



CITY OF JACKSON
MAYOR & BOARD OF ALDERMEN STUDY SESSION
Monday, December 05, 2022 at 6:30 PM
Board Chambers, City Hall, 101 Court St.

AGENDA

DISCUSSION ITEMS

1. SEMO Regional Economic Development, Inc. - James Stapleton
- [2.](#) Proposed ordinance establishing an Economic Development Reserve Fund
3. Annual report of the Retail Market Analysis & Recruitment Strategy - Brian Gerau
4. Update to the Personnel Policies and Procedures Manual
5. Event power uptown
- [6.](#) Restroom No. 1 Building Replacement Project - bid tabulation
7. Previously tabled items (unspecified)
8. Additional items (unspecified)

Posted on 12/02/2022 at 04:00 PM.

BILL NO. 22_____

ORDINANCE NO. 22_____

AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF A RESERVE FUND TO ENCOURAGE REGIONAL ECONOMIC DEVELOPMENT OF PROJECTS OR PROPERTY BENEFICIAL TO THE CITY OF JACKSON, MISSOURI, AND TO BE KNOWN AS THE “ECONOMIC DEVELOPMENT RESERVE FUND.”

WHEREAS, Section 79.100 of the Missouri Revised Statutes grants the Mayor and Board of Aldermen the authority to care, manage and control city finances and to enact ordinances deemed expedient for the benefit of trade and commerce; and

WHEREAS, economic development is a primary mission of the City of Jackson, Missouri and the development of a vibrant and secure business climate and economy is in the best interest of its citizens; and

WHEREAS, the Mayor and Board of Aldermen find that traditional tools for encouraging economic development may be insufficient or inapplicable to best accomplish these stated goals; and

WHEREAS, the Mayor and Board of Aldermen conclude that the establishment of a reserve fund to encourage regional economic development that is beneficial and is in the best interest of the citizens of Jackson, Missouri, is necessary.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF JACKSON, MISSOURI, AS FOLLOWS:

Section 1. The Mayor and Board of Aldermen of the City of Jackson, Missouri, approve the establishment of a reserve fund.

Section 2. That the purpose of this reserve fund is to encourage regional economic development of projects or property beneficial to the City of Jackson, Missouri.

Section 3. That this reserve fund shall be titled the “Economic Development Reserve Fund” (the “Fund”).

Section 4. That the source of monies for the Fund shall be taken from present unrestricted surplus funds.

Section 5. That the amount of monies initially deposited into the Fund shall be \$1,000,000.00.

Section 6. That any and all future expenditures from the Fund shall be by proper motion and ordinance approved by a majority of the duly elected Board Members.

Section 7. It is the belief of the Mayor and the Board of Aldermen that it is in the best interest of the citizens of the City of Jackson, Missouri that the City establish the Fund for the reasons herein stated.

Section 8. That the Mayor is hereby authorized and directed to execute the necessary documents for the establishment of the Fund for and on behalf of the City of Jackson, Missouri.

Section 9. That the City Clerk of the City of Jackson, Missouri is hereby authorized and directed to attest the signature of the Mayor on said documents.

Section 10. If any section, subsection, sentence, clause, phrase or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Section 11. That this ordinance shall take effect and be in force from and after its passage and approval.

FIRST READING: _____.

SECOND READING: _____.

PASSED AND APPROVED this _____ day of _____, 2022, by a vote of _____
ayes, _____ nays, _____ abstentions, and _____ absent.

CITY OF JACKSON, MISSOURI

(SEAL)

BY: _____
Mayor

ATTEST:

City Clerk



MEMO

To: Mayor and Board of Aldermen
From: Jason Lipe, Parks and Recreation Director
Date: Thursday, December 01, 2022
Re: Union Street Restroom #1 Replacement Bids

Bids for the Union Street Restroom #1 Replacement Project were advertised through the normal City process on November 9 and 16. A bid opening was held on December 1. Three bids were received, with the cost ranging from the low bid totaling \$332,477.00, and the higher bid totaling \$393,930.00. A preliminary engineer's estimate was previously provided with a cost estimate of \$355,370.75. The low is 6.4% below the engineer's estimate and from a qualified and capable contractor. After a review of the submitted bids, and after discussions with the consulting engineer, Koehler Engineering, the staff recommendation is that the project be awarded to Nip Kelley Equipment Company, Inc., of Cape Girardeau, Missouri, as the lowest responsive bid for the project.



KOEHLER ENGINEERING & LAND SURVEYING, INC.

194 Coker Lane
CAPE GIRARDEAU, MO 63701
PH: (573) 335-3026 FX: (573) 335-3049

Item 6.

December 1st, 2022

Honorable Dwain Hahs, Mayor
City of Jackson, Missouri
101 Court Street
Jackson, Missouri 63755

RE: Replacement of Restroom No. 1, North Union Avenue

Mr. Hahs,

On December 1st, 2022, bids were received and opened in the office of the City Administrator for the above referenced project. Three bids were received, with the cost ranging from the low bid totaling \$332,477.00, and the higher bid totaling \$393,930.00. A preliminary engineer's estimate was previously provided with a cost estimate of \$355,370.75. The low is 6.4% below the engineer's estimate and from a qualified and capable contractor. After a review of the submitted bids, and after discussions with City Staff, our recommendation is that the project be awarded to Nip Kelley Equipment Company, Inc., of Cape Girardeau, Missouri, as the lowest responsive bid for the project.

We have reviewed the supporting documentation submitted with the bid, and found it to be in order and in compliance with the city and project requirements.

This letter is to constitute a formal recommendation that the City enter into an agreement and execute a contract with Nip Kelley Equipment Company, Inc. to complete the above referenced substation project, together with all other requirements indicated on the project plans, for the total sum of \$332,477.00. I have included copies of the bid tabulations for your use as well. We will request certificates of insurance and performance and payment bonds from the Contractor, and will expect to have same in hand prior to entering into a contract and issuance of a notice to proceed. I will prepare a formal notice of award and forward it to the contractor if the Board elects to proceed in this manner.

Thank you for the opportunity to continue to provide services to the City of Jackson for this project. If you need any further information, have any questions, or I can be of any further assistance in any capacity, please contact me at your earliest convenience.

Best Regards,

KOEHLER ENGINEERING &
LAND SURVEYING, INC.

Chris Koehler, PE, PLS
Enclosures

Engineer's Bid Tabulation

12/1/2022

City of Jackson, Replacement of Restroom No. 1

ITEM NO.	DESCRIPTION	UNIT	QTY	ENGINEER'S ESTIMATE		Zoellner		Nip Kelley		Putz	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	MOBILIZATION AND GENERAL CONDITIONS	LS	1	\$10,000.00	\$ 10,000.00	\$38,995.25	\$ 38,995.25	\$8,055.00	\$ 8,055.00	\$10,132.18	\$ 10,132.18
2	SITE DEMOLITION (EXISTING RESTROOM, PARKING AREA, WALK, ETC.)	LS	1	\$12,500.00	\$ 12,500.00	\$5,400.00	\$ 5,400.00	\$8,475.00	\$ 8,475.00	\$16,610.00	\$ 16,610.00
3	EARTHWORK (TO SUBBASE / SUBGRADE)	LS	1	\$5,000.00	\$ 5,000.00	\$1,080.00	\$ 1,080.00	\$2,380.00	\$ 2,380.00	\$12,598.74	\$ 12,598.74
4	EROSION CONTROL	LS	1	\$2,000.00	\$ 2,000.00	\$585.00	\$ 585.00	\$890.00	\$ 890.00	\$408.19	\$ 408.19
5	GRAVEL BASE FOR RESTROOM	SF	744	\$2.00	\$ 1,488.00	\$1.50	\$ 1,116.00	\$2.50	\$ 1,860.00	\$3.14	\$ 2,336.16
6	FURNISH & INSTALL PRE-CAST RESTROOM	EA	1	\$306,500.00	\$ 306,500.00	\$248,891.00	\$ 248,891.00	\$263,560.00	\$ 263,560.00	\$254,900.36	\$ 254,900.36
7	UTILITY CONNECTIONS	LS	1	\$10,000.00	\$ 10,000.00	\$60,795.00	\$ 60,795.00	\$18,650.00	\$ 18,650.00	\$19,484.70	\$ 19,484.70
8	ASPHALT PARKING LOT PAVEMENT	SF	1,311	\$5.25	\$ 6,882.75	\$14.25	\$ 18,681.75	\$9.35	\$ 12,257.85	\$7.97	\$ 10,448.67
9	HANDICAPPED SIGNAGE	EA	2	\$500.00	\$ 1,000.00	\$65.00	\$ 130.00	\$620.00	\$ 1,240.00	\$76.25	\$ 152.50
10	STRIPING OF PARKING AREA	LS	1	\$3,000.00	\$ 3,000.00	\$1,188.00	\$ 1,188.00	\$1,235.00	\$ 1,235.00	\$550.00	\$ 550.00
11	CONCRETE WHEEL STOPS	EA	2	\$3,000.00	\$ 6,000.00	\$148.00	\$ 296.00	\$180.00	\$ 360.00	\$108.49	\$ 216.98
12	CONCRETE SIDEWALK	SF	1040	\$10.00	\$ 10,400.00	\$14.05	\$ 14,612.00	\$9.85	\$ 10,244.00	\$15.00	\$ 15,600.00
13	SEEDING AND SURFACE RESTORATION	LS	1	\$3,000.00	\$ 3,000.00	\$2,160.00	\$ 2,160.00	\$3,270.15	\$ 3,270.15	\$1,949.86	\$ 1,949.86

Engineer's Estimate for Base Bid:

\$ 355,370.75

\$ 393,930.00

\$ 332,477.00

\$ 345,388.34

lowest apparent bid

differs from written

345,386.97 written



Reviewed and Certified by: Chris Koehler, PE, PLS

Bid Opening
City of Jackson
Replacement of Restroom No. 1
Jackson MO
December 1, 2022, 10:00 AM

Contractor	Add. 1 Acknowledged	Bid Security (y/n)	Total Base Bid
Nip Kelley	✓	✓	332,477.00
Putz Construction	✓	✓	345,386.77
Zoellner	✓	✓	393,930.00
Steve's Hauling			

WITNESS:

Jason Fero