



**CITY OF JACKSON**  
**MAYOR & BOARD OF ALDERMEN STUDY SESSION**  
**Monday, August 01, 2022 at 6:15 PM**  
**Board Chambers, City Hall, 101 Court St.**

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**AGENDA**

**DISCUSSION ITEMS**

1. Proposed changes for utility vehicles and recreational off-highway vehicles
2. Update on the Wastewater Bond Issue Education & Outreach Strategy
3. Restroom Replacement Project on North Union Avenue - engineering services proposal
4. Water System Facility Plan Implementation Project, Phase Two - request for additional engineering services
5. Update on the South Old Orchard Road Lateral Sewer Project
6. Recap of the Walk Jackson! Program
7. Update to the Personnel Policies and Procedures Manual
8. Previously tabled items (unspecified)
9. Additional items (unspecified)

Posted on 07/29/2022 at 04:00 PM.



# City of Jackson

July 25, 2022

The Honorable Mayor Dwain Hahs and Members of the Board of Alderman

Re: Proposed usage of UTVs and ROVs on city streets

Fire Chief Jason Mouser and I want to take the opportunity to formally address the recent requests for Utility Vehicles (UTVs) and Recreational Off-Highway Vehicles (ROVs) for use on city streets. We have conducted some research on the matter and based on several factors, we do not recommend approval of such an ordinance.

We have found that several municipalities and counties within Missouri have adopted such an ordinance, but the majority are smaller and more rural. Most do not share city limits with much larger cities nor have the large amount of traffic as Jackson. Jackson, we know has a very large volume of daytime traffic within our city limits. We are growing and the volume of traffic will continue to grow. Traffic accidents will likely increase as our streets and highways get more congested. The Jackson Police Department and Jackson Fire and Rescue respond to an average of 300 to 400 accidents annually with almost half involving injuries and at least one fatality. In our most recent city survey, traffic concerns were our citizen's number one priority. As public safety professionals, we have concerns that allowing UTVs in the mix of large volumes of traffic poses a significant threat to the safety of the operator and passengers of a UTV.


We also researched several operator's manuals and every manual states that their vehicles are not intended or recommended for use on roadways or public roads. For example, the 2022 Polaris 500 series operator's manual states, "This vehicle is for off road use only. Never operate on public roads." The Polaris Ace and Ranger 570 series operator's manuals state, "Do not allow operation on public roads (unless designated for off-highway access) collisions with cars and trucks can occur." The John Deere utility vehicle 825 series operator's manual states, "For off-road use only. Not intended for use on public roads or highways." The fact that the major manufacturers of some of the most popular UTVs and Off-Highway Vehicles clearly advise against the use of their UTV on public highways and roads more than supports our position. UTVs are not designed for use on public highways and roads, nor designed to withstand crashes with larger vehicles. There were many tests and studies conducted by the National Highway Traffic Safety Administration (NHTSA) on the stability of the UTVs. Not only can there be serious consequences with collisions with cars and trucks but, "the rollover threshold is very low and can easily be exceeded even during proper use of the vehicle" according to the NHTSA.


We recently reached out to the Recreational Off-Highway Vehicle Association (ROHVA). This association was formed to promote the safe and responsible use of recreational off-highway vehicles manufactured or distributed in North America. They are accredited by the American National Standards Institute (ANSI), which are the same standards both Jackson Fire and Rescue and Jackson Police Department and some city departments adhere to on some safety equipment. The ROHVA is sponsored by some of the major manufactures of UTVs, such as Polaris, Honda, Kawasaki, Mahindra, Textron Specialized Vehicles, and Yamaha.

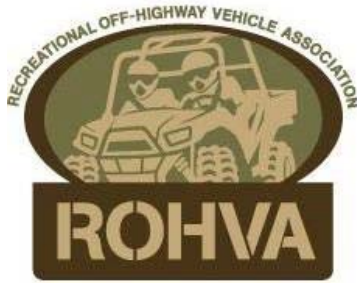
While reaching out to the association in regards to their position to on-highway operation of UTVs, side-by-sides, and other recreational off-highway vehicles or ROVs, we were directed to their government relations department which provided me a document stating their position. We have attached a copy of their statement to this letter. We want the Board to be informed as much as possible when posed with the often tough and sometimes challenging decisions facing each of you on a weekly basis.

Based on these findings, it is our recommendation that the Board not adopt an ordinance allowing for the use of UTVs or Recreational Off-Highway Vehicles on city streets. Thank you for your time and consideration in this matter.

Sincerely,

  
James M. Humphreys  
Chief of Police JPD

  
Jason Mouser  
Fire Chief JFR



## **POSITION IN OPPOSITION TO ON-HIGHWAY OPERATION OF ROVs**

The Recreational Off-Highway Vehicle Association (ROHVA) is a not-for-profit trade association formed to promote the safe and responsible use of recreational off-highway vehicles (ROVs) manufactured or distributed in North America. ROHVA also serves as the primary resource for information on ROVs. An ROV – sometimes referred to as a side-by-side or UTV – is a motorized off-highway vehicle designed to travel on four or more non-highway tires, with a steering wheel, non-straddle seating, seat belts, an occupant protective structure, and engine displacement up to 1,000cc. Current models are designed with seats for a driver and one or more passengers.

ROVs are designed, manufactured and sold for off-highway use only. On-highway vehicles must be manufactured and certified to comply with U.S. Department of Transportation Federal Motor Vehicle Safety Standards (FMVSS). These safety standards consist of extensive and detailed compliance requirements. Since ROVs are not intended to be used on-highway, they are not designed, equipped or tested to meet such standards. Permitting street use of ROVs, including modified vehicles, would be in conflict with manufacturers' intentions on their proper use, and would be contrary to federal safety requirements.

Riding on public streets and highways introduces the possibility of the ROV colliding with a car or truck, an obviously dangerous situation.

ROHVA emphasizes that ROVs are not designed, manufactured, or in any way intended for use on public streets or highways and urges that on-highway use of ROVs be prohibited and law enforcement efforts be strengthened to eliminate this practice.

Amended and Proposed Ordinances Related to  
Vehicles on City Streets.

Exhibits

- A. Amended Definitions ordinance adding “Recreational off-highway vehicle” and “Utility vehicle.”
- B. Amended Prohibition ordinance adding “Recreational off-highway vehicle” and “Utility vehicle” as prohibited vehicles on City streets.
- C. Amended Prohibition ordinance adding “Recreational off-highway vehicle” as a prohibited vehicle on City streets but not a “Utility vehicle.”
- D. Proposed new ordinance allowing a “Utility vehicle” on City streets but not a “Recreational off-highway vehicle.”

Sec. 39-500 – Definitions.

[The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a difference meaning:]

“All-terrain vehicle” means any motorized vehicle manufactured and used exclusively for off-highway use which is fifty (50) inches or less in width, with an unladen dry weight of six hundred (600) pounds or less, traveling on three (3), four (4) or more low pressure tires with a seat designed to be straddled by the operator and handlebars for steering control.

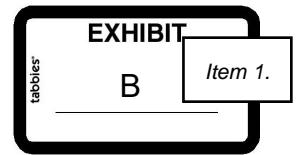
“Golf cart” means a motor vehicle that is designed and manufactured for operation on a golf course for sporting or recreational purposes and that has been manufactured by the original manufacturer so as not to be capable of exceeding speeds of twenty (20) miles per hour.

“Motorized play vehicle” means any mini-motorcycle, pocket bike, pocket motorcycle or any other vehicle that is capable of transporting a person or persons at a speed in excess of five (5) miles per hour which is self-propelled by a motor or engine and that is not otherwise defined by the Missouri Statutes or this Code as a motor vehicle, motorcycle, bicycle or motorized bicycle.

“Recreational off-highway vehicle” means any motorized vehicle manufactured and used exclusively for off-highway use which is more than fifty (50) inches but no more than eighty (80) inches in width, measured from outside of tire rim to outside of tire rim, with an unladen dry weight of three thousand five hundred (3,500) pounds or less, traveling on four (4) or more nonhighway tires and which may have access to ATV trails.

“Utility vehicle” means any motorized vehicle manufactured and used exclusively for off-highway use which is more than fifty (50) inches but no more than eighty (80) inches in width, measured from outside of tire trim to outside of tire trim, with an unladen dry weight of three thousand five hundred (3,500) pounds or less, traveling on four (4) or six (6) wheels, to be used primarily for landscaping, lawn car, or maintenance purposes.

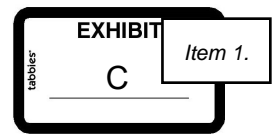
(Ord. No. 07-115, §2, 11-6-07; Ord. No. 15-112, §2, 12-21-15; Ord. No. \_\_\_\_, §2, 08-\_\_-22)



Sec. 39-501. – Prohibition.

No person shall ride on or operate a “motorized play vehicle,” an “all-terrain vehicle,” a “golf cart,” a “recreational off-highway vehicle,” or a “utility vehicle” upon any street, highway, roadway, or sidewalk within the city or within the boundaries of any city park. It is provided, however, that golf carts may cross city streets solely for the purpose of getting from one section of a golf course to another. This section does not apply to vehicles operated by the city or vehicles operated at specific events authorized by the city or vehicles operated by individuals for debris removal or snow removal. In the event that this section is violated by a juvenile, then the vehicle shall be confiscated by the city and held until the transportation and storage fees are paid by the adult owner of the vehicle.

(Ord. No. 07-115, §2, 11-6-07; Ord. No. 15-112, §2, 12-21-15; Ord. No. \_\_\_\_, §2, 08-\_\_-22)

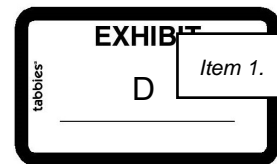


Sec. 39-501. – Prohibition. – but not utility vehicle

No person shall ride on or operate a “motorized play vehicle,” an “all-terrain vehicle,” a “golf cart,” or a “recreational off-highway vehicle” upon any street, highway, roadway, or sidewalk within the city or within the boundaries of any city park. It is provided, however, that golf carts may cross city streets solely for the purpose of getting from one section of a golf course to another. This section does not apply to vehicles operated by the city or vehicles operated at specific events authorized by the city or vehicles operated by individuals for debris removal or snow removal. In the event that this section is violated by a juvenile, then the vehicle shall be confiscated by the city and held until the transportation and storage fees are paid by the adult owner of the vehicle.

(Ord. No. 07-115, §2, 11-6-07; Ord. No. 15-112, §2, 12-21-15; Ord. No. \_\_\_\_, §2, 08-\_\_-22)





Sec. 39-\_\_\_\_\_ - Utility Vehicle

A “utility vehicle” (hereinafter “vehicle”), as defined in Section 39-500, may be operated on the streets, roadways or highways within the city under the following circumstances:

- A. The operator shall observe all traffic laws and local ordinances and not obstruct or interfere with the normal flow of traffic.
- B. The operator shall possess a valid driver’s license.
- C. The operator shall be eighteen (18) years of age or older.
- D. The operator shall maintain financial responsibility on the vehicle.
- E. The vehicle shall be operated only between the hours of official sunrise and sunset.
- F. The vehicle shall be equipped with headlights, taillights, turn signals, rearview mirror, seat belts, horn, adequate brakes, reliable steering, safe tires and reflectorized warning devices.
- G. The vehicle may not be operated on a State or Federal highway except for the purpose of crossing to gain access to a city street, roadway or highway.
- H. The vehicle shall not be operated on any city street, roadway or highway with posted speeds of more than thirty-five (35) miles per hour.
- I. Unless they are equipped to do so, there can be no passengers riding on these vehicles. If they are equipped the following shall apply:
  - 1. Children less than four (4) years old or less than forty (40) pounds must be in an appropriate child safety seat. (Section 307.179, RSMo.)
  - 2. Children ages four (4) through seven (7) who weigh at least forty (40) pounds must be in an appropriate child safety seat or booster seat unless they are eighty (80) pounds or four feet nine inches (4’9”) tall. (Section 307.179, RSMo.)
  - 3. Children ages eight (8) and over or weighing at least eighty (80) pounds or at least four feet nine inches (4’9”) tall are required to be secured by a safety belt or buckled into an appropriate booster seat. (Section 307.179, RSMo.)
  - 4. All passengers, under the age of eighteen (18), must wear an approved Department of Transportation helmet while riding.
  - 5. The vehicle shall not be operated with more passengers than the number for which it was designed.

6. All occupants shall wear a seat belt.
- J. Nothing in this section shall be interpreted as requiring the City to inspect the vehicle prior to operation to determine compliance with this section.



**City of Jackson**  
**Wastewater Plant Improvements**  
**Community Outreach Calendar**

**June**

*June 21 – Rotary Club*  
*June 17 – City Press Release*  
*June 29 – Optimist Club*

**July**

*July 1 – Bill stuffer sent*  
*July 2 – Heartless Concert at the Band Shell*  
*July 4 – Fourth of July event tent*  
*July 5 – Chamber Press Release*  
*July 9 – Uptown Cruisin’*  
*July 11 – Jackson Park Board / Jackson Community Outreach Board*  
*July 12 – Chamber Business After Hours – Edge Realty Jackson*  
*July 12 – Brian Gerau on Mike FM / Real Rock*  
*July 15 – Chamber Business Breakfast – Civic Center*  
*July 19 – Mayor on Faune Riggins*  
*July 20 – Chamber Ag Tour*  
*July 21 – Plant Tours, 4 pm and 5:30 pm*  
*July 22 – SEMO Realtors social media/newsletter*  
*Week of July 25 –City email*  
*July 26-30 Jackson Homecomers Tent*  
*July 27 – Jackson Senior Center*  
*July 29 – Booster Golf Tournament*

**August 1 – City email**

**August 2 – Election Day**



# City of Jackson

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TO: Mayor and Board of Aldermen

CC: Jim Roach, City Administrator

FROM: Anna Bergmark, City Engineer

DATE: July 27, 2022

RE: Task Order Request for the Replacement of Restroom #1

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Attached to this memo is a proposal from Koehler Engineering for professional services for the replacement of Restroom #1 located at the Northwest corner of Union Street and Oak Street. The services include survey, site design with a prefabricated building, and inspection services. The proposed cost for these services are \$15,500.00. I recommend the issuance of Task Order for the proposed work.



# KOEHLER ENGINEERING & LAND SURVEYING, INC.

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

July 27, 2022

Ms. Anna Bergmark, PE  
City Engineer  
City of Jackson, Missouri  
101 Court Street  
Jackson, Missouri 63755  
Via email @ [abergmark@jacksonmo.org](mailto:abergmark@jacksonmo.org)

**RE: Restrooms on Union Street for Jackson Park**

Ms. Bergmark,

I wish to thank you and the City of Jackson for the opportunity to provide this proposal for professional services for the new restrooms in the City Park. This project will be generally in the same location as the existing bathroom structure, but will involve replacing the present structure utilizing a pre-fab structure with related requirements. The site lies within the current 100-year floodplain, therefore some fill and grading will be required, and the walks will have to be realigned to reach the higher elevation while maintaining ADA slopes.

Per our discussions in our meeting last week, we will provide the following services:

Prepare a site design for the new bathroom with a pre-fabricated restroom all under our seal, utilizing a pre-fabricated restroom similar to the CXT Taos Structure indicated below, including walkways and site grading. Lighting will be furnished on the building, and electric will be brought to a transformer location by the City of Jackson. A meter will be set on the building or on a separate base at the transformer, depending on the requirements of the city of Jackson.



**Figure 1: Existing Restroom (to be replaced)**



**Figure 2: New Restroom Example**

After the project is bid and a contract awarded, we will provide construction administration services, including the following:

- Conduct pre-construction meeting with the selected contractor
- Provide on-site review, project inspections, and materials testing / reporting

- Attend / oversee progress meetings
- Review and respond to all submittals
- Review and approve payment applications
- Conduct semi-final punchlist walkthrough / distribution
- Conduct final punchlist walkthrough
- Recommendation of Acceptance / Warranty Review

The cost for these services would be as follows:

1) Site Survey / Base Data:	\$1,500.00
2) Civil Engineering and Building Plan Preparation:	\$7,000.00
3) Bidding Services:	\$1,000.00
4) Construction Administration and Inspection:	\$6,000.00
Total:	\$15,500.00

Schedule for this work will be coordinated with your staff to provide acceptable delivery and schedules in accordance with City expectations.

Thank you for the opportunity to provide this proposal 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



# City of Jackson

TO: Mayor and Board of Aldermen

CC: Jim Roach, City Administrator

FROM: Kent Peetz, Director of Public Works

DATE: July 26, 2022

RE: Amendment 5 to Task Order 19-04

Attached you will find Amendment 5 to Task Order 19-04 for additional engineering services on the Water System Facility Plan Improvements project in the amount of \$31,900 to Horner and Shifrin Engineering.

I recommend award of this Task Order Amendment.

This Amendment will cover \$11,900 in additional engineering services for design, bidding, and construction phase services to replace the pump supports and VFDs for Pumps #1 and #2 at Water Treatment Plant No. 1.

This Amendment will also allocate \$20,000 for easement preparation and modifications for the East Jackson Blvd. and High Street Water Main Replacement Projects.

July 19, 2022

Mr. Kent Peetz, P.E.  
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. 5**

Dear Mr. Peetz:

The Amendment No. 5 to the above Task Order Contract is requested to provide additional engineering services for the following projects (see Exhibit A attached):

1. Project 2, Phase 2D Water Plant Improvements – Additional design bidding, and construction phase services to replace the pump supports and VFDs for Pump #1 and Pump #2 at Water Treatment Plant No. 1. The metal pump supports are corroding and need to be replaced and the pump VFDs are obsolete resulting in unavailable or very difficult to obtain parts.
2. Project 2, Phase 2E East Jackson Blvd and High Street Water Main Replacement – Allocate money for easement preparation and modifications. Recommend \$20,000 and only use what is needed. Estimating 31 easements.

Based on the additional scope of work above the requested Amendment 5 fee is listed below and detailed on Exhibit A attached.

Project 2, Phase 2D	\$11,900
Project 2, Phase 2E	\$20,000

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<b>Total Amendment 5 Requested Fee</b>	<b>\$31,900</b>
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Mr. Kent Peetz, P.E.

July 19, 2022

Page 2

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
<b>Contract Amendment 5</b>	<b>\$ 31,900</b>
Total Contract to Date	\$761,113

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

cc: Anna Bergmark, Jackson

EXHIBIT 1

CITY OF JACKSON, MISSOURI  
WATER TREATMENT PLANT ADDITIONAL DESIGN  
ENGINEERING FEE ESTIMATE

Prepared By: LEF

LABOR:					Labor Classification					
Cost Center	Task No.	Task Description	Task M.H.	Task Cost	Fennewald, Lisa	Fitzgerald, Spencer	Brenton, Chad	Smith, Keith	Dickerman, Jeremiah	Visintine, Brian
					EP04	EP10	SP08	BP03	BT02	ET01
<b>DESIGN - PLANT #1 ADDED IMPROVEMENTS</b>										
STL_Water	1	Replacement of corroding pump bases for ex. Pump #1 and Pump #2	16	\$1,912		12				4
Structural Building			2	\$268			2			
STL_Water	2	Replacement of VFDs for Pump #1 and Pump #2 due to unavailability of parts.	4	\$472		4				
MEP			23	\$4,034				19	4	
STL_Water	3	Project Management - Design	2	\$370	2					
		Subtotal	47	\$7,056	2	16	2	19	4	4
<b>BIDDING EXTRA</b>										
STL_Water	1	Assist City Staff in responding to contractor questions about bidding documents and issue addendum(s).	2	\$236		2				
Structural Building			1	\$134			1			
MEP			2	\$380				2		
		Subtotal	5	\$750	0	2	1	2	0	0
<b>CONSTRUCTION EXTRA</b>										
STL_Water	1	Review contractor-submitted shop drawing and other items (e.g., construction schedule).	4	\$472		4				
Structural Building			2	\$268			2			
MEP			2	\$380				2		
STL_Water	2	Respond to contractor questions regarding unforeseen field conditions and/or interpretations of design intent.	8	\$944		8				
Structural Building			2	\$268			2			
MEP			0	\$0						
STL_Water	3	Provide assistance in resolving contractor's field questions to ensure consistent quality control of contractor's work.	8	\$944		8				
Structural Building			0	\$0						
MEP			2	\$380				2		
STL_Water	4	Project Management - Constr	2	\$370	2					
		Subtotal	30	\$4,026	2	20	4	4	0	0
<b>TOTAL ESTIMATE MANHOURS</b>			82		4	38	7	25	4	4
<b>TOTAL ESTIMATED LABOR COSTS</b>				<b>\$11,832</b>						

DESIGN EXPENSES:

Item	Unit	Total Cost
Mileage:	0 miles	\$0
E. Jackson Easements:	SAY	\$20,000
Reproduction & Photocopy:	-- SAY	\$0
Field Equipment Rental Reimbursement:	-- SAY	\$0
Misc. Reimbursable Expenses:	-- SAY	\$0
<b>ESTIMATED TOTAL REIMBURSIBLE EXPENSES:</b>		<b>\$20,000</b>
<b>MARK UP PERCENTAGE:</b>		<b>0%</b>
<b>ESTIMATED TOTAL EXPENSES:</b>		<b>\$20,000</b>
<b>TOTAL ESTIMATED NOT-TO EXCEED COST:</b>		<b>\$31,900</b>