602 feet of 10-inch cured-in-place-pipe (CIPP) within old clay tile pipe to prevent groundwater and roots from entering the sewer.

Kent Peetz received a scholarship to travel to Delaware to evaluate a biosolids treatment method recommended by the Facility Plan. He has submitted an article for publication in the MWEA state newsletter in January, 2018, and is scheduled to present papers on the experience at Water Environment Federation meetings in Missouri and Illinois next year.

Three training classes were held by the Wastewater Department with a total of 40 operators and engineers receiving training on water and wastewater topics.

Our Wastewater operators successfully installed 10 manhole rain caps, land applied 1,394,400 gallons of biosolids, rodded and hydro-flushed 143,357 feet of sanitary sewer, and successfully recycled 491,300,000 gallons of wastewater into clean water meeting the definition of fishable and swimmable waters of the State. Smoke testing of 44,498 feet of sewers and manholes was completed in the Rocky Branch watershed on the west side of town from Farmington Road to West Lane.

Dustin Smithey, Kenny Gibbar, and Jeff Womack hydro excavating at Old Toll Road Lift Station



Aaron McElrath and Shane Neal assisting the Electric Department



Dustin Smithey, Kenny Gibbar, and Jeff Womack hydro excavating at Old Toll Road Lift Station

Water Utilities Department

Brad Noel, Foreman

Accomplishments for 2017

- ✓ Performed yearly well test inspections
- ✓ Performed all state-required testing of water system
- ✓ Repaired 23 water main breaks
- ✓ Repaired seven service line leaks
- ✓ Made 10 water taps
- ✓ Changed out 75 dead meters
- ✓ Set 82 new water meter settings
- ✓ Completed 921 Automated Meter Reading (AMR) systems
- ✓ Completed annual leak detection program
- ✓ Conducted general maintenance
- ✓ Held weekly safety meetings
- ✓ Read meters monthly
- ✓ Operated main water valves
- ✓ Relocated water lab
- ✓ Replaced mains on Main St., Adams St.,
Bast St., Madison St., Hwy 61, Farmington
Rd.; Greensferry Rd., and Jefferson St.
- ✓ Completed new lab at water plant



Repairing Fire Hydrant on Kimbel Lane

Projected Accomplishments for 2018

- ◊ Complete installation of new small truck loading dock on Plant #2 building
- ◊ Removal of Water Plant facilities
- ◊ 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 member
- ◊ Completion of Phase 1 of Water Bond Issue
- ◊ Removal of Hwy 61 Booster station



Brad Noel, Water Utility Foreman

Water Utilities Department

Brad Noel, Foreman

The Water Utilities Department continued to with its oversight of the water main replacement program in 2017 with mains being replaced on Main St., Greensferry Rd., Madison, Jefferson, South Hope, and a large portion of Farmington Road. Besides our daily work orders and maintenance, we repaired 23 water main breaks, 7 service line leaks, changed out 75 dead water meters, made 10 water taps, and set 82 new meter settings. We continued with the Automated Meter Reading (AMR) project and installed 921 full systems in 2017. We also restored 81 yards that were disturbed from main breaks, service line leaks, or meter work. We continued our diligent work in the water plant to provide our citizens with the best quality water we possibly can as well as replacing some worn out pumps and motors.

New water main on Adams St. by
Nip Kelly Equipment



New Water main on Farmington
Rd. by Jokerst Inc.

