



**CITY OF JACKSON**  
**MAYOR & BOARD OF ALDERMEN STUDY SESSION**  
**Tuesday, September 05, 2023 at 6:20 PM**  
**Board Chambers, City Hall, 101 Court St.**

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**AGENDA**

**DISCUSSION ITEMS**

1. Update on the Jackson Retail Development Program
2. Traffic control review in Annwood Estates
3. Modifications to the Quail Creek Bridge
4. Event power uptown
5. Asphalt Pavement Improvement Program - Change Order No. 3
6. Parking Lot Sealing Project – bid tabulation
7. Amendments to Chapter 1 (General Provisions) regarding the authority to correct certain scrivener's errors
8. New City website
9. Discussion of previously tabled items (unspecified)
10. Additional items (unspecified)

Posted on 09/01/2023 at 04:00 PM.

# MEMO



**TO:** Mayor Hahs and Members of the Board of Aldermen  
**FROM:** Janet Sanders, Director of Public Works  
**DATE:** August 31, 2023  
**SUBJECT:** Request for Additional Stop Signage and Reduced Speed Limit in Annwood Estates

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The Police Department and Engineering Department have completed their study of a request from a number of Annwood Subdivision residents for additional stop signage and a reduced speed limit in their subdivision. Attached to this memo is the police report of a new speed study and total reported accidents within the last five years. They have noted that only one reported accident within that timeframe occurred at an intersection, and it was the recent accident that seriously injured a pedestrian.

The study by City Engineer Anna Bergmark focused on the stop signage and found that the current configuration could be improved by granting the request for a four-way stop at the Dana Drive / Nicole Lane / Leming Lane intersection at the east end of the subdivision. Due to the narrow streets, the hill, and parking on both sides, visibility distance at that end is limited. A third stop sign is also possible on northbound Brittany Drive at the Leming Lane intersection. This intersection currently has two adjacent legs stopping and only the north-bound lane of Brittany Drive free-flowing. However, it should be noted that installation of a stop sign at this location will be almost directly in front of the house at 3502 Leming Lane and may not be aesthetically pleasing to that resident.

Based on these results, staff recommends a four-way stop at the eastern intersection, a three-way stop at the western intersection, and leaving the speed limit at the current 30 mph, which is the city's standard for residential subdivisions except areas in close proximity to schools.

**FROM: Residents of Annwood Estates**

August 16, 2023

**TO: Mayor Dwain Hahs & City of Jackson Board of Aldermen**

101 Court Street

Jackson, MO 63755

**Dear Mayor Hahs & Board Aldermen,**

The residents of Annwood Estates subdivision, located in Ward 2 of the City of Jackson, are concerned about the safety of our neighborhood and we propose the following actions.

- Reduce the speed limit in our subdivision to 20 miles-per-hour
- Install a stop sign at the intersection of Dana Drive and Nicole Lane/Leming Lane.



As you may be aware some of our neighbors were involved in a tragic accident that occurred at this intersection shown above on Friday, Aug. 11. As our neighborhood is small and close-knit, many of us were deeply affected by this event and neighbors have since expressed concerns about improving the safety of our streets.

One of the things that makes the Annwood Estates neighborhood a great place to live is the fact that we have so many people out walking with their children, pets and friends on a regular basis.

However, these pedestrians must also share a narrow road with parked cars and moving traffic. We also understand that new subdivisions in the City of Jackson are required to have sidewalks, which we do not have here.

We hope that a stop sign and lower speed limit will help prevent more potential tragedies in our neighborhood in the future and make all our residents feel more comfortable about getting out to enjoy it.

**Respectfully Requested,**

**Residents of Annwood Estates**

## Residents of Annwood Estates

Printed Name	Signature	Address	Date
Melissa Miller	Melissa Miller	2640 Nicole Lane	8/16/23
Jennifer Huffman	Jennifer Huffman	2717 Brittany	8/16/23
Tim L. Scaggs	Tim L. Scaggs	2621 Nicole Ln	8/16/23
DEBORAH SCAGGS	Deborah Scaggs	2621 Nicole Ln	8/16/23
Marsha Sparks	Marsha Sparks	3525 Leming Ln	8/16/23
Sarah Abernathy	Sarah Abernathy	3536 Nicole Ln.	8/16/23
Heaven Can	Heaven Can	3589 Leming	8/17/23
Steve Ca	Steve Ca	3589 Leming	8/17/23



[illegible]





 - Proposed Stop





Jackson Police Department  
Traffic Survey  
Annwood Subdivision

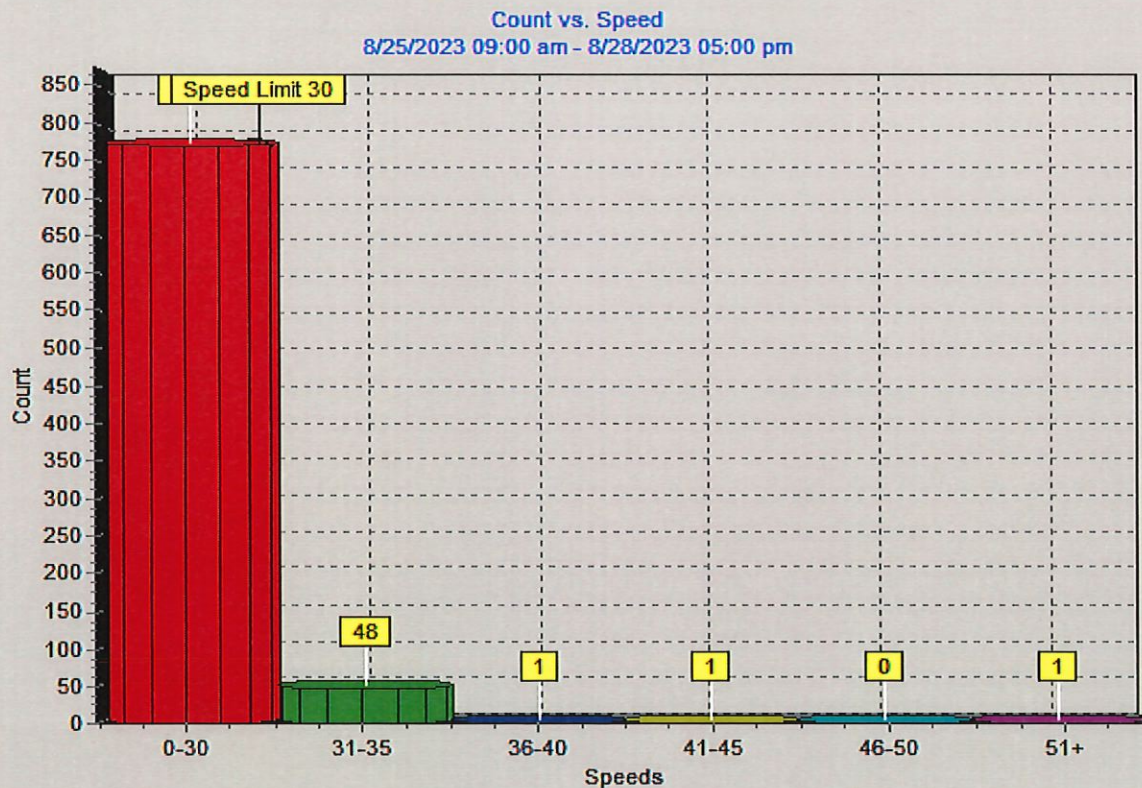


Date of Survey: August 25, 2023 to August 30, 2023  
Brittany Dr. North of Nicole Lane  
South Bound Traffic

Title: Traffic Speed Survey  
 Date: 8/30/2023 10:52  
 Start Date/Time: 8/25/2023 9:00  
 Finish Date/Time: 8/28/2023 17:00  
 Time Interval: 60 min  
 Speed Interval: 5 mph  
 Posted Speed Limit: 30 mph  
 Average Speed (mph): 24.47165259  
 Maximum Speed (mph): 77  
 50th Percentil: 25  
 85th Percentil: 29  
 Number Above Speed Limit: 51  
 Total Number of Vehicles: 829

Date: 8/30/2023 10:52:15 am  
 Start Date: 8/25/2023 09:00 am  
 End Date: 8/28/2023 05:00 pm  
 Time Interval: 60 minutes  
 Speed Interval: 5 mph  
 Posted Speed Limit: 30 mph  
 Average Speed: 24 mph  
 Highest Speed: 77 mph  
 50th Percentile: 25 mph  
 85th Percentile: 29 mph  
 Number Above Speed Limit: 51  
 Total Number of Vehicles: 829

Comments:





## Traffic Survey Annwood Estes. Page 2

Date: 8/30/2023 10:52:15 am

Start Date: 8/25/2023 09:00 am

End Date: 8/28/2023 05:00 pm

Time Interval: 60 minutes

Speed Interval: 5 mph

Posted Speed Limit: 30 mph

Average Speed: 24 mph

Highest Speed: 77 mph

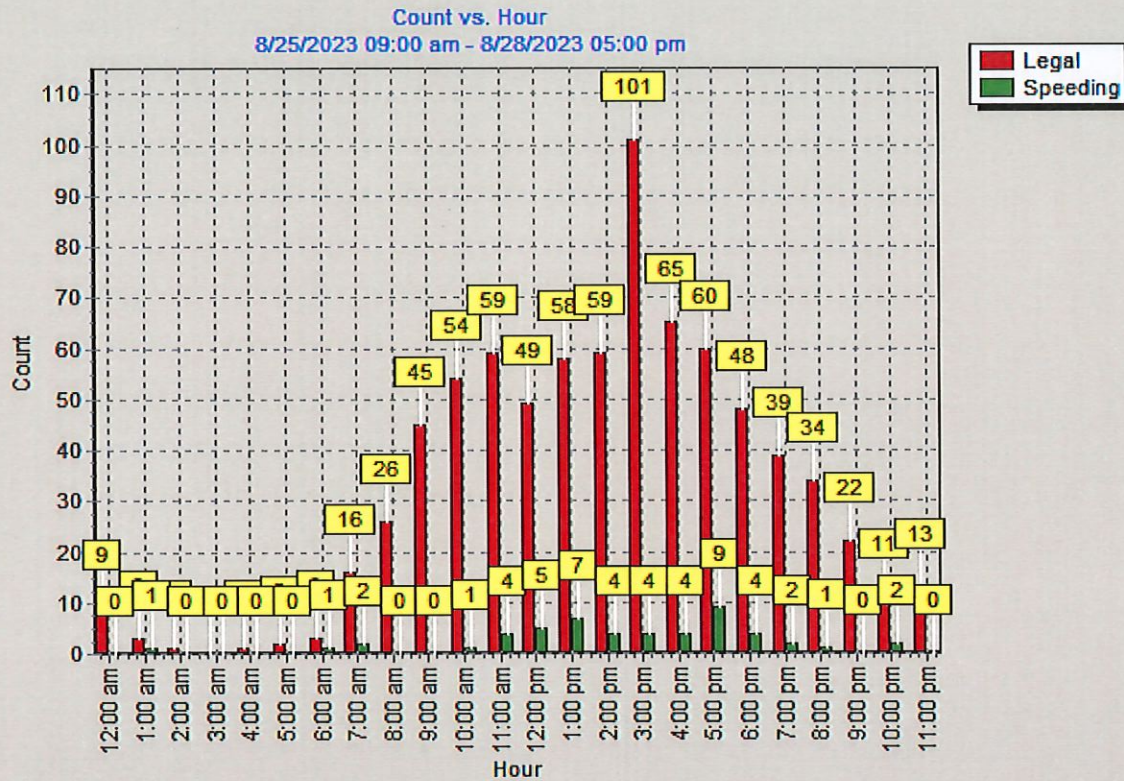
50th Percentile: 25 mph

85th Percentile: 29 mph

Number Above Speed Limit: 51

Total Number of Vehicles: 829

Comments:





## Traffic Survey Annwood Estes Page 3

## Accident Data for Diana Drive and Nicole / Leming Lane

We first looked at the intersection of Diana Drive and Nicole/Leming Lane.

Since Jan 1, 2018 to 08/30/2023 there has only been 1 accident at that location and it was the one on August 23, 2023, where a pedestrian was struck. There were no other accidents at that location.

Due to the request for reduce speed, we then looked at accident data for all the streets in that subdivision. We looked at the following streets:

Leming Lane

Diana Drive

Nicole Lane

Brittany Drive.

The following is the accident #'s by year:

Year	# of Accidents	Location
2023	1	Diana *
2022	2	1 on Leming Ln and 1 on Brittany Dr.
2021	1	Brittany Dr
2020	0	
2019	0	
2018	1	Leming Ln

It should be noted the only accident at an intersection was the 2023 accident, the rest listed above was not at intersections.

\*= Accident on 8/23 at Diana / Nicole

# MEMO



**TO:** Mayor Hahs and Members of the Board of Aldermen  
**FROM:** Janet Sanders, Director of Public Works  
**DATE:** September 1, 2023  
**SUBJECT:** Quail Creek Bridge to Grandview Acres Lift Station

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The city has been approached by a resident of Quail Creek Subdivision (outside city limits) with concerns about the safety of the bridge at the end of Quail Creek Drive.

Staff research found the city entered an agreement with Paul and Peggy Fisher in 1997 and hired a contractor to construct the bridge to provide access to the Grandview Acres lift station. The agreement with the Fishers did not provide a deeded easement for access or for the bridge, but provided “license” to access through the private property via an existing access which was subject to move. The original access “road” was later relocated and became the current Quail Creek Drive. The bridge was constructed as one half of the width of a bridge to satisfy the owner’s requirement that he be able to complete it as part of a later development. It has a tall curb on the north side and no railing or other barricade on the other (see photos). It is approximately 12’ above the creek.

Our MIRMA insurance representative has looked at this bridge and has determined that railings or guards compliant with MODOT’s standard for low-volume, low-speed bridges need to be added, along with additional signage restricting access. For safety, we will need to have the guard installation method designed by an engineer.


I recommend that, with the Board’s permission, we develop a task order to be approved by the Board, then proceed with the engineering and cost estimate for completion. We will then approach the property owners who own the property underlying the bridge to try to negotiate a Memorandum of Understanding for a cost share agreement.





Item 3.

**Legend**

 City Limits







# *MEMO*

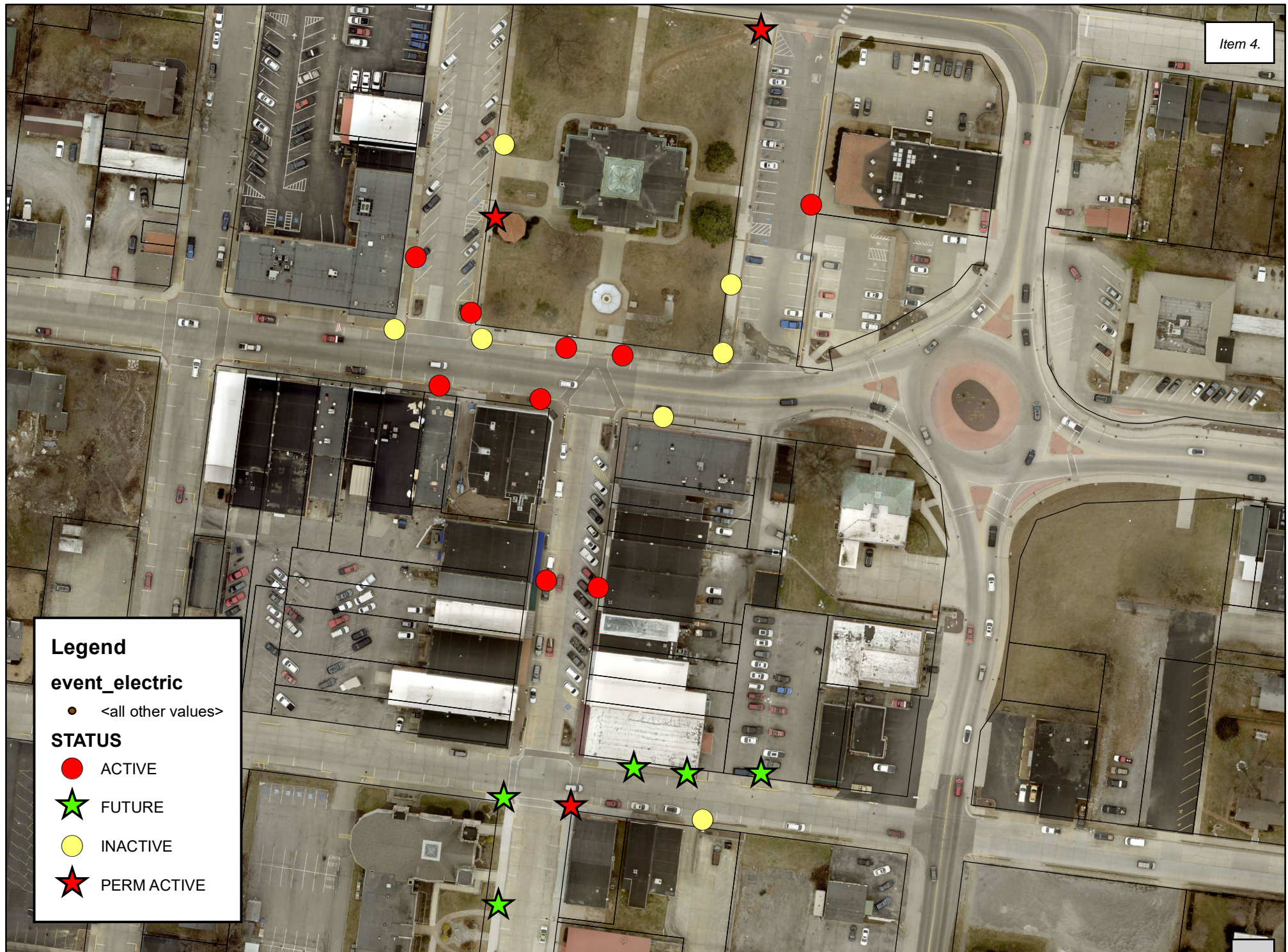


**TO:** Mayor Hahs and Members of the Board of Aldermen  
**FROM:** Janet Sanders, Director of Public Works  
**DATE:** August 31, 2023  
**SUBJECT:** Event Electric

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An update will be provided at the meeting on the progress of additional event electric in uptown.









# City of Jackson

TO: Mayor and Board of Aldermen

CC: Jim Roach, City Administrator

FROM: Anna Bergmark, City Engineer

DATE: August 31, 2023

RE: Change Order No 3 – 2023 Asphalt Pavement Improvement Program

Attached to this memo is Change Order No 3 for the 2023 Asphalt Pavement Improvement Program. The purpose of this change order is to include the necessary repair work for N. Missouri Street. The roots of two trees had caused the sidewalk and roadway to heave. The trees were removed by the property owner, the concrete sidewalk repaired, and now the asphalt repairs can be completed. The contractor provided two options for the repairs. The first option was filling in the gaps caused by the sidewalk work and replacing the asphalt that has already failed. The second option is to do a full replacement of the first nine feet from the gutter. Nine feet is the full width of a paving machine.

Staff is recommending option #2 as this would allow for the majority, if not all the potential subgrade issues caused by the trees to be removed and it would allow for the contractor to do a smoother transition from the existing roadway to the new concrete gutter.

I recommend approval of this change order using option #2.



# City of Jackson

## CHANGE ORDER

Black Diamond Paving, LLC

3

Name of Contractor

Change Order No.

511 County Road 411

Oak Ridge, MO 63769

Contractor Address

City/State/Zip

2023 Asphalt Pavement Improvement Program

8/30/2023

Project Name

Date

Description: ☒ See Attachments

This change order is to allow for the repair to N. Missouri Street. Damage was caused by the roots of two trees which have since been removed. See the attached quote from Black Diamond Paving for a detailed cost breakdown and a location map.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ 342,337.98	Original Contract End Date: August 17, 2023
Previous Change Orders: \$ 45,731.02	Net Change from Previous Change Orders: 0
Contract Price prior to this Change Order: \$ 388,069.00	Contract End Date prior to this Change Order: August 17, 2023
Net Increase (Decrease) of this Change Order: \$ 19,850.00	Net Increase (Decrease) of this Change Order: 75
Contract Price with all approved Change Orders: \$ 407,919.00	Contract End Date with all approved Change Orders: October 31, 2023

Recommended By: Anna Bergmark  
Anna Bergmark, PE, City Engineer

8-31-23  
Date

Authorized By: \_\_\_\_\_  
Mayor, City of Jackson

\_\_\_\_\_  
Date

Accepted By: [Signature]  
Contractor Auth. Representative

8-31-23  
Date

**Black Diamond Paving** (dba Paving Pros, LLC)

511 County Road 411  
Oak Ridge, MO 63769-6211

**Proposal**

Date	Proposal #
8/28/2023	

Customer & Address
2023 City of Jackson Asphalt
Jackson, MO

Terms
15% down with proposal acceptance Balance due on completion of work
Customer E-mail
<a href="mailto:abergmark@jacksonmo.org">abergmark@jacksonmo.org</a>

Point of Contact	Customer Phone #
Anna Berkman	573-243-2300
	Total
<b>Missouri Street- Gap by Curb</b> <b>Option 1</b> Paving Pros will remove approximately 153 square feet of broken edges of trench repair at 6" in thickness and replace with 6" of new asphalt.	\$12,275.00
<b>Option 2</b> Paving Pros will remove and replace your approximately 2,430 square feet. To include 10" of excavation and replace with 6" of rock and 4" of new asphalt. This is the same gap, just an option to fill the lane.	\$19,850.00
<b>Notes</b> - Due to the pricing index at this time, material costs are ever changing. This proposal is only guaranteed thru September 30, 2023 before Paving Pros will re-evaluate the prices attached to this work.	
<b>Grand Total</b>	TBD
Prices include labor, material, and equipment necessary for quoted scope of work. The quoted prices may be withdrawn and are subject to change due to the fluctuating cost of petroleum products. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over the above proposal. All agreements contingent upon circumstances or delays beyond our control. Scheduling is at Paving Pros discretion. Paving Pros LLC assumes no responsibility for sub-grade, and/or sub-base, and/or base conditions or any defect or failure in the surface caused by sub-grade, and/or base conditions or damages from ground cracks. Interest at the rate of 1 1/2% per month on the unpaid balance 30 days after completion. All materials will remain the personal property of Paving Pros LLC until total bill is paid in full. This is a confidential document and it may not be shared with third parties without our permission.	

Acceptance of Proposal: Customer is responsible for acquiring all necessary federal, state, and local permits and notifying Contractor of the location of all underground services of any type.

Customer will indemnify Contractor for damage to any underground services not disclosed to Contractor. Customer accepts the quoted prices, specifications and conditions and authorizes the work specified. Payment will be made as outlined above.

.....  
Signature

E-mail	Web Site	Phone #	Proposal by
Lindsay@pavingproslc.com	pavingproslc.com	573-266-0055	Jimmy Pletka
If everything meets your satisfaction, please authorize, date and return one copy of the proposal to Paving Pros, LLC. The other copy is for your records. After receiving the authorized proposal, we will make arrangements to do the work. If you have any questions, please feel free to give us a call. We are looking forward to completing this work for you. Paving Pros LLC is a fully insured company, including general liability, vehicle liability, and workers compensation.			

Tent. Date oct 16.



# City of Jackson

TO: Mayor and Board of Aldermen

CC: Jim Roach, City Administrator

FROM: Anna Bergmark, City Engineer

DATE: August 31, 2023

RE: 2023 Parking Lot Sealing Project Bid Tabulations

Attached you will find the bid tabulations for the 2023 Parking Lot Sealing Program. Staff recommends awarding the project to Precision Striping LLC of Cape Girardeau MO, for \$43,555.70.

This project includes the sealing and restriping of the following: City Hall parking lot, Power Plant parking lot, Brookside Park parking lot, West Adams Street Bridge over Hubble Creek, the basketball courts and the tennis courts on Parkview Street.



**CITY OF JACKSON**

2023 Parking Lot Sealing Project

BID OPENING: August 31, 2023 10am

Opened By: Anna Bergmark

Witnessed By: Ginger Earnest

BASE BID				Precision Striping		Black Diamond Paving	
ITEM	DESCRIPTION	EST. QTY.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
101	City Hall Parking Lot	26,130	SF	\$0.45	\$11,758.50	\$0.93	\$24,300.90
102	Power Plant Parking Lots	23,719	SF	\$0.30	\$7,115.70	\$0.81	\$19,212.39
103	Brookside Park Parking Lot	35,163	SF	\$0.30	\$10,548.90	\$0.78	\$27,427.14
104	W Adams Street Bridge over Hubble	3,905	SF	\$0.50	\$1,952.50	\$1.78	\$6,950.90
					\$31,375.60		\$77,891.33

**ALTERNATE BID 1**

ITEM	DESCRIPTION	EST. QTY.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
105	Restripe City Hall and Brookside Parking Lots	1	LS	\$3,650.00	\$3,650.00	\$3,700.00	\$3,700.00
					\$3,650.00		\$3,700.00

**ALTERNATE BID 2**

ITEM	DESCRIPTION	EST. QTY.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
201	Basketball Court - W Park St	7,503	SF	\$0.30	\$2,250.90	\$0.93	\$6,977.79
202	Tennis Courts - Parkview St	10,264	SF	\$0.30	\$3,079.20	\$0.83	\$8,519.12
203	Restripe Basketball and Tennis Court	1	LS	\$3,200.00	\$3,200.00	\$3,520.00	\$3,520.00
					\$8,530.10		\$19,016.91

Base Bid	\$31,375.60	\$77,891.33
Base Bid + Alt 1	\$35,025.60	\$81,591.33
Base Bid + Alt 2	\$39,905.70	\$96,908.24
Base Bid + Alt 1 + Alt 2	\$43,555.70	\$100,608.24

**THE LIMBAUGH FIRM**  
— ATTORNEYS AT LAW —  
EST. 1916

## Memo

**To: Jim Roach, Mayor and Board of Aldermen**

**From: Curt Poore**

**Date: August 29, 2023**

**Re: Proposed New Code**

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At the last meeting, a recently passed code amendment had to be re-adopted by use of an Ordinance for Scrivener's error because I had mistakenly used a code number section twice. My research shows that many municipalities have a code provision that allows the City Clerk to correct scrivener's errors without the need of requesting the Board to re-adopt the code by Ordinance. The authority granted to the City Clerk to correct errors are limited to non-substantive changes as indicated in the proposed code I have drafted and attached to this Memorandum. This will be a more efficient procedure for addressing minor mistakes.

Respectfully submitted,

Curt

**Sec. 1-33      AUTHORITY TO CORRECT SCRIVENER'S ERRORS.**

- A. The City Clerk is hereby authorized to correct scrivener's errors in the City Code, Ordinances or Resolutions adopted by the Board of Aldermen without the need for re-adoption of the City Code provision, Ordinance or Resolution.
- B. For purposes of this section, a scrivener's error includes one or more of the following:
  - 1. Misspelling;
  - 2. Grammatical error;
  - 3. Numbering error;
  - 4. Cross-referencing error; or
  - 5. Inconsistency with the rules of style for the City Code, Ordinance or Resolution
- C. Any correction shall be accompanied by a scrivener's note on or attached to the City Code, Ordinance or Resolution.
- D. Corrections to sections of the City Code shall be noted in the Code.



# Memo

**To:** Mayor and Board of Aldermen  
**From:** Joan Evans, Director of Information Technology  
**Date:** Friday, September 01, 2023  
**Re:** New City Website

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The city's new official website was launched July 18, 2023. Staff members have been adding and updating content since that time to take advantage of the enhanced features of the site's framework. Jacksonmo.org now incorporates the latest design structures in what is now a secure (HTTPS) web presence for the City of Jackson.

Current staff handling website maintenance are: Michael Gentry, Rick Whitaker, Jason Lipe, Liza Walker, Janet Sanders, Rodney Bollinger, and Joan Evans.