



CITY OF JACKSON
MAYOR & BOARD OF ALDERMEN STUDY SESSION
Monday, March 20, 2023 at 6:45 PM
Board Chambers, City Hall, 101 Court St.

AGENDA

DISCUSSION ITEMS

- [1.](#) Overview of the Water System Facility Plan Implementation Project, Phase 2 - Projects 2D and 2E
- [2.](#) March 8th Planning & Zoning Commission report
- [3.](#) March 13th Park Board report
- [4.](#) City Parks Fencing Replacement and Repair Project – bid tabulation
- [5.](#) Power Plant New Addition Equipment Painting Project – bid tabulation
- [6.](#) Jackson Fire Rescue grant activity report
- [7.](#) Personnel Policies and Procedures update
- [8.](#) Purchase of a vacuum truck for the Wastewater Department
- [9.](#) Contract agreement with MoDOT for the installation of Purple Heart Signs
10. Discussion of previously tabled items (unspecified)
11. Additional items (unspecified)

Posted on 03/17/2023 at 04:00 PM.

MEMO



TO: Mayor Hahs and Members of the Board of Aldermen
FROM: Janet Sanders, Director of Public Works
DATE: March 16, 2023
SUBJECT: Overview of Water System Facility Plan Implementation Project, Phase 2 – Projects 2D & 2E

Lisa Fennwald of Horner & Shifrin will present an update on the Water System Facility Plan Implementation Project and provide information on the following two items (attached):

- Amendment 6 to Task Order Authorization No. 19-04 in the amount of \$85,900 for Horner & Shifrin's services related to the future construction phase of Phase 2, Project 2E (East Jackson Boulevard and a section of North High Street) and for updating remaining project estimates to reflect current prices. This update was needed for use in obtaining the remaining water bonds.
- Change Order #1 Project 2D: The plan to upgrade the water plant's SCADA System as part of the water plant improvements has brought to light the need to replace the associated computer hardware and radio communication system that communicates with the wells & towers. The attached change order in the amount of \$38,696.00 includes the component costs as well as installation.

If both the above items are acceptable, they will be added to the next regular meeting for approval. If you have any questions, please feel free to contact me at jsanders@jacksonmo.org or 243-2300 x 2031.

March 1, 2023

Mrs. Janet Sanders
Public Works Director
City of Jackson
101 Court Street
Jackson, MO 63755

**Re: Task Order Authorization No. 19-04 Increase in Expenditures
to Provide Professional Engineering Services for The Water System Facility Plan
Implementation Program – Phase 2 for the City of Jackson, MO
Amendment No. 6**

Dear Mrs. Sanders:

The Amendment No. 6 to the above Task Order Contract is requested to provide additional engineering services for the following projects (see Exhibit A attached):

1. Perform evaluation of money remaining in Water Bond to determine the estimated money needed for the current projects and available money for a new water tank.
2. Project 2, Phase 2E East Jackson Blvd and High Street Water Main Replacement – Allocate money for bidding and construction phase services to divide the project into 2 parts. Previous amendments only included the design phase of this project.

Based on the additional scope of work above the requested Amendment 6 fee is listed below and detailed on Exhibit A attached.

Bond Evaluation	\$ 1,520
Project 2, Phase 2E Part 1 Bidding & Construction Phase	\$45,280
Project 2, Phase 2E Part 2 Bidding & Construction Phase	\$39,100
Total Amendment 6 Requested Fee	\$85,900



Mrs. Janet Sanders

March 1, 2023

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Item 1.

The below summarizes the H&S design fee to date for the entire Water System Facility Plan Improvements project from inception in January 2016 to date:

Original Contract	\$346,800
Contract Amendment 1	\$ 60,100
Contract Amendment 2	\$233,173
Contract Amendment 3	\$ 9,540
Contract Amendment 4	\$ 79,600
Contract Amendment 5	\$ 31,900
Contract Amendment 6	\$ 85,900
Total Contract to Date	\$847,013

We appreciate the opportunity to continue to serve the City of Jackson under our existing task order agreement for engineering services. Please call me to discuss any questions regarding our proposed scope or fee proposal.

Respectfully Submitted,

James E. McCleish, P.E.
Vice President
Practice Leader, Water

Lisa Fennewald, P.E.
Project Manager

Enclosures

City of Jackson, Missouri
Bond Evaluation, E. Jackson & High St. Bidding and Construction Phase Services
Amendment 6 Engineering Fee

Prepared By: LEF

LABOR:		Task M.H.	Task Cost	Labor Classification		
				Fennewald, Lisa	Mills, Michael	Green, Walker
				WP04	WP10	WP11
Cost Center	Task No.	Task Description				
Bond Evaluation						
	1	Evaluated bond money remaining against current and future remaining projects	8	\$1,520	8	
Subtotal			8	\$1,520	8	0
E. Jackson Part 1 - Bidding Phase Services						
Water	1	Prepare and post bidding documents on QUEST for bidding.	5	\$670	1	4
Water	2	Assist City Staff in responding to contractor questions about bidding documents and issue addendum(s).	12	\$2,000	8	4
Water	3	Assist City Staff in evaluating thoroughness of contractor bids received.	5	\$670	1	4
Water	4	Provide recommendation to City Staff on selection of contractor.	4	\$760	4	
Water	5	Prepare Notice of Award and Agreement for Execution	4	\$620	2	2
Water	6	Administer and manage Bidding Phase Services.	2	\$380	2	
Subtotal			32	\$5,100	18	14
E. Jackson Part 1 - Bidding Phase Services						
Water	1	Prepare Notice to Proceed and assemble contract books	5	\$670	1	4
Water	2	Attend pre-construction meeting and prepare meeting minutes.	10	\$1,900	10	
Water	3	Review contractor-submitted shop drawing and other items.	12	\$1,720	4	8
Water	4	Review contractor requests for periodic payments against construction contract amount.	36	\$4,740	6	30
Water	5	Respond to contractor questions regarding unforeseen field conditions and/or interpretations of design intent.	16	\$2,760	12	4
Water	6	Provide assistance in resolving contractor's field questions to ensure consistent quality control of contractor's work.	24	\$4,000	16	8
Water	7	Prepare Change Order requests, as appropriate.	28	\$4,480	16	12
Water	8	Coordinate with and manage information from water main inspector.	16	\$3,040	16	
Water	9	Attend monthly progress meeting (1/month) and prepare minutes.	48	\$9,120	48	
Water	10	Prepare as-built drawings from inspector's survey and notes.	30	\$3,750		30
Water	11	Assist City Staff in final, official close-out of construction contract.	8	\$1,100	2	6
Water	12	Administer and manage Construction Phase Services.	8	\$1,520	8	
Subtotal			241	\$38,800	139	72
TOTAL ESTIMATE MANHOURS			281		165	86
TOTAL ESTIMATED LABOR COSTS				\$45,420		

City of Jackson, Missouri
Bond Evaluation, E. Jackson & High St. Bidding and Construction Phase Services
Amendment 6 Engineering Fee

DESIGN EXPENSES:

<u>Item</u>	<u>Unit</u>	<u>Total Cost</u>	<u>Bid</u>	<u>Construction</u>
Mileage:	1,500 miles	\$983		\$983
Subconsultant:	SAY	\$0		
Reproduction & Photocopy:	-- SAY	\$250	\$50	\$200
Field Equipment Rental Reimbursement:	-- SAY	\$0		
Misc. Reimbursable Expenses:	-- SAY	\$100	\$50	\$50
ESTIMATED TOTAL REIMBURSIBLE EXPENSES:		\$1,333	\$100	\$1,233
MARK UP PERCENTAGE:		0%		
ESTIMATED TOTAL EXPENSES:		\$1,333		
TOTAL ESTIMATED NOT-TO EXCEED COST:		\$46,800		

City of Jackson, Missouri
Bond Evaluation, E. Jackson & High St. Bidding and Construction Phase Services
Amendment 6 Engineering Fee

Prepared By: LEF

LABOR:				Labor Classification			
Cost Center	Task No.	Task Description	Task M.H.	Task Cost	Fennewald, Lisa	Mills, Michael	Green, Walker
					WP04	WP10	WP11
E. Jackson Part 2 - Bidding Phase Services							
Water	1	Prepare and post bidding documents on QUEST for bidding.	5	\$690	1		4
Water	2	Assist City Staff in responding to contractor questions about bidding documents and issue addendum(s).	8	\$1,421	6		2
Water	3	Assist City Staff in evaluating thoroughness of contractor bids received.	5	\$690	1		4
Water	4	Provide recommendation to City Staff on selection of contractor.	4	\$783	4		
Water	5	Prepare Notice of Award and Agreement for Execution	4	\$639	2		2
Water	6	Administer and manage Bidding Phase Services.	2	\$391	2		
Subtotal			28	\$4,614	16	0	12
E. Jackson Part 2 - Bidding Phase Services							
Water	1	Prepare Notice to Proceed and assemble contract books	5	\$690	1		4
Water	2	Attend pre-construction meeting and prepare meeting minutes.	10	\$1,957	10		
Water	3	Review contractor-submitted shop drawing and other items.	12	\$1,772	4		8
Water	4	Review contractor requests for periodic payments against construction contract amount.	32	\$4,388	6		26
Water	5	Respond to contractor questions regarding unforeseen field conditions and/or interpretations of design intent.	12	\$2,204	10		2
Water	6	Provide assistance in resolving contractor's field questions to ensure consistent quality control of contractor's work.	18	\$3,090	12		6
Water	7	Prepare Change Order requests, as appropriate.	24	\$3,832	12		12
Water	8	Coordinate with and manage information from water main inspector.	12	\$2,348	12		
Water	9	Attend monthly progress meeting (1/month) and prepare minutes.	42	\$8,219	42		
Water	10	Prepare as-built drawings from inspector's survey and notes.	21	\$2,704		21	
Water	11	Assist City Staff in final, official close-out of construction contract.	6	\$886	2		4
Water	12	Administer and manage Construction Phase Services.	6	\$1,174	6		
Subtotal			200	\$33,264	117	21	62
TOTAL ESTIMATE MANHOURS			228		133	21	74
TOTAL ESTIMATED LABOR COSTS				\$37,878			

City of Jackson, Missouri
Bond Evaluation, E. Jackson & High St. Bidding and Construction Phase Services
Amendment 6 Engineering Fee

DESIGN EXPENSES:

<u>Item</u>	<u>Unit</u>		<u>Total Cost</u>	<u>Bid</u>	<u>Construction</u>
Mileage:	1,300	miles	\$852		\$852
Subconsultant:		SAY	\$0		
Reproduction & Photocopy:	--	SAY	\$250	\$40	\$150
Field Equipment Rental Reimbursement:	--	SAY	\$0		
Misc. Reimbursable Expenses:	--	SAY	\$100	\$40	\$40
ESTIMATED TOTAL REIMBURSIBLE EXPENSES:			\$1,202	\$80	\$1,042
MARK UP PERCENTAGE:			0%		
ESTIMATED TOTAL EXPENSES:			\$1,202		
TOTAL ESTIMATED NOT-TO EXCEED COST:			\$39,100		

CHANGE ORDER NO.: 1

Owner: City of Jackson, Missouri
 Engineer: Horner & Shifrin, Inc. Engineer's Project No.: 2103602
 Contractor: RIHC Contracting
 Project: Jackson Water Plan Improvements Project, Phase 2, Project 2D

Date Issued: March 20, 2023 Effective Date of Change Order: March 20, 2023

The Contract is modified as follows upon execution of this Change Order:

Description: See attached Table No. 1


1. Add the System 12 coating to the new concrete slab over the existing sand filter basin.
2. SCADA upgrades required to the City's system. City requested this work be added to the contract.

Attachments: Subcontractor quotes

Change in Contract Price		Change in Contract Times [State Contract Times as either a specific date or a number of days]	
Original Contract Price:		Original Contract Times:	
\$ 1,269,000.00		Substantial Completion:	February 18, 2023
		Ready for final payment:	March 19, 2024
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 1		[Increase] [Decrease] from previously approved Change Orders No.1 to No. 1	
\$ NA		Substantial Completion:	NA
		Ready for final payment:	NA
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 1,269,000.00		Substantial Completion:	February 18, 2023
		Ready for final payment:	March 19, 2024
[Increase] [Decrease] this Change Order:		[Increase] this Change Order:	
\$ 46,830.00 (Increase)		Substantial Completion:	0 days
		Ready for final payment:	0 days
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 1,315,830.00		Substantial Completion:	February 18, 2023
		Ready for final payment:	March 19, 2024

Recommended by Engineer (if required)

Authorized by Owner

By: Lisa Fennewald, P.E. 

Title: Senior Project Manager, H&S

Date: March 20, 2023

Accepted by Contractor

By: 

Title: Paul F. Findlay, President

Date: 3/16/23

Mayor, City of Jackson

Table No. 1 - Description of Change Order No. 1

**Jackson Water Plant Improvements, Phase 2, Project 2D
City of Jackson, Missouri**

Item No.	Description	Attached Reference Exhibit	Lump Sum Price	Increase (Decrease) in Contract Price	Increase (Decrease) in Contract Time	Explanation/Comments
1	Add System 12 concrete seal coating for new slab over the existing pit at WTP #2.	NA	\$6,200.00	\$6,200.00	0 days	There was confusion during bidding regarding the required concrete coating system on the new slab. This was brought to the engineers attention late afternoon the day before bids were due with not time to issue an addendum. The contractor did not include this item in there original bid, therefore, this item is being added by Change Order. Subcontractor = \$5,635 + 5% markup + 3hrs superintendent (at \$94.42/hr) = \$6,200.
2	Add existing SCADA system improvements	NA	\$40,630.00	\$40,630.00	0 days	City requested to add needed overall SCADA system improvement under this Contract. Subcontractor = \$38,696 + 5% markup = \$40,630.
	TOTAL INCREASE (DECREASE)			\$46,830.00	0 days	

Susan Verseman

From: Nick Emmendorfer
Sent: Thursday, March 16, 2023 9:45 AM
To: Susan Verseman
Subject: FW: Jackson WTP system 12

NICK EMMENDORFER

Senior Estimator, AutoCAD Certified Professional
o 573.547.8397 d 573.517.5167 m 573.768.9676

From: Andrew Estes <andrew@lspainting.net>
Sent: Friday, December 23, 2022 10:35 AM
To: Nick Emmendorfer <NEmmendorfer@rcco.com>
Subject: Jackson WTP system 12

Jackson Water Treatment

Prep as needed and install System 12 to concrete:

Labor, Materials and Equipment.....\$ 5,635.00

Thanks

Andrew Estes
President
Loyd Slinkard Painting
573-382-6355

Item 1.

QUOTE

Blakely & Associates
14311 Highway CC
Chillicothe, MO 64601
Phone: 816-830-8172
E-mail: jeckles@blakely-eng.com

PO Number:	JACK-021623-1
PO Date:	16-Feb-23

Payment Method: Net 30

Quote Recipient

Robinson Construction Company
Attn: Susan Verseman
2411 Walters Lane
Perryville, MO 63775

Ship To:

Blakely & Associates
14311 Highway CC
Chillicothe, MO 64601

Item #	Description	Engineering-Labor Cost/Hour	Qty	Total
1	Hardware: Water Server Computer - Dell PowerEdge T440 Server (Raid 5, C4 Controller, 16GB RAM, Intel 2.2GHz Turbo, Dual Hot-Plug Redundant Power Supplies, Windows Server 2019 Standard, 3-Year ProSupport: 7x24, Next Business Day On Site Service)	\$5,955	1	\$ 5,955.00
2	Server Installation & Configuration, Including Installation of FactoryTalk View Scada Software, Win911 Alarm Software, Data Logging & Reports, PLC Programming Software, and Remote Access Software	\$225	20	\$ 4,500.00
3	Hardware: Water Client I Computer - Dell Precision 3460 Workstation (12th Gen Intel Core i7-12700, 16GB RAM, 512GB SSD Hard Drive, Windows 10 Pro, 3-Year ProSupport: 7x24, Next Business Day On Site Service)	\$2,466	1	\$ 2,466.00
4	Hardware: Water Client II Computer - Dell Precision 3460 Workstation (12th Gen Intel Core i7-12700, 16GB RAM, 512GB SSD Hard Drive, Windows 10 Pro, 3-Year ProSupport: 7x24, Next Business Day On Site Service)	\$2,466	1	\$ 2,466.00
5	Install & Setup (2) Client Computers with FactoryTalk View Scada Software	\$225	10	\$ 2,250.00
6	Upgrade Existing End of Life Master PLC Processor to 1769-L33ER, including 1769-ASCII Module for Radio Communications, Installation and Program Conversion	\$225	10	\$ 2,250.00
7	Hardware: Master PLC Procesor 1769-L33ER	\$5,416	1	\$ 5,416.00
8	Hardware: Radio Communications Module 1769-ASCII	\$1,353	1	\$ 1,353.00
9	Installation and Programming of New Remote Communciation Modules	\$225	12	\$ 2,700.00
10	Water Plant I Hardware: 1794-AENTR	\$1,780	1	\$ 1,780.00
11	Water Plant II Hardware: 1794-AENTR	\$1,780	1	\$ 1,780.00
12	Water Plant HS Pumps 5 & 6 Hardware: 1794-AENTR	\$1,780	1	\$ 1,780.00
13	Travel: Hotel, Mileage & Expense for (2) Trips	\$2,000	2	\$ 4,000.00
		Total Cost		\$38,696.00

MEMO



TO: Mayor Hahs and Members of the Board of Aldermen
FROM: Larry Miller, Building & Planning Manager
DATE: March 14, 2023
SUBJECT: March P&Z Packet

The following actions were taken at the March P&Z meeting:

- A public hearing was held regarding a text amendment to chapter 65 (Zoning) regarding defining & limiting tiny houses.
- P&Z Commission voted on the text amendment and recommended approval by a unanimous decision.

If you have questions on these items, please get in touch with me at 243-2300 or lmiller@jacksonmo.org.



CITY OF JACKSON
PLANNING & ZONING COMMISSION MEETING AGENDA

Wednesday, March 08, 2023 at 6:00 PM

City Hall, 101 Court Street, Jackson, Missouri

Bill Fadler
Tony Koeller
Michelle Weber
Tina Weber

Harry Dryer, Chairman
Joe Baker, Alderman Assigned
Mike Seabaugh, Alderman Assigned
Larry Miller, Staff Liaison

Angelia Thomas
Heather Harrison
Beth Emmendorfer
Eric Fraley

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Approval of minutes of February 8, 2023 meeting

PUBLIC HEARINGS

2. Public hearing regarding text amendment to Chapter 65 (Zoning) regarding Defining & Limiting Tiny Houses

OLD BUSINESS

3. Considered text amendments to Chapter 65 (Zoning) regarding Defining & Limiting Tiny Houses

NEW BUSINESS

CONSIDER A MOTION TO ADD ITEMS TO THE AGENDA

ADJOURNMENT

This agenda was posted at City Hall on February 21, 2023 at 8:30 AM.

JOURNAL OF THE PLANNING & ZONING COMMISSION
CITY OF JACKSON, MISSOURI
WEDNESDAY, FEBRUARY 8, 2023, 6:00 P.M.
REGULAR MEETING
CITY HALL COUNCIL ROOM, 101 COURT STREET, JACKSON, MISSOURI

The Planning and Zoning Commission met in regular session with Chairman Harry Dryer presiding and Commissioners Tony Koeller, Beth Emmendorfer, Michelle Weber, Heather Harrison, Tina Weber, Angelia Thomas, and Eric Fraley present. Bill Fadler was absent. Building & Planning Manager Larry Miller was present as staff liaison. Janet Sanders, Director of Public Works, was also present. Assigned Alderman Joe Bob Baker and Mike Seabaugh were present. Citizens attending were Lorrie Sullivan, Terri Bogues, Melinda Ashley, Andrew Jackson, Austin Mueller, and Megan Andrews.

Approval of January 11, 2023)
regular meeting minutes)

The minutes of the previous meeting were unanimously approved on a motion by Commissioner Tina Weber, seconded by Commissioner Harrison.

PUBLIC HEARINGS

Public Hearing –Public hearing regarding)
a text amendment to Chapter 65 (Zoning))
regarding the addition of provisions for)
comprehensive (including recreational))
marijuana dispensaries, cultivation)
facilities, manufacturing facilities,)
testing facilities, transportation/storage)
facilities, marijuana consumption lounges)
in specific zoning districts)

Chairman Dryer opened the hearing. Mr. Miller read a report detailing the dates of the application and notifications for this request. Mrs. Sanders spoke on the City's behalf on the text amendment regarding Chapter 65 marijuana. She said the text amendment was based on the discussion the P&Z Commission had at the previous meeting. She said the definitions and the measuring methods follow the state guidelines. Mrs. Sanders said that based on the discussion, the dispensaries would be treated as drug stores, so everywhere drug stores were allowed, dispensaries would also be allowed. Mrs. Sanders said we included definitions for consumption lounges and marijuana clubs, which the P&Z Commission wanted to be treated like bars. Mrs. Sanders explained to the Board that Bars are allowed in commercial and industrial districts if the property is at least 50 feet from a residential district. She said the City had one person interested in having a lounge, and his business isn't 50 ft from a residential district, so he wouldn't be able to have a lounge. Mrs. Sanders said the text amendment was placed on our city website a couple of weeks ago so anyone could read it.

Chairman Dryer asked if anyone would like to speak in favor of the proposed text amendment. He asked if anyone would like to speak in opposition. Lorrie Sullivan came forward and said she lives at 1307 Clover Dr, and there is a dispensary down the street that was pharmaceutical but now has become recreational. She doesn't want that to become a lounge because there is already enough traffic on the road since they've started selling recreationally, causing parking on the street, tire ruts in their grass, and speeding. She asked the Commission to come and see how bad the traffic was. She said if there was an emergency, there was no way an emergency vehicle could get through.

Commissioner Koeller asked if the dispensary on Clover Drive was next to a residential district, and Mrs. Sanders said it was. Commissioner Koeller said that according to the text amendment's wording, a marijuana lounge couldn't be at the current dispensary. Mrs. Sanders said that was correct. He said the Commission has no authority over the traffic complaints and told her she needed to call the Police Department.

Terri Bogues from 2850 Clover Drive also came forward to speak in opposition. She said she also wanted the Commission to drive down their street to understand better what was happening. She said they were parked on both sides of the road, and an emergency vehicle won't be able to get down the road.

Commissioner Koeller again said the P&Z Commission has no authority over the traffic complaint. The Commission is only here for the text amendments for marijuana.

Chairman Dryer let everyone know that this text amendment would also be in front of the Board of Alderman for a Public Hearing, and they could also voice their concerns to them.

Chairman Dryer closed the hearing, finding no one else wishing to speak in favor or opposition.

OLD BUSINESS

Considered text amendments to)
Chapter 65 (Zoning) to add provisions)
for recreational marijuana)

Chairman Dryer said to the Commission that this Topic was already discussed, and he went over the critical points of the Text Amendments. He asked if there was anything else to discuss. Commissioner Koeller said he would like to say the only person we have interested in having a Marijuana lounge is next to a residential district and wouldn't be able to have one. Mrs. Sanders said he was correct, and it follows the same as Bars do in the City of Jackson.

Commissioner Koeller made a motion to approve the text amendments. Commissioner Eric Fraley seconded the motion.

Vote: 8 ayes, 0 nays, 0 abstentions, 1 absent

Defining and regulating Tiny Homes)

Mr. Miller advised the Commission of the changes they made to the ordinance defining and regulating Tiny Homes and told them they would have to make a motion to set a Public Hearing for the next P&Z Commission meeting in March.

Commissioner Koeller motioned to set the Public Hearing for a text amendment for Tiny Homes at the next P&Z Commission meeting in March. Commissioner Harrison seconded the motion.

Vote: 8 ayes, 0 nays, 0 abstentions, 1 absent

NEW BUSINESS

Request for Approval of a Land Exchange)
 Certification for Transfer of .36 Acres)
 from a 6.4 Acre Parcel to 1636)
 Enterprise Court Submitted by)
 Jackson Ridge Development, LLC)

Request for Approval of a Land Exchange)
 Certification for Transfer of .46 Acres)
 from a 6.4 Acre Parcel to 1608)
 Enterprise Court Submitted by)
 Jackson Ridge Development, LLC)

Request for Approval of a Land Exchange)
 Certification for Transfer of .49 Acres)
 from a 6.4 Acre Parcel to 1622)
 Enterprise Court Submitted by)
 Jackson Ridge Development, LLC)

Mr. Miller reported that three land exchanges are affecting three lots next to each other on Enterprise Court.

Megan Andrews, the applicant, came forward and said there was a large pond on the property, and the three property owners wanted to extend their property to the edge of the pond. She said there would be an easement around the pond so Jackson Ridge Development, LLC, could maintain it.

Chairman Dryer asked if the landowners would like to comment, and they declined.

Chairman Dryer asked if there was a motion to approve all three land exchanges at once.

Commissioner Michelle Weber made a motion to approve the three land exchanges. The request was seconded by Commissioner Emmendorfer and was unanimously approved.

Vote: 8 ayes, 0 nays, 0 abstentions, 1 absent

Request for approval of a Preliminary)
 Plat of Orchard Place Subdivision)
 submitted by The Villas of West Park, LLC)

Mr. Miller reported to the Commission that they had an updated plat showing phases one and two of the proposed Orchard Place Subdivision. He noted that the property was on Old Orchard Road next to Buchheits. He explained to the Commission that the major street plan shows Old Cape Road going through their property of phase one. The Villas of West Park, LLC moved it to the north of the property, phase two. The City was okay with it because there is still access from the west side for Old Cape Road to connect.

Megan Andrews, the applicant, came forward and said she didn't have much to add. They are looking at possibly adding a strip mall in the phase one area.

Commissioner Koeller asked if the road would continue north and circle out. Mrs. Andrews said she thought the plan would be a cul-de-sac in the future.

Chairman Dryer asked for a motion to approve the plat that The Villas of West Park, LLC submitted.

Commissioner Michelle Weber motioned to approve the plat submitted by The Villas of West Park, LLC. The request was seconded by Commissioner Koeller and was unanimously approved.

Vote: 8 ayes, 0 nays, 0 abstentions, 1 absent

Consider a motion to add items to the)
 agenda)

No items were added to the agenda.

Consider a motion to adjourn)


Commissioner Emmendorfer motioned to adjourn, seconded by Commissioner Harrison, and unanimously approved.

Respectfully submitted,



Tony Koeller
Planning and Zoning Commission Secretary

Attest:



Larry Miller
Building & Planning Manager

NOTE: ACTION (IF ANY) ON LAND EXCHANGE CERTIFICATIONS, COMPREHENSIVE PLAN, AND MAJOR STREET PLAN IS FINAL APPROVAL; ALL OTHER ACTION TAKEN BY THE PLANNING AND ZONING COMMISSION SERVES AS A RECOMMENDATION TO THE BOARD OF ALDERMEN AND NOT AS FINAL APPROVAL OF THE ITEMS CONSIDERED AT THIS MEETING.

Staff Report 5

ACTION ITEM: Zoning Text Amendment – Defining & Limiting Tiny Houses

APPLICANT: City of Jackson

APPLICANT STATUS: Municipal Governing Authority

PURPOSE: To add a definition to the zoning code for tiny homes and to establish a recommendation for where, if anywhere, they should be allowed.

APPLICABLE REGULATIONS: Zoning Code (Chapter 65)

COMMENTS: A memo previously presented to the Board of Aldermen regarding building codes for tiny homes is included in this packet. Although the Planning & Zoning Commission has no authority over building codes, this memo will help understand the typical features.

The Board was not interested in allowing the requested home to be placed on a standard lot in town, citing the protection of surrounding properties. Still, the discussion generated a need to define tiny homes in the zoning code and determine where, if anywhere, they should be allowed and under what conditions. The Commission decided on the following:

1. Definitions for defining a Tiny House, portable and Tiny House, permanent.
2. Zoning districts in which Tiny House, portable and Tiny House, permanent, can be placed in the City limits of Jackson.

Included is the proposed draft code language based on previous discussions.

ACTION REQUIRED: The Commission shall approve, deny, or modify the draft language for this code amendment. A public hearing for a text amendment is required at both the P&Z and the Board of Aldermen levels.

Tiny Homes Potential Code Language Additions – DRAFT 1

*The proposed additional language is in red. Proposed deletions are struck through.
Individual district descriptions have been included for all districts for clarity.*

ARTICLE I – IN GENERAL

Sec. 65-2. - Definitions.

Tiny house, portable. A dwelling that is six hundred (600) square feet or less in floor area, excluding lofts, and is constructed on a chassis or skids, regardless of added porches, stairways, decks, or other additions.

Tiny house, permanent. A dwelling that is six hundred (600) square feet or less in floor area that is constructed on-site without a chassis and is permanently anchored to a foundation or concrete slab.

Sec. 65-4. - A-1 Agricultural district regulations. *(no change proposed)*

The regulations set forth in this section, or set forth elsewhere in this chapter when referred to in this section, are the regulations of the A-1 Agricultural district. The purpose of the A-1 Agricultural district is to preserve, in agricultural uses, lands suited to future urban development pending proper timing and economical provision of public utilities and community facilities to ensure compact and orderly land use development. This district is intended for land of five (5) acres or more. The subdivision of land for the purpose of converting agricultural or other undeveloped land to residential or other use is not permitted in the A-1 district.

Sec. 65-5. - R-1 Single-family residential district regulations. *(no change proposed)*

The regulations set forth in this section, or set forth elsewhere in this chapter when referred to in this section, are the regulations of the R-1 Single-family residential district. The purpose of the R-1 Single-family residential district is to provide for detached, single-family residential development, excluding two-family and multi-family housing, with provisions for adequate light, air, and open space.

Sec. 65-6. - R-2 Single-family residential district regulations. *(no change proposed)*

The regulations set forth in this section or set forth elsewhere in this chapter when referred to in this section, are the regulations of the R-2 Single-family residential district. The purpose of the R-2 Single-family residential district is to provide for compact, detached single-family residential development, excluding two-family and multifamily housing, with provisions for adequate light, air, and open space.

Sec. 65-7. - R-3 One- and two-family residential district regulations. *(no change proposed)*

The regulations set forth in this section or set forth elsewhere in this chapter when referred to in this section, are the regulations of the R-3 One- and two-family residential district. The purpose of the R-3 One-

and two-family residential district is to provide for semi-compact residential development, excluding multifamily housing, with provisions for adequate light, air, and open space.

Sec. 65-8. - R-4 General residential district regulations.

The regulations set forth in this section or set forth elsewhere in this chapter when referred to in this section, are the regulations of the R-4 General residential district. The purpose of the R-4 General residential district is to provide for compact residential development, including multifamily housing, with provisions for adequate light, air, and open space.

(1) *Use regulations.* A building or premises shall be used only for the following purposes:

g. Tiny houses, permanent, when part of a community unit plan, with a special use permit only. (all other lettered items bump down in numbering sequence).

Sec. 65-9. - MH-1 Mobile home park district regulations.

The regulations set forth in this section, or set forth elsewhere in this chapter, are the regulations of the MH-1 mobile home park district. The purpose of the MH-1 mobile home park district is to provide suitable locations for the placement of mobile homes, with safeguards for the health and safety of mobile home residents. References to lot sizes, setbacks, and lot coverage shall be interpreted to mean the area designated for each mobile home stand within the mobile home park.

(1) *Use regulations.* A building or premises shall be used only for the following purposes:

a. Mobile home parks conforming to the provisions hereof of Article II.

b. Manufactured / mobile homes.

c. Tiny houses, portable. (All other lettered items bump down in numbering sequence).

Sec. 65-10. - O-1 Professional office district regulations.

The regulations set forth in this section or set forth elsewhere in this chapter when referred to in this section, are the regulations of the O-1 professional office district. The purpose of the O-1 professional office district is to provide adequate space in appropriate locations suitable for accommodating medical, dental, and similar services, as well as professional offices. Bulk limitations are designed to provide maximum compatibility with less intensive land use in adjacent residential districts and with more intensive land use in adjacent commercial districts. The O-1 professional office district is to act in the capacity of a transitional and supporting zone.

h. Tiny houses, permanent, when part of a community unit plan, with a special use permit only. (All other lettered items bump down in numbering sequence).

Sec. 65-11. - C-1 Local commercial district regulations.

The regulations set forth in this section or set forth elsewhere in this chapter when referred to in this section, are the regulations of the C-1 Local Commercial district. The purpose of the C-1 district is to provide for retail trade and personal services to meet the regular needs and for the convenience of residents of adjacent residential areas. C-1 Local Commercial districts are intended to be a closely associated and integral element of local neighborhoods.

- g. Tiny houses, permanent, when part of a community unit plan, with a special use permit only. *(All other lettered items bump down in numbering sequence).*

Sec. 65-12. - C-2 General commercial district regulations.

The regulations set forth in this section, or set forth elsewhere in this chapter when referred to in this section, are the regulations of the C-2 General commercial district. The purpose of the C-2 General commercial district is to provide areas for general commerce and services typically associated with major thoroughfares.

(1) *Use regulations.* A building or premises shall be used only for the following purposes:

- g. Tiny houses, permanent or portable, when part of a community unit plan, with a special use permit only. *(All other lettered items bump down in numbering sequence).*

Sec. 65-13. - C-3 Central business district regulations. *(no change proposed)*

The regulations set forth in this section, or set forth elsewhere in this chapter when referred to in this section, are the regulations of the C-3 Central business district. The purpose of the C-3 Central business district is to provide for compact commercial development in the core area of the city and to maximize the utilization of this area by minimizing lot restrictions and height requirements.

Sec. 65-14. - C-4 Planned commercial district regulations. *(no change proposed)*

The regulations set forth in this section, or set forth elsewhere in this chapter when referred to in this section, are the regulations of the C-4 Planned commercial district. The purpose of the C-4 Planned commercial district is to provide for modern retail shopping facilities of integrated design in appropriate locations to serve residential neighborhoods.

Sec. 65-15. - CO-1 Enhanced commercial overlay district regulations. *(no change proposed)*

The regulations set forth in this section, or set forth elsewhere in this chapter when referred to in this section, are the regulations of the CO-1 Enhanced commercial overlay district. The purpose of the CO-1 Enhanced commercial overlay district is to promote the development of aesthetically appealing areas dedicated to commercial development. These regulations are not intended to discourage development, but to provide a consistently enhanced area of development for the protection of property owners and for the benefit of the city as a whole.

This district overlays the base zoning district and does not change the requirements contained within the regulations of that district except as specified in this section. Where a conflict exists between the underlying zoning district and the overlay district, the provisions of this district shall control.

Sec. 65-16. - I-1 Light industrial district regulations. *(residential uses not allowed)*

The regulations set forth in this section or set forth elsewhere in this chapter when referred to in this section, are the regulations of the I-1 Light industrial district. The purpose of the I-1 Light industrial district is to provide areas for light industrial uses that create a minimum amount of nuisance outside the plant, are conducted entirely within enclosed buildings, use the open area around such buildings only for limited storage of raw materials or manufactured products, and provide for enclosed loading and unloading berths when feasible.

Sec. 65-17. - I-2 Heavy industrial district regulations. *(residential uses not allowed)*

The regulations set forth in this section, or set forth elsewhere in this chapter when referred to in this section, are the regulations of the I-2 Heavy industrial district.

Sec. 65-18. - I-3 Planned industrial park district regulations. *(residential uses not allowed)*

The regulations set forth in this section, or set forth elsewhere in this chapter when referred to in this section, are the regulations of the I-3 Planned industrial park district. The purpose of the I-3 Planned industrial park district is to provide for modern industrial warehouse/office complexes of integrated design with attractive landscaping in suitable locations with access to arterial thoroughness.

For reference:

Sec. 65-25. - Community unit plan.

The owner of any tract of land may request a special use permit for the use of any development of such tract for residential or for residential in combination with shopping center uses as set forth in the regulations for planned commercial districts in [section 65-14](#). The proposed development plan shall be referred to the planning and zoning commission and shall include specific evidence and facts relating the conditions and approval enumerated in this section.

- (1) Approval by the board of aldermen shall be coordinated upon specific findings that the proposed community unit plan meets the following conditions:
 - a. That the proposed development of any C-4 Planned commercial district included as a part of the plan complies with the regulations for those districts as set forth in [section 65-14](#).
 - b. That the buildings located in the area, other than those within a C-4 district, shall be used only for single-family dwellings, two-family dwellings, multifamily dwellings, and the usual accessory uses, such as private parking or parking garages and storage space, or for community activities, including churches and schools.

- c. That the average lot area per family contained in the site, exclusive of any area within a C-4 district or occupied by streets, will not be less than the lot area per family required in the district in which the development is located.
 - d. That the area is adaptable to complete community development, being bounded by major thoroughfares, streets, railroads, or other external barriers, and insofar as possible without a major thoroughfare extending through the project or any other physical feature which would tend to impair the neighborhood or community cohesiveness.
 - e. That the plan will provide for the convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas.
 - f. That no more than twenty-five (25) percent of the gross area of the project will be devoted to a C-4 district, and that no more than fifty (50) percent of the gross area of the project located within the R-1 or R-2 district will be devoted to multiple-family dwellings.
 - g. That sufficient area is reserved for recreational and education facilities to meet the needs of the anticipated population or as designated by the city's comprehensive plan.
 - h. That property adjacent to the area included in the plan will not be adversely affected; to this end the board of aldermen may require, in the absence of any appropriate physical barrier, that uses of least intensity or a buffer of open space or screening will be arranged along the borders of the project.
 - i. That the plan is consistent with the intent and purpose of this chapter to promote public health, safety, morals, and general welfare.
- (2) If the board of aldermen approves the plan, building permits may be issued, even though the use of the land and the location and height of the buildings to be erected in the area and the yards and open space contemplated by the plan do not conform in all respects to the district regulations of the district in which it is located.
- (3) An application for a special use permit under this section may be made and processed contemporaneously with a proposed amendment of the zoning district or districts in which such site lies.
- (4) A special use permit shall automatically expire upon the failure to develop the use of the land for which the special use permit has been issued if the use is not substantially developed within two (2) years after the permit has been issued.

ARTICLE II. - MOBILE HOME PARKS

DIVISION 1. - GENERAL PROVISIONS

Sec. 65-62. - Permits and restrictions.

(1) *Mobile home park location.* Mobile home parks will be allowed in the MH-1 mobile home park district.

~~(2) *RV parks.* Recreational vehicle parks. are prohibited within the City of Jackson.~~ *(prohibition conflicts with Sec. 65-12 regulations which allow RV parks in C-2 Districts with a Special Use Permit.)*

Jackson Park Board



March 13, 2023

6:00 pm

Regular Meeting | Civic Center

Agenda

Board Members Present

Recognition Of Visitors: Doug Brown & Mark Unger

Reading Of Previous Meeting Minutes

Old Business

- 1) Soccer Park Field Projects
- 2) American Rescue Funds Project Updates
- 3) Playground replacement and additions

New Business

- 1) Memorial Trees
- 2) Park Pavilion Rates
- 3) 2023 Pool Programs & Schedule

Committee Reports

 Playground Committee

Civic Center Report

Parks & Recreation Director's Report

Adjournment



MEMO

To: Mayor and Board of Aldermen
From: Jason Lipe, Parks and Recreation Director
Date: Wednesday, March 15, 2023
Re: City Parks Fencing Replacement and Repair Project

Bids were solicited for the City Parks Fencing Replacement and Repair Project on Wednesday, February 22, 2023. A Notice to Bid was published in the Cash-Book Journal newspaper on February 22 and March 1. Sealed bids were opened at 10:00 a.m. on Thursday, March 9. One bidder submitted a bid. The bid tabulation sheet is attached to this memo. Staff recommends accepting the bid and awarding a contract to Bootheel Fence Co., Inc.



City Parks Fencing Replacement and Repair Project
Bid Opening: 10:30 AM | March 9, 2023

Company	Base Bid
BOOTHHEEL FENCE	\$40,300

Witness: *Spencer Bell*



MEMO

To: Mayor and Board of Aldermen
From: Don Schuette
Date: Monday, March 13, 2023
Re: Power Plant New Addition Equipment Painting Project

Mayor and Board of Aldermen,

Bids were solicited for the Power Plant New Addition Equipment Painting Project.

Three (3) properly submitted bids were received and accepted for consideration:

Thomas Industrial Coatings, Pevely, Missouri	\$44,975.00
CCIMW, LLC, St. Charles, Missouri	\$61,350.00
Robert Boitnott Painting, Cape Girardeau, Missouri	\$28,500.00

After review of all the submitted bids, we recommend Robert Boitnott Painting be awarded the above referenced project.

If you have further questions or concerns, please let me know.

Thank you,

Don Schuette

Director of Electric Utilities

LOG OF BIDS RECEIVED

PROJECT TITLE: **Power Plant New Addition Equipment Painting Project**PROJECT MANAGER: **MIKE BIRI**BID DUE DATE: **MONDAY, MARCH 13, 2023 AT 10:00 A.M.**

COMPANY NAME:

1. Will Glaus \$44,975⁰⁰
2. CCIMW, LLC \$61,350⁰⁰
3. Robert Boitnott Painting \$28,500⁰⁰
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____



City of Jackson

March 14, 2023

Subject: Grant Activity Report

Dear Mayor and Board of Aldermen,

We are always active in looking for additional funding through grants at the local, state, and national level to improve our capabilities to the citizens of our community. I just wanted to provide an overview of the grants that we have in process, the grants applied for, and the ones we are planning to apply for.

Grants currently in progress:

\$15,810 - 2022 EMPG Grant is a 50/50 match that reimburses phone expenses, storm siren software, laptop, and new scanner/printer/ fax machine.

\$29,000 - 2022 EMPG ARPA Grant is a 50/50 match that reimburses phone, internet expenses, and paid 35% of a new staff vehicle.

\$26,000 - 2022 Homeland Security Grant is a 100% match for haz-mat suits, upgrades to our haz-mat response truck, portable lights, and generator for haz-mat trailer.

Grants applied for:

\$39,560 - ARPA EMS Agency Grant is a 50/50 match for EMS supplies and several paramedic training aids.

\$80,000 - 2022 Assistance to Fire Act Grant is a 95/5 match to replace our breathing air machine/fill station for our SCBA cylinders. Our current unit is 18 years old.

\$56,000 - Fire Prevention and Safety Grant is a 95/5 match for a large LED sign and an inflatable smoke house for fire safety and prevention talks.

If you have any questions, you can contact me anytime.

Sincerely,

Jason Mouser
Fire Chief
Jackson Fire Rescue



Memo

To: Mayor Hahs and Members of the Board of Aldermen
From: J.J. Wiseman, Human Resource Manager
Date: Thursday, March 16, 2023
Re: Personnel Policy Updates

Please see the attached Personnel Policy updates. Due to the passage of the recreational marijuana law, one section needed to be updated and a new section identifying safety sensitive positions was added.

If you have any questions or comments on these changes, please contact me at (573) 243-3568 or jwiseman@jacksonmo.org

SUBJECT: WORKPLACE SAFETY FROM DRUG/ALCOHOL ABUSE

PURPOSE:

The City takes seriously the problem of drug and alcohol abuse and is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently. This includes the abuse of intoxicating substances, including, inhalants such as solvents, aerosol sprays, gases, etc.

(a) STATEMENT OF POLICY:

The City is dedicated to providing safe, quality service to all citizens of and visitors to our community. Our most valuable resources in providing this service are our employees. Amongst our major goals is to provide employees with a safe, healthy, satisfying work environment, which promotes personal opportunities for growth. In meeting these goals, it is our policy to:

- (1). Assure employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner.
- (2). Create a workplace environment free from the adverse effects of substance abuse and/or alcohol misuse (“substance” as defined in this section, is referring to any drug or chemical that is regulated by the government (i.e. illegal drugs, prescription medications) and other intoxicating substances”).
- (3). Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of substances.
- (4). Encourage employees to seek professional assistance anytime personal problems, including alcohol and/or substance dependency or use, adversely affects their ability to perform their assigned duties.
- (5). Assure employee fitness for duty and to express our policy of zero tolerance for substance and alcohol abuse.
- (6). Protect other employees and the general public from the risks posed by the misuse of alcohol, substance abuse and over the counter medications with side effects causing potential impairments.
- (7). Comply with all applicable State and Federal laws and regulations governing workplace anti-drug and alcohol abuse programs.
- (8). Comply with U. S. Department of Transportation (DOT) 49 of the Code of Federal Regulations (CFR) Part 29, “the Drug-Free Workplace Act of 1988.”

- (9). Comply with the policy for specimens collection and testing methods.

TESTS REQUIRED:

All City employees are covered by one or more of the tests provided by this policy. Substance testing will normally be performed by urinalysis, and alcohol testing will normally be performed by breath analysis. All regular, temporary full-time employees, part-time employees and contract employees are subject to these tests.

(a) PRE-EMPLOYMENT TESTING

- (1). Testing for substances shall be made only after conditional offer of employment, but prior to beginning work. This applies to all regular and temporary full-time employees and any other employee who will be routinely operating City vehicles, construction or heavy equipment on public streets or highways.
- (2). If the individual starts employment prior to test results being received, the employee shall not operate any City vehicle or heavy equipment until the substance test results have been received and verified by the Human Resources Office.
- (3). Positive test results shall result in automatic withdrawal of the conditional offer of employment unless the individual is able to provide evidence of a valid pre-existing medical prescription, to include a medical marijuana card, if the position allows for such an exception. Those positions that are recognized by this policy as "Safety Sensitive" are not subject to an exception. If the individual is able to provide such evidence and the position allows for such an exception, then the City will determine on a case-by-case basis whether the individual will be able to perform the essential functions of the position.

(b) POST ACCIDENT TESTING

- (1). All employees of any classification are subject to post accident substance and alcohol testing.
- (2). Alcohol testing shall be completed within two (2) hours of qualified accident. Substance testing shall be completed within thirty-two (32) hours of qualified accident.
- (3). Testing is required for:
 - i. Accidents involving a motor vehicle or heavy equipment.
 - ii. Accidents resulting in damage to City equipment or property or private property caused by the operation of City vehicles or heavy equipment.
 - iii. Accidents resulting in an employee being cited for a traffic violation.
 - iv. Accidents resulting from a violation of a safety policy or procedure.

- (4). Post-accident testing shall be completed during or after necessary medical treatment within the time frame listed above.

(c) **RANDOM TESTING ROSTER**

Employees serving in the following positions may be randomly selected without prior notice to participate in drug and/or alcohol testing in accordance with this manual.

- (1). All employees who hold a valid CDL
- (2). All employees of the Police and Fire Departments (full-time and part-time)
- (3). All other full-time employees

This position roster is subject to revision at any time.

(d) **REASONABLE SUSPICION OR PROBABLE CAUSE TESTING**

- (1). All employees may be subject to a fitness for duty evaluation, and urine and/or breath testing when there are reasons to believe that substance or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances, which are consistent with the short-term effects of substance abuse or alcohol misuse. Examples of reasonable suspicion include, but are not limited to, the following:
 - i. Physical signs and symptoms consistent with controlled or prohibited substance use or alcohol misuse.
 - ii. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substance.
 - iii. Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.
- (2). Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired (to mean the employee's ability to perform duties is diminished to an unacceptable or unsafe level) in work performance due to possible substance abuse or alcohol or controlled substance misuse. The Human Resources Manager will be consulted to provide assistance in the determination if the suspicion is reasonable. If the Human Resources Manager is unavailable, a second trained supervisor should be consulted for a second opinion.

(e) **ADDITIONAL TESTING**

- (1). Return-to-duty testing may be required of person returning from voluntary drug or alcohol rehabilitation programs, either in-patient or out-patient.

- (2). Follow-up testing may be required at random intervals, for up to one year after return to work.
- (3). Both categories of additional testing are only applicable to employees who have voluntarily entered drug or alcohol abuse programs prior to discovery of drug or alcohol abuse by other testing methods. While drug addiction and alcoholism may be protected in some cases under the Americans with Disabilities Act (ADA), current use or abuse is not protected. Some employees may be eligible for time off without pay under the Family & Medical Leave Act (FMLA) in order to obtain counseling or rehabilitation.

SPECIMEN COLLECTION AND TESTING METHODS:

- (a). Drug testing will normally be accomplished by a United States Department of Transportation (DOT) approved/certified laboratory.
 - (1). Testing will normally be by urinalysis, alternate methods may be utilized when employee is hospitalized due to injury.
 - (2). Testing will consist of "screening test" to detect presence of controlled substance, positive screening test will result in confirmation test by "Gas Chromatography/Mass Spectrometry" (GC/MS) to determine specific substance(s).
 - (3). Positive drug tests will result in Medical Review Officer (MRO) review of results and interface with employee to determine if a potential for legal use of prescription medication or any other legal/acceptable explanation for the positive test results exist, normally prior to notification of the City of the test results. MRO may or may not contact employee when positive test result indicates presence of controlled substance which may not be legally obtained by prescription.
 - (4). Controlled substances tested for include, but may not be limited to:
 - i. Amphetamines (speed, uppers, some diet pills, etc.)
 - ii. Narcotics (opiates, ie: heroin, morphine, etc.)
 - iii. Cannabis (marijuana, hashish, etc.)
 - iv. Barbiturates (downers, tranquilizers, sleeping pills, etc.)
 - v. Hallucinogens (LSD, PCP, etc.)
- (b). Alcohol testing may be conducted by the same lab approved to perform drug testing.

- (1). Testing will normally be by breath analyzer (BA). Alternate methods may be used if employee is hospitalized due to injury or if breath analyzer is inoperable.
- (2). Screening testing will be conducted by a certified BA operator, who cannot be the immediate supervisor of the employee being tested nor a supervisor recommending a reasonable suspicion alcohol test. Test results of greater than .02 may require a second (confirmation) test. Screening testing may be conducted on either a portable breath analyzer or a fixed analyzer.
- (3). Confirmation test results of .04 or greater shall constitute a violation of this section and may result in penalty. Confirmation test must be performed by a different qualified BA operator than the one who performed the screening test. Confirmation test results must be printed in triplicate by the breath analyzer.
- (4). Confirmation tests between .02 and .04 may not disqualify an employee from working, but do require that the employee be relieved from a "safety sensitive" (driving vehicle(s), operating heavy equipment or other dangerous machinery) position until additional testing confirms a blood alcohol of less than .02.

MEDICAL MARIJUANA

- (a) Any employee other than those assigned to a position recognized by this policy as "Safety Sensitive", who are utilizing marijuana or marijuana-infused products for medicinal purposes shall adhere to the requirements of state law. No employee shall use and/or possess marijuana or marijuana-infused products while on City premises or while conducting City business. No employee assigned to a position recognized by this policy as "Safety Sensitive" shall use marijuana or marijuana infused products.
- (b) Any employee believed to be under the influence of marijuana and showing signs of impairment (to mean the employee's ability to perform his or her duties is diminished to an unacceptable or unsafe level as determined by the employee's supervisor) while on City premises or while conducting City business shall be subject to drug testing. Any employee who has a confirmed positive drug test shall be recommended for termination of employment pending due process.

ADDITIONAL EMPLOYEE RESPONSIBILITIES

- (a) Employees who may be taking either prescription medication or "over the counter" medication which may impair their normal reaction time, distance judgment or reasoning ability must inform their supervisor of the possible impairment upon reporting for work. The employee should only indicate that an impairment might exist and should not share any medical information with their supervisor. The supervisor will then have the employee work with the Human Resources Office so that the proper medical personnel can determine if any restrictions are needed. If Human Resources determines that restrictions are needed, Human Resources will notify the supervisor of the restrictions and the

supervisor is then responsible for assigning duties the employee may safely perform that day or shift. If no suitable work can be assigned, the employee may be relieved from work under sick leave.

- (b) Employees who have been unexpectedly recalled for duty after consuming medication or alcohol must inform their supervisor or person responsible for making the recall notice. Supervisors shall not recall employees who have consumed medication or alcohol if such recall would place the employee in jeopardy or in violation of this section. Alternatively, the employee may be tested to insure a .00% blood alcohol content prior to assigning employee to duty.
- (c) Employees who fail to inform their supervisor as required above may be held personally liable for any accident, which results in injury and/or property damage and shall be subject to the penalty part of this section.

SUPERVISOR RESPONSIBILITIES

Supervisors shall arrange return to home transportation for any employee who reports to work when:

- (a) The employee may be affected by prescription or across the counter medication.
- (b) The employee may be affected or impaired by substance abuse.. Testing may be utilized to determine the employee's fitness for work; violation of this policy; or state law pertaining to driving while intoxicated.

DRUG AND ALCOHOL INFORMATION

The City is required to provide educational materials for employees, explaining the DOT's requirements and the City's policies and procedures to meet those requirements. In addition to this Policy, the City will provide drivers with information concerning: (1) the effects of drugs and alcohol on an individual's health, work and personal life; (2) the signs and symptoms of a drug or alcohol problem; and (3) the available methods of intervention when a problem does exist.

Each employee is required to certify that they have been given a copy of this Policy and other drug and alcohol information by the City. Applicants are required to execute the certification as a condition of being hired. An applicant who refuses to do so will not be hired. Existing employees who refuse to execute this required certification will be subject to City discipline, up to and including discharge.

Any existing employee who engages in any conduct prohibited under this Policy will be provided with information concerning the resources available to evaluate and resolve a drug or alcohol problem, and the names, addresses and telephone number of substance abuse professionals, counseling and treatment programs.

SUBJECT: SAFETY SENSITIVE POSITION

PURPOSE: To identify positions in which the employee is responsible for his/her own safety or the safety of others.

STATEMENT OF POLICY:

A. Safety sensitive positions are those positions in which the employee is responsible for his/her own safety or the safety of others. Such safety sensitive positions include, but are not limited to:

- Police personnel;
- Fire personnel;
- Public works personnel;
- Sanitation service personnel;
- All employees who operate city vehicles as part of their job.

The City will include a statement that the position is a safety sensitive position in the job description for each safety sensitive job.

EFFECTIVE: _____

DATE: _____

APPROVAL: _____

LAST REVISED: _____

MEMO



TO: Mayor Hahs and Members of the Board of Aldermen
FROM: Janet Sanders, Director of Public Works
DATE: March 16, 2023
SUBJECT: New Wastewater Vacuum Truck

Attached is the recommended selection for a new vacuum truck for the Wastewater Department. This item was approved in the 2023 annual city budget as a \$550,000.00 expenditure. The recommended selection is a Vac-Con 390H/1000 LHA model from EJ Equipment of Green Cove Springs, Florida and is priced at \$504,805.00.

Vac-Con is the manufacturer of our existing vacuum truck which has served the city well for the past 24 years. The Wastewater Department has found this truck to be reliable and the Vac-Con service department to be very responsive. The additional truck is needed to keep up with regularly scheduled maintenance of the ever-increasing miles of sewer lines and the newly-increasing use of the Vac-Con for hydro-excavating utilities where easements and right of ways are now overly full of utilities. The existing truck will be retained for use in hydro-excavating as needed and as a back-up.

If ordered now, delivery is anticipated to be sometime in November.

POWERFULLY PRECISE, SUPERIOR PERFORMANCE.

DUAL ENGINE COMBINATION MACHINE

Item 8.



VAC-CON

MORE POWER TO YOU



02/08/2023

DUAL ENGINE COMBINATION JET/VACUUM SEWER CLEANER
SOURCEWELL CONTRACT: 101221-VAC

Customer: JACKSON

Shipping: MISSOURI

Requirement Specification	
Combination jet/vacuum sewer cleaner with all standard equipment V390H/1000	
Freightliner chassis model 114SD with 370 HP engine, 4 x 2, 43,000 GVWR, 3,000 RDS transmission and A/C	
Body mounting on Chassis	
Hydrostatic drive	
10' Aluminum Telescoping boom with 8" Inlet and Pendant control station	
Front Mounted Articulating to Driver Side hose reel, 800' X 1" capacity, standard pivot	
1000 Gallon polyethylene water tank capacity with 10 year warranty	
9 Cubic yard capacity debris tank 3/16" corten steel, (5 year warranty) with full opening rear door (minimum 50 degree debris tank dumping, power up and down	
Automatic vacuum breaker (prevents operation when full and contains debris when moving unit) and overfill protection	
800' of 3/4" Jet rodder hose	
Front tow eyes	
Giant water pump rated 50 GPM @ 3,000 PSI with a GM 5.7 Gas 140 HP	
Gravity drain system	
Screen assembly over drain port in debris tank	
Rear splash shield	
50' Capacity retractable hand gun hose reel	

Requirement Specification	
Air purge system	
Debris body "Power Flush" system, 8 jets	
Folding spray bar with in cab controls	
Hydro-excavation package	
Water pump remote oil drain	
Winter recirculating connection for high pressure circuit	
Winter recirculating system for rodder hose	
Hose footage counter	
Auxiliary engine remote oil drain	
Remote boom grease zerk assembly	
Remote debris tank grease assembly	
LED 4 strobes, 2 front bumper/2 rear bumper	
LED strobe with limb guard, rear mounted	
(2) Mirror mounted LED strobe with guard	
LED Arrow stick	
LED Boom mounted flood lights with limb guard	
LED Flood light - level wind guide with limb guard	
LED Midbody flood lights with guards	
LED Rear mounted flood lights with guards	
Back up alarm	
3/4" Nozzle pipe skid assembly	
3/4" nozzle rack	
Grenade nozzle	

Requirement Specification	
Two additional pipe rack	
Folding pipe rack curbside mounted	
12" x 18" x 96" Aluminum tool box	
Two 24" x 18" x 18" steel rear tool boxes	
Storage box behind cab 16" x 42" x 96"	
Reflective safety striping: White	
Painted steel upper water tanks	
Paint Module: single stage Coca Cola Red	
Local dealer pre delivery and inspection	
On site customer training	
Consignee Delivery	
TOTAL PRICE OFFERED TO SOURCEWELL MEMBER	\$504,805.00

Delivery is _____ Days after receipt of order.

SOURCEWELL CONTRACT NO 101221-VAC

VENDOR/CONTRACT HOLDER: VAC-CON, INC.
969 HALL PARK RD
GREEN COVE SPRINGS, FL 32043

CONTACT: M.J. DUBOIS
EMAIL MJDUBOIS@DUCOLLC.COM
PHONE: 410-924-1004

THIS QUOTE IS VALID FOR 30 DAYS



Vac-Con Model V390H/1000 L H A

Main Information

Model	390H/1000 9-Yard ¼" Corten Steel Debris Tank 1000 gallon Polyethylene Water Tanks
Blower	Hydrostatic Drive
Boom	10' Aluminum Telescoping Boom with Pendant Control Station
Hose Reel	Front Mounted, Articulating to Drivers Side, 800-foot Capacity
Jet Rodder Hose	800' x 3/4" Jet Rodder Hose - Standard
Water System	50/3000, GIANT 7000, GM 5.7 GAS 140 HP

Debris Body

Qty Description

- 1 Debris tank drain screen placement - Front debris tank drain
- 1 Gravity Drain System, plumbing to gate valve at mid-passenger side of unit, allowing return of liquids to the manhole
- 1 Rear Splash Shield - Rear Flange Mounted
- 1 Hydraulic rear door locks, with door grabber with safety latch
- 1 Screen assembly over drain port in debris tank

Water System

Qty Description

- 1 Air Purge System
- 1 Debris Body "Power Flush" System, 8 jets
- 1 50' Capacity Retractable Handgun Hose Reel
- 1 5" Butterfly valve with 10' layflat hose
- 1 20 gpm at 750 psi wash down handgun with 25' of hose and nozzle
- 1 Folding Spray Bar Assembly within Cab Controls
- 1 Hydroexcavation Package Includes: 50-foot handgun hose reel with 1/2" hose, 72" 1/2" schedule 80 lance with single forward spray nozzle, Storage tubes for lances, Heavy duty unloader valve, Main control ball valve, Variable flow valve
- 1 Water Pump Remote Oil Drain
- 1 Winter Recirculating connection for high pressure circuit.
- 1 Winter Recirculating System for Rodder Hose

Hose Reel

Qty Description

- 1 Hose Footage Counter (Driver Side)

Misc

Qty Description

- 1 Auxiliary Engine Remote Oil Drain
- 1 Remote Boom Grease Zerk Assembly (Ground Level)
- 1 Remote Debris Tank Grease Assembly (Ground Level)
- 1 Quick Clamp on Bumper for Boom
- 1 Manual hose rewind guide
- 1 30" leader hose

- 1 Hose guide (Tiger Tail)
- 1 5# Fire Extinguisher
- 1 Set Triangles
- 1 ICC lighting

Lighting

Qty Description

- 1 LED 4 Strobes - (2) front bumper / (2) rear bumper - Whelen 50A03ZCR - Amber
- 1 LED strobe with Limb Guard, Rear Debris Tank Mounted - Whelen L31HAF LED Beacon with Whelen BGH Branch Guard
- 2 Mirror Mounted LED Beacon/Strobe Light with Limb Guard - Whelen L31HAF LED Beacon with Whelen BGH Branch Guard
- 1 LED Arrow stick - Whelen TAM85 Traffic Advisor
- 1 LED Midbody Flood Lights with Guards – Whelen NP6BB Worklight
- 1 LED Flood Light – Level Wind Guide – Whelen NP6BB Worklight
- 1 LED Boom Mounted Flood Lights with Limb Guard - Whelen NP6BB Worklight
- 1 LED Rear Mounted Flood Lights with Limb Guard - Whelen NP6BB Worklight

Electrical

Qty Description

- 1 Back Up Alarm

Nozzles

Qty Description

- 1 3/4" Nozzle rack
- 1 Skid Assembly
- 1 Rip Saw Nozzle
- 1 Zero Degree Nozzle
- 1 Penetrator Nozzle
- 1 Grenade Nozzle

Pipe & Storage Racks

Qty Description

- 1 20.5' aluminum intake pipe (1-3', 1-5', 1-6', and 1-6.5' nozzle)
- 2 Additional Pipe Rack, Location to be Determined with Engineering
- 1 Folding Pipe Rack (3), Mtd Rear Door

Tool/Storage Boxes

Qty Description

- 1 12" x 18" x 96" Aluminum Toolbox, mounts under storage box behind cab
- 1 2) 24" x 18" x 18" Steel Rear Toolboxes, mounted on each side
- 1 Storage Box Behind Cab 16" x 42" x 96"

Paint

Qty Description

- 1 Paint Module: Single-Stage Polyurethane Elite Coca Cola Red (PPG code: 911065)
- 1 Standard Striping Package - White 692-5204-01


Truck Chassis Information

Freightliner 114SD 4x2 43000GVWR ISL370 3000RDS



City of Jackson

MEMO TO: The Honorable Mayor Dwain Hahs and
Members of the Board of Aldermen

FROM: Rodney Bollinger, Director of Administrative Services 

DATE: March 15, 2023

SUBJECT: Agreement with MoDOT for the installation of Purple Heart Signs

Subject

An Ordinance authorizing the Mayor to execute an Agreement with the Missouri Highways and Transportation Commission for installation of Purple Heart Signage in Jackson.

Summary

The attached Agreement allows the City of Jackson to install Purple Heart Signage on US 61 SB, US 61 NB (Center Junction), MO 25 NB, MO 72 EB, Rte. D SB, and East Main St. at Interstate 55.

Background

At the February 21, 2023 Board of Aldermen Meeting, the City of Jackson was proclaimed a Purple Heart City. Mayor Hahs signed the official proclamation at that meeting. The City must now contract with MoDOT to install signs on State rights of way. This is a “Roles and Responsibilities” agreement where the signs will be owned, installed, and maintained by the City. The City is responsible for purchasing, installing (post and materials), and maintaining the signs. The attached Agreement with the Missouri Highways and Transportation Commission will allow the City to install Purple Heart Signage on streets entering the City, notifying all who enter Jackson of our Purple Heart status.

Financial Impact

The financial impact will be minimal. The Purple Heart signs are \$100 each, have already been purchased, and ready to be installed by Street Department crews.

Recommendation

Approve the Ordinance authorizing the Mayor to enter into an Agreement with the Missouri Highways and Transportation Commission for installation of Purple Heart Signage. If the Board agrees, staff will bring forward the Ordinance for approval on April 3.

Approved: 10/21 (GH)
 Revised:
 Modified:

MoDOT District:
 MoDOT Document Administrator:

Southeast
Jake Butler

ROLES AND RESPONSIBILITIES FOR SIGNING INSTALLED AND MAINTAINED BY APPLICANT

The ROLES AND RESPONSIBILITIES document is considered a supplement to the permit issued by Commission's District Engineer and will be kept by Commission as a record of approval for the sign(s) installation and Applicant's understanding and acceptance of the terms for the installation.

The **City of Jackson** making this request is hereafter referred to as "Applicant".

The applicant requests approval from the Commission to install and maintain certain signs further described below in **Cape Girardeau** County, Missouri on route(s) **US 61 SB, US 61 NB, MO 25 NB, MO 72 EB, Rte. D SB, and East Main St.** in the general vicinity of **the existing Jackson City Limit signs.**

(1) **LOCATION AND DISPLAY:** Commission hereby authorizes Applicant to install and maintain the following sign(s):

Community Awareness Sign(s)

- ☐ Storm Ready Community Sign(s)
- ☐ Disaster Resistant Community Sign(s)
- ☐ Missouri Community Betterment Sign(s)
- ☐ Tree City USA Sign(s)
- ☐ National Neighborhood Watch Sign(s)
- ☐ M.A.D.D. Program Sign(s)
- ☐ D.A.R.E. Program Sign(s)
- ☒ Purple Heart City/County Sign(s)
- ☐ POW-MIA City/County Sign(s)
- ☐ Agri-Ready County Sign(s)
- ☐ Firewise USA Program Sign(s)

Local Reference Signs *(select appropriate category, MoDOT approved sign legend will be displayed on Exhibit A):*

- ☐ City/County administrative buildings
- ☐ City/County emergency services
- ☐ City/County parks and rec
- ☐ City/County library / museum
- ☐ City/County recycling / compost sites
- ☐ Post office
- ☐ Other sign(s) approved by the Commission's State Highway Safety and Traffic Engineer

(A) The sign(s) design will follow the guidelines and regulations of the Federal *Manual on Uniform Traffic Control Devices* (MUTCD) and Commission's *Signing Manual* for size, color and retroreflectivity. The sign(s) shall read as displayed in Exhibit A.

(B) The sign(s) will be generally located as illustrated in Exhibit B. Commission will approve final location prior to installation.

(2) INSTALLATION: The signs installed per this document shall not be installed on interstate routes and shall not be installed on freeway or expressway segments with a posted speed limit 50 mph or greater. The signs shall be installed on the signposts in accordance with the requirements illustrated in Exhibit C and D. The sign shall be installed on a signpost supplied by Applicant and shall not be attached to Commission's signpost or traffic control devices. The signpost shall be installed in accordance with the requirements for design and installation as illustrated in Exhibit D. Applicant shall provide plans with the specific location details of the sign installation for approval by Commission prior to installation. All costs associated with this installation shall be borne by Applicant.

(3) TRAFFIC CONTROL: All work zone signs and traffic control devices to be used during installation and maintenance shall be in accordance and comply with the latest revision of the Manual on Uniform Traffic Control Devices for Streets and Highways or as directed by the District Engineer or his authorized representative

(4) COSTS: If this request is approved, all costs associated with the construction, installation, maintenance, or relocation of the sign(s), including, but not limited to work zone signing and traffic control during construction will be borne entirely by Applicant, with no cost incurred by Commission. In the event Commission incurs any costs in association with the performance of this Document, Applicant shall reimburse Commission for those costs.

(5) MAINTENANCE: Applicant shall maintain signs following the guidelines of the Federal *Manual on Uniform Traffic Control Devices* (MUTCD) and Commission's *Engineering Policy Guide* (EPG) for reflectivity, alignment, and placement. Commission may request maintenance of the signs by Applicant, at Applicant's expense, and Applicant shall promptly comply with Commission's request for maintenance of the signs. Failure by Applicant to complete requested maintenance within 14 calendar days from Commission's request shall be grounds for removal of all signs installed by Applicant. Commission may request Applicant to modify the sign(s) when necessary to comply with changed standards that might be promulgated or adopted at Applicant's cost and Commission may request Applicant to relocate the signs to accommodate the need to install signs Commission, in its sole discretion, deems more appropriate at Applicant's cost. Should Commission make either request, Applicant shall comply with Commission's request within 14 calendar days.

(6) PERMIT FOR INSTALLATION AND MAINTENANCE: Applicant shall secure a permit from Commission's District Engineer for the installation and maintenance of the proposed sign(s) prior to performing any work on Commission Right of Way. Applicant shall comply with any additional requirements placed on the issuance of the permit by the District Engineer.

(7) REMOVAL: Commission may remove the sign(s) without reimbursement for prior costs (installation or maintenance) or its value, if Applicant fails to comply with the provisions stated herein regarding maintenance responsibilities and/or if Commission, in its sole discretion, determines that the removal of the sign(s) is in the best interests of the state highway system. For example, the Commission may determine that a sign is no longer justified under the circumstances present or that a sign must be removed or eliminated as part of a highway or transportation project.

(8) INDEMNIFICATION:

(A) To the extent allowed or imposed by law, Applicant shall defend, indemnify and hold harmless Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person

for any matter relating to or arising out of Applicant's wrongful or negligent performance of its obligations under this Document.

(B) Applicant is required or will require any contractor procured by Applicant to work under this Document:

(1) To obtain a no cost permit from Commission's district engineer prior to working on Commission's right-of-way, which shall be signed by an authorized contractor representative (a permit from Commission's district engineer will not be required for work outside of Commission's right-of-way); and

(2) To carry commercial general liability insurance and commercial automobile liability insurance from a company authorized to issue insurance in Missouri, and to name Commission, and the Missouri Department of Transportation and its employees, as additional named insureds in amounts sufficient to cover the sovereign immunity limits for Missouri public entities (\$500,000 per claimant and \$3,000,000 per occurrence) as calculated by the Missouri Department of Insurance, Financial Institutions and Professional Registration, and published annually in the Missouri Register pursuant to Section 537.610, RSMo.

(C) In no event shall the language of this Document constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.

(9) NO INTEREST: By placing and maintaining signs on Commission's right of way, Applicant gains no property interest in Commission's right of way. Commission shall not be obligated to keep the sign(s) in place if Commission, in its sole discretion, determines removal or modification of the sign(s) is in the best interests of the state highway system or Commission.

(10) ATTACHMENTS: The following Exhibits and other documents are attached to and made a part of this Document:

- (A) Exhibit A: Sign Display Detail
- (B) Exhibit B: Sign Location Layout
- (C) Exhibit C: Sign Installation Requirements
- (D) Exhibit D: Signpost Installation Requirements

City of Jackson

By: _____

Title: _____

Date: _____

Copies: Applicant
 District
 Highway Safety and Traffic Division

EXHIBIT A
Sign Display Detail
Attach and Number Additional Sheets if Necessary


Sign No:	1	Size:	24" x 30"	Quantity:	6	Sign No:	2	Size:		Quantity:	
											
Sign No:	3	Size:		Quantity:		Sign No:	4	Size:		Quantity:	
Sign No:	5	Size:		Quantity:		Sign No:	6	Size:		Quantity:	

EXHIBIT B Sign Location Layout Map

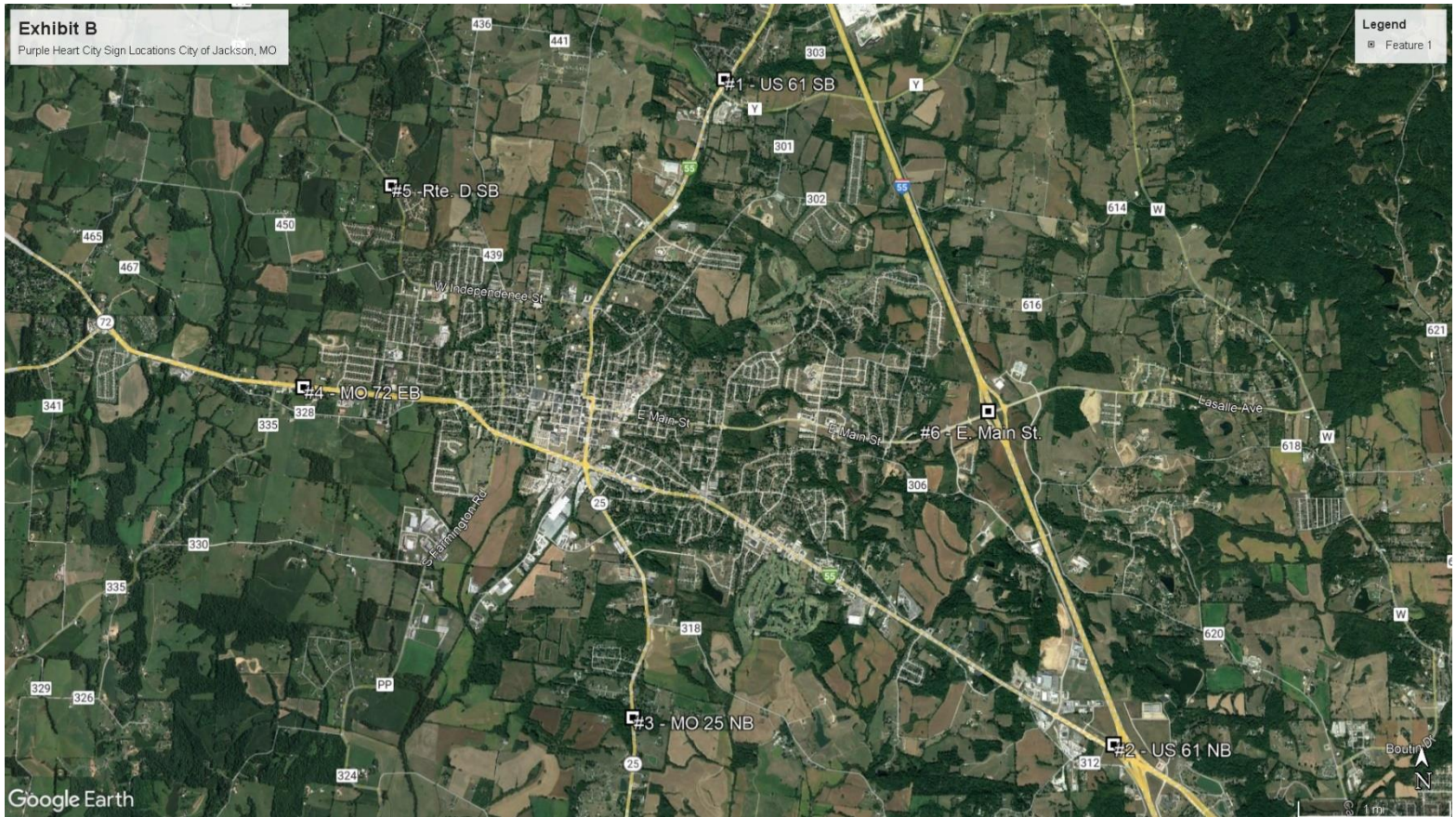


EXHIBIT C

Sign Installation Requirements

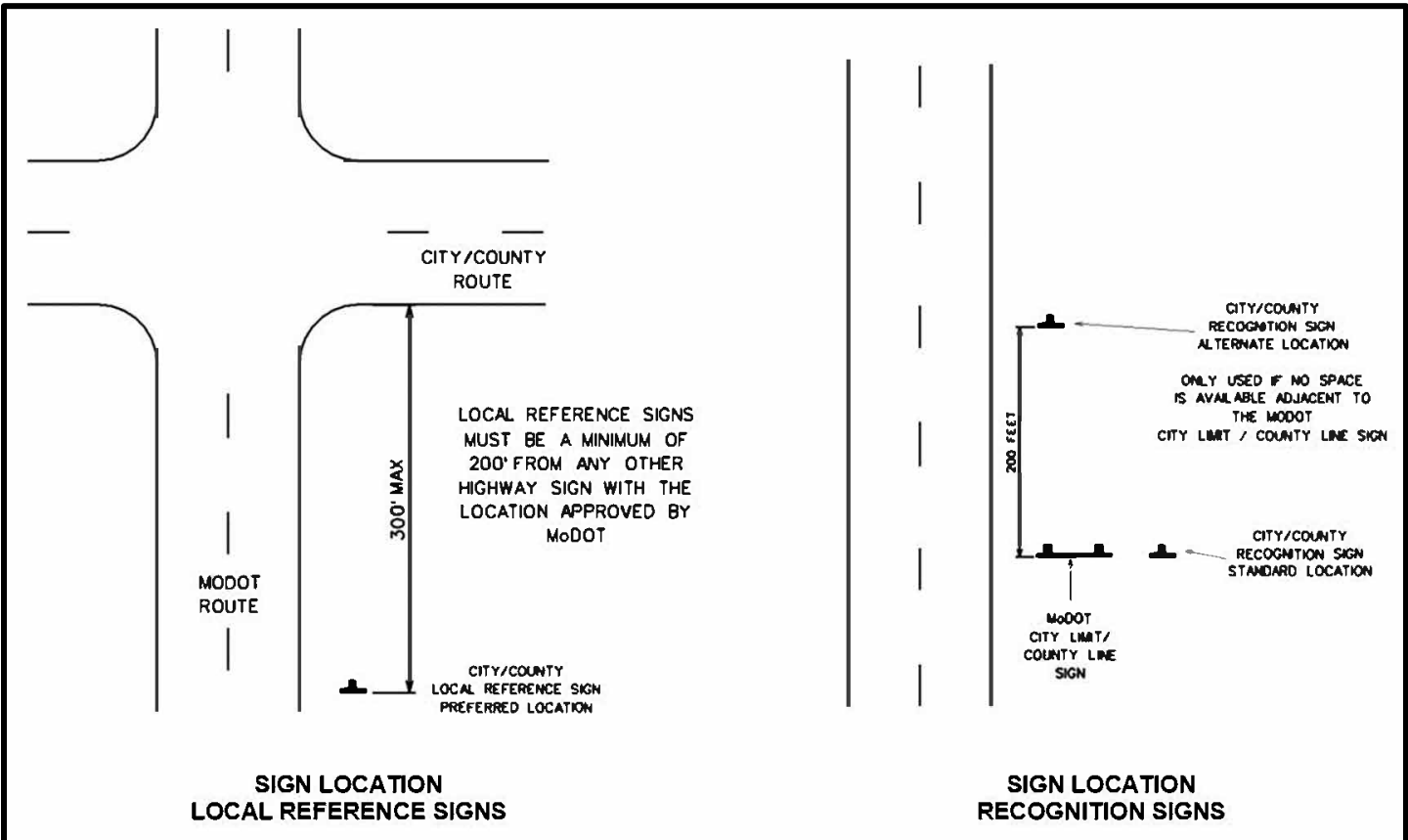
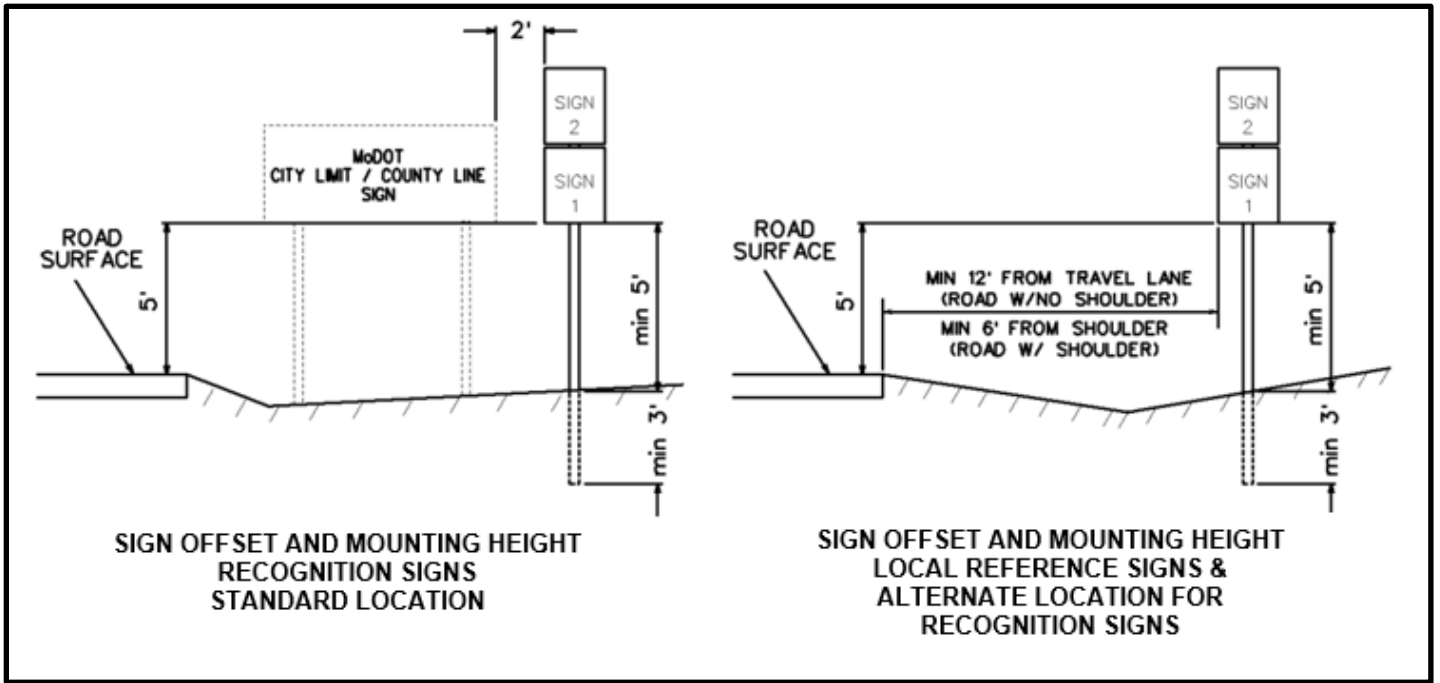


EXHIBIT D Signpost Installation Requirements

Post Type Options:

- One – 3 lb/ft U-Channel Post
- One – 4"x4" Treated Wood Post
- One – 2"x2" Perforated Square Steel Tube (PSST) Post

