



CITY OF JACKSON
MAYOR & BOARD OF ALDERMEN STUDY SESSION
Monday, February 05, 2024 at 6:20 PM
Board Chambers, City Hall, 101 Court St.

AGENDA

DISCUSSION ITEMS

1. Update on the Jackson Area Chamber of Commerce tourism website and logo
2. Annual update on the Municipal Separate Storm Sewer System (MS4) Permit
3. Traffic study at South Georgia Street and East Adams Street – engineering services proposal
4. Amendments to Chapter 3 (Administration) of City Code – purchasing procedure
5. Scrivener's error in Chapter 65 (Zoning) - height regulations of towers and steeples of churches in a C-3 zone
6. Software Upgrade – request for qualifications
7. City Hall Facility Maintenance Program - services proposal
8. Archaeological Cultural Resources Survey - request for proposals
9. Grant award for horizontal baler at the Recycling Center
10. Discussion of previously tabled items (unspecified)
11. Additional items (unspecified)

Posted on 02/02/2024 at 4:00 PM.



City of Jackson

TO: Mayor and Board of Aldermen

FROM: Janet Sanders, Director of Public Works

DATE: January 29, 2024

RE: Georgia Street Safety Improvements

The intersection of South Georgia Street and East Adams Street has been the location of thirteen vehicular accidents in the past five years (2019-2023) and has generated complaints from a nearby citizen regarding vehicle and pedestrian safety.

This intersection was initially addressed in the Jackson City Wide Transportation Plan (2018) by Lochmueller Group. The text and diagram from that study are attached, along with some current photos of the view from an SUV vehicle. The study recommended curb extensions on the northeast quadrant as shown on the attached diagram along with the addition of stop bars. Stop bars were painted on the Adams Street and Stop Ahead signs were also added. At this time, curb extensions have not been added.

We would like to take another look at this intersection. Lochmueller Group has provided the attached Task Order Proposal with a cost of \$6,100 to re-study the intersection and provide a few alternatives for increasing safety. If the Board is interested in pursuing further study to have more options, a Task Order will be prepared for the next meeting. If the Board would prefer to have the original curb extensions added, we would proceed as directed.

If you have questions, please contact me at 573-243-2300 or at jsanders@jacksonmo.org.



Westbound on Adams at Stop Bar – Looking North



Westbound on E. Adams at Stop Bar – Looking South



Eastbound on E. Adams – looking south



Eastbound on E. Adams – looking north



Jackson City Wide Transportation Plan

January 2018



4.10. S Georgia & E Adams Streets

Sightlines for westbound vehicles on E. Adams Street approaching S. Georgia Street are difficult due to an incline on the approach, on-street parking on the east side of Georgia Street north of Adams Street, and existing foliage on private property on the northeast corner of the intersection. Though no stop bar is striped, a stop sign is installed on a power pole for westbound traffic approximately 20-25 feet from the east curb line of Georgia Street. The sign cannot be posted closer to the intersection without being in the pavement or obstructed by the power pole.

To improve sightlines, it is recommended that curb extensions be constructed on the northeast corner of the intersection. Extending into Georgia Street does not impede northbound through traffic since the south leg is narrower than the north leg. This would allow approaching vehicles to pull further up the slope as they wait for a gap in traffic, thereby removing



obstructions such as on-street parking or the foliage on the corner from their sightlines, and it would place the stop bar at a more appropriate 13-15 feet from the east curbline. A stop bar should be striped to show the appropriate place to stop on the westbound approach.

Extending the curb towards Georgia would not resolve the utility pole's obstruction of the stop sign for westbound vehicles. Hence, a small curb extension into Adams Street is also recommended, which would allow the stop sign to be relocated to the south of the power pole where it would be visible to oncoming traffic. This has a secondary benefit of creating a larger clear zone between moving vehicles and the two power poles on the northeast corner. These curb extensions are shown in **Figure 14**.

Lastly, sidewalks exist on the west leg of the intersection, but are not ADA accessible. Additional sidewalks should be constructed where feasible, and all crossings should be improved to meet ADA requirements.

Figure 14: Recommended Improvements - S Georgia St and E Adams St



4.11. US 61 & Mary Street

Mary Street has gained popularity as a through-route since Washington Street has been closed between US 61 and Court Street. Accompanying the additional traffic on Mary Street is an increase in crashes at its intersection with US 61. North of the intersection, US 61 has a 35 mph speed limit, and south of the intersection it is 30 mph. A speed study should be performed for this section of US 61 to determine the proper location for a speed reduction to account for its transition into Uptown Jackson and the hill located to the north of this intersection. A reduction in speed should reduce the number and severity of crashes at this intersection.



January 16, 2024

Janet Sanders
City of Jackson
101 Court St.
Jackson, Missouri 63755

RE: Georgia Street Safety Improvements

Dear Ms. Sanders,

Lochmueller Group (LOCHMUELLER) is pleased to submit the following scope and fee for professional engineering services related to safety improvements at the intersection of Georgia Street and Adams Street. The goal of the study is to determine contributing factors for the increase in crashes at the intersection and provide improvements to increase safety for all users.

Scope of Services

1. Conduct an initial virtual meeting with City staff to learn more about the existing issues, background information available, other work in the area, and feasibility of possible temporary and long-term solutions.
2. Conduct in-person observations with local Lochmueller staff during the morning peak (7-9AM) and afternoon peak (4-6PM) in the study area to document existing traffic conditions during commuter peak periods. During the busiest 1-hour of each commuter peak period, as agreed upon by Lochmueller and City staff, Lochmueller staff will conduct manual turning movement counts at the intersection.
3. Document sight distance at the intersection with photographs at the vantage point of side street drivers.
4. Review crash data and reports provided by the City. Conduct crash data analysis which will include trend analysis of historical crash frequency, classification distribution, and identification of crash contributing factors.
5. Research safety countermeasures based upon existing observations and crash data analysis. This task will also include research for specific products for implementation.
6. Conduct operational capacity analysis of existing conditions and up to two (2) solutions, if a different intersection control type is proposed as a of safety improvement.
7. Summarize the findings of the crash data and reports review, data analysis, and recommended solutions and their associated impacts in the form of a technical memorandum.
8. Conduct virtual meeting with City staff to present the technical memorandum.

Fees

The services described shall be completed and billed on a lump sum basis for a total fee of \$6,100. These fees would be subject to increase if additional tasks are added to the Scope of Services.

Any other tasks in addition to those specifically described in the above scope of services, including but not limited to supplemental meeting time, would be billed as extras on a time and materials basis,

Ms. Janet Sanders
January 16, 2024
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Item 3.

unless a specific scope and fee is negotiated separately. However, LOCHMUELLER would not proceed with supplemental services without the direction or authorization of the CITY.

All work will be performed under the terms and conditions of the Master Services Agreement between the City of Jackson and Lochmueller Group.

Please feel free to contact me at 573-450-5688 or at the email address below if you have any questions or comments concerning this proposal. We look forward to working with you.

Sincerely,
Lochmueller Group

Scott Meyer
Client Service Manager
Scott.Meyer@lochgroup.com



City of Jackson

TO: Mayor and Board of Aldermen

FROM: Janet Sanders, Director of Public Works

DATE: February 5, 2024

RE: City Code Update Request – Purchasing Procedure

Due to a substantial increase in costs in recent years, I would like the Board to consider upgrading the threshold when sealed bids for materials, projects, and services become required, from \$10,000 to \$20,000. A search by the City Clerk found the \$10,000 threshold was established initially as a city policy in 1998.

The revised code language to increase the threshold for sealed bids is attached.

As always, if you have questions, please contact me at 573-243-2300 x2031 or jsanders@jacksonmo.org.

Sec. 3-309. - Purchasing procedure.

The city administrator or his designate shall procure for the city all materials, supplies, equipment and contractual services needed by the city in accordance with the procedures described in this section. To that end, he shall have the power and be required to:

- (4) *Competitive bidding.* When the city negotiates any purchase or other contract, there shall be provided ample opportunity for competitive bidding in the following manner:
- a. If the consideration is more than one thousand dollars (\$1,000.00) but less than five thousand dollars (\$5,000.00), the appropriate authority shall obtain at least three (3) quotations from qualified vendors for the materials, supplies, equipment or contractual services to be purchased. The quotations may be obtained orally and the award for the purchase shall be given to the responsible entity with proper qualifications submitting the lowest quote.
 - b. If the consideration is more than five thousand dollars (\$5,000.00) but less than, ~~ten thousand dollars (\$10,000.00)~~ **or equal to, twenty thousand dollars (\$20,000)**, the appropriate authority shall solicit at least three (3) written quotations for the materials, supplies, equipment or contractual services to be purchased. The quotation shall be in written form and the award for the purchase shall be given to the responsible entity with proper qualifications submitting the lowest quote.
 - c. If the consideration is more than ~~ten thousand dollars (\$10,000.00)~~ **twenty thousand dollars (\$20,000)**, the appropriate authority shall solicit sealed bids for the materials, supplies, equipment or contractual services to be purchased. Appropriate notices inviting such bids shall be published once in at least one (1) official newspaper of the city unless additional publications are required by other partnering agencies where regulations would require otherwise. The award for the purchase shall be given to the responsible entity with proper qualifications submitting the lowest bid.
 - d. In the event of extreme emergencies such as natural disaster, these rules may be suspended by the city administrator with the consent of the mayor, provided, however, that at the earliest possible time and in no event later than the next regularly scheduled meeting of the board of aldermen, the city administrator shall fully inform the board of aldermen of all transactions done during the suspension of these rules.
 - e. Design-build projects as authorized by the statutes of the State of Missouri may be utilized as set forth in the Missouri statutes.



MEMO

To: Mayor and Board of Aldermen
From: Joan Evans, Director of Information Technology
Date: Friday, February 02, 2024
Re: Request for Qualifications – Software Upgrade

A request for qualifications to upgrade our current financial software was advertised in January. The sole response was our current vendor, GWorks, LLC, of Omaha, Nebraska.

Annual cost for the upgraded software will be \$53,200 for 2024.

Once the agreement has been reviewed, we will bring the contract to the Board for approval. We expect to include this as an action item at the next Board meeting, February 20, 2024.



Memo

To: Mayor and Board of Aldermen
From: Liza Walker, Assistant City Administrator
Date: Thursday, February 01, 2024
Re: City Hall Facility Maintenance Program

Currently, the City Hall Facility Maintenance Program with Premium Mechanical and Automation, Inc. is on a mid-year to mid-year cycle. I am updating the agreement to operate on a calendar-year cycle. The annual agreement price will remain the same that it has been for the past decade.

I plan to bring this agreement to the Board for a vote at the upcoming February 20, 2024, Board Meeting.



MEMO

To: Mayor Dwain Hahs and Members of the Board of Aldermen
From: Rodney Bollinger, Director of Administrative Services
Date: February 1, 2024
Re: Archaeological Cultural Resources Survey

The City of Jackson has made application to Missouri's Department of Economic Development Community Development Block Grant for road and utility improvements in and adjacent to the North Industrial Park located on Cane Creek Road. We may need a cultural resource survey to identify and evaluate cultural resources for the proposed project site.

In working with the SEMO Regional Planning & Economic Development Commission and the Industrial Infrastructure Grant team, the City proactively requested proposals from qualified firms for the possibility of doing a cultural resource study if a request is received by the City during the Environmental Review process. This project is on a very short timeline, so we are trying to move things along as quickly as possible.

Please see the attached public notice which was published in the newspaper and posted online.

Thank you for your consideration on this matter.

REQUEST FOR PROPOSALS

ARCHAEOLOGICAL CULTURAL RESOURCES SURVEY

The City of Jackson, Missouri requests proposals from qualified archaeological consultants to conduct a cultural resources survey to identify and evaluate cultural resources for a proposed project site located in and adjacent to the North Industrial Park, off Highway 61 in Jackson, Missouri. A cultural resource survey may be requested in conjunction with Section 106 of the National Historic Preservation Act (P.L. 89-665 as amended) and the Advisory Council on Historic Preservation's regulation as specified at 36 CFR Part 800. The proposed project is subject to Missouri Department of Economic Development Community Development Block Grant funding which requires both a Section 106 Review and a NEPA Environmental Review.

The City of Jackson will award a contract to the lowest, most responsible, most responsive, and time efficient proposal. A notice to proceed will only be issued to the consultant if the City receives notification that a cultural resource survey is required to complete the NEPA Environmental Review and is contingent upon grant award and approval. The City of Jackson reserves the right to waive any informalities or to reject any or all proposals.

The proposals must be submitted no later than Friday, February 2, 2024, at 10:00 a.m., to the office of the City Clerk/Treasurer, City of Jackson, 101 Court Street, Jackson, Missouri 63755. Envelopes should be clearly marked "Project Scotland Cultural Resource Survey Consultant Proposal." For more information, contact Lydia Keller, Grant Administrator, Southeast Missouri Regional Planning and Economic Development Commission, at 573-547-8357.

The City of Jackson, Missouri is an Equal Opportunity Employer and invites the submission of proposals from minority, women, and Section 3-owned firms.

Publication date: January 24, 2024



MEMO

To: Mayor Dwain Hahs and Members of the Board of Aldermen
From: Rodney Bollinger, Director of Administrative Services
Date: January 31, 2024
Re: Horizontal Baler at the Recycling Center

I am pleased to announce the City of Jackson has been awarded a grant through the Southeast Missouri Solid Waste Management District for a new horizontal baler at the Recycling Center. The District will pay for \$47,837.95 towards the total cost of the baler. Please see the attached grant award letter for more information.

The estimated cost of the equipment is approximately \$100,000. The funds are readily available.

I recommend to the Board of Aldermen this grant be accepted and a Financial Assistance Agreement be made with the Southeast Missouri Solid Waste Management District.

Thank you for your consideration on this matter.



**SOUTHEAST MISSOURI
SOLID WASTE MANAGEMENT DISTRICT**

1 West St. Joseph Street
Perryville, Missouri 63775
Phone: (573) 547-9357
Fax: (573) 547-7283

Happy Welch, Chairman
Larry Kemp, Vice-Chairman
Jay Wengert, Secretary/Treasurer
Jeremy Tanz, Executive Director

January 24, 2024

Dwain Hahs
Mayor
101 Court St.
Jackson, MO 63755

RE: SWMD FY25 Grants

Dear Mayor Hahs

Thank you for submitting your application. I am pleased to inform you that the board has approved an award in the amount of \$47,837.95. This represents 42% of the requested amount in the application due to the limit of funding available for awards and the number of applications received. If you would like to accept this award, please send us your response before February 12, 2024, so that a Financial Assistance Agreement (FAA) can be created. Please note that no action can be taken on this project until the FAA is fully executed, and you receive a notice to proceed from the district. If you have any questions, do not hesitate to reach out.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Rios".

Alex Rios
District Planner