

# City Of Jackson

## Annual Accomplishments

### 2020





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Front cover courtesy of Corporal Rick Whitaker



# **City Administrator**

## **Jim Roach**

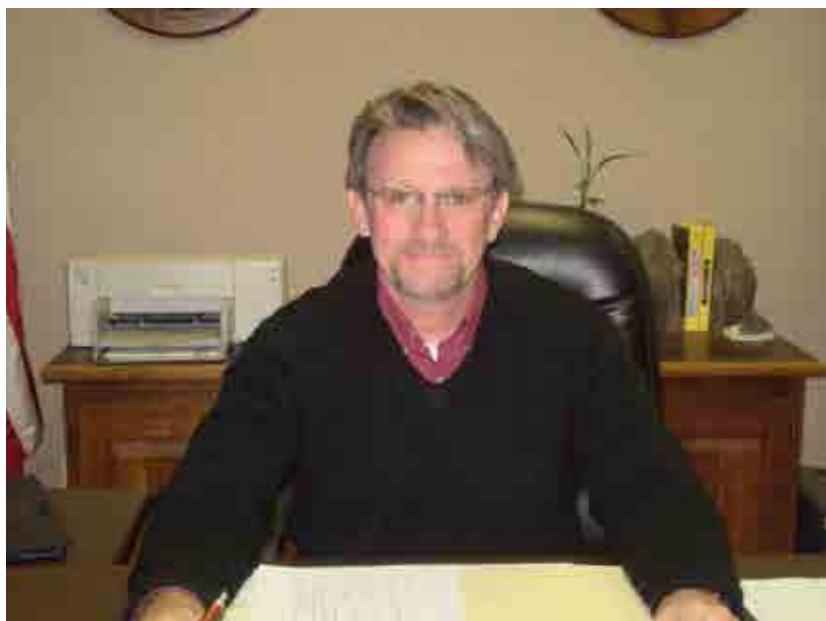
Some highlights of this year's report include Jackson's response to the COVID-19 pandemic and department successes in delivering numerous projects, safety initiatives, infrastructure improvements, and quality service to the citizens of Jackson. During the pandemic, the city has worked hard to keep city services available, like online permit applications and continuing utility payment services by drive-thru. The City also had to implement a number of safety measures at facilities.

Many infrastructure improvement projects were completed with the close of 2020. Several more are ongoing, with ambitious plans for 2021. The city was also successful in obtaining various grants, which totaled \$91,824.22. Numerous other important projects and activities were completed in 2020. They are described in the following departmental reports by the city's supervisory staff.

It is my privilege to present the city's 2020 list of accomplishments and our goals for 2021. Also included at the end of this report is a section outlining potential capital expenditures for the next five years.

The annual report consists of three sections:

- The Comprehensive Annual Report
- Five-Year Capital Expenditure Plan
- List of Employees



# Ribbon-cutting ceremony held for new police station

by Gregory Dullum  
*Editor*

Under a sweltering summer sun and surrounded by attendees in face masks, Jackson Police Chief James Humphreys slammed together the oversized scissors that sliced the purple ribbon in two, officially marking the opening of the new Jackson Police Station.

"I want to thank everyone for being here in this heat," Humphreys began during his comments. "If you remember, during the groundbreaking, it was so cold, we couldn't even stick the shovel in the ground. And now we have 103-degree heat."

He continued, "This facility represents years of promises to our officers and to our community. Our citizens we serve totally understood that we simply had outgrown our old building. The technology and infrastructure was over 40 years old, so we're grateful to the community for passing our public safety tax by an overwhelming majority back in '18, and it's a blessing today to have the support of this wonderful

community ....

"We've been operational now in this building for about eight weeks, and if you ask any of the officers, it has been remarkable, fantastic eight weeks thus far. The improvement going from an inadequate, inefficient and unsafe police station to this state-of-the-art facility is remarkable.

"This building is set up to make us successful in our efforts to keep Jackson a safe place, to keep our officers safe, and continue to be a progressive, dependable department."

Humphreys listed some of the advantages of the new building:

- More space for existing and future staff;
- Secure parking;
- New surveillance system;
- New safer detention center;
- Enhanced evidence storage; and
- The community room with state-of-the-art technology converts to a safe room that can withstand an F-5 tornado.

"We don't have a basement here, so that makes it ex-

tremely nice," Humphreys said.

"We'll be able to safely serve our community here for decades to come. We're proud of this building and proud of our community. Thank you all."

Prior to Humphrey's comments, Mayor Dwain Hahs introduced guests and gave introductory comments.

"A special thanks to the Board of Aldermen," Hahs said. "They started planning this new police station six years ago. The elected officials worked closely with Police Chief James Humphrey and his staff to formulate the initial requirements. The Board also worked with City staff to formulate a strategy to pay for this building and ongoing operating expenses. This included the use of the City's financial reserves to pay for the new building's construction costs, which saved the City over \$2 million in interest expense. And then we proposed a public safety sales tax for the ongoing operation cost and the

**Continued to page 2A**

## **Continued from page 1A**

hiring of additional officers of the police and fire departments."

Hahs also thanked the County Commissioners and Sheriff's Office. By cooperating with the County in regards to using the county jail for incarceration and having combined 911 dispatching,

the City was able to reduce the overall cost of the new police station by more than \$1 million.

Phil Penzel, president of Penzel Construction Co., part of the design-build team, also addressed the group.

"I thank you for the confidence you had in us for this project," he said.

Penzel thanked his design

team from TreanorHL and others who assisted in the project. "We as a team have worked on three projects now. We started off with the County Courthouse, and then we stayed together for this project, and now we're in Cape doing the new City Hall and renovations to the Common Pleas Courthouse.

"I want to say a little story

# Dwain Hahs

Mayor of Jackson



## Jackson Notes

### COVID-19 and City of Jackson

We're living in a time of uncertainty, and with uncertainty both cooperation and compassion become important parts of our journey, together. Recognizing this current state, I want to assure you that preventive measures that pledge our community's health is my priority. As Mayor, I am part of the local Cape Girardeau County leadership coalition working to combat COVID-19 and know everyone in the community is finding ways to help one another stay well.

The responsibility of the City of Jackson is to assure we continue to offer essential services to the residents including public safety, electric, water, waste water and other crucial services.

day, April 15. Please call 573-204-0618 with any questions about municipal court.

- The Jackson Senior Center is closed for congregate meals until further notice, but they are still delivering meals to homes through their Meals on Wheels Program. Seniors can also get a carryout meal by calling 573-243-4241.

- Public safety, municipal utilities, and infrastructure services remain active 24/7 and operate with continuous service. There are no changes to emergency services or trash/recycling collection in Jackson.

- The City has pledged to suspend utility service disconnections for those experiencing financial hardship at this time.

From various meetings and communications received, I would like to offer information that might be helpful to Jackson residents and business owners.

- City Hall is currently open to the public but with limited access. I request that all routine business be done over the phone, online, or in the drive-through lanes. City Hall can be reached by phone at 573-243-3568. Hours of operation are Monday through Friday from 8:00 a.m. to 5:00 p.m.

- The Jackson Civic Center will remain closed until further notice and all events are canceled or rescheduled. Also, city organized sports leagues have been suspended until further notice and will be reevaluated in April. The parks are still open for enjoying the outdoors and exercise but we ask that you do not gather in groups of more than ten.

- The Jackson Police and Fire Departments have adjusted their protocols for responding to calls for service. Citizens are encouraged to call or email and to not physically visit the stations. Non-emergency calls will be prioritized. Emergency calls will be responded to, as normal.

- The Cape Girardeau County Circuit Court Municipal Division, City of Jackson, has postponed municipal court until Wednesday.

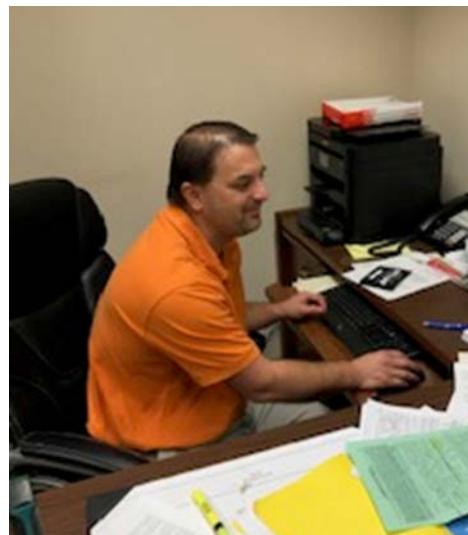
- You can also visit the Missouri Department of Health & Senior Services Web site at <https://health.mo.gov/> to receive real time information on how Missouri is managing the concerns – including information on closures, social distancing, and overall information on confirmed cases by county.

- Local information on the coronavirus can be found on the Cape Girardeau County Health Department website found at [www.cgcohealth-dept.com/](http://www.cgcohealth-dept.com/).

I recognize a lot will probably change again from the time this letter appears in the newspaper. As things change, we will continue to update you as information becomes pertinent to your safety and wellbeing. Updates will be provided to the local media and on our Facebook page, [jacksonmo-city](https://www.facebook.com/jacksonmo-city) government and our Web site [www.jacksonmo.org](http://www.jacksonmo.org). Our health systems, school systems, and business sectors continue to implement processes to help combat the virus.

I'm confident we have good people working together, and it will be a community effort to move beyond the days ahead. It is our civic duty as citizens of our community to follow the instructions provided by our healthcare experts and our government, and ensure we go above and beyond to keep us healthy by working together.

Larry Koenig  
Assistant City Administrator



J.J. Wiseman  
Human Resources

Crystal Reid  
Accounts Payable



## **Administrative Services**

### **Rodney Bollinger, Director**

From the heights of the roofline at the site of the new Police Station to the depths of the water distribution lines replaced all over town, City crews made their mark across the area of Jackson in 2020.

I am pleased to present you with the Administrative Services' Yearly Update. This report provides a snapshot of the progress made during the past year to position our municipality for continued success while offering high-caliber of services to the customers we serve. Another exciting, productive, and challenging year has come to a close. I want to take this opportunity to share with you just a few of the accomplishments of my department before the holiday season brings 2020 to a close. As I begin my fourth year as the Director of Administrative Services, I look back with pride on my accomplishments in the past year and look forward to the potential of the coming year.

Back in December of last year, the staff and I predicted the completion of several important projects, including Group 2B of the Water System Plan Implementation Program, the roundabout at E. Main St. and Shawnee Blvd., the Williams Creek Interceptor Sewer Project, Phase 1, and completion of the new Police Station. I am proud to announce that we have delivered on all four of these major accomplishments.

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

Jackson completed its fifth year of improvements to the water system. This is a continuation of the seven-year, \$11 million project to upgrade the overall water system in Jackson. The project costs are being paid 100% through utility service rates and not through tax increases. As the city's easement acquisition officer, I successfully obtained the easements necessary to complete this round of water line projects and stand ready to acquire more for the 2021 phase of work.

The city announced the launch of its web app that is now available for download and use by residents. The Jackson mobile app was announced during the June 15<sup>th</sup> meeting of the Board of Aldermen as the newest way to connect with citizens. The city partnered with developer DeLaPorte & Associates, Inc., of Dallas, Texas, to create the app, the purpose of which is to add a more consumer-friendly social communication tool to the city's public information systems. Since its launch, we now have a total of 1,131 subscribers.

In 2020, 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 ten years, the staff has issued a total of 271 total permits.

The Southeast Metropolitan Planning Organization (SEMPO) is the eighth transportation policy-making body in the State of Missouri that is made up of representatives from local government and transportation agencies with authority and responsibility in metropolitan planning areas. The organization is comprised of the City of Jackson, City of Cape Girardeau, County of Cape Girardeau, Southeast Missouri Regional Planning and Economic Development Commission, Cape Special Road District, Southeast Missouri State University, and the Cape Transit Authority. Planning work continues monthly with meetings of the Board of Directors and Technical Planning Committee, which I serve as a member. In 2020, we worked hard to complete the ADA Pedestrian Transportation System Framework Plan and kicked off the Metropolitan Transportation Plan Update late in the year.

I continued to face many unique challenges from all angles of administration. From problem solving, personnel issues, project management, public information activities, to citizen communication, I learned how demanding my position continues to be. Fortunately, my 29 years with the City have provided an excellent foundation on which to build my career here in Jackson. However, there is still much to learn and even more yet to do. The year ahead offers an even greater opportunity for achievement, with many infrastructure improvement projects scheduled - including the construction of sixth phase of projects under the Water System Facility Plan Implementation Program, construction of a new bridge over Hubble Creek in the City Park, updating the city website, completion of the Diverging Diamond Interchange Project at Center Junction, easement acquisition services for several proposed street, electric distribution, water distribution, sanitary sewer, and recreation trail projects, ongoing contract administration, grant writing, and completion of the Metropolitan Transportation Plan Update.

As I look back with pride on another successful year, I anticipate an even more productive 2021. I am very proud of the work we have achieved. The employees and I are grateful to our elected officials, volunteer board members, and planning partners for the opportunity to work together to improve the community. These and many other projects will ensure that our City continues on its progressive path. I am thankful for the opportunity to serve you, the Mayor and members of the Board of Aldermen. Here's to a great holiday season and a prosperous 2021 for everyone.

#### Accomplishments for 2020

- ✓ Provided grant writing activities for the following projects:
  - Soccer Park Field Lighting Project (MDNR Land and Water Conservation Fund)
  - Update to the City Emergency Operations Plan (SEMO RPC)
  - Hubble Ford Low Water Crossing Replacement Project
  - West Mary Street Low Water Crossing Replacement Project
  - West Mary Street Sidewalk Connection Project

- ✓ Provided contract administration services for the following city projects:
  - Police Station Building Project
  - Police Station Janitorial Services Program
  - City Hall Roof Replacement Project
  - Park Concession Stand Operations Program
  - Municipal Swimming Pool Painting and Rehabilitation Project
- ✓ Provided management services for the following non-city special projects:
  - Municipal agreement with MoDOT for the Diverging Diamond Project at Center Junction
  - Retail Development Cooperative Employment Agreement
  - 2020 Census Regional Marketing Program
- ✓ Acquired easements/property for the following city projects:
  - Kimbeland Lift Station Bypass and Upgrade Project
  - South Farmington Road Electric Line Extension Project
  - Williams Creek Interceptor Sewer Project, Phase 2
  - Water System Facility Plan Implementation Program – Phase 2, Project 2B
  - Roundabout Project at East Main Street and Shawnee Boulevard
  - 1025 South Farmington Road for Russell Heights Cemetery
  - 1.66 Acres in Southwestern Realty and Improvement Company Subdivision for Brookside Park
  - Lot no. 1 of Warren Place Subdivision, Phase 3 for the Kimbeland Lift Station Bypass and Upgrade Project
- ✓ Served on the following committees and attended meetings:
  - Technical Planning Committee of the Southeast Missouri Metropolitan Planning Organization

- Alternate voting member on the Board of Directors of the Southeast Missouri Metropolitan Planning Organization
- Southeast Missouri Regional Planning and Economic Development Commission
- Transportation Advisory Committee (SEMO Regional Planning)
- Contract Committee (City)
- Emergency Management Committee (City)
- Independence Day Celebration Committee (City)
- Personnel Policy Committee (City)

✓ Participated in the COVID-19 response plan and served on the Cape Girardeau County COVID Public Information Officers group

✓ Supervisory activities for the Building & Planning and Sanitation Departments

✓ Appointed to the position of Deputy City Clerk

✓ Served at the Certified Person in Responsible Charge at MoDOT's Local Public Agency

✓ Served as a Missouri Notary Public

✓ Provided public information activities (Facebook, website, mobile app, and news releases)

✓ Provided annexation services to property owners

✓ Provided contract and grant writing activities to various departments

✓ Processed a total of 26 Special Event Permits

✓ Assisted in the preparation of agenda packets for Board of Aldermen Meetings

✓ Coordinated the E-Cycle Electronic Waste Collection Event on June 6

✓ Administered the Adopt-a-Street Program

✓ Assisted in the preparation of monthly Project List Updates and Monthly Departmental Updates

✓ Assisted in the preparation of agendas for monthly Supervisors Meetings

- ✓ Administered Master Services Agreements and issued Task Order Authorizations
- ✓ City annexed the property addressed as 357 Timber Lane
- ✓ Prepared a policy for the new Special Pickup Program
- ✓ Completed the Pedestrian Transportation System ADA Assessment Study (SEMPO)
- ✓ Provided assistance on the Safety City Renovation Project in City Park
- ✓ Began the Restoration of the Jackson Mural Project
- ✓ Began the city Website Redesign Project
- ✓ Began the Metropolitan Transportation Plan Update (SEMPO)
- ✓ Extended an electronic waste recycling services agreement with Midwest Recycling Center
- ✓ Vacated a portion of the Short Street public right of way
- ✓ Assisted with the beautification of the center island in the roundabout at E. Main St. and Shawnee Blvd.
- ✓ Abandoned a sanitary sewer easement at 2122 East Jackson Boulevard
- ✓ Launched the City mobile app
- ✓ Completed the Regional Census Marketing Program
- ✓ Assisted in the preparation of the city's annual report

#### Projected Accomplishments for 2021

- ◊ Provide contract administration for city projects
- ◊ Provide management for special projects
- ◊ Acquire easements for city projects
- ◊ Provide public information activities (Facebook, website, mobile app, and news releases)
- ◊ Provide annexation services to property owners

- ◊ Provide contract and grant writing activities to various departments
- ◊ Process special event permit applications
- ◊ Assist in the preparation of agenda packets for Board of Aldermen Meetings
- ◊ Administer the Adopt-a-Street Program
- ◊ Assist in the preparation of monthly Project List Updates
- ◊ Assist in the preparation of monthly Departmental Updates
- ◊ Assist in the preparation of monthly Road Closure Reports
- ◊ Assist in the preparation of agendas for monthly Supervisors Meetings
- ◊ Administer Master Services Agreements and issue Task Order Authorizations
- ◊ Complete the city Website Upgrade Project
- ◊ Acquire easements for the 34.5 KV Electric Transmission Line Project (West Substation to Power Plant)
- ◊ Acquire easements for the Hubble Creek Utility Corridor and Recreation Trail Project
- ◊ Acquire easements for the East Main Street Water Line and Pavement Project
- ◊ Acquire easements for the Water System Facility Plan Implementation Project, Phase 3 – Project 3A
- ◊ Continue the COVID-19 Response Plan
- ◊ Complete the Metropolitan Transportation Plan Update (SEMPO)
- ◊ Complete the Restoration of the Jackson Mural

## **Building Maintenance Department**

### **Brent Reid, Foreman**

Riverside Roofing finished up with the new roof at city hall. We had a vehicle run into city hall and had the repairs made by Duby Plastering and Cape Paint and Glass. A total of seven windows had to be replaced. I took care of cleaning sidewalks during winter weather. Also, I attended all Supervisors Meetings, Board of Aldermen Meetings, Planning & Zoning Commission Meetings, and Zoning Board of Adjustment Meetings. I ordered some new furniture through MVE, and painted the handrail in the back parking lot. I continued doing city hall maintenance.



### **Accomplishments for 2020**

- ✓ Maintenance duties around City Hall
- ✓ New roof at city hall
- ✓ New windows at city hall
- ✓ Removed snow and ice from city hall sidewalk
- ✓ Cleaned carpet around City Hall
- ✓ Attended supervisor meetings, all board meetings and planning and zoning and board of adjustment meetings

### **Projected Accomplishments for 2021**

- ◊ Working with installing new flooring on the first floor
- ◊ Attended all meetings
- ◊ Regular city hall maintenance

## **Building and Planning Department**

**Janet Sanders, Manager**

The most significant changes to our work environment, and all other aspects of our lives, relate to the COVID-19 pandemic.

Ginger Earnest and Richard Kramer began to work from home in April to provide backup staff for our department in case those of us in the office became ill or quarantined. They returned to the office in May when the state stay-at-home order was lifted. We continue to be COVID-19-vigilant. Many changes to the operation of our department allow us to be available to customers but masked and socially distanced from them and each other.

The Annual Report was compiled by our Administrative Assistant, Ginger Earnest. Her other major project of the year, in addition to daily duties, is the licensing of all contractors. Approximately 400 contractor licenses are renewed each year near their June expiration date.

We continued through this year with online map hosting by SEMO Regional Planning. Richard Kramer is in the process of transitioning to the newest version of ArcGIS software so that we can host our own maps for departments' use online. He keeps our maps of parcels, streets, utilities, etc. updated and creates maps for special projects as requested. Richard tentatively plans to retire in 2021 and is preparing the map files for that transition.

In February, a small isolated tornado damaged several businesses on Birk Lane. At the end of the year, a couple of them are still trying to reconstruct.

The Historic Preservation Commission obtained a Historic Preservation Funds Grant from the National Park Service for a historic architectural survey of a defined area of uptown Jackson. Certified Local Governments were given a preference in that grant competition. RDG Planning & Design was selected as the consultant to perform the survey which began in November and will continue through most of 2021. Terri Tomlin continued to chair of that commission with Tony Thompson as vice-chair. Estelee Wood began the year as a regular member, replacing Autumn Pettit who resigned near the end of 2019. Sara Appel was appointed as a new alternate member and one additional alternate can still be appointed.

Our two building inspectors, Steve Grant and Larry Miller, provide all plan reviews and building inspections. Steve continues to serve as lead plan reviewer on commercial projects and handles the majority of inspections. Larry reviews the vast majority of the residential plans, handles floodplain reviews, and fills in as staff liaison at meetings of the Planning and Zoning Commission, Zoning Board of Adjustment, and Historic Preservation Commission if I am unavailable.

I continue to serve as secretary of the Missouri Association of Code Administrators. I also continue as staff liaison for the Planning and Zoning Commission, Zoning Board of Adjustment,



and Historic Preservation Commission, and attend most Board of Aldermen meetings to represent items related to these boards and to my department. My daily duties involve subdivision development, building code enforcement, zoning issues, plan reviews for zoning, etc.

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

### Accomplishments for 2020

- ✓ Ginger and Richard worked remotely for several weeks in April to provide a backup crew in case those remaining in the office became ill or quarantined from COVID-19. We brought them back to the office in early May when the Governor's stay-at-home order was released, and we now all operate with masking, social distancing, limiting back office access to employees only, restricted waiting in the hallway, acrylic barriers, and other protective changes.
- ✓ The 2019 Annual Accomplishment books and Five-Year Capital Improvement Plan were completed and distributed by Ginger Earnest.
- ✓ The 2019 annual building permit report was completed and distributed by Janet Sanders.
- ✓ In February a small isolated tornado damaged several businesses on Birk Lane. Repairs to some of those buildings are still ongoing at the end of the year.
- ✓ The Planning and Zoning Commission and Board of Aldermen studied proposed revisions to the zoning code for "mother-in-law" accessory dwellings and apartments in single-family districts. The Board determined not to amend the code at this time for these uses.
- ✓ Online hosting of our GIS map continued with SEMO Regional Planning.
- ✓ Two Risk Map meetings were attended this year where FEMA provided drafts of the future flood risk maps for review. They expect new maps to be effective in another year or two.
- ✓ IWorQ online use continues for city-wide work orders and tracking of some citizen calls and visits. We can now enter nuisance complaints directly into the IWorQ Code Enforcement module added by the Police Department.
- ✓ The Land Subdivision Regulations were amended to provide an alternative for development of two large landlocked properties north of Bent Creek Subdivision.
- ✓ The City Cemetery mapping project was ongoing throughout the year. A map of the cemetery lots and a list of the names known buried in this cemetery are available on the city's website.
- ✓ Maps of known veterans' graves in both cemeteries updated for use by the American Legion in placing flags on veterans' graves on Memorial Day.
- ✓ Additional old building permits from the 1970s to the 1990s were scanned.
- ✓ Approximately 400 contractor licenses were renewed by Ginger Earnest in June and July.
- ✓ Richard Kramer ended his terms as president of the East Central Chapter of Missouri Mappers Association.

- ✓ Janet Sanders continued as secretary of the Missouri Association of Building Code Administrators.
- ✓ Parcel, zoning, and utility maps are continually being updated and special project maps created by GIS Technician Richard Kramer.
- ✓ Janet Sanders and Larry Miller attended the only Missouri Association of Building Code Administrators seminar in October with many COVID-19 safety modifications, after the spring seminar was cancelled due to the pandemic.
- ✓ Building Inspectors Steve Grant and Larry Miller reviewed approximately 312 plans of various types and performed approximately 1,518 inspections in 2020 (as of this report due date of Nov. 2).
- ✓ A total of 643 permits of all types were issued in 2020 (as of this report due date of Nov 2). This number is slightly higher than this time last year.
- ✓ Mike Seabaugh was again elected chairman of the Planning and Zoning Commission. Tony Koeller was again elected secretary. Chris Hartley was appointed to fill the unexpired term of Alex Austin who moved out of the city limits.
- ✓ Kevin Schaper was elected to another term as chairman of the Zoning Board of Adjustment. Brent Wills was moved from alternate to regular member upon the resignation of regular member Kenneth Ruff. Alternate member Betty Hardy also resigned from the ZBOA this year. Two alternate positions are currently vacant on this board.
- ✓ Kenneth Ruff and Betty Hardy were recognized by the mayor with plaques for their many years of service.
- ✓ The Board of Adjustment heard a number of dangerous building cases this year along with zoning variance cases.
- ✓ Terri Tomlin was re-elected chair of the Historic Preservation Commission and Tony Thompson was re-elected vice-chair. Estelee Wood was moved from alternate to regular member and Sara Appel was appointed as a new regular member of the Historic Preservation Commission. Two alternate positions are currently vacant.
- ✓ The Historic Preservation Commission held some online meetings via Zoom this year due to the pandemic.
- ✓ A 2020 Historic Preservation Funds Grant was obtained from the National Park Service through MDNR's State Historic Preservation Office. RDG Planning and Design was selected and began a historic architectural survey of 132 properties in a designated area within the original town of Jackson platted in 1814 and an 1880's addition to the town, for the purpose of determining appropriate boundaries for one or more future historic districts.
- ✓ The Annual Certified Local Government report was completed and submitted to DNR.

2020 Major Subdivisions Completed:

Pioneer Orchard Ninth Subdivision (28 lots)

2020 Minor Subdivisions Completed

- Haynes Estates Third Subdivision (1 lot)
- Jones First Subdivision (1 lot)
- Garry Seabaugh Subdivision (1 lot)
- Warren Place Subdivision Phase 3 (1 lot – for lift station)
- Penzel Subdivision (1 lot)
- Jackson Boulevard Center (2 lots)
- Radiology Investment Group Subdivision (2 lots)

2020 Subdivisions in Progress:

- Ramsey Branch Subdivision Phase 2 (60 lots)
- McKendree Crossing Subdivision Phase 2 (40 lots)

2020 Rezonings:

- 402 E. Adams St. – I-2 Heavy Industrial to C-3 Central Business District
- 1145 S. Hope St. (3.12 acres inside city limits) – R-2 Single Family Residential to C-2 General Commercial
- 2705 Hilltop Dr. (partial) – R-2 Single Family Residential to C-2 General Commercial
- Comprehensive Rezoning of certain properties on E. Jackson Blvd., Hilltop Dr., and Clover Dr. (in process)

2020 Special Use Permits:

- 2130 E. Jackson Blvd. – Temporary Mobile Office for St. Francis Medical Center
- 736 Greensferry Rd. – Bed & Breakfast Dwelling in R-2 Single Family Residential District
- 5218 Birk Ln. – Temporary Mobile Office in C-2 General Commercial District
- 219 N. Missouri St. – Addition to Existing Commercial Parking Lot in an R-4 General Residential District

2020 Building Permits – top five construction projects (calculated values based on ICC formula):

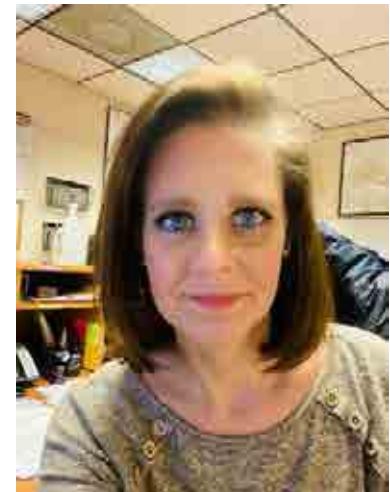
- 2681 E. Main St. – New Two-Story Office Building – \$3,239,520
- 2130 E. Jackson Blvd. – St. Francis Urgent Care - \$2,315,264
- 210 N. West Ln. – R.O. Hawkins Junior High Addition - \$2,033,590
- 601 E. Jackson Blvd. – Scooter's Drive Through Coffee - \$1,067,001
- 1403 S. Hope St. – Self Storage Units - \$975,585

### Proposed Accomplishments for 2021

- ◊ Complete Historic Architectural Survey under National Park Service HPF Grant.
- ◊ Update City Cemetery mapping project and publish map of all known burials online
- ◊ Migrate online GIS maps to self-hosted with ArcGIS Online.
- ◊ Transition GIS through Richard Kramer's expected retirement in 2021.
- ◊ Continue mapping of old easement documents located in vault.
- ◊ Janet Sanders will continue to serve on the Board of Directors of the Missouri Association of Building Code Administrators.
- ◊ Renewal of contractor licenses in June/July and throughout year as needed.
- ◊ Continue to update maps as needed.
- ◊ Continue to provide input on FEMA map update process as requested.
- ◊ Attainment of ICC certification by building inspectors.
- ◊ Work with developers and builders on new subdivisions, developments, and construction projects.
- ◊ Plan reviews and inspections as required for all construction projects.
- ◊ Continue ongoing training of all department personnel.
- ◊ Provide staff support for Planning and Zoning Commission, Board of Adjustment, and Historic Preservation Commission.
- ◊ Preparation of city-wide annual report.



Richard Kramer, GIS Technician



Ginger Earnest, Administrative Assistant



Steve Grant, Building Inspector



Larry Miller, Building Inspector

# Cemetery Department

## **Joe Schreiner, Sexton**

The Cemetery Department had another busy year of mowing and trimming the grounds. We purchased two new pieces of equipment - a Kubota tractor with front loader and a mini dump truck for hauling dirt. We moved the flag pole and put in new landscaping in front of shop at Russell Heights.

Mike Light Concrete poured footings for five new columbarium units, which have been ordered through Liley Monument and will be installed in early 2021. We also ordered six black granite benches from Brewer Monument, which have been installed by the columbarium and gazebo area. The new cremation area is now open and we have sold two niches so far.

Cemetery crews are working on landscaping the new cremation area and should have it done soon. We have also pressure-washed and resealed the wooden fence around our shop, and also cleaned the archway at Russell Heights and contacted Jon Randol Masonry to repair cracks and holes in it so it can be painted.

Along with mowing and trimming cemetery grounds we completed two flower cleanup weeks. Other maintenance duties include, but are not limited to, snow plowing, tree trimming, dirt work, seeding of gravesites, mulching leaves, digging graves, selling lots, and helping the public as needed. As always, we look forward to another productive year in 2021.

## Accomplishments for 2020

- ✓ Continued year-round maintenance of cemeteries, equipment, and buildings.
- ✓ Complete spring and fall flower cleanup weeks.
- ✓ Purchased new front loader tractor.
- ✓ Purchased small dump truck for hauling dirt.
- ✓ Mike Light Concrete poured footings for five new columbarium units, which were placed on order from Liley Monument.
- ✓ Ordered six black granite benches from Brewer Monument which were installed in the cremation area.
- ✓ Landscaped around gazebo and columbarium.
- ✓ Moved flag pole at Russell Heights and put in new landscaping in front of shop.
- ✓ Pressure washed archway at Russell Heights and contracted Jon Randol Masonry to repair cracks so it can be repainted.
- ✓ Pressure washed and re-sealed wooden fence around shop.
- ✓ Installed gutter guards on office and shop buildings
- ✓ We had 94 grave openings of which 22 were cremations.
- ✓ Sold 99 grave lots.
- ✓ Marked off and supervised the setting of 44 new tombstones.
- ✓ Conducted weekly departmental safety meetings.

### Projected Accomplishments for 2021

- ◊ Continue year-round maintenance of cemetery grounds, equipment, and buildings.
- ◊ Complete spring and fall flower cleanup weeks.
- ◊ Continue weekly departmental safety meetings.
- ◊ Install five more columbarium units.
- ◊ Open approximately 100 graves for burial.
- ◊ Sell approximately 100 grave lots.



# **City Clerk's Department**

## **Liza Walker, City Clerk**

The first business day of the new calendar year was January 2, 2020, which started the first day that the Civic Center accepted reservations for park pavilions. The park pavilion rental fees are \$15.00 for residents and \$25.00 for non-residents effective January 1, 2012, as approved by the Park Board. As of October 31, the total of the city's park pavilion reservations fees collected were \$4,240.00. This includes refunds that were given due to the impacts of the COVID-19 pandemic.

Our auditors, Beussink, Hey, Roe, & Stroder, L.L.C., completed the 2019 Audit, and the city achieved an excellent opinion on the annual financial report. The Independent Auditor's Report states that "our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards".

The Clerk's office continues to prepare city documents to be to be archived on the digitally formatted records management software which includes the minutes from the Board of Aldermen meetings, ordinances, and resolutions.

The staff is updating the old and new cemetery records on the city software system. Old and new cemetery deeds and deed transfers are also being scanning into 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 alphabetically by name of cemetery lots purchased and placement of burials. In 2020, the city took in approximately \$3,945.00 in receipts per month for the sale of the cemetery lots and the grave opening fees, compared to \$4,085.00 per month in 2019. The columbaria sales, weekend/holiday grave openings, gazebo setup charges, etc. were implemented in 2020 following the updates to Chapter 15 of the Code of Ordinances.

The city residential customers were charged the sum of \$10.00 per month for the collection of three trash bags per week. Each additional trash bag beyond the three allowed, the resident would need to place an official sticker marked with the city shield purchased at City Hall for \$1.00 per sticker. The city received an average of \$1,240.40/month for the trash sticker receipts in 2020, compared to \$855.00/month in 2019.

In 2020, Michelle Spooler was the Municipal Judge of the 32nd Judicial Circuit Court. The Municipal Court holds two sessions a month starting at 12:00 noon on the third and fourth Wednesdays of each month. The third Wednesday court docket consisted of the arraignments for the unrepresented defendants, and the fourth Wednesday court docket was for the defendants with attorneys and for the trials. Adjustments were made to accommodate the restrictions set forth by the Missouri Supreme Court and the Circuit's Presiding Judge due to the COVID-19 pandemic to ensure cases were heard in a timely and safe manner. The Municipal Court fines and costs received by the city averaged about \$6,121.24 per month in 2020 and \$9,801.47 a month in 2019.

The Court Clerk, Wendy Seabaugh, worked with the Police Department and City Attorney to establish procedures for processing and filing digital tickets.

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

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

The most recent codification revision of the City Code Book is Supplement #19, which will include all ordinances that were approved up to November 2 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 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](http://www.municode.com). We also have the City Code available electronically on our main server here at City Hall.

### Accomplishments for 2020

- ✓ The most recent codification revision of the City Code Book is Supplement #19, which will include all ordinances that were approved up to November 2, 2020, by the Board of Aldermen. The City has implemented OrdBank with our codifier, Municipal Code Corporation. This online service posts each ordinance between the supplements, which are approved by the Board of Aldermen within 48 hours of submittal. Once the supplement is completed, the ordinances are linked in the OrdBank and within the 'History Note' section of the MuniCode website.
- ✓ Records which have met their retention life were destroyed in compliance with the guidelines according to the Missouri Secretary of State's Record Retention Schedule.
- ✓ Continued to provide service for all Municipal Court related issues from receipting fine payments to documenting all monthly court proceedings. 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 and have a scanner dedicated to this process.

- ✓ Staff continued to update cemetery records on City software system and prepare the City's website with cemetery maps of the Old City Cemetery and Russell Heights Cemetery. Copies of deeds and deed transfers are now being scanned into the City software. Also, a search engine is available for Russell Heights Cemetery to search alphabetically by name of cemetery lots purchased and for placement of burials.
- ✓ Following the new columbaria additions to Russell Heights Cemetery and the changes to the City Code of Ordinances in Chapter 15, Staff updated the City software to accommodate for the sale of niches, the extra weekend/holiday grave opening fees, the gazebo set-up fees, etc. Deeds and deed transfers are mailed out after processing of the paperwork is complete.
- ✓ Monitored the City's Bank Accounts and Investments for the best possible benefit to the City. US Bank was awarded a new three-year contract that began January 1, 2020.
- ✓ The City's 2019 Audit was completed by the auditors, Beussink, Hey, Roe, & Stroder, L.L.C., and the City achieved an excellent opinion in the annual financial report. The Independent Auditor's Report states that "The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards".
- ✓ City Clerk/Treasurer Liza Walker served as Vice President of the Southeast Missouri City Clerks and Finance Officers Association, a member of the Missouri City Clerks and Finance Officers Association, a member of the International Institute of Municipal Clerks, and a member of the Missouri Government Finance Officers Association.
- ✓ Implemented debit/credit card payment capability for customers for most services including trash stickers, cemetery lot and grave opening receipts at City Hall and for park pavilions rentals at the Civic Center.
- ✓ Implemented a public computer with the capability of debit/credit card payments for customers for services including utility payments and traffic ticket payments. This computer was disabled during the majority of 2020 due to the COVID-19 pandemic
- ✓ Implemented the iWorQ System as a process for tracking and recording incoming calls to City Hall and creating work orders.
- ✓ Safety updates accomplished weekly.
- ✓ Court Clerk Wendy Seabaugh served as President of the Regional Chapter (SEMOMACA) of Missouri Association for Court Administration (MACA) and conducted quarterly meetings with area court clerks to help with continued education and ideas to help operate court effectively and efficiently.
- ✓ Municipal Court was held on the third and fourth Wednesday of each month at Noon with the appointed Municipal Judge of the 32nd Judicial Circuit Court Michelle Spooler. The third Wednesday court docket consisted of the Arraignments for the unrepresented defendants, and the fourth Wednesday court docket was for the defendants with attorneys and for the trials.
- ✓ Court Clerk Wendy Seabaugh implemented the procedures for processing and filing of digital tickets with Police Department and City Attorney.
- ✓ Municipal Court worked to give online access to information about pending cases, outstanding warrants and scheduled dockets as outlined in the Supreme Court Rule 37

and also posted information regarding defendant's rights in court on the City Municipal Court web page.

- ✓ Established a General Revenue Account for Municipal Court as required by Supreme Court Rule 37.04 Appendix A and established internal control procedures to maintain monthly account safety.
- ✓ Court Records which have met their retention life were destroyed in compliance with the guidelines set forth in COR 8.
- ✓ Readjusted the court docket to accommodate the restrictions set forth by the Missouri Supreme Court and the Circuit's Presiding Judge due to the COVID-19 pandemic to ensure cases were heard in a timely and safe manner.
- ✓ Staff, along with the IT Department, implemented Zoom meetings for the Board of Aldermen for a period of time in order to comply with the guidelines and restrictions as set forth by the Cape Girardeau County Health Department due to the COVID-19 pandemic, and Staff continued to follow those guidelines and restrictions.

#### Projected Accomplishments for 2021

- ◊ Disposal of records that are past the Missouri's General Records Retention Schedule requirements.
- ◊ Prepare the codification of Supplement #20 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 staff and customers.
- ◊ Municipal Court will continue to be held on the third and fourth Wednesday of each month at Noon with the appointed Municipal Judge of the 32nd Judicial Circuit Court Michelle Spooler. The third Wednesday court docket will consist of the arraignments for the unrepresented defendants and the fourth Wednesday court docket will be for the defendants with attorneys and for the trials.
- ◊ Municipal Court will continue to adhere to the COVID-19 restrictions.
- ◊ Obtain training and attend appropriate conferences in related areas as needed.
- ◊ Continue to provide service for all Municipal Court related issues from 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 2020 Audit by our outside auditors.
- ◊ Continue to review the Buchheit Tax Increment Financing Program (TIF) quarterly for transfers from the City Sales and Transportation Sales Tax; and from Cape Girardeau

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

- ◊ Conduct the filing of candidates for Aldermen according to the required State Statutes regulations and prepare the ballots for any other Elections approved by the Mayor and Board of Aldermen.
- ◊ Continue the scanning of old cemetery deeds and deed transfers into the City software.
- ◊ Staff will continue to comply with the guidelines and restrictions as set forth by the Cape Girardeau County Health Department, etc. due to the COVID-19 pandemic.



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

# Civic Center

**Jason Lipe, Manager**

2020 was a challenging year for the Jackson Civic Center due to the COVID-19 pandemic. Through October 31, a total of 243 calendar entries were postponed or canceled. The staff at the Civic Center was able to navigate these challenges by increasing lines of communication, ramping up cleaning protocols, and completing projects during a six-week facility closure. In response to another minimum wage increase, rental rates for 2021 were approved by the Park Board and Board of Aldermen. COVID-19 impacts included: closed March 17 – May 3, 243 events have been canceled or rescheduled, 73 refunds have been issued, resulting in \$9,252.50 in lost revenue.



## Accomplishments for 2020

- ✓ Sold 4,471 daily entry passes
- ✓ Brought in over \$46,000 in rental revenue
- ✓ Revised rental rates to reflect increase in Missouri minimum wage
- ✓ Replaced emergency light fixtures with more efficient battery fixtures

## 2021 Projected Accomplishments

- ◊ Install electronic signage, including land acquisition
- ◊ Establish library of employee training videos
- ◊ Implement digital calendar of events

## **Collector's Department**

### **Lisa Beussink, Collector**

Customer service and utility collections are the foundation of our job, but the changes being made every day can be challenging to keep pace with! So much more is being done over the phone, by online forms, e-mail, and fax. Customers are less likely to want to come in to do paperwork and prefer to do it all electronically. When the City Hall lobby was closed at the beginning of the pandemic, this helped prompt more customers to reach out by phone and email even more.



We still take most of our payments by check or cash, but this has diminished due to credit and debit card payments, through the online portal and card terminals. Automatic withdrawal, now three options per month, has continued to also grow.

Business licenses are mainly processed from May to July, but we still have late payers and new businesses coming in all year long. Normally, more licenses would be for vendors as the local festivals and events draw in quite a few artists and food carts. However, many of these events have been canceled due to the impact of the COVID-19 pandemic.

Work orders stay constant in Jackson with new residents, people moving to and from apartments, duplexes and houses, and houses being built and sold. Jackson is growing every day. New construction is also increasing the total number of customer accounts that are billed every month.

Technology is moving into every aspect of our jobs. Online payments, auto-call for delinquent bills, remote meters for reading whole neighborhoods at one time; there are new advancements every day!

Since I became City Collector in July, two new members have been added to our team as staff replacements for existing positions. Brittney Noles started working with the city in May and Julie Hopkins began her duties in August. They have both adapted well to their positions and have been a pleasure to work with, for both staff and customers. They have fast become great additions to the city's personnel roster. Bringing excellent, knowledgeable customer service to Jackson's residents and businesses is a priority we strive to achieve every single day.

### **Accomplishments for 2020**

- ✓ Applied deposits to final bills, helped with utility bills and license statement mailing processes, and posted payments for 451 business and 467 contractor licenses.
- ✓ Created Low Income Heating Energy Assistance program annual report.

- ✓ Posted \$13,527,622.04 in 53,855 utility bill and miscellaneous charges payments – checks, cash, money orders; direct-pay ACH, e-lockbox, and debit/credit card payments in person and by phone through November 10.
- ✓ Assumed responsibility for posting utility deposit payments and refunds in mid-2020.
- ✓ Generated over 2,888 work orders from January 1 through November 10.
- ✓ File unclaimed property report and funds with State of Missouri.
- ✓ Conduct bad debt write-off procedure and generate report for Mayor and Board of Aldermen.
- ✓ Balanced Collector's bank account with monthly collections, reconciling amounts for Collector's monthly report to Mayor and Board of Aldermen and annual audit.
- ✓ Provided friendly, knowledgeable customer service for various citizen and business needs – in person, by phone, mail, email, and fax, and through drive-up window.

#### Projected Accomplishments for 2021

- ◊ Expand use of financial software to track daily operations and activities.
- ◊ Continue to promote automatic withdrawal, online portal, e-lockbox, and ebill programs to utility customers.
- ◊ Cross-train personnel to ensure service availability to customers during business hours.
- ◊ Update departmental procedures handbook.
- ◊ Attend GWorks and customer service training events and seminars.



**Brittney Noles**  
Collector's Assistant



**Julie Hopkins**  
Collector's Assistant

## Electric Distribution Department

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

Once again, the City of Jackson's electric utility received national recognition for achieving exceptional electric reliability in 2019. The recognition comes from the American Public Power Association as well.

The Association helps members track outage and restoration data through its subscription-based e-Reliability 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. Public power has a strong track record of reliability. Nationwide, the average public power customer has their lights out for less than half the time, compared to other types of utilities.



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

In February, the city experienced a tornado that caused severe damage to both the transmission and distribution electric lines on the eastside of town around Wedekind Substation. At one time, half of the city was completely dark, but within an hour our crews started to restore power to the west and industrial substations thus returning confidence to our customers that we were on duty and performing restoration tasks. Contract crews were requested and the first crews started rolling in about 10:30 am the same day. Our crews work alongside our contractor crews to restore power to our customers. We had several poles that were joint use with Ameren and we had to install new poles prior to Ameren being able to reconstruct their circuitry. Considerable damage was caused and a long day and night was realized and not just with the electric crews but with all the other department that came to the electric departments aid. As typical with any disaster, all departments come together for the greater good of our community. Special thanks are extended to them for their assistance - Street Department, Water Department, Police and Fire Departments, Solid Waste Department, Waste Water Department, Administration, and Public Works to name a few.

Before and after the storm, our utility crews have been extremely busy with multiple distribution line extensions which includes new primary underground residential distribution, commercial primary underground distribution, industrial primary underground distribution, and overhead primary distribution to serve our customer's needs. The crews worked to install lighting and electrical service to the new roundabout area.

Early in the year, our crews had to relocate and reconfigure our circuits uptown by the new courthouse to re-establish the loop feed for the courthouse and Justice Center. The circuit was split at the west side of the new courthouse to provide a dead section so the contractor could continue his construction work without delays.

In March, we started dealing with and started to see the effects of COVID-19. Unprecedented challenges from this virus caused fear and uncertainty among all departments to figure out how to keep our limited crews health and COVID-19-free. A stringent disinfecting program and awareness was implemented. For a few weeks, our crews were on split schedules to help minimize the exposure to each other. Many events and operations were impacted by this virus. The challenge continues to this day; no foreseeable relief is in the near future.

A new 34.5 KV transmission line is in final design presently and will extend from the Power Plant Substation to the West Substation; this line will also serve the transmission needs of the new North Substation. This transmission line will also provide a much-needed loop of our present 34.5 transmission system to aid in emergency switching and thermal load management of the entire system. We are currently seeking the easement descriptions for this project. Once we have the descriptions, we will begin trying to secure the easements required.

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

Preventative maintenance was performed on various parts of the system, from replacing 43 poles, replacing defective transformers, installation of new primary URD after damage, pulling oil samples to test the DGA of the transformers, and testing of commercial customer meters. A new URD distribution feeder line towards the JIDC property on South Farmington Road has been started and will provide additional capacity to that area and other development along South Farmington Road, as well.

The electric department crews also provide limited temporary electrical services and support for multiple community events this year: Cruisin' Uptown Jackson Car Show, Christmas Extravaganza, UJRO Christmas Lights, to name a few. Our crews also helped with filling absences in other departments when our schedules would allow. All of our crew members provided aid in one way or another to achieve the successful outcome for these events.

Our problem with retaining Journey Linemen has seen some relief with our Administration working hard to get our salary structure more in line with the industry standards. This help was greatly appreciated and we should experience better worker retention. We must be training these individuals very well as shown by the attraction of the IOUs to hire them. It was critical to develop this plan to retain these individuals for the future as the remaining linemen are approaching retirement age, as well.

With any rapidly growing utility, we will have growing pains along the way as we strive to provide the best possible service to our customers and our community even with the ongoing COVID-19 pandemic challenges. When mother nature brings out her worse, we respond by

bringing out the best in all of our city crews. Thanks to all the city crews for the help and aid provided throughout the year to the Electric Departments.

### Accomplishments for 2020

- ✓ Repaired tornado damage on the east side of town next to Wedekind Substation.
- ✓ Framed distribution take-off for St. Francis Medical annex on East Jackson Blvd.
- ✓ Installed lighting and electrical service to the new roundabout area.
- ✓ Re-established loop feed to the new Courthouse and Sheriff's office.
- ✓ Installed new commercial electric service to Domino's Pizza on East Main Street.
- ✓ Installed new commercial service upgrade for CO-OP.
- ✓ Installed new commercial service to MFA warehouse.
- ✓ Extended and installed new primary URD along Harmony Lane.
- ✓ Installed new electric service to park pavilion.
- ✓ Installed new URD for Memory Center off of Broadridge Drive.
- ✓ Extended and installed new URD to Pioneer Orchard Ninth Subdivision.
- ✓ Completed tree trimming project on the east side of town and removed a few other trees to help clear the way for the future 34.5 KV line between the West and Power Plant substations.
- ✓ URD and overhead electric system maps updated.
- ✓ Installed warning lights and solar panels for Fire Station No. 2.
- ✓ Installed flag poles and lighting for Fire Department 911 Memorial.
- ✓ Installed Tantalus AMI meters and additional collectors.
- ✓ Completed 3-phase meter testing of all commercial customers.
- ✓ Replaced 43 dilapidated or damaged utility poles to date.
- ✓ Completed 29 service upgrades.
- ✓ Installed 34 new permanent services.
- ✓ Installed 7 new commercial services. (3-Phase)
- ✓ Replaced 18 bad or damaged transformers.
- ✓ Pulled DGA transformer samples for all substation transformers.
- ✓ Performed monthly meter reading duties.
- ✓ Performed monthly delinquent disconnections.
- ✓ Received APPA Excellence in Reliability Award for 2019, this is the 5th time we have received this national recognition.
- ✓ Gathered data for Coordination Study and implemented modifications.
- ✓ Upgraded Power Plant and West Substation protective relays as the current relays are obsolete.
- ✓ Provided aid to Sanitation Department to fill absences as need throughout the year.
- ✓ Provide temporary electric service for multiple events throughout the year.
- ✓ Pretreated electric lines prior to ice events.
- ✓ Provided additional help to any other department as required or requested.
- ✓ Performed substation maintenance.
- ✓ Maintained street lights and upgrades to LED fixtures at many locations.
- ✓ Installed Distribution URD along South Farmington to the JIDC property.
- ✓ Re-installed and straightened the flag pole at the Veterans Memorial in Brookside Park.
- ✓ Disinfected and battled challenges brought on by COVID-19.

### Projected Accomplishments for 2021

- ◊ Kimbeland lift station upgrade.
- ◊ 34.5 KV Transmission line easements and construction from Power Plant to West Substation.
- ◊ Provide temporary electric service for multiple events throughout the year: Touch-A-Truck, Homecomers, Cruisin' Uptown Jackson, Jackson in Bloom, Oktoberfest, Christmas Extravaganza, UJRO Christmas Lights.
- ◊ Expand and install Tantalus AMI meter network.
- ◊ Provide exceptional service to all our electric utility customers as demonstrated and recognized by APPA past national recognitions.
- ◊ Tree trimming on the west side of town.
- ◊ Complete pole ground line inspections on 73 transmission feeder line.
- ◊ Complete new three-phase distribution line along South Farmington Road to JIDC property.
- ◊ Complete Long-Range System Study.
- ◊ Secure easements for 34.5 KV line loop.
- ◊ Begin construction of 34.5 KV line loop once easements are secured.
- ◊ Complete substation and protective relay testing.
- ◊ Gather data and install new protective relays in Industrial Substation.
- ◊ Install new 34.5 KV isolation switch on Wedekind 73 feeder that was damaged during tornado.

# Engineering Department

## **Clint Brown, City Engineer**

The annual programs, including the Asphalt Pavement Improvement Program, the Concrete Pavement Improvement Program, and the Sanitary Sewer Lining Program were all completed successfully once again this year. The Concrete Pavement Improvement Program was awarded to Mike Light Cement Finishing, Inc. and included refurbishing concrete panels throughout the City that were declared unsatisfactory. These areas included patches and repairs on E. Deerwood Dr., S. Donna Dr., Donna Lynn Dr., Ridge Rd., Mansfield Pl., Ridgeway Dr., Diana Dr., Shawne Cir., Old Cape Road., Otto Dr., and Lee Ave.



The Asphalt Pavement Improvement Program was awarded to Apex Paving Co., doing business as ASA Asphalt, and included overlaying and repairing patches at full-depth on streets throughout the City that were declared unsatisfactory. These areas included only a few full-depth patches with a majority of the work being the overlay of N. Farmington Rd. and Old Cape Road East. To ensure the sustainability of previous overlays, Reclamite Rejuvenator was applied to the asphalt that was placed last year on Greensferry Rd.

The Sanitary Sewer Lining Program was performed under an Existing Cooperative Purchasing Agreement and was awarded to SAK Construction, LLC. This project included installing cured-in-place pipe (CIPP) in approximately 3,600 linear feet of sanitary sewer main. These included mains in the areas of Greensferry Rd., Highland Dr., Elm St., Tower Grove Ave., E. Jackson Blvd., Brandom St., Shawnee Blvd., W. Main St., N. Hope St., and N. Farmington Rd.

The Water System Facility Plan Implementation Project continued this year as well, albeit a little later in the year. It was decided that the replacement of a watermain along E. Main St. should wait until after the completion of the Interstate 55 Interchange Project at Exit 99 and therefore a new list of items to be completed under this phase of the project was created. The new scope of work included a continuation of a main replacement at Old Cape Road near the intersection of S. Georgia St., the removal of the booster station at the intersection of Old Cape Road and E. Jackson Blvd., and work on nearly every well house within the city. Jokerst, Inc. was awarded the project, which began work in late 2020, and will continue toward completion in 2021.

The biggest, and most notable, project of 2020 out of the Engineering Department was the construction of the new roundabout at E. Main St. and Shawnee Blvd. Cochran Engineering completed the design and assisted with the bidding and inspection on the project. The construction of the project was awarded to Lappe Cement Finishing, Inc. Although the project started out slow, the contractor was able to complete and finalize the work on-schedule. The roundabout was open to the public prior to Independence Day weekend and landscaping of the center island was installed shortly after.

A couple of projects in the park were completed this year, as well. Park Shelter No. 5 was demolished during the windstorm of 2019, leaving the need for a new shelter to be installed. A bid package was put together and the project was awarded for a new, pre-fabricated structure to be installed in its place. Also, the extension of the recreation trail in the park was completed by the Street Department, connecting the new park restroom to the existing trail, the Hubble Creek pedestrian bridge, and beyond the existing baseball field (Field No. 5) to the existing trail again. This created a continuous trail along Parkview St. for the first time.

Looking forward into 2021, the park will see another major project underway in the replacement of the existing low-water crossing over Hubble Creek. Smith and Co. Engineers are in the process of assisting the city with the design and construction of a new, high-water structure that is anticipated to be finalized and completed next year. Cochran Engineering is also in the process of creating a design for a new high-water structure to replace the existing low-water crossing at E. Mary St. in the City Park, although only the design is anticipated to be completed in 2021, with construction anticipated for 2022.

Smith and Co. Engineers also assisted the City with creating a City-Wide Bridge Facility Maintenance Program. This program evaluated all of the existing bridge structures within the City and created a 10-year maintenance plan for the City to follow to help maximize the lifespan of each structure. The plan also helped analyze which structures will be in need of replacement within this 10-year timeframe to allow the city to plan for these capital improvements in the future.

Other smaller projects were completed by the Engineering Department this year. One of these projects included the disposal of stockpiled brush. The Missouri Department of Natural Resources informed the city that they could no longer burn the brush pile kept at the area north of the North Industrial Park (also known as Well No. 7) as was done in the past. Therefore, the only other option was to create a program that would remove the stockpiled brush. Another project was assisting the Power Plant in the project creation and management of the Power Plant Masonry Repointing Project, which saw one of the buildings within the Power Plant Facility get a much-needed aesthetic uplift. The Engineering Department also assisted the Fire Department with facilitating, procuring, and installation of the new flashing signals at Station No. 2. These signals will help warn motorists as to when a fire truck is leaving the station; a problem that was occurring because of the limited sight-distance in the area. Finally, the Engineering Department also assisted with being the Owner's Representative for the new Police Station Facility Project.

<b>PROJECT</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Annual Road & Trail Improvement Programs	\$950,000	\$950,000	\$950,000	\$950,000	\$950,000
Sanitary Sewer Lining Program	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Storm Sewer Repair & Maintenance Programs	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
Bridge Maintenance, Repair, and Replacement	\$6,000.00	\$25,000.00	\$350,000.00	\$30,000.00	\$30,000.00
Water System Facility Implementation Project	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	---	---

### Accomplishments for 2020

- ✓ East Main Street/Shawnee Boulevard Roundabout Project
- ✓ New Police Station Facility Construction Project
- ✓ Asphalt Overlay of North Farmington Road
- ✓ Annual Asphalt Pavement Improvement Program
- ✓ Annual Concrete Pavement Improvement Program
- ✓ Annual Sanitary Sewer Lining Program
- ✓ Annual Wastewater Biosolids Disposal Program
- ✓ City-Wide Bridge Facility Maintenance Plan
- ✓ Park Recreation Trail Improvement Project
- ✓ Park Shelter No. 5 Replacement Project
- ✓ Flashing Warning Signals at Fire Station No. 2
- ✓ Power Plant Masonry Repointing Project
- ✓ Disposal of Stockpiled Brush Project

### Projects Continuing into 2021

- ◊ Water System Facility Implementation Program – Phase 2, Project 2B
- ◊ Brookside Park Ballfield and ADA Path Design & Implementation Project
- ◊ Fire Station Renovation Project
- ◊ Re-write of the Municipal Separate Storm Sewer System (MS4) Permit
- ◊ Hubble Creek Low-Water Crossing Replacement Project
- ◊ East Mary Street Low-Water Crossing Replacement Design

### Projected Accomplishments for 2021

- ◊ Begin and Complete the Annual Asphalt Pavement Improvement Program
- ◊ Begin and Complete the Annual Concrete Pavement Improvement Program
- ◊ Begin and Complete the Annual Sanitary Sewer Lining Program
- ◊ Begin and Complete the Asphalt Rehabilitation Project (Old Cape Road)
- ◊ Begin and Complete the Annual Disposal of Stockpiled Brush Project
- ◊ Begin and Complete the Annual Wastewater Biosolids Disposal Program
- ◊ Begin and complete the Water System Facility Plan Implementation Program, Phase 2C
- ◊ Complete the Water System Facility Plan Implementation Program, Phase 2B
- ◊ Complete design and begin construction of the Brookside Park Baseball Fields & ADA Path Project
- ◊ Complete the Hubble Creek Low-Water Crossing Replacement Project
- ◊ Complete the East Mary Street Low-Water Crossing Replacement Design
- ◊ Complete the Re-write of the Municipal Separate Storm Sewer System (MS4) Permit

# **Fire Department**

## **Jason Mouser, Chief**

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

Fire Chief Jason Mouser

Deputy Chief/ Fire Marshal Randy Davis    Deputy Chief of Operations Sean Mitchell

Admin Asst. Fay Reiminger

Captain/EMT Sam Herndon    Captain/ Medic Greg Hecht    Captain/Medic Ryan Davie

Captain/EMT Rob Greif    Captain/EMT Justin Farrar    Captain/EMT Tyson Medlock  
FF/EMT Michael Gentry    FF/EMT Justin Angle    FF/EMT Blake Stone

FF/EMT Stetson Proffer    FF/Medic Tim Bleichroth    FF/EMT Brandon Page

FF/Medic Ron Kiplinger    FF Matt Jahr    FF/EMT Dalton Abernathy

FF/EMT Eric Ramos    FF Nick Pfau    FF/EMT Andrew Marler

We had three firefighter positions come open throughout 2020 with two resignation and one termination. We hired Matt Jahr, Nick Pfau, and Andrew Marler off of our part-time roster to get back to full staff. These gentlemen are fine young men and will do the community proud as they are doing well in fitting in with the department and learning a lot each and every day. Our other dedicated part time employees are Matt Hamlett, Justin Barkley, Zach Schneider, Broch Austin, Chris Hamlett, Dalton McCormick, and Walt Biri. Wesley Blattel was also brought on this year as a part-time firefighter. We are making plans for another part time firefighter eligibility list after the first of the year.

2020 was the year of COVID-19. Much like everyone else, this virus has had such a significant effect on our city as well as fire department daily operations. At the city level, we began meeting at the beginning of March with our Emergency Management Committee (made up of 14 city supervisors). We started developing departmental plans and enacting those plans as cases increased in number and adjusting according to the latest County and Federal guidance. We felt in the plans developed by the city leaders, we ensured the continuity of operations within each department and minimized the chances of outbreaks within departments. We established a Countywide Emergency Management team in mid-March, and we meet via conference call twice a week on Tuesday and Thursdays. We continue to work with our health department as well as the County Emergency Management team as the pandemic continues to be present in our communities.

COVID-19 has had a drastic impact on the fire department. As we started the pandemic with short supply of PPE, we made the hard decision to divert low acuity (non-emergent) calls straight to the ambulance company. This enabled us to place large orders and better protect our personnel as well as citizens of undo exposure. We worked with our local and state officials to procure PPE and by early April we were responding to all calls once again. We worked closely with County dispatch to put together questions to ask callers to get better idea if individuals were exposed or carrying COVID-19. All responders wear at a minimum N-95 masks and gloves unless it is a respiratory issue or fever then all personnel also wear googles and gowns. If we respond to a known COVID-19 patient, once crews leave the scene, they take themselves out of service long enough to return to the station and discard PPE and decontaminate and shower before returning to service. We have instituted three times a day medical screening for all personnel as well as more intense daily disinfecting of the stations. Unfortunately, due to COVID-19 we had to discontinue tours and many fire safeties talks through-out the course of this year. This has been difficult as many of our personnel look forward to the interaction with the citizens and children of Jackson. We certainly look forward, as many are returning to normal activities in the community.

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

We continue to be active in numerous associations and attend regional meetings. We continue to be active in the Regional Homeland Security Oversight Committee (RHSOC) where Chief Mouser serves as the regional Fire Chief representative and Deputy Chief Mitchell serves as the Homeland Security Response Team representative and has been elected Vice Chair of the committee starting in 2021. We are a part of the Cape County Firefighters Association where Deputy Chief Mitchell serves as the President. Chief Mouser is active and meets quarterly with the SEMO Emergency Management Association as we deal with Emergency management issues throughout the region and conduct and/or plan annual exercises. Chief Mouser is a member of the MO Fire Chief's Association and attends their annual conference every February and interacts with Chiefs around the state and the State Fire Marshal's office on annual legislative issues as well as network with the latest in fire service issues.

We respond to 1,300-1,500 calls a year and whether it is an EMS call, technical rescue, fire, or Haz-Mat, no one call is alike. This is why training is always at the forefront of what we do. Insurance Service Office (ISO) requires that all firefighters conduct a minimum of 192 hours per year in Company Level Training, eight hours of Haz-Mat, 12 hours of Officer training for Company officers, and 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 five career personnel that have gone above and beyond by obtaining their Paramedic certification. Officers are required to be Emergency Medical Technicians, Fire Service Instructors, Fire Service Investigators, and Fire Service Inspectors also. Below is a chart on the certifications, CEU Hours required, and how many personnel have these certifications to give you an idea of the amount of training that these guys have to continue to maintain.

<b>Certification</b>	<b>CEU hours required</b>	<b># of personnel that hold</b>
EMT-B	100 hours every 5 years	14
EMT-Medic	176 hours every 5 years	5
CPR	6 hours every 2 years	21
Car Seat Technician	6 hours every 2 years	6
Fire Service Instructor	24 hours every 3 years	14
Fire Service Investigator	30 hours every 3 years	10
Fire Service Inspector	30 hours every 3 years	9

Deputy Chief of Operations Sean Mitchell does a tremendous job in overseeing training and Emergency Operations within the department as well as leading the Technical Rescue Team. In 2020, the fire department has over 6,610 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 several individuals attend some outside grant classes to better prepare them for local events. Captain Greg Hecht received his Managing Fire Officer certificate this past year. This entailed two capstone projects and four weeks at the National Fire Academy in Emmitsburg, Maryland. Deputy Chief Mitchell attended a five day Incident Command for Hazardous Material Incidents at the National Fire Academy.

We were not able to host many classes in 2020 because of COVID-19 precautions, however, crews were busy conducting on-duty company training to hone the necessary skills. All personnel have to be ready to respond to any and all hazards at any given time through-out their 24-hour shift. Seconds matter and personnel have to be able to make spit second decisions to ensure a positive and safe outcome during any specific incident.

We continue to be a part of the Region E Homeland Security Response Team. We have 12 members from our department along with members from Sikeston DPS and Cape Fire that make up this team. Last year we received a regional grant for over 240 hours of certified training for the technical rescue team. We have completed about 80 percent of those classes. The classes completed include: Outdoor Search and Rescue, Rope Core 1 & 2, Trench Collapse Rescue, Swift water Rescue, Boat Operator, and Structural Collapse Rescue training. We had to make a lot of modifications to our schedule to get these classes completed because of COVID-19. We were granted an extension due to the virus and we will complete the following courses in 2021: Confined Space Rescue and Hazardous Material Technician. This team has done some remarkable things over the last couple years. We will continue in the coming years to apply for grants to help sustain this team and the cities involved will continue to support us to provide aid throughout our region. We responded to three large scale Hazardous Material incidents and (3) swift water rescues in 2020.

Deputy Chief Mitchell is working on an Officer Development program to initiate in 2021. We are updating our Emergency Operations Policies as we enter the new year. We have entered into an agreement with Cape County to allow the County EOC to utilize the city North Water Tower to place a communication antenna and we will move our back-up radio system up there for better coverage.

Deputy Chief Randy Davis oversees the Fire Marshal and Public Education division of the fire department. We review all new commercial building plans for life safety in the city. Deputy Chief Davis reviewed over a dozen new commercial plans and saw those projects through until the final inspection. There were nearly 50 inspections conducted on those projects from fire sprinkler tests, egress issues, fire alarm, emergency lighting, and proper exits and lighting. Public education is such an important activity that we do every year. COVID-19 prevented a lot of interaction with school students during fire prevention month. We missed not being able to conduct personal fire safety and so look forward to getting back to normal for our annual fire prevention speeches. We were able to assist the schools in conducting their fire alarm test with timed exits from the students. We provide the school with feedback on how to improve fire and life safety to their students. Our child safety seat checks are a popular program as we checked or installed around 50 car seats this year. We hosted the Cape County Health Department to give drive-thru flu shots this October and had over 90 shots given.

We were able to conduct fire flows on over 325 hydrants during this year. We will be planning for 2021 in conducting hydrant flowing in the central portion of town.

We held the ribbon cutting on the 9/11 memorial in front of fire station #1 on September 11<sup>th</sup> this year. Again, because of COVID-19 it couldn't be celebrated the way we wished. We hope to have a big event in 2021 to celebrate this memorial in our City. We want to thank all of those that have contributed monetarily and/or provided labor and/or materials to this project. It is something for our whole county to be proud of and we encourage everyone to visit the site to remember everyone that paid the ultimate sacrifice that day 19 years ago.

We work hard to care for the equipment that is entrusted to us. We have contracted out to have all of our apparatus run through a Department of Transportation Inspection. We have personnel that are trained to conduct all flow test on our SCBA's (Self Contained Breathing Apparatus) annually. We contract out annually to have our pumps on our apparatus and all ground and aerial ladders certified per ISO requirements. We pressure test each section of fire hose annually.

This totaled to be over 12,500 feet of fire hose that was completed.

We continue to take every opportunity to apply for various grants for our department. This year we received an Emergency Management Preparedness Grant in the amount of \$11,507 that pays for 50% of our costs of phone, cable, internet in the Emergency Operations Center as well as subscriber fees for the storm siren activation software. We were awarded a \$17,600 grant through the Regional Homeland oversight Committee to purchase an air monitoring device along with calibration gas that can be remotely monitored from the command post. We were awarded a \$7,200 grant through the Department of Public Safety to purchase ballistic equipment for our

front-line apparatus. We were awarded three automatic CPR compression devices through Cape County CARES funds to place on our front-line apparatus. This comes at a value of over \$45,000. It is a tremendous tool that ensure perfect CPR from the moment we arrive on scene to the patient's arrival to the emergency room.

Below is a break-down of the call volume from 2020. EMS continues to be and will be a majority of our call volume. The City of Jackson still relies on the private ambulance company to transport the Jackson residents to the Cape Girardeau hospitals to get into a doctor's care. However; the citizens can be assured that they have excellent first responders at Jackson/Fire Rescue on scene within 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 149 emergency medical calls in 2020.

#### Incident Statistics

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

28 structure fires

4 large area searches

22 arcing/ overheating/ smoke removal incidents

8 vehicle fires

26 natural cover fires

6 illegal burns

843 medical assist calls (Advanced life support given on 181 calls from paramedics on duty)

88 Motor vehicle accidents

11 Vehicle Extrications

7 Accident clean-ups

7 Lock-outs

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

183 citizens assist calls

113 dispatched and cancelled enroute

74 alarm activation responses

4 water rescues

2 severe weather response

Total of 1,462 emergency responses between Nov. 1, 2019 - Nov. 1, 2020

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 2020 and look forward to working with each and all of you in the upcoming year. I appreciate the opportunity and am honored to serve as Fire Chief for this great community.

### Accomplishments for 2020

- ✓ Incorporated updated dispatch protocols as the city dispatch merged with County dispatch. Continue to work together to make improvements.
- ✓ Entered into an agreement with Cape County on leasing space at the North Water Tower for a communication antenna. This will also allow us to move our back-up radio equipment for better coverage to the North Water Tower.
- ✓ We have completed 80% of last year's regional grant for \$268,800 for specialized training to 30 members of the SEMO Region E Technical rescue team totaling over 280 hours per member.
- ✓ Conducted a hiring eligibility list which led to the hiring of five part time firefighters.
- ✓ Received an Emergency Management Preparedness Grant for \$11,507 that was used for battery replacement for storm sirens, internet, cable, and phone for the EOC, and annual fee for remote storm siren activation.
- ✓ We received a grant through the Regional Homeland Oversight Committee in the amount of over \$17,600 to complete air monitoring system and related calibration gas.
- ✓ We received a MO Department of Public Safety Grant for \$7,200 for ballistic equipment.
- ✓ Had an inflatable rescue boat donated to Jackson Fire. We will be looking at funding opportunities to secure a motor for that.
- ✓ We received CARES funding for three Automatic CPR devices from the County in the amount of \$45,000.
- ✓ We received \$6,000 of CARES funding to go toward a complete update of the city Local Emergency Operations Plan.
- ✓ Training from 2020 exceeded 6,400 personnel contact hours.
- ✓ Conducted 12th annual thorough inspection program of all Jackson schools prior to the start of school year.
- ✓ Pressure tested all attack hoses and supply hoses. Over 12,000 feet completed.
- ✓ Annual flow tests conducted on all air packs.
- ✓ Car seat technicians installed or checked 45 car seats.

- ✓ We reached \$42,000 of our \$50,000 goal on the 9/11 memorial in front of station #1.  
Work is complete and we held ribbon cutting on 9/11,
- ✓ Worked on training site for company and regional trainings.
- ✓ Loaded all city equipment into Salamander reporting software for easier accountability during disasters.

#### Projected Accomplishments for 2021

- ◊ Continue to work toward the utilization of telemetry on the fire ground.
- ◊ Apply for the Fire Act Grant, Fire Safety and Prevention Grant, and any other grants that will benefit our department and the City of Jackson.
- ◊ Evaluate the ISO evaluation system on how we can obtain a Class 3 status.
- ◊ Hold quarterly review with Cape County dispatch for continued quality control and ease of operation.
- ◊ We will be conducted another hiring eligibility list the first of the year.
- ◊ We will be conducting hydrant flows in the central area of town in 2021.
- ◊ Upgrade current protocols and procedures using Lexipol to integrate policies that align with National Fire Accreditation Standards.
- ◊ Roll out a new Officer Development Program designed to prepare firefighters for Lieutenant and Company Officer positions.
- ◊ Work with SEMO RPC on the updated City Emergency Operations Plan and have City Board approval.
- ◊ Order new fire apparatus and restructure run cards to coincide with the new apparatus alignment between the stations.
- ◊ Make plans for the renovation of Station 1 and incorporating fire administration into the building.
- ◊ Meet with all commercial occupancies to update and make sure all KNOX box key locations are up to date.
- ◊ We will complete the last two courses from the 2019 regional grant for our Region E Technical Rescue Team.
- ◊ Making plans to attend Center of Public Safety Excellence Accreditation workshop.





# **Fleet Maintenance Department**

## **Kirk Anderson, Superintendent**

In 2020, 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, and so on. All units are monitored for tire pressures and condition, fluids, heating and air conditioning, anti-freeze testing and flushing, and an entire checklist of all related components, especially safety equipment. Also, numerous trip inspections are done for units traveling outside the city and some rental cars were used for trips farther than 100 miles.

We continue to do many repairs to all two-way, radio-related equipment. Several units got upgraded lighting and other equipment this year.

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

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

Our department took in waste oil, waste fuel, and coolant, etc. from departments for proper disposal.

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

Added to the city fleet this year was a 2020 Kubota 4WD diesel hydrostat tractor with loader and a reconditioned 1999 Suzuki compact utility truck for the Cemetery Dept. - two 2017 Ford Explorers (purchased from Missouri state highway patrol surplus) for the Police Dept. - and one new 2020 Ford F-250 pickup truck for the Power Plant. Also, we repurposed and transferred a 2014 Dodge Charger to the Civic Center from the Police Department, and a 1992 Chevrolet



pickup truck to the Park Department from the Power Plant. 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 and employee meetings throughout the year. We also attend Local Technical Assistant Program (LTAP) meetings for equipment operation and safety.

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

### Accomplishments for 2020

- ✓ Completed 200+ service jobs and over 4,800 repair jobs
- ✓ Responded to approximately 100 field service calls
- ✓ Attended safety, Local Technical Assistance Program (LTAP), and other miscellaneous meetings
- ✓ Handled some of the 2-way radio equipment repairs and radio service for departments.
- ✓ Completed numerous trip checks on vehicles for departments
- ✓ Prepared all vehicles and equipment for seasonal work
- ✓ Trained some new personnel for Commercial Driver's License (CDL) testing
- ✓ Updated inventories for our department and other departments vehicles, equipment, radios, and kept vehicle and equipment list current as the fleet changes
- ✓ Continued to improve our department procedures and facilities
- ✓ Assisted other departments in vehicle and equipment procurement
- ✓ Shopped, priced and stocked parts, supplies, fuel, tools, and spare keys for all units
- ✓ Continued our departments recycling of cardboard, plastics, and metals
- ✓ Scheduled, delivered and returned vehicles and equipment for out-of-house repairs, dealer recalls, body shop repairs, inspections, procured licenses, titles, and permits
- ✓ Upgraded warning lighting and safety equipment on many units, as needed
- ✓ Placed proof of insurance cards in all units, as necessary
- ✓ Maintained MIRMA and storm water runoff regulations and record keeping
- ✓ Received waste oil, fuel, and coolant from departments for proper disposal
- ✓ Maintained fuel supply and dispensing pumps
- ✓ Retired old vehicles from the fleet, as necessary
- ✓ Added to the city fleet this year was: a new 2020 Kubota 4WD diesel hydrostat tractor with loader and a reconditioned 1999 Suzuki compact utility truck for the Cemetery Department - two 2017 Ford Explorer pursuit utility cruisers (purchased from Missouri state highway patrol surplus) for the Police Department - and one new 2020 Ford F-250 4WD pickup truck for the Power Plant. We also repurposed and transferred a 2014 Dodge Charger to the Civic Center from the Police Department and a 1992 Chevrolet pickup truck to the Park Department from the Power Plant. We also installed any necessary accessories and safety equipment on all new units as needed.

### Projected Accomplishments for 2021

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

# Information Technology Department

## **Joan Evans, Director**

The year 2020 was definitely one to remember! COVID-19 changed how we do manage day-to-day operations and handle information flow permanently. The reliance on electronic communications and processing is here to stay. The uncertainty that came with COVID-19 also triggered board action that provided a measure of relief to the city's utility service users in need. Cut off procedures and late payment penalties for the March, April, and May bills were waived for delinquent utility customers. Normal collections deadlines and payment requirements resumed with the June 1 bill.



Statement billing was implemented and is quickly becoming popular with the multiple-account customers. The online payment and account access portal was launched in December. Almost 1,900 users have registered and use the portal access to monitor their utility accounts. They also have the option of paying directly through the portal.

Participation in e-billing has grown to over 1,200 utility accounts each month. Automatic withdrawal for utility bill payment has increased to over 2,500 transactions every month. Both of these programs result in considerable cost savings for city operations. Documentation for an electric service rate review was completed mid-year which resulted in energy charges reductions for all customer classes, beginning with the July 1 bill. The City's budget program was again updated to meet fund and departmental changes for 2021. The pavilion reservation database was modified in 2020 and will be readied for 2021 next month. The use of online forms increased for all departments. The online registration form for special trash pickups was by far the most popular. With the city's integrated website scheduled for a redesign, more online forms are anticipated in 2021.

GWorks, the new owner of our main financial software package, has continued to provide excellent service for the city. There were several major upgrades to the entire package in 2020. A big transition to online services will occur within the next year. We will be researching if those options offer creditable value before we switch over to cloud services on a larger scale.

Ransomware and cyberattacks have been on the increase everywhere. Government systems have become a popular target for cybercriminals and service disruptors. We rely heavily on city employees to be responsible users of technology when using the city's digital resources. Their vigilance is the most effective weapon in the cybersecurity arsenal. Regular safety notices from the Clerk's office will continue to feature timely messages about computer usage safety. Another cybersecurity stress test is planned for 2021. PCI DSS compliance is checked and addressed annually. New or upgraded computers installed in various departments will complete the upgrade of Windows 7 computers to Windows 10 platform across the city's facilities. An upgrade to the backup system tools is planned for 2021.

With the new police station coming to completion during the spring of 2020, the phone contract with Big River Communications was extended for another year and will be reviewed again in 2021. The new phone system and fiber access at the police station will allow for the expansion of those capabilities to other physical locations over the next few years.

With the addition of a fifth collection unit on the east side of town, the meter reading system's reliability has increased significantly. Plans for 2021 include the upgrading/replacement of water meters to ERT capability and using smart electric meters for new locations and meter replacement. These improvements reduce the manual meter reading hours and the need for onsite visits for utility service orders. As of October 29, water meter readings conducted by radio-read method (mainly fixed network) were 5,419 out of 7,162 water meters in total. All but 18 electric meters can be read by the fixed network.

### Accomplishments for 2020

- ✓ Expanded software and network configuration for Tantalus fixed network for meter reading across City
- ✓ Electric rate review research
- ✓ Maintain meter change data in utility billing software
- ✓ Implement statement billing for utility customers
- ✓ Set up digital work orders for Collector's area to promote efficiency in services
- ✓ Maintain City Hall network software, hardware, and desktop components
- ✓ Manage City computer technology hardware and software purchases
- ✓ Manage the transition from the outgoing City Collector to the new City Collector, an internal promotion, and assist with training two new staff members in the area
- ✓ Work with City Clerk to ensure cross-departmental needs are met
- ✓ Completed annual review of large general and industrial electric accounts
- ✓ Provide technical assistance for city website and Facebook page maintenance
- ✓ Monitored credit card terminals and network for PCI-DSS compliance
- ✓ Worked with auditors for 2019 audit
- ✓ Completed city's section of Missouri Public Utility Alliance 2019 financial statement
- ✓ Served on city's Employee Health and Safety Committee
- ✓ Maintain pavilion database for Jackson Civic Center

- ✓ Served on advisory board for Missouri Digital Summit for Government Technology organization
- ✓ Continued participation in Missouri Municipal League Tech Group
- ✓ Obtained additional training in government and technology-related areas
- ✓ Provided technical support for various departments

#### Projected Accomplishments for 2021

- ◊ Continue transition stages to new/updated financial software for City
- ◊ Conduct cybersecurity stress test for City technology resources
- ◊ 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
- ◊ Update computer technology usage policy for digital records retention, computer and email use and social media guidelines for City employees
- ◊ Oversee website redesign and possible new platform and vendor for web services
- ◊ Standardize process for City technology purchases
- ◊ Set up new file server for City computer network
- ◊ Expand and on-site and off-site data backup
- ◊ Upgrade virus protection for city digital equipment
- ◊ Implement new phone and internet service contract
- ◊ Continue participation as member of State of Missouri Government Technology board
- ◊ Continue training to expand capabilities of fixed network meter reading



Sarah Moonier, IT Assistant

# **Parks and Recreation Department**

## **Shane Anderson, Director**

The effects of COVID-19 virus were a major factor in planning and operation of our park activities during 2020. We placed signage in the parks promoting face coverings and groups no larger than 10 people in March. From March to June, we questioned if the pool would open, planned events be held, or youth sports could be organized to the public. The Cape Girardeau County Health Department issued updates on the virus and gave restrictions and guidelines to follow. With these added restrictions and guidelines, we opened the pool on June 8. The youth sport leagues of baseball, soccer, and softball started the seasons in mid-June. Many other park events were cancelled. We consider it a good outcome that nobody to our knowledge in connection with the pool or the leagues have contracted the virus.

A positive theme that was observed during the pandemic was the families walking together in the City Park. I noticed more families together in the park during the spring than anytime in the past 20 years.

The recreation trails are the number one recreational feature in our parks. We are pleased to continue adding to the trail system. The Street Department with help from the Park Department have recently added a 700' section of 8' wide trail along Parkview Street.

In other park activities, we hosted the 15<sup>th</sup> annual Rockin' the Rock Garden music series. The Independence Day Celebration was a limited event following Cape County Health Department restrictions finishing with night time fireworks. We are looking forward to the 17<sup>th</sup> annual Rainbow Trout program to start in November. During the 26<sup>th</sup> annual Lights of the Season and the Holiday Extravaganza, our community enjoys a drive-thru event in the City Park. I was pleased to see our disc golf course used for a St. Jude fundraiser in October.

We are often complimented by visitors on the attractiveness of the Civic Center. Our Civic Center has been opened over four years. The event rentals continue to increase, basketball, pickle ball, Tai Chi, and other programs.

Our number one priority is to provide a safe and enjoyable park system to residents and visitors. 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 crew could not maintain the present level of quality. We look forward to serving the community in 2021.

## **Accomplishments for 2020**

### **Brookside Park:**

- ✓ Added woodchips to playground.
- ✓ Planted two trees and removed two dead trees.

- ✓ Continued to improve drainage on fields, added dirt to fields #8 and #9, and cutting infield lips.
- ✓ Improved the restroom plumbing.
- ✓ Filled in low areas east of the Veterans Memorial.

City Park:

- ✓ Completed 28<sup>th</sup> year of cooperative agreement with the Missouri Department of Conservation to stock and monitor Rotary Lake
- ✓ Our Rainbow Trout Program entered 17<sup>th</sup> year
- ✓ Continued to improve fields by adding dirt to fields #3, #4, and #5, and cutting infield lips
- ✓ Graded parking lots as needed
- ✓ Painted pavilion tables and benches
- ✓ Added wood chips to play grounds
- ✓ Installed new trail segments by Parkview Street restroom
- ✓ Replaced a walk bridge east of Safety City
- ✓ Continued tree trimming program

Football Park:

- ✓ Painted bleachers.
- ✓ Boom mowed creek bank.
- ✓ Trimmed trees along creek bank.
- ✓ Installed field location signs.
- ✓ Installed new bleacher seats and foot boards.
- ✓ Added gravel to lower and upper parking lots.

Litz Park:

- ✓ Completed 11<sup>th</sup> year of cooperative agreement with Missouri Department of Conservation to stock and monitor Litz Lake.
- ✓ Painted pavilion picnic tables.

Soccer Park:

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

The contractual mowing program has completed 15<sup>th</sup> year in Brookside, Football, Litz, Soccer, and City Parks. Our park system is enjoyed by the community with picnics, weddings, and family gatherings. The City Park continues to host the Jackson High sports of baseball, cross country, softball, and tennis.

### Projected Accomplishments for 2021

#### Brookside Park:

- ◊ Plant trees
- ◊ Continue new ballfield development project
- ◊ Improve drainage on fields #8 and #9 with field conditioner and cutting infield lip

#### City Park:

- ◊ Upgrade restroom facilities with paint and tuck-pointing exterior brick.
- ◊ Continue Rainbow Trout program.
- ◊ Plant trees.
- ◊ Install new trail segments along Parkview Street.

#### Football Park:

- ◊ Clean and monitor creek banks.
- ◊ Paint parking curbs.
- ◊ Install field number signs.
- ◊ Continue spray program.

#### Litz Park:

- ◊ Plant trees.
- ◊ Remove dead trees.
- ◊ Refurbish walk bridge by restroom.

#### Soccer Park:

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

\* Continue to host Jackson High School sports and provide a safe and clean park system.



# **Police Department**

## **James Humphreys, Chief**

2020 continued our accreditation and compliance through the Commission on Accreditation for Law Enforcement Agencies. We are in the fourth-year audit and conducted a successful virtual on-site in October. This means there will be a final report submitted to the Commission on Accreditation for Law Enforcement Agencies recommending us for another four years of accreditation. We will go before this commission in March of 2021 for further discussion and awarded reaccredited status. 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 celebrated a ribbon cutting and moved into our new police facility in 2020.

We continue our Consolidated Dispatch Center with Cape County which is now in full operation and going very well.

We have continued work on extra patrols and weekly staff meetings, shift briefings, safety meetings, monthly ethics training, and our annual strategic planning meeting in 2020.

2020 also brought with it more specialized training to members of the Jackson Police Department, such as Officer Down medical training for officers. Due to COVID-19, we did not get to send officers to training but we did maintain our MIRMA Online Police training department-wide. All department sworn personnel continue to obtain POST mandated hours each year along with legislative updates. Officers were trained in firearms instruction. Officers are required to demonstrate personal proficiency and qualify with department issued firearms and firearms carried by officers off duty a minimum of two times annually. During this time, officers also have a mandatory review of department policy on use of force and use of deadly force. Also conducted throughout the year is taser training, weapon retention, asp, pepper spray, and handcuffing techniques. The department continued school intruder training with Jackson R2 School staff and departmental training for active gunman incidents with practical situations and role playing conducted at the Senior High School.

We continue our operations on the MOSWIN communications platform with the State. All officers are now equipped with the top-of-the-line radios and repeater systems.

Also, in 2020, we continue our prisoner housing agreement continued with the Cape County Sheriff's Department in the housing of our prisoners.

We continued our efforts with a number of speed and traffic complaints received throughout the year. Also, overtime funds 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. As of this date, the division has made several high-profile arrests. Officers also made numerous criminal arrests.

The Patrol Division of this department is responsible for answering the majority of law enforcement demands in our community. They do an excellent job and receive very few complaints, while being very proactive in traffic arrests, criminal arrests, and answering calls for service from domestic disputes, assaults, robberies, to dogs at large. They face danger each and every time they answer a disturbance call not only from the individuals but now COVID-19, especially when handling, transporting, and during the custody of prisoners, and conducting traffic stops. I am proud to say that as of this date no officer has contracted the COVID-19 infection.

The department was successful again in 2020 in obtaining several grants. The department successfully applied for and received over \$12,000.00 in grant money for traffic enforcement equipment and overtime through the Missouri Division of Highway Safety in 2020.

The Jackson Police Department did not get to be involved in our usual completed 41 community related events our in 2020 due to COVID-19 but, we do plan on our drug take back program and annual toy drive practicing the COVID-19 safety plans of course.

The Jackson Police Department again participated in the National Drug Take Back Program in 2020, which was very successful and we received over 345 lbs. of old prescription medication.

The police department had several successful investigations in 2020. We investigated and made arrests on several thefts, burglaries, fraud, and sexual abuse cases.

The Jackson Police Department handled approximately 20,000 calls for service, worked over 400 traffic accidents, and officers prepared over 3,000 written reports. Officers conducted over 3,000 vehicle stops although stops were down due to COVID-19. We conducted over 10,000 extra patrol requests and we issued over 1,100 citations.

In 2020, we continued to grow as a department. Our most valuable resource continues to be our staff - the men and women who choose to call JPD their home. Finding, recruiting, hiring, training, and retaining excellent people is always at the top of our priority list.

This past year, the Jackson Police Department, along with Cape Girardeau County Sheriff Department and Cape Girardeau Police Department, joined together to begin implementation of a new comprehensive Police Records Management System (RMS). The RMS will continue to allow our law enforcement officers to report directly from the field in support of state of the art, real-time crime analysis. This, in turn, brought on several multi agency meetings and training while picking our new RMS Company. We now are fully operational and live in 2020, not only with this system but a fully functional newly developed consolidated dispatch center.

It's been said that there are three basic concepts to be achieved in order to maintain a successful modern law enforcement agency; they include solid policy, superb training, and strong

discipline. I am proud to say that the Jackson Police Department has worked extremely hard to achieve all three of these principles. This is verified annually through our voluntary commitment to law enforcement accreditation through the nationally and internationally recognized Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). We are not perfect, but we certainly strive to be. Looking to better things and getting past this historic pandemic in 2021. God Bless.

### Accomplishments for 2020

- ✓ Maintained our accredited status with the Commission on Accreditation for law Enforcement Agencies and conducted a successful virtual onsite review for reaccredited status for another four years beginning in March of 2021.
- ✓ Ribbon cutting for our new Police Station.
- ✓ Successful move into our new building in May of this year.
- ✓ Successful transition of consolidated dispatch center with Cape County Sheriff's Department and now fully functional.
- ✓ Continued Prisoner Housing Agreement with Cape County Sheriff's Department.
- ✓ Started a fifth SRO to work with Jackson R2 School District for the Jackson High School.
- ✓ Conducted more training with the SROs on ALICE and active shooter with the schools.
- ✓ Successful completion of Firearms Simulator Training through MIRMA
- ✓ Weekly staff meetings, monthly ethics and safety training, and required training hours all completed. Along with annual strategic planning meetings with command staff.
- ✓ The department did not get to conduct our usual 40 community related events in 2020 due to COVID-19, but plans are still on for having the annual toy drive and a special drive thru trick or treat event. All COVID-19 practices in place, of course.
- ✓ Implementing Social Archiving for our social media outlets
- ✓ Continued department On-line training through MIRMA. This training provides for our mandated POST requirements for continuing education
- ✓ All officers in compliance with meeting the required yearly 24-hour standard for POST (continued education) through 2020.
- ✓ Successful application for the Highway Safety Grant for overtime and equipment to work hazardous violations, such as DWIs. Approx. \$12,500.00 applied for and received for traffic enforcement and a new in-car video camera.
- ✓ Continued our grant for bulletproof vests through the Department of Justice totaling over \$11,000.00 through 2021-2023.

- ✓ Obtained a \$3,025.00 grant through MIRMA for an in-car video camera system.
- ✓ Applied for 2020 Block Grant totaling \$10,000.00 to add upgraded Mobile Data Terminals to patrol fleet.
- ✓ Worked with Cape County Commission to receive CARES funding for much needed officer safety equipment to handle crowd control during a pandemic. Approximately \$101,000.00.
- ✓ Worked with Sheriff Ruth Ann Dickerson of Cape County to receive a full body scanner for our jail facility. This will be provided by the county at a cost of approximately \$200,000.00.
- ✓ In-house training continued, along with the departments specialized weapons, less lethal training, weapons retention, and firearms.
- ✓ Successful completion of our National Drug Take Back program through the DEA. Over 345 lbs. of old prescription meds were seized and properly destroyed.
- ✓ All special events and planning of Independence Day, Homecomers, and Octoberfest were cancelled this year due to COVID-19.
- ✓ Conducted officer down medical training for all officers
- ✓ Added an officer to the DEA Task Force to help aid in the drug cases for our jurisdiction. Seized over 5 lbs. of marijuana and \$80,000.00 in currency on one case. The department will receive a large percentage of that money back to the department through asset forfeiture.

#### Projected Accomplishments for 2021

- ◊ Continue our accredited status with the Commission on Accreditation for law Enforcement Agencies. Prepare for reaccredited status before the commission in March of 2021.
- ◊ Continue operation of consolidated dispatch center with Cape County Sheriff's Department.
- ◊ Continue Prisoner Housing Agreement with Cape County Sheriff's Department.
- ◊ Find new ways to recruit and retain police officers for the department.
- ◊ Improve and focus on mental health of officers through training and awareness.
- ◊ Improved officer safety with block grant equipment received for patrol vehicles new Mobile Data Terminals.
- ◊ Hope to add a sixth SRO to work with Jackson R2 School District.

- ◊ Conduct more training with the SROs on ALICE and active shooter with the schools through Life Safety Strategies, Inc.
- ◊ Better compliance with our safety policies and practices.
- ◊ Enhance our community policing program and efforts.
- ◊ Provide the highest level of services to the community through the proper staffing and retention of employees.
- ◊ Continue efforts for more advanced training for all officers
- ◊ Add three police vehicles for department through Ford and MSHP.
- ◊ Continue Mobile Laptop Project for patrol division through budgets and grants.
- ◊ Continue use of force and less lethal training in 2021.
- ◊ Continue Bulletproof Vest Program - grant funded in 2021.
- ◊ Work with MIRMA on additional grants.
- ◊ Step up preventive patrols and target areas for speed enforcement in neighborhoods and schools. Work on grant for new speed trailer.
- ◊ Continue New POST training requirements and on-line training requirements.
- ◊ Continue use of grant funded overtime through Highway Safety to work traffic enforcement.
- ◊ Provide the highest level of services to the community by providing safety and security to each person who resides or travels through Jackson.
- ◊ Maximize the safety of our streets and neighborhoods through enforcement and criminal investigations.
- ◊ Provide quality officer safety equipment (COVID-19) to our employees through CARES funding to help accomplish their mission.
- ◊ Provide enhanced crowd control training for all officers in 2021.
- ◊ Continue efforts with improving department annual report to be released in 2021.
- ◊ Upon being fully staffed we would like to form a traffic unit to decrease accidents through traffic enforcement and visibility.
- ◊ Conduct traffic enforcement in our high accident areas using data driven approach to decrease accidents and increase arrests.

- ◊ Working on new initiative with DEA and other partnering agencies. This new initiative named “SHORE” (Southeast Missouri Hybrid Overdose Response Effort) will be focusing on the opioid problems and more specific, drug related deaths resulting from these drugs. It will specifically target the drug dealer and hold he/she responsible for a death resulting from the deliberate misrepresentation of drugs by drug traffickers, such as the lethal drug fentanyl.





## **Power Plant**

### **Mike Biri, Foreman**

We performed and passed all of our quarterly generating tests for MOPEP which consisted of running every unit in the plant at 75% capacity for one hour every quarter. We once again passed all capacity tests for MOPEP.

We generated around 68 megawatts this year from the six-engine generators. This included all of our quarterly runnings, as well as maintenance runs for the units.

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

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

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

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

We were constantly assisting other departments, whether it be line crew, water, street, sanitation, park, etc. With some employee change over in other departments, this was more than usual this year. We were happy to help any department that is in need, and willing to perform any duty necessary.

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

The substation relay change project was one of the larger projects this year. This consisted of running new communication wire to all breakers in the west substation and plant substation. This project will strengthen even more our reliability for our electric system will even further

upgrading and automating some of the procedures done with distribution breakers with maintenance issues and outages alike.

### Accomplishments for 2020

- ✓ Worked on pole line design on Birk Lane
- ✓ Repaired Don's office from storm damage
- ✓ Worked on tie metering points throughout the year
- ✓ Repaired front gate chain
- ✓ Worked on CL2 feeder in water plants
- ✓ Performed CAT bi-annual maintenance in accordance with CAT recommendations
- ✓ Installed alarm for CL2 in water plants
- ✓ Worked and repaired LTC in plant substation 20 MVA transformer
- ✓ Replaced DPU relay on circuit #12
- ✓ Repaired #7 water well flow switch
- ✓ Replaced keep warm system pump on #9 engine
- ✓ Repaired cylinder #11 gas valve on #9 engine
- ✓ Opened and shut down pool as well as maintaining it through the summer months
- ✓ Worked on E. Main St. and Shawnee Blvd. roundabout project
- ✓ Assisted with uptown poles, planters, Christmas decorations, etc.
- ✓ Continued our engine exercising requirement for MOPEP
- ✓ Assisted line crew with many various projects
- ✓ Worked with water department on numerous water issues
- ✓ Assisted the sanitation crew
- ✓ Worked on park pavilion for Christmas lighting as well as other various locations
- ✓ Performed numerous maintenance issues in and around the power plant grounds
- ✓ Assisted in water lab for various issues
- ✓ Changed oil in air compressors
- ✓ Replaced east substation PLC
- ✓ Worked storm damage in all facets
- ✓ Worked on Christmas decorations in park
- ✓ Assisted the park department
- ✓ Performed necessary paperwork for MIRMA
- ✓ Performed billing for new electric installations and property damage
- ✓ Worked on various SCADA related issues
- ✓ Repaired boiler float switch
- ✓ Received Excellence in Reliability Award from APPA
- ✓ COVID-19 Insanity precautions taken
- ✓ Performed compliance runs
- ✓ Worked on engine #7 and #8 air regulators
- ✓ Repaired chemical probe for main cooling tower
- ✓ Installed new AC unit in break room
- ✓ Worked on skate park pavilion in park
- ✓ Worked on plant substation and west relay upgrades, pulling wire, etc.
- ✓ Repaired plant transducer
- ✓ Repaired pump in recycling basin

- ✓ Winterized power plant
- ✓ Repaired CAT generator fan switch
- ✓ Repaired water line in ice room
- ✓ Changed out batteries in power plant substation battery house
- ✓ Repaired line crew sign
- ✓ Installed #6 high service pump
- ✓ Installed emergency lights for Fire Station #2
- ✓ Installed lights for 9/11 memorial at Fire Station #1

#### Projected Accomplishments for 2021

- ◊ Crankcase and overspeed testing for engines #7 and #8
- ◊ Continue removal of old no longer used piping, conduits, etc. in power plant
- ◊ Infrared testing
- ◊ Assist other departments as needed
- ◊ Perform compliance runs for MOPEP
- ◊ Perform day to day maintenance at power plant and assist in water plant maintenance
- ◊ Continue to report to the various agencies
- ◊ Continue to invoice for new electric installations, as well as accidents and property damage
- ◊ Rebuild Don's office after storm damage/water damage
- ◊ Install new bearings in cooling tower pump for engine #7
- ◊ Paint lower fuel tanks
- ◊ Startup / shut down swimming pool and perform any repairs needed
- ◊ Repair roof drain in power plant
- ◊ Work with line crew on many projects
- ◊ Perform capacity compliance run for MOPEP pool
- ◊ Finish up SCADA upgrades in substations

# Public Works Department

**Kent Peetz, Director**



As 2020 rolled in, we were feeling pretty good with our new Wastewater Operating Permit which was renewed with most of our requests for lower limits on metals being granted. We were well on our way to completing the new Wastewater Influent Monitoring Structure. The MoDOT Diverging Diamond Interchange (DDI) Project was about to begin at Center Junction, and we were working on a design for a second roundabout intersection in Jackson.

Our Plant Water Tower was nominated for an American Water Works Association National Landmark Award and the process is still on-going. The Plant Tower was erected in 1933 and would be one of the older ones still in use anywhere. A plaque on the side indicates that it is the first All-Welded Elevated Water Tank. We believe this means it was the first of its kind west of the Mississippi River. A new water interconnection

was completed in May along South Old Orchard Road from Birk Lane to Old Cape Road East to replace a water main displaced by MoDOT's DDI project.

In March, COVID-19 arrived and we had to learn a whole new way to interact at work and throughout our lives. In spite of that, as public servants we continued to support our community. While mostly separated for health and safety, our public works crews continued to pull together as needed to repair broken wastewater force mains, broken water mains, and collapsed stormwater pipes in yards and under streets. Streets were repaired and storm debris was removed to keep our community safely moving along their way. Many additional duties were added to our daily routines and many reports were written to track the effects that a pandemic had on our departments. Many of our water and wastewater operators have been attending virtual training events to satisfy mandatory training hours and we have attended multiple virtual meetings.

An Eagle Scout and his family volunteered their time and efforts to complete a flower bed around the Welcome to Jackson Sign on East Main Street, and the new roundabout was completed at East Main Street and Shawnee Boulevard. With landscaping provided by a local bank at the roundabout, both it and the welcome sign flowerbed are nice improvements along East Main Street.

The 2020 Walk Jackson Challenge was greatly curtailed by COVID-19 but we still had 28 entries.

Our Street Department assisted in the construction of hundreds of feet of additional walking trails in the City Park that have quickly become some of the most popular features in the park.

As we close out 2020, we are working on several projects going into 2021. Design work is nearly complete for a replacement of the Kimbeland Wastewater Lift Station that was originally constructed in 1978. The Wastewater Facility Plan Implementation Program will provide many needed improvements at the Treatment Facility, originally constructed in 1953 and which received its last major reconstruction in 1988. Projects at the Treatment Facility and throughout the Wastewater Collection System are projected to total over seventeen million dollars over the next several years. A second phase of the Williams Creek Interceptor Sewer will go out to bid soon and will extend the gravity sewers all the way from East Jackson Boulevard to north of East Main Street at the I-55 interchange. These projects will provide new services and the capacity for growth within our community.

In September, Kent Peetz was asked by the US-EPA to participate on the Midwest Water and Wastewater Facilities Earthquake Resilience Workshop Planning Team. Kent has also been nominated by the Missouri Public Utility Alliance for another term on the Missouri Public Water Council Board of Directors.

#### Accomplishments for 2020

- ✓ Water Bond Project 2A was completed with the installation of over 8,600 feet of water main replacement. Project 2B has been awarded and will add over 1,900 feet of water main replacement, as well as many improvements to well equipment and structures throughout the potable water supply system.
- ✓ As part of National Public Works Week, we again issued the Walk Jackson Challenge and had 28 citizens participate.
- ✓ The Water System Interconnect Project along South Old Orchard Road from Birk Lane to Old Cape Road East was completed to replace a water main displaced by MoDOT's Diverging Diamond Interchange.
- ✓ Plans are nearly complete for the Kimbeland Wastewater Lift Station relocation and upgrade project.
- ✓ With the assistance of the Missouri Public Utilities Alliance, our Wastewater Operating Permit was renewed with most of our requests for lower limits on metals being granted. This will save the city many dollars in upgrades and operating costs going forward.
- ✓ The influent flow meter project was completed at the Wastewater Treatment Facility, allowing our operators to see instantaneous spikes in the flow entering the plant.
- ✓ Phase One of the Williams Creek Interceptor Sewer Project will be completed by the end of the year, establishing sanitary sewer service north of South Old Orchard Road where none existed before.
- ✓ Discussions are underway with financial and bond counsel to develop a plan to obtain funding for the Wastewater Facility Plan Implementation Program. This will be a multi-year program to upgrade the Wastewater Treatment Facility for additional treatment capacity and perform much needed maintenance on equipment that has been constantly in

use since 1988. Additional projects will follow in the collection system to identify and eliminate inflow and infiltration sources throughout the system.

- ✓ The City's second roundabout project was completed at the intersection of East Main Street and Shawnee Boulevard. Along with the roundabout landscaping provided by a local bank, an Eagle Scout project to construct a flower bed around the Welcome to Jackson sign on East Main Street made great improvements to this conduit into the city.
- ✓ Contracts are in place for the design of new bridges to replace the low water crossings at Hubble Ford and West Mary Street.
- ✓ The Drinking Water Utility has begun to work with the Missouri Public Utilities Alliance and the Missouri Rural Water Association to develop a Risk and Resiliency Plan, as well as an Emergency Response Program in compliance with the American Water Infrastructure Act.
- ✓ Kent Peetz was asked by the US-EPA to participate on the Midwest Water and Wastewater Facilities Earthquake Resilience Workshop Planning Team. Kent has also been appointed to another term on the Board of Directors of the Missouri Public Water Council.

#### Projected Accomplishments for 2021

- ◊ Work will continue to get the Wastewater Facility Plan Implementation Program funded and underway.
- ◊ Phase 2 of the Williams Creek Interceptor Sewer will be constructed and provide gravity sewer service to the north side of East Main Street at the interchange with Interstate 55.
- ◊ Kimbeland Lift Station Upgrade construction.
- ◊ Construction of Water System Improvement Project, Phase 2B.
- ◊ Plans will be completed and a new bridge project will begin to replace the low water crossing at Hubble Ford.
- ◊ Risk and Resiliency Plan, as well as an Emergency Response Program, will be completed for the Drinking Water Utility in compliance with the American Water Infrastructure Act.

# Sanitation Department

## **Ted Scholl, Foreman**



In 2020, the Sanitation Department collected over 4,034 tons of trash from Jackson curbsides, including paid special pickups, and no cost special pickups. No cost special pickups is the new program started in 2020 to replace the former Clean/Up – Fix/Up Week. Those totaled 732 residential pickups for the year. Total tonnage was an increase of 293.41 tons over the previous year. This new program was a success from my standpoint because it is less strain on personnel and equipment and other city crews during the previous week-long event. Next in the Recycling Center, we saw a decrease in shipments to Republic Services in St. Louis, possibly due to COVID-19. We did not ship in April as we were shut down for that month due to the Coronavirus. Total tonnage was 382.15 tons of recyclables in 2020, which is a decrease of 118.13 tons from the previous year. Glass sent to Ripple Glass of Kansas City

totaled 72.05 tons. This was our first year for this, so there is nothing to compare to from previously. E-cycle was also up from 2019. A whopping 10 tons more, including the E-cycle Event on June 6. That event alone netted 8.1 tons. Again, MRC of Barnhardt was on hand to do help our crews. Next comes the appliances/scrap metals collected from drop offs at the Recycling Center. This was taken to Sides Metal which is now closed and we are now taking to Cape Metal Recyclers. This totaled 26.4 tons - almost 5 tons more than 2019. As usual, the department experienced numerous personnel changes. We are supposed to be a six-man department but can't seem to keep more than five full-time men. Thanks needs to go to the other crews for their efforts and assistance during shorthanded situations, which it does on our end. Personnel for Sanitation: Teddy Scholl, Foreman, Jordan Daugherty, Austin Croy, Collin Campbell, and new transfer from Cemetery, Anthony Robideau.

## Accomplishments 2020

- ✓ Collected residential trash.
- ✓ Operated the Jackson Recycling Center.
- ✓ Picked up yard waste at curb twice a month.
- ✓ Hosted E-Cycle Day on June 6.
- ✓ Completed our first year of scheduled Special Pick Ups.
- ✓ Maintained grounds and buildings in Sanitation Department and Recycling Center.
- ✓ Completed weekly truck maintenance.

- ✓ Replace signage in and around trash/recycle/yard waste pits
- ✓ Hauled scrap recycling to Cape.

#### Projected Accomplishments for 2021

- ◊ Keep a full staff.
- ◊ Get the staff CDL-qualified.
- ◊ Pick up regular residential trash routes.
- ◊ Picking up curbside yard waste on the first and third full weeks of each month.
- ◊ Hauling off yard waste from collection pits.
- ◊ Clean brush, weeds, and trash from creek bank and behind Sanitation building.
- ◊ Host E-cycle event.
- ◊ Assist with snow removal.
- ◊ Finish tin and drip lip at loading dock at Recycling Center.
- ◊ Perform regular truck and grounds maintenance.
- ◊ Replace signage in Recycling Center

# **Street Department**

**Danny Youngerman, Foreman**



Our winter weather operations include: pretreating the streets with salt brine, rock salt, cinders, six salt spreaders, and eight plow trucks in the department. If needed, we have an additional six trucks with snow plows from other city departments to help keep the streets clear and safe. Last year, we used 140 tons of salt brine, 150 tons of rock salt, and 70 tons of cinders during our winter weather operations.

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

## Accomplishments for 2020

- ✓ Completed annual concrete street patch program, asphalt overlay and patch program, street rehabilitation program, and the water line upgrade project phase 2A.
- ✓ Construction of a 560' recreation trail along Parkview St. in city park.
- ✓ Construction of a new roundabout at safety city in the city park.
- ✓ Replaced 200' of 15" dia. storm sewer pipe and completed yard restoration at 424 Oak Forest Dr.
- ✓ Poured piers and put in a welcome to safety city sign in the city park.
- ✓ Construction of 20' x 20', 20' x 10' concrete driveways, 20' sidewalk, and completed yard grading work at Russell Heights Cemetery.
- ✓ Painted all dump truck beds.
- ✓ Painted all salt spreaders.
- ✓ Pressure-washed and painted the black frames on the Welcome to Jackson signs.
- ✓ Clean up storm debris throughout the year.
- ✓ Cut brush and cleaned up the city-owned detention basins on E. Main St.
- ✓ Repaired utility patches and street failures around the city.
- ✓ Sprayed weeds on streets and sidewalks in all four wards.
- ✓ Update our five-year street improvements and repair list.
- ✓ Clean drains, drop boxes, and pipes.
- ✓ Maintenance on all gravel roads and cleaned ditches.
- ✓ Construct city map locates of all drop boxes, pipe size, depth of pipes, and where the pipes go.
- ✓ Annual inspections, repairs, and cleaning debris from drop boxes.

- ✓ Peel shoulder of road on Lee Ave. to help water runoff.
- ✓ Install and replace signs around town as needed.
- ✓ Perform daily inspections on the water line upgrade project phase 2A, the concrete street patch program, the street rehabilitation program, the asphalt overlay and patch program, Pioneer Orchard 9 Subdivision and Ramsey Branch Subdivision Phase 2 storm sewers.
- ✓ Barricade streets for special events, holidays, Homecomers, band festival, Oktoberfest, parades, 5K runs, block parties, and car shows. Most were cancelled this year because of the COVID-19 pandemic.
- ✓ Street painting operations: painted crosswalks, stop blocks, center lines, turn lanes, arrows, handicap symbols, parking stalls, parking lots, and yellow curbs.
- ✓ Attended monthly and weekly departmental safety meetings.
- ✓ Attended Missouri LTAP training course.
- ✓ Mow public right of ways.
- ✓ Weekly mowing of city lots and bridges.
- ✓ Trim limbs on right of ways.
- ✓ Sweep streets.
- ✓ Tub grinding brush at water well 7.
- ✓ Completed work orders as needed.
- ✓ Refurbishment the terrain king tractor.
- ✓ Repair damage to city property

#### Projective Accomplishments for 2021

- ◊ Continue to repair our yearly MoDOT bridge inspection repair list.
- ◊ Replace 60' of 15" dia. storm sewer pipe in the 2800 block of Diana Dr.
- ◊ Complete the phase 3 construction of 1050' recreation trail in city park.
- ◊ Seal bridge decks on E. Main St., W. Adams St., and Sunset Hills.
- ◊ Repaint all snow plows.
- ◊ Continue to repair, clean debris, and inspect all drop boxes.
- ◊ Rip-rap ditches to prevent washouts.
- ◊ Tub grind brush at water well 7.
- ◊ Continue to maintain city-owned detention basins.
- ◊ Assist all other departments with city projects as needed.
- ◊ Continue our normal street maintenance duties which include: repairing utility patches, street failures, street pops and sidewalk failures, gravel road maintenance and clean ditches, cut, reshape and rip rap ditches, mow right of ways, city lots and bridges, sweeping streets, street painting operations, trim limbs on right of ways, installing and changing out signs, clean drains, drop boxes and pipes, cleaning up city lots, repairing storm sewer failures, spray weeds around the city, maintenance on equipment, cleaning up storm debris, daily inspections on project, winter weather operations, and construction on special projects.



# Wastewater Utilities Department

## **Kenny Gibbar, Foreman**

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

Land application of the biosolids from the wastewater treatment process was contracted out to METRO-AG, Inc. of Breese, Illinois. This arrangement is working well for the city.



The Williams Creek Interceptor project got underway in 2020 and will soon be completed. It will increase the capacity of our collection system on the east side of town.

A project to install an influent flow meter for the Wastewater Treatment Facility was completed. This will help determine the amount of water treated and the instantaneous peak inflow.

The 2020 Sewer Lining Project installed 3,625 feet of 8 inch dia. cured in place pipe (CIPP) within old clay tile pipe to prevent groundwater and roots from entering the sewer.

Our wastewater operators successfully installed six manhole rain caps, land applied 536,150 gallons of biosolids in 2020, rodded and hydro flushed 249,165 feet of sanitary sewer, and successfully recycled 557,900,000 gallons of wastewater into clean water meeting the definition of fishable and swimmable water of the State of Missouri.

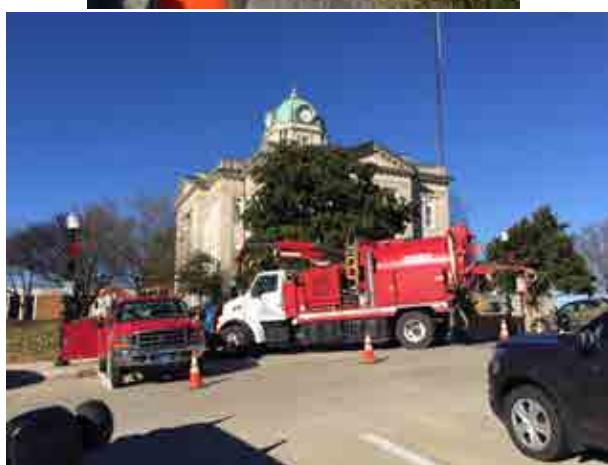
## Accomplishments for 2020

- ✓ Wastewater Facility Plan Implementation Projects completed include flow monitoring in the Goose Creek and Rocky Branch watersheds. Data is being analyzed and will lead to additional testing focused on areas identified by the flow monitoring results.
- ✓ The Influent Monitoring Structure was bid out and will be completed to provide an accurate accounting of flow into the Wastewater Treatment Facility.
- ✓ The Wastewater Treatment Ordinance was added to City Code.
- ✓ A Wastewater Rate Study was completed to determine the best way to finance projects proposed by the Wastewater Facility Plan. A State Revolving Fund loan will be financed by selling bonds in 2021.
- ✓ The Local Limits Survey was submitted to MDNR for review. This report will establish new industrial wastewater discharge limits. Once it is completed, our consultant will incorporate the new limits into our Pretreatment Ordinance.

- ✓ Easements are being acquired for Kimbeland Lift Station Upgrade Project.
- ✓ Our new wastewater discharge permit was issued this year.
- ✓ The 2020 Sewer Lining Project installed 3,563' feet of 8-inch, cured-in-place-pipe (CIPP) within old clay tile pipe to prevent groundwater and roots from entering the sewer. These trenchless sewer repairs prevent damage to streets, yards, and adjoining utilities, while repairing aging clay-tile sewers and preventing backups and overflow, as well as keeping out storm water inflow and infiltration.
- ✓ As of October, 1,236,150, gallons of liquid biosolids were applied to farmland as fertilizer by METRO-AG. Another 300,000 gallons will be applied by the end of the year.
- ✓ A total of 249,349 feet of sewer pipe was cleaned by our operators as part of the ongoing rodding and hydro-flushing maintenance program.
- ✓ A total 249,165 feet of sewer pipes were cleaned by our operators as part of the ongoing rodding and hydro-flushing maintenance program.
- ✓ Installed six manhole rain caps to stop storm water infiltration through manhole lids.
- ✓ 557.9 million gallons of wastewater were recycled into clean, swimmable, and fishable waters of the State.
- ✓ Aluminum stair case was installed for biosolids tank #3.

#### Projected Accomplishments for 2021

- ◊ Designs for the Wastewater Facility Plan Implementation projects will be submitted to MDNR for a State Revolving Fund Loan pending approval of a bond issue by public vote in 2021.
- ◊ Complete the Williams Creek Interceptor Sewer Project construction.
- ◊ Complete the Kimbeland Lift Station Upgrade Project construction.
- ◊ 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.



## **Water Utilities Department**

### **Brad Noel, Foreman**

The Water Utility Department was able to achieve many accomplishments during the extremely crazy and everchanging year that was 2020. We continued with the oversight of the Water System Facility Implementation Project and are currently overseeing water main replacement on two stretches of Old Cape Road, one from Michael-Anna St. to E. Adams Street and another located near the old Hwy. 61 booster pump station on E. Jackson Boulevard. The portion near the booster station will allow us to remove the existing station vault while providing us with a new more user friendly second feed to our I-55 water tower. During 2020, we responded to 99 daily work orders, along with repairing 15 water main breaks, and five service line leaks. This year, we also changed out 76 dead water meters, made 12 water taps, and set 64 new meter settings, all while continuing with the Automated Meter Reading (AMR) project by relocating and or changing out 188 meters, all of this work totaled 328 full AMR systems installed in this year. We also restored 135 yards that were disturbed from main breaks, service line leaks, or meter work. Our annual leak survey was also completed on the entire system with only two residential service leaks being found. The water crew disconnected the old 10" dia. water main that extended across East Jackson Boulevard at the DDI project, in doing this we also assisted in the installation of a new 10" water main along S. Old Orchard Rd. from Birk Lane to Old Cape Road East as a replacement. A new section of 10" water main was also put in place of the old 8" that ran in front of the new St. Francis Medical Center site on E. Jackson Boulevard. This year, we took some time to perform some much-needed main line valve operation and were able to operate all valves on the west side of town, this helps our system in multiple ways by familiarizing our crew with the locations of valves while also making sure that all valves are operating the way they should.

In our water plant in 2020, we replaced two high service pumps that had begun to lose production continuing our diligent work to provide our citizens with the best quality water we possibly can. We also performed all State and Federal required testing and sampling to ensure good water quality. During this year our water towers were inspected and cleaned ensuring that they are in good operable condition for years to come and our wells were inspected to make sure they are operating up to par; all wells received a clean bill of health as of January.

We welcomed a new member to the Water Utility in 2020 as Travis Payne joined our Water Maintenance crew transferring over from Sanitation. The year 2021 will once again be very busy for us with continued water main replacement oversight, daily job duties, and continuing to work on the relocation of water meters for the AMR Program. We will also be sending Travis and Aaron to certification classes for their respective state water certifications along with continued training for the rest of the crew members.



## Accomplishments for 2020

- ✓ Completed 188 AMR installations of remaining inside meters
- ✓ Made 12 water taps
- ✓ Set 64 new meter settings
- ✓ Operated water main line valves on west side of town
- ✓ Completed monthly meter readings
- ✓ Change out 76 dead meters
- ✓ Completed annual leak detection program
- ✓ Repaired 15 water main breaks
- ✓ Repaired five service line leaks
- ✓ Conducted general maintenance
- ✓ Located and carded curb stop locations
- ✓ Training for crew members
- ✓ Assisted in the completion of Phase 2A of Water Bond Issue
- ✓ Repaired 135 yards that were disturbed
- ✓ Assisted with the removal of Hwy. 61 Booster Station
- ✓ Assisted with the relocation of 10" water main for new St. Francis Center facility
- ✓ Assisted in the installation of new 10" water main on S. Old Orchard Road
- ✓ Capped and removed from service the old 10" water main at Center Junction DDI
- ✓ Replaced two high service pumps at Water Plant

## Projected Accomplishments for 2021

- ◊ Continue with AMR installations of remaining inside meters, aiming for 200
- ◊ Make water taps as needed
- ◊ Set new meter settings as needed
- ◊ Operate water main line valves
- ◊ Read meters monthly
- ◊ Change out dead meters as needed
- ◊ Annual leak detection program
- ◊ Repair water main breaks as necessary
- ◊ Repair service line leaks as necessary
- ◊ Conduct general maintenance
- ◊ Locate and card curb stop locations
- ◊ Training for crew members
- ◊ Assist in the completion of Phase 2B and 2C of Water Bond Issue
- ◊ Continue getting curb stop locations placed into the GIS Mapping System
- ◊ Replace old fire hydrants where needed
- ◊ Certification Training for newest employees





## **Jackson City Employees**

<b>Department</b>	<b>First Name</b>	<b>Last Name</b>
Accounts Payable	Crystal	Reid
Administration	Larry	Koenig
	James	Roach
Administrative Services	Rodney	Bollinger
Building and Planning	Ginger	Earnest
	Stephen	Grant
	Richard	Kramer
	Larry	Miller
	Janet	Sanders
Building Maintenance	Brent	Reid
Cemetery	Joseph	Schreiner
	David	Shuffit
	Mark	Venable
Civic Center	Jason	Lipe
Clerk	Ladonna	Glenn
	Wendy	Seabaugh
	Liza	Walker
Collector	Lisa	Beussink
	Brittney	Noles
	Julie	Hopkins
Electric Line	James	Beil
	Todd	Martin
	Timothy	Burroughs
	Donald	Schuette
	James	Crowden
	Kyndel	Page
	Landon	Elledge
Engineering	Joshua	Diebold
	Clint	Brown
Fire Department	Randy	Davis
	Jason	Mouser
	Robert	Greif
	Gregory	Hecht
	Martha	Reiminger
	Ronald	Kiplinger
	Ryan	Davie

	David	Medlock
	Justin	Farrar
	Sean	Mitchell
	Justin	Angle
	Michael	Gentry
	Stetson	Proffer
	Brandon	Page
	Samuel	Herndon
	Dalton	Abernathy
	Eric	Ramos
	Blake	Stone
	Matthew	Jahr
	Andrew	Marler
	Nicholas	Pfau
Fire Department (continued)	Kirk	Anderson
	Justin	O'kelly
	Toby	Hendrix
Human Resource	James	Wiseman Jr
Information Technology	Joan	Evans
	Sarah	Moonier
Park	Shane	Anderson
	Jeffery	Craft
	David	Smith
	Eric	Welch
Police Department	Rick	Whitaker
	James	Humphreys
	Bradley	Eakers
	Anthony	Henson
	Chad	Ludwig
	Jamie	Freeman
	Rachel	Coleman
	Alex	Broch
	Robert	Rose III
	Megan	Houseman
	Cody	Polley
	Austin	Reed
	Ronald	Styer
	Jonathan	Jensen
	Neil	Reitenbach
	Jason	Wilhelm
	Timothy	Lester

Police Department (continued)	Carl	Kurtz
	Kimberly	Shuck
	Danny	Brosnan
	Jacob	Hanna
	Cord	Cooper
	Dylan	Peetz
	Ethan	Dambach
	Mario	Watson
	Sara	Boone
	Ridge	Redfairn
	Michael	Shy
	Pablo	Sanchez
	Tyler	Slinkard
	Jeremie	Hubbard
Power Plant	Michel	Biri
	Charles	Reed
	J	Stortz
Public Works	Kent	Peetz
Sanitation	Teddy	Scholl
	Jordan	Daugherty
	Austin	Croy
	Collin	Campbell
	Anthony	Robideau
Street	Michael	Dougan
	Danny	Youngerman
	Joshua	Wills
	Shawn	Burkhart
	Ryan	Thiele
	Stephen	Oliver
	Brian	Mcclanahan
	Kyle	Mowery
Wastewater	Kenneth	Gibbar
	Michael	Neal
	Sharon	Raines
	Dustin	Smithey
	Joel	Bert
	Scott	Dickerson
Water Line	Rick	Hutteger
	Ryan	Sides
	Carl	Pulliam
	Brad	Noel

Water Line (continued)	Travis	Payne
Water Plant	Aaron	McElrath
	Ronald	Mitchell

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

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

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



## 5 YEAR CAPITAL EXPENDITURE PLAN

### Special Projects

Department	2022	2023	2024	2025	2026
<b>Building Maintenance</b>					
New carpet 2nd floor	\$10,000				
Upgrade collector area		\$40,000			
Upgrade council room			\$50,000		
Upgrade missouri room				\$100,000	
Seal parking lot					\$6,000
<b>Civic Center</b>					
Backup generator	\$120,000				
Irrigation system		\$20,000			
Dance floor replacement				\$10,000	
Gym floor cover replacement				\$10,000	
<b>Electric Distribution</b>					
Electric System Utility Rate Study		\$50,000			\$50,000
Consulting engineering (other projects)	\$60,000	\$60,000	\$60,000	\$60,000	
Three Phase meter testing	\$20,000	\$20,000	\$20,000	\$20,000	
Annual tree trimming program	\$140,000	\$145,000	\$150,000	\$150,000	
Construction cost for 34.5 KV Loop to West Substation	\$1,000,000				
Full Time Construction Services	\$30,000	\$30,000			
Directional boring program	\$75,000	\$75,000	\$75,000		
AMR	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
North Substation build-out and engineering				\$100,000	\$2,500,000
Electrical System Coordination Study and Model Update			\$45,000		
Substation Relay Testing (MIRMA)		\$25,000		\$25,000	
East Jackson Blvd. Street Lighting Project				\$1,000,000	
Add 1Ø 1/0 UG Tie Line			\$5,000		
Install a 300 kVAR fixed capacitor bank			\$5,000		\$5,000
Install a 300 kVAR fixed capacitor bank			\$5,000		\$5,000
Add 3Ø 336 ACSR Tie Line			\$7,000		
Add 3Ø 4/0 UG Tie Line			\$25,000		
Install high side protective device			\$40,000	\$40,000	
Add 3Ø 4/0 UG Tie Line		\$25,000			
Long Range Electric System Study					\$60,000
Install Transmission Zone Protection				\$85,000	
Rebuild 73 Transmission Feeder	\$300,000	\$300,000			
Engineering for Commercial Electrical Corridor		\$250,000			
Construct Old Orchard Rd. Substation	\$2,000,000	\$1,500,000			
Breaker Upgrade at West Substation	\$100,000				
AMI Admin Cost	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000
<b>Fire Department</b>					
Ambulance		\$120,000			
Additional Firefighter to replace promoted Training/Ops Chief	\$32,000				
FF/EMTs (total of three)		\$105,000			
Fire Station No. 1 Renovations	\$250,000				

## Special Projects

Department	2022	2023	2024	2025	2026
<b>Parks &amp; Recreation</b>					
SoccerPark Lighting Project w/grant approval	\$70,000				
Replace pavilion #5 playground		\$40,000			
Pavilion #2 tennis court replacement fence		\$20,000			
Replace playground by pavilion #1			\$40,000		
Litz Park pavilion tennis court replacement fencing			\$20,000		
Install new pavilion at Brookside Park-Greensferry Rd				\$75,000	
<b>Wastewater Plant ***note, projects depend upon voter approval and bond funding***</b>					
Sludge Treatment Upgrade	\$1,704,000				
Screen Building Modifications	\$86,000				
Administrative (Control) Building	\$570,000				
Plant SCADA	\$49,000				
Plant Structural Rehabilitation	\$210,000				
Oxidation Ditch Basic Upgrade	\$1,337,000				
Screw Pump Rehabilitation	\$854,000				
Splitter Box Weir	\$30,000				
Clarifier Rehabilitation	\$875,000				
North Union Avenue Lift Station Upgrade		\$220,000			
Pump station SCADA system		\$55,000			
Flow monitoring (collection system)	\$100,000				
I & I Inspections - Elwanda Dr Watershed		\$285,000			
I & I Inspections - Goose Creek watershed		\$800,000			
Hubble Creek Interceptor - Reach A (Phase 1)				\$1,212,000	
I&I Rehabilitation - Elwanda Dr. watershed				\$2,037,000	
I&I Rehabilitation - Goose Creek watershed				\$3,623,000	
Old Toll Road Interceptor Sewer				\$1,507,000	
Klaus Park Force Main Upgrade				\$1,109,000	
East Hubble Creek Trunk Sewer				\$1,286,000	
<b>Water Distribution</b>					
Water System Facility Plan Implementation Project	\$1,230,706	\$970,576	\$336,430		
<b>Special Projects Total:</b>	<b>\$10,802,706</b>	<b>\$4,575,576</b>	<b>\$511,430</b>	<b>\$11,069,000</b>	<b>\$141,000</b>

## 5 YEAR CAPITAL EXPENDITURE PLAN

### Department Equipment

Department	2022	2023	2024	2025	2026
<b>Administrative Services</b>					
Computer replacement			\$1,600		
Vehicle replacement	\$30,000				
<b>Building Maintenance</b>					
New computer			\$3,000		
<b>Building &amp; Planning</b>					
Computer replacements/upgrades	\$1,600	\$4,000	\$1,600	\$1,600	\$1,600
Inspection vehicle - truck or SUV	\$25,000				
Comprehensive Plan Update		\$90,000			
<b>Cemetery</b>					
Small zero-turn mower	\$6,500			\$8,000	
Replacement pick-up truck				\$35,000	
<b>City Clerk</b>					
Archive scanning website management	\$1,900	\$1,900	\$1,900	\$1,900	
Copier/printer replacement	\$6,000		\$6,000		
Office machines	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Upgrade phone system		\$3,000			
Municode Meetings Annual Subscription	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800
Storage cabinets for archive documents				\$15,000	
<b>Civic Center</b>					
Backup generator		\$120,000			
Irrigation system		\$20,000			
Storage Building	\$70,000				
Security Cameras	\$20,000				
Additional sound panels in gym/Safe Room			\$50,000		
Irrigation system			\$20,000		
Gym floor cover replacement				\$10,000	
Dance floor replacement				\$10,000	
Meeting room expansion					\$350,000
<b>Electric Distribution</b>					
New VST 47 Bucket Truck		\$145,000		\$150,000	
Replacement Pick-up Truck	\$38,000				\$40,000
Used Digger Derrick (pole holder)	\$100,000				\$100,000
<b>Engineering Department</b>					
AutoCAD Drafting Software	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Computer					\$1,500
<b>Fire Department</b>					
Chief vehicle replacement					
Extrication equipment replacement	\$35,000				
Pagers/radio upgrade			\$20,000		
Replacement computers		\$3,000	\$3,000		

## Department Equipment

Department	2022	2023	2024	2025	2026
<b>Fire Department (cont.)</b>					
Mobile data terminal for apparatus		\$7,500			
Thermal imaging camera replacement		\$17,000			
Tint for glass on station bays		\$4,500			
Replacement generators		\$42,000			
Replace Deputy Chief Vehicle	\$34,000				
Station Mattress/Recliner Replacement		\$20,000			
Lexipol Accreditation Policy	\$15,750	\$10,000			
<b>Fleet</b>					
Vehicle diagnostic scanner	\$5,000				
<b>Information Technology</b>					
Network upgrade/changes		\$15,000		\$15,000	
Copier/scanner		\$8,000			
Computer replacements			\$5,000		
Server upgrade/addition				\$30,000	
Financial software upgrade		\$50,000			
Phone system-City Hall	\$15,000				
<b>Parks &amp; Recreation</b>					
Construct dog park in Litz Park	\$40,000				
Front deck mower with trade	\$14,500				\$14,500
Replace playground at Pavilion #5 in City Park		\$40,000			
Replace tennis court fence in City Park	\$20,000				
Replace playground by Pavilion #1 in City Park			\$40,000		
Replace tennis court fence in Litz Park			\$20,000		
Construct new pavilion in Brookside Park				\$75,000	
Front deck mower with trade					\$14,500
Pavilion #2 in Tennis court replace fence		\$20,000			
<b>Police</b>					
Consolidated Dispatch	\$561,687	\$500,000	\$500,000	\$500,000	\$500,000
<b>Power Plant</b>					
Truck				\$40,000	
<b>Public Works</b>					
Copier	\$9,000				
New vehicle	\$30,000				
<b>Sanitation</b>					
New trash truck	\$185,000		\$185,000		
New vertical baler at Recycling Center		\$195,000			
Hot steam pressure washer	\$8,000				
New ½ ton 4x4 truck with Tommy Gate		\$25,000			
New horizontal baler with auto tie				\$125,000	
New side load trash truck					\$250,000
5000-96 Gallon trash carts					\$336,000
trucks					\$6,000

## Department Equipment

Department	2022	2023	2024	2025	2026
<b>Street</b>					
2-ton dump truck with spreader & plow			\$190,000		
1 1/2-ton dump truck with plow & spreader					\$150,000
1-ton dump truck 4x4 with spreader				\$65,000	
3/4 service truck with tommy lift		\$40,000			
2 yard stainless salt spreader	\$9,000				
5 yard stainless salt spreader		\$20,000			
Salt drine mixing tonk		\$7,500			
Street sweeper				\$180,000	
Walk behind airless paint sprayer			\$10,000		
Doors heater shed (4)	\$7,500				
J.D. riding mower 4x4		\$23,000			
Hand held Radio	\$900		\$900		\$900
AED Defibilator	\$1,700				
<b>Wastewater Plant</b>					
Wastewater sampler	\$4,000		\$4,000		
Lab incubator		\$5,000			
Stormwater pumps	\$20,000				
Additional Wastewater Operator	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Pressure washer vacuum truck	\$370,000				
Sludge transfer pump	\$5,000				
Service truck		\$49,000		\$49,000	
Riding mower		\$20,000			
Sewer rodder			\$60,000		
<b>Water Distribution</b>					
Backhoe			\$95,000		
4WD 3/4 ton pickup				\$33,000	
<b>Department Equipment Total:</b>	<b>\$1,740,537</b>	<b>\$1,445,900</b>	<b>\$1,215,900</b>	<b>\$1,394,000</b>	<b>\$1,815,500</b>

## 5 YEAR CAPITAL EXPENDITURE PLAN

### Street Improvements

Department	2022	2023	2024	2025	2026
<b>Annual Maintenance Programs</b>					
Annual Asphalt Pavement Improvement	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
Annual Concrete Pavement Improvement	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Annual Routing and Sealing	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
<b>Asphalt Overlays</b>					
N. Farmington Rd.		\$20,000		\$100,000	
Old Cape Rd E	\$30,000	\$100,000			
Oak Hill Rd	\$80,000				
N. Georgia St.				\$100,000	\$100,000
Daisy St.	\$120,000				
Morgan St.			\$40,000		
Cherry St.					\$40,000
W Madison			\$40,000		
Old Toll Rd.					\$100,000
N. Missouri St.		\$40,000	\$75,000		
N. Russell Ave.	\$40,000	\$25,000	\$30,000		
Ward 1	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Ward 2	\$15,000	\$15,000	\$10,000	\$10,000	\$10,000
Ward 3	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Ward 4	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>Bridge Repairs &amp; Maintenance</b>					
Bridge replacement projects	\$1,025,000		\$350,000		
Bridge maintenance and repair	\$6,000	\$25,000	\$25,000	\$30,000	\$30,000
<b>Concrete Repairs</b>					
E. Main St.	\$30,000	\$30,000	\$20,000	\$20,000	\$20,000
Shawnee Blvd.	\$20,000	\$20,000	\$15,000	\$10,000	\$10,000
Lee Ave.	\$30,000	\$30,000	\$20,000	\$20,000	\$20,000
W. Jackson Trail	\$30,000		\$30,000		\$30,000
Broadridge Dr.	\$25,000		\$20,000		\$20,000
Annwood Estates	\$25,000	\$10,000		\$10,000	\$10,000
Odus Dr	\$15,000	\$10,000		\$10,000	\$10,000
Greensferry Rd.	\$20,000		\$15,000		\$15,000
Sidewalks, ADA ramps, and domes	\$20,000	\$20,000	\$15,000	\$15,000	\$10,000
Ward 1	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Ward 2	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Ward 3	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Ward 4	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Storm Sewer Repairs</b>					
Repair & Maintenance	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
<b>Street Improvements Total:</b>	<b>\$2,381,000</b>	<b>\$1,195,000</b>	<b>\$1,555,000</b>	<b>\$1,175,000</b>	<b>\$1,275,000</b>