



CITY OF JACKSON
MAYOR & BOARD OF ALDERMEN STUDY SESSION
Monday, November 18, 2024 at 6:15 PM
Board Chambers, City Hall, 101 Court St.

AGENDA

DISCUSSION ITEMS

- [1.](#) November 13th Planning & Zoning Commission Report
- [2.](#) Street Hockey Rink Concrete Project – bid tabulation
- [3.](#) Request for a handicapped parking space at 111 North Missouri Street
- [4.](#) East Main Street Sidewalk Project - construction phase engineering services proposal
5. Discussion of previously tabled items (unspecified)
6. Additional items (unspecified)

Posted on 11/15/2024 at 4:00 PM.



CITY OF JACKSON
PLANNING & ZONING COMMISSION MEETING AGENDA

Wednesday, November 13, 2024 at 6:00 PM

City Hall, 101 Court Street, Jackson, Missouri

Regular Members

Bill Fadler
Tony Koeller
Michelle Weber
Tina Weber

Harry Dryer, Chairman

Eric Fraley, Alderman Assigned
Mike Seabaugh, Alderman Assigned
Steve Stroder, Alderman Assigned
Larry Miller, Staff Liaison

Regular Members

Angelia Thomas
Heather Harrison
Russ Wiley
Travis Niswonger

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Approval of the October 9, 2024 minutes.

PUBLIC HEARINGS

OLD BUSINESS

2. Consider approval of a City of Jackson Comprehensive Plan.

NEW BUSINESS

CONSIDER A MOTION TO ADD ITEMS TO THE AGENDA

ADJOURNMENT

This agenda was posted at City Hall on November 7, 2024, at 12:00 PM.

JOURNAL OF THE PLANNING & ZONING COMMISSION
CITY OF JACKSON, MISSOURI
WEDNESDAY, OCTOBER 9, 2024, 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. Commissioners Tony Koeller, Heather Harrison, Michelle Weber, Travis Niswonger, Bill Fadler, Tina Weber, and Russ Wiley were present. Commissioner Angelia Thomas was absent. Building and Planning Manager Larry Miller was present as staff liaison. Assigned Alderman Mike Seabaugh, Eric Fraley, and Steve Stroder were present. Anna Bergmark, Janet Sanders, Curt Poore, Deborah Beshar, Dwain Hahs, Dave Reiminger, Chris Koehler, Katy Liley, Dave Hitt, Matt Winters, and Greg Dullum were the citizens in attendance.

APPROVAL OF MINUTES

Approval of the September 11, 2024)
regular meeting minutes)

The minutes of the previous meeting were unanimously approved on a motion by Commissioner Tony Koeller, seconded by Commissioner Michelle Weber.

PUBLIC HEARINGS

Houseal Lavigne's presentation of)
the 2024 Comprehensive Plan and provide)
the community with the opportunity to)
offer their comments and feedback on the)
proposed Comprehensive Plan.)

Chairman Harry Dryer opened the Public Hearing and then introduced Mayor Dwain Hahs. Mayor Hahs welcomed everyone and then introduced Mr. Josh Koonce from Houseal Lavigne so he could present the Comprehensive Plan.

Josh Koonce said the Comprehensive Plan was a five-step process that included a project kick-off, community engagement, the city vision, draft, and final plan. He said it is a living document to help with future master plans and grant applications and help the city move closer to the way they see themselves in the future.

Josh Koonce explained that they were trying to answer three questions: Where are we today? So that was the initial outreach, the existing conditions memorandum baseline of information before we jumped into planning and recommendations.

Where do we want to go? That's the aspirational piece, the city's vision, the set of goals, and the overall framework for the planning document.

How are we going to get there? That's the document you all have available now, which covers policies, recommendations, and actions the city will take to achieve that vision.

Josh Koonce explained that they had good participation throughout the process, which involved holding a series of initial workshops and presentations, talking with key stakeholders, conducting virtual draft plan reviews with the committee, and using online questionnaires for input.

Josh Koonce describes the comprehensive plan as a foundation for decision-makers like elected and appointed officials. Where do we want to go long-term for the future so that the community can make decisions that are rooted in policy and can make decisions based on community visioning and community feedback?

Josh Koonce went through each section of the plan and briefly explained each. He said the *Introduction* section is a straightforward introduction to the document. He said the *Community Profile* section is based on the existing conditions that serve a slim version of the demographic or data they dug into at the start of the process. Josh Koonce said the *Vision and Goals* section is the plan framework, which is the aspirational core of the comprehensive plan. Where do we want to go in the next couple of decades, And what are the actual goals we can put in place to get there? He said the *Land Use and Development* section is at the core of the comprehensive plan and is a plan use document. He said that in a 20-year built-out scenario, what are all the future land uses the city would want to see in the community? How is that going to be organized? And Where is it going to go? Josh Koonce said the policy chapters are the *Housing and Neighborhoods Framework*, *Commercial and Industrial Framework*, *Transportation and Circulation Framework*, and *Community Facilities and Infrastructure*. He said these drill down from the land use plan and get into more detail. Josh Koonce said the last section is the *Implementation Strategy*, which shows the funding sources that will be implemented and what organizations the City will work with to get things done. He said the *Action Matrix*, part of the *Implementation Strategy*, offers a list of the plan's implementation strategies, policies, and recommendations. Josh Koonce said the Matrix is a tool for the City to prioritize implementation activities and projects over the plan's life.

Josh Koonce said to use the Action Matrix as a checklist for the Comprehensive Plan. How are we doing each year as the city works through the document? Is the city checking off some of the things it can do? What are some things the city can focus on in the upcoming years?

Josh Koonce ended by saying he would be available to answer any questions or comments.

Chairman Harry Dryer asked if anyone had any questions or comments for Josh Koonce. Seeing none, he closed the Public hearing.

OLD BUSINESS

None

NEW BUSINESS

Consider a request for approval of a minor)
 subdivision of Kimbeland Place Subdivision)
 submitted by Steven E. and)
 Linda M. Sebaugh.)

Mr. Larry Miller explained to the Commission that Mr. and Mrs. Sebaugh own three lots, and his house is in the middle of two. He said they want to add an accessory building on his lot that doesn't contain a main building. The city code doesn't allow an accessory building unless the construction of the main building has commenced. He said they are requesting the three lots into one to be able to have the accessory building.

Commissioner Heather Harrison motioned to approve the minor subdivision as submitted. Commissioner Tony Koeller seconded the request, which was approved.

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

Consider a request for a preliminary plat of)
 Terrace Above The Greens Subdivision)
 as submitted by MHRR, LLC.)

Mr. Larry Miller explained to the Commission where the tract of land was located, and the only access was from Fraser Ridge, outside the city limits. He said the owner is asking for six variances, which are for privately maintained streets, Fraser Ridge not to extend to the undeveloped properties, not to place sidewalks on each side of the street, to let lots 1 and 2 use a septic system instead of developing a sewer extension to those lots, lot lines are not perpendicular or radial to the right of way, and not developing a stormwater detention basin. Mr. Larry Miller told the board that the City's comments regarding the preliminary plat were in their packet, along with a response letter from Koehler Engineering addressing the City's comments and asking for the variances. He then told the Commission that Chris Koehler was present and would like to address them.

Chris Koehler came forward and said he knows the owner is asking for a lot, but the tract is unique. He said currently, the owner is asking for three lots, with the smallest lot being 5 acres. Mr. Chris Koehler said the owner had tried many scenarios, including placing approximately 40 lots for residential housing. Still, there is no way to make it cost-effective. He said too much works against the tract, like the topography and lack of utilities. Mr. Chris Koehler said the water

line that runs through the property would need to be relocated for them to be viable lots for housing. He said it would require at least two lift stations, approximately 80,000 dollars a piece. He said the street they are proposing is a hammerhead shape, giving emergency vehicles plenty of room to turn around.

Commissioner Tony Koeller asked if the three lots would have specific restrictions on them, and Mr. Chriss Koehler said there would be, but he doesn't know the specifics.

Commissioner Bill Fadler asked how this property would be accessed, and Mr. Chris Koehler said from Fraser Ridge, which is in Savers Farm Subdivision.

Mr. Larry Miller explained to the Commission that this property once had a frontage to Greensferry but was subdivided by Litz Brothers LLC without the City's knowledge, which is the result.

Commissioner Tony Koeller said he knows several developers have looked into developing this tract of land, but the cost would be too high. He thinks Mr. Chris Koehler is correct that the tract is unique and not ideal, but there isn't much that can be done with it.

Commissioner Bill Fadler asked how the entrance would be done with the three lots. Mr. Chris Koehler explained that it would be a hammerhead-shaped street, similar to a cul-de-sac, which the international fire code allows. Commissioner Bill Fadler asked if one lot would turn left, one turn right, and the other go straight. Mr. Chris Koeller confirmed that was correct.

Chairman Harry Dryer asked if the three properties would have a homeowners association that would make them responsible for all the street maintenance. Mr. Chriss Koehler confirmed that was correct. He also informed the Commission that they would have private trash services. He said the only city service would be on lot three, where the city sewer is currently located.

Commissioner Tina Weber asked if the only city service for this tract would be the sewer on lot three. Mr. Chris Koehler said water would also be available to all three lots.

Commissioner Bill Fadler asked about the dotted lines running through all three lots, and Mr. Chris Koehler explained that they were the easements marking the location of the water line.

Chairman Harry Dryer asked if this would be a gated entrance, and Mr. Chris Koehler said the owner had discussed this but would not do so without the city's approval and provisions so emergency vehicles would be able to enter.

Commissioner Harry Dryer asked if the Jackson Fire and Police would handle this, and Mr. Chris Koehler confirmed they would.

Mr. Larry Miller pointed out to the Commission that a small portion of land in this tract will be annexed into the city. The owner is waiting on the plat's outcome first.

Mr. Steve Stroder believes the easement to Greensferry is still there because he bought the property about a year ago but backed out because he couldn't access it from Savers Farm

Subdivision. Mr. Larry Miller said the realtors couldn't find an easement when they studied the property.

Commissioner Tina Weber motioned to approve the request with the variances as requested. Commissioner Bill Fadler seconded the request, which was approved.

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

ADDITIONAL ITEMS

No additional items)

ADJOURNMENT

Consider a motion to adjourn)

Commissioner Heather Harrison motioned to adjourn, seconded by Commissioner Tony Koeller, and unanimously approved.

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

Respectfully submitted,

Tony Koeller
Planning and Zoning Commission Secretary

Attest:

Larry Miller
Building and 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



Street Hockey Rink Concrete Project
Bid Opening 1:30 PM, Tuesday, November 12, 2024

Company	Base Bid
Fronabarger Concreters Inc.	74,100. ⁰⁰
Putz Construction LLC.	115,850. ⁰⁰

Witness: Kacie Baker



City of Jackson

TO: Mayor and Board of Aldermen

FROM: Janet Sanders, Director of Public Works

DATE: November 13, 2024

RE: Request for Second Handicap Parking Space – 100 Block North Missouri

Following the Board's discussion at the last study meeting, the attached letter requesting an additional handicap space in the 100 block of North Missouri Street has been received. To avoid creating two separate ordinances to change the parking regulations on this block, we are bringing this topic to study session once again for the Board's further discussion.



City of Jackson

TO: Mayor and Board of Aldermen

FROM: Janet Sanders, Director of Public Works

DATE: November 18, 2024

RE: Task Order Proposal - East Main Sidewalk Project

Attached is a Task Order Proposal from Bacon Farmer Workmen for the construction engineering & inspection phase of the East Main Sidewalk in the amount of \$44,905.47. Both design and construction engineering for this project have exceeded the original in-house estimate. Bacon Farmer Workmen was also the design engineer for this project.

Although it is feasibly possible for the city to complete the inspections in-house, in checking with MODOT, that inspector would have to follow the MODOT processes and also be certified through the MODOT process for participation in testing processes, along with utilizing a MODOT certified testing lab. We do not have any personnel trained in the MODOT process.

Andy Meyer at Bacon Farmer Workman is now our contact and has proceeded diligently with ensuring we meet all the MODOT compliance for this upcoming project.

For these reasons, I recommend this task order be approved.



3437 William Street, Cape Girardeau, Missouri 63701 / BFWengineers.com / 573-222-5632

September 4, 2024

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

RE: Jackson East Main Street Sidewalks TAP-3000(009)
Estimated work order under existing master agreement for Construction
Administration and Inspection

Dear Director Sanders,

As requested, we are providing a detailed estimate of construction phase (post contract award) contract administration and inspection for your use preparing a work order under the existing master agreement. This estimate has been attached to this letter as "Exhibit B."

We appreciate the opportunity to provide services to the City of Jackson.

Sincerely,

Bacon Farmer Workman Engineering & Testing, Inc

A handwritten signature in blue ink, appearing to read "Mark", is placed below the company name.

Mark Workman, Executive Vice President

Job No.
Project Description -

SHE Item 4.

FEE SUMMARY - ESTIMATED COST PLUS FIXED FEE

Date: 9/4/2024

Job No.:

Proj. Desc.: East Main Sidewalk Contract Amin & Inspection - Jackson

BFW FEE ONLY (See below for subconsultants and their fee and tasks)

<u>Administration</u>	<u>No. of Hours</u>		<u>Rate per Hour</u>		<u>Total</u>
Principal in Charge	0.0	Hours @	\$86.00	=	\$0.00
Project Manager	37.0	Hours @	\$74.71	=	\$2,764.27
Project Engineer	0.0	Hours @	\$74.82	=	\$0.00
Phase III Technician	2.0	Hours @	\$53.47	=	\$106.94
Senior Trans. Designer	0.0	Hours @	\$48.17	=	\$0.00
Geologist	0.0	Hours @	\$23.75	=	\$0.00
Driller Supervisor	0.0	Hours @	\$37.12	=	\$0.00
Administrative	12.0	Hours @	\$43.08	=	\$516.96
Subtotal	51.0				\$3,388.17

<u>Construction Inspection</u>	<u>No. of Hours</u>		<u>Rate per Hour</u>		<u>Total</u>
Principal in Charge	0.0	Hours @	\$86.00	=	\$0.00
Project Manager	0.0	Hours @	\$74.71	=	\$0.00
Project Engineer	0.0	Hours @	\$74.82	=	\$0.00
Phase III Technician	180.0	Hours @	\$53.47	=	\$9,624.60
Senior Trans. Designer	0.0	Hours @	\$48.17	=	\$0.00
Geologist	0.0	Hours @	\$23.75	=	\$0.00
Driller Supervisor	0.0	Hours @	\$37.12	=	\$0.00
Administrative	0.0	Hours @	\$43.08	=	\$0.00
Subtotal	180.0				\$9,624.60

<u>Documentation</u>	<u>No. of Hours</u>		<u>Rate per Hour</u>		<u>Total</u>
Principal in Charge	0.0	Hours @	\$86.00	=	\$0.00
Project Manager	0.0	Hours @	\$74.71	=	\$0.00
Project Engineer	0.0	Hours @	\$74.82	=	\$0.00
Phase III Technician	24.0	Hours @	\$53.47	=	\$1,283.28
Senior Trans. Designer	0.0	Hours @	\$48.17	=	\$0.00
Geologist	0.0	Hours @	\$36.78	=	\$0.00
Driller Supervisor	0.0	Hours @	\$22.50	=	\$0.00
Administrative	0.0	Hours @	\$43.08	=	\$0.00
Subtotal	24.0				\$1,283.28

<u>Material Testing</u>	<u>No. of Hours</u>		<u>Rate per Hour</u>		<u>Total</u>
Principal in Charge	0.0	Hours @	\$86.00	=	\$0.00
Project Manager	0.0	Hours @	\$74.71	=	\$0.00
Project Engineer	0.0	Hours @	\$74.82	=	\$0.00
Phase III Technician	0.0	Hours @	\$53.47	=	\$0.00
Senior Trans. Designer	0.0	Hours @	\$48.17	=	\$0.00
Geologist	0.0	Hours @	\$23.75	=	\$0.00
Driller Supervisor	0.0	Hours @	\$37.12	=	\$0.00
Administrative	0.0	Hours @	\$43.08	=	\$0.00
Subtotal	0.0				\$0.00

Job No.
Project Description -

SHE Item 4.

FEE SUMMARY - ESTIMATED COST PLUS FIXED FEE

Date: 9/4/2024

Job No.:

Proj. Desc.: East Main Sidewalk Contract Amin & Inspection - Jackson

BFW FEE ONLY (See below for subconsultants and their fee and tasks)

Final Plans	No. of Hours		Rate per Hour		Total
Principal in Charge	0.0	Hours @	\$86.00	=	\$0.00
Project Manager	15.0	Hours @	\$74.71	=	\$1,120.65
Project Engineer	0.0	Hours @	\$74.82	=	\$0.00
Phase III Technician	0.0	Hours @	\$53.47	=	\$0.00
Senior Trans. Designer	0.0	Hours @	\$48.17	=	\$0.00
Geologist	0.0	Hours @	\$23.75	=	\$0.00
Driller Supervisor	0.0	Hours @	\$37.12	=	\$0.00
Administrative	0.0	Hours @	\$43.08	=	\$0.00
Subtotal	15.0				\$1,120.65

MANHOUR SUMMARY BY CLASSIFICATION	No. of Hours	
Principal in Charge	0.0	Hours
Project Manager	52.0	Hours
Project Engineer	0.0	Hours
Phase III Technician	206.0	Hours
Senior Trans. Designer	0.0	Hours
Geologist	0.0	Hours
Driller Supervisor	0.0	Hours
Administrative	12.0	Hours
Total Hours	270.0	Hours

Total Direct Salary Costs		\$15,416.70
Overhead on Salary Costs	145.77%	\$22,472.92
FCCM (Salary Only)	0.91%	\$140.29
Subtotal (Salary + Overhead)		\$37,889.62
Fixed Fee	12.00%	\$4,546.75

Subconsultants

<u>Name</u>	<u>Fee</u>

Subconsultant Total **\$0.00**

Subconsultant % of Total (Goal = __%) **0.00%**

Job No.
Project Description -

SHE Item 4.

FEE SUMMARY - ESTIMATED COST PLUS FIXED FEE

Date: 9/4/2024

Job No.:

Proj. Desc.: East Main Sidewalk Contract Amin & Inspection - Jackson

BFW FEE ONLY (See below for subconsultants and their fee and tasks)

BFW Direct Expenses

<u>Description</u>	<u>Amount</u>	<u>Unit</u>	<u>Unit Cost</u>		<u>Total</u>
Mileage	1,960.00	miles @	\$0.655	=	\$1,283.80
Concrete Molds	20.00	each @	\$3.75	=	\$75.00
Compressive Strength Testing	20.00	each @	\$20.00	=	\$400.00
Overtime	0.00	hour @	\$17.55	=	\$0.00
Nuclear Gauge	2.00	day @	\$40.00		\$80.00
Standard Proctor	2.00	each @	\$170.00		\$340.00
Gradations	2.00	each @	\$75	=	\$150.00
BFW Direct Expenses Total					\$2,328.80

TOTAL ESTIMATED ENGINEERING FEE = \$44,905.47
