

**OFFICIAL PROCEEDINGS OF
THE REGULAR COUNCIL MEETING**

**November 6, 2012
7:00 p.m.**

ROLL CALL

Present: Mayor Hark, Council Members Louderman, Hark, Mayor Pro Tem Knickerbocker, Council Members Dobson and Lionberger – 6

Absent: Council Member Draper – 1

CALL TO ORDER

There being a quorum present, Mayor Hark called the meeting to order.

INVOCATION

Pro Tem Knickerbocker gave the invocation.

PLEDGE OF ALLEGIANCE

Council Member Dobson led the Pledge of Allegiance to the Flag.

**APPROVAL OF MINUTES
Regularly Scheduled Council Meeting – October 16, 2012**

Motion was made by Council Member Louderman to approve the minutes of the regularly scheduled Council meeting that was held on October 16, 2012. Motion was seconded by Council Member Dobson.

Motion carried.

**APPROVAL OF PAYROLL AND CLAIMS
Second Half – October, 2012**

Motion was made by Council Member Dobson to approve the payroll and claims for the second half of October, 2012. Motion was seconded by Council Member Hark.

Motion carried.

JEFF ARP – MIRMA

Re: Risk Management Award Presentation – Hannibal Police Department

Jeff Arp, representative from MIRMA, addressed Council explaining that he has been coming to the City of Hannibal since June, 1999 and, during that time, has worked with the City employees in safety-related issues. He stated that the City has been affiliated with MIRMA or Missouri Intergovernmental Risk Management Association since the 1980's. Arp explained that MIRMA is very pro-active in their risk management efforts, which includes Police training with a wide variety of available tools.

They also have a risk grant award program in which money is set aside each year to be used to assist MIRMA members with the purchase of needed equipment. Arp explained that, in the past year, the Hannibal Police Department had submitted an application for assistance in the purchase of cameras to be worn by Police Officers. Arp was in attendance to acknowledge the City's award of \$5,247.00 toward the purchase of these cameras and present written notification of this award. He made this presentation to Police Chief Lyndell Davis.

LYNDELL DAVIS – CHIEF OF POLICE

Re: Equipment Demonstration, MIRMA Risk Management Award Funding Use

Lyndell Davis then addressed the Council showing them the actual cameras that would be purchased with MIRMA's risk management award and giving a demonstration of the device. He explained that two models had been tested by the department. The first model, according to Davis, was about the size of a smart phone but twice as thick. When officers field-tested this model it worked well; however, the cost per camera was approximately \$800.00 and officers found it to be rather bulky. The second model, about the size of a clip-on microphone, performed much like the larger version but sold for approximately \$100.00 each. After the field-testing, the department opted for the smaller model. These will be used as an important tool for the officers' protection and for the prosecution of crimes. Davis demonstrated the ease in use of these cameras.

These units operate very discretely and have approximately two hours of recording time which is usually sufficient; however, they can be downloaded if the officer needs more space during his/her shift time. Davis commented that there are no departments near us that are currently using these cameras.

MARY SHORT, PRESIDENT – HISTORIC HANNIBAL MARKETING COUNCIL

Re: Request, Ad Hoc Committee – Annual 4th of July Celebration

At the request of Ms. Mary Short, President of the Historic Hannibal Marketing Council, Mayor Hark entertained a motion to table her request, indefinitely. Motion was made by Mayor Pro Tem Knickerbocker to table this item. Motion was seconded by Council Member Louderman.

Motion carried.

ROY G. HARK – MAYOR
Re: Approval of Appointment

Mayor Hark reminded Council of candidates presented at the last regular Council meeting for the Employee Benefit Trust Board, the Hannibal Tree Board and the Mark Twain Home Board. These were:

EMPLOYEE BENEFIT TRUST BOARD

- Matt Lay – appointment for a term to expire May, 2013

HANNIBAL TREE BOARD

- Eric Happekotte – reappointment for a term to expire September, 2015

MARK TWAIN HOME BOARD

- Kristy Trevathan – reappointment for a term to expire November, 2019

He asked Council for their approval of these nominations. Motion was made by Council Member Dobson to approve the Mayor's nominations. Motion was seconded by Council Member Louderman.

Motion carried.

JEFF LAGARCE – CITY MANAGER
Re: Pigeon Removal Initiative

City Manager LaGarce requested that the pigeon removal initiative be tabled until the next regular Council meeting. He explained that, since he and Council Member Dobson were currently in the process of meeting with various companies, regarding this issue, there was no definitive information to present at this time. Motion was made by Council Member Dobson to table this agenda item for two weeks. Motion was seconded by Council Member Louderman.

Motion carried.

Re: Approval, Fire Chief Position Description Revisions

LaGarce explained that his final item on the evening's agenda was regarding a position description revision for the Fire Chief. The intention is to attempt to raise the bar, departmentally, with the training requirements by putting additional requirements into the lower levels; and along with that, according to LaGarce, the Chief's requirements are being modified by adding some certifications, as well. This revision also, retroactively, reflects the fireboard change that occurred last year. Motion was made by Mayor Pro Tem Knickerbocker to approve this revision. Motion was seconded by Council Member Hark.

Motion carried.

ANGELICA N. VANCE – CITY CLERK

Re: Resignation Acceptance, 6th Ward Council Member – Richard Draper

City Clerk Angelica Vance presented the next agenda item, the acceptance of a resignation recently tendered by 6th Ward Council Member Richard Draper. Vance explained that the resignation was received in the City Clerk's office on October 30, 2012 and was to be effective immediately. She asked for acceptance of Draper's resignation in order to proceed with the steps to fill the vacancy. Motion was made by Mayor Pro Tem Knickerbocker to accept Council Member Draper's resignation, effective immediately. Motion was seconded by Council Member Louderman.

Motion carried.

Re: Approval, 6th Ward Council Vacancy Selection Process & Timeline

Vance's next item was in regard to filling the vacancy created by Council Member Draper's resignation. She presented a timeline that she wished to utilize in filling this vacancy. She would:

- Send an ad, for publication on November 14 and November 17, 2012, to the Hannibal Courier Post requesting persons of interest for the available position
- Set the deadline for response to be November 26, 2012
- Review submissions, making sure each one meets all necessary qualifications
- Distribute information to Council for review
- Schedule a tentative forum/selection on December 4, 2012, during the regular Council meeting

At this time, Vance does not anticipate the need for a Special Called Council Meeting since this schedule would allow the process to be completed in a speedy time frame. Council Member Louderman questioned the date to begin Council sign-up for the 2013 Municipal Election. The response to his question was the end of December, 2012 with a closing date in January, 2013; so, for that reason. Louderman believed this process should be completed quickly, before that process began. Mayor Pro Tem Knickerbocker pointed out an error in the "Request for Intent" that would be published in the newspaper, which read, "***The City of Hannibal is calling for all interested citizens of the Sixth Ward who wish to serve in the vacant position of Fifth Ward Council Member...***" Vance acknowledged this error and assured Council that it would be corrected. Motion was made by Council Member Louderman to approve the City Clerk's timeline and allow her to proceed. Motion was seconded by Mayor Pro Tem Knickerbocker.

Motion carried.

DOUG WARREN – FINANCE DIRECTOR

Re: Employee Guide to Success Amendment – SECTION IV. USE OF CITY CHARGE ACCOUNTS

(Resolution NO. 1864-12, to follow)

Finance Director Doug Warren made the next presentation, regarding an amendment to the Employee Guide to Success to be completed with the approval of Resolution No. 1864-12, to follow. He reminded Council of the recent change to the City Code with regard to the City's Credit Card Use Policy. At that time he committed to return with a recommendation for a policy, to be included in the Employee Guide to Success. This was distributed for Council review with the inclusion of purpose, recipients of credit, credit limits and responsibilities, with regard to any city credit card use. Warren asked that Council consider this request when Resolution No. 1864-121 was revisited for approval, later, during the meeting.

GAIL BRYANT – HCVB DIRECTOR

Re: Bid Award Approval, 2013 Visitor Guide Printing

Poole Communications

HCVB Director Gail Bryant requested Council bid award approval for the 2013 Visitor Guide printing. She explained that, recently, a legal notice was placed in the newspaper and RFP (Request for Proposals) was distributed to all vendors requesting information. On October 23, 2012, sealed bids were opened. Each bidder met all the requirements outlined in the RFP. As a result, staff recommended the bid be awarded to Poole Communications, the lowest bidder, in the amount of \$37,614.00.

Motion was made by Council Member Louderman to approve Bryant's request. Motion was seconded by Council Member Dobson.

Motion carried.

Re: 2013 Hemmings Motor News Great Race Host City – Overnight Host Agreement

Monday, June 24, 2013

(Resolution No. 1863-12, to follow)

Bryant's second request was for Council approval of Resolution No. 1863-12, to follow. Resolution No. 1863-12, if approved, would authorize Mayor Hark to enter into an agreement with the Coker Tire Company in order that Hannibal could host an overnight stop for the 2013 Great Race on Monday, June 24, 2013. She explained that the Hemmings' Motor News Great Race is an eight-day, multiple state, timed endurance race for vintage and classic cars, pre-1969. It is a benefit race for autism. Since, as a host city a partnership fee of \$10,000, as well as provision of a dinner for the group is expected, the HCVB is seeking the sponsorships to cover the needed expenses. She added that, so far, she has had a very good response with regard to these needs.

PHYLLIS NELSON – CITY COLLECTOR
Re: 2012 Budget Amendment No. 2 – General, Capital Equipment & Sales
Tax Capital Funds
(Resolution No. 1862-10, to follow)

City Collector Phyllis Nelson explained that Resolution No. 1862-12, to follow, would approve the 2012 Budget Amendment No. 2. This amendment is mainly housekeeping, according to Nelson who added that this resolution would account for some donations received that had not been anticipated at budget time.

She explained that Resolution No. 1862-12 would also dissolve four out-dated budget accounts that are no longer needed and return monies to the appropriate funds.

BILL MADORE – FIRE CHIEF
Re: Donation Acceptance, Automated External Defibrillator
Linda Coleberd – Mark Twain Cave

Fire Chief Bill Madore advised that he had recently been approached by representatives of the Mark Twain Cave, who expressed a desire to donate their automated external defibrillator (AED) to the Hannibal Fire Department, since they no longer wish to house/keep and maintain it at that location. They believe this piece of equipment would best be utilized by the First Responders. Madore wished to acknowledge this gift/donation with the approval of Council. He recommended that the Hannibal Fire Department accept the AED from Linda Coleberd of Mark Twain Cave in the amount of \$1,200 (the manufacturer's estimated cash value). Motion was made by Council Member Dobson to approve acceptance of this donation. Motion was seconded by Council Member Hark.

Motion carried.

RESOLUTION NO. 1862-12

**A RESOLUTION AMENDING THE FISCAL YEAR BUDGET 2012-2013
(AMENDMENT NO. 2) RELATIVE TO THE GENERAL FUND, CAPITAL
EQUIPMENT FUND AND SALES TAX CAPITAL FUND FOR A SUPPLEMENTAL
APPROPRIATION OF \$110,514.79, \$627.60 AND \$25,000 RESPECTIVELY OFFSET
BY THE EXPENDITURE LINE ACCOUNTS OF 10.29.121, 10.31.573, 10.47.599,
45.44.475 AND 30.68.901**

Motion was made by Mayor Pro Tem Knickerbocker to have the City Clerk read Resolution No. 1862-12 and call the roll for adoption. Motion was seconded by Council Member Hark.

Motion carried.

Roll Call

Yes: Mayor Hark, Council Members Louderman, Hark, Mayor Pro Tem Knickerbocker, Council Members Dobson and Lionberger – 6

No: -0-

Absent: -0-

Mayor Hark declared Resolution No. 1862-12 duly approved and adopted on this date.

RESOLUTION NO. 1863-12

A RESOLUTION OF THE CITY OF HANNIBAL, HANNIBAL CONVENTION AND VISITOR'S BUREAU, ACCEPTING AND ENTERING INTO AN AGREEMENT WITH THE COKER TIRE COMPANY TO BE A HOST CITY FOR THE 2013 HEMMINGS MOTOR NEWS GREAT RACE

Motion was made by Council Member Louderman to have the City Clerk read Resolution No. 1863-12 and call the roll for adoption. Motion was seconded by Council Member Dobson.

Motion carried.

Roll Call

Yes: Mayor Hark, Council Members Louderman, Hark, Mayor Pro Tem Knickerbocker, Council Members Dobson and Lionberger – 6

No: -0-

Absent: -0-

Mayor Hark declared Resolution No. 1863-12 duly approved and adopted on this date.

RESOLUTION NO. 1864-12

A RESOLUTION AMENDING THE CITY OF HANNIBAL'S PERSONNEL MANUAL KNOWN AS THE *EMPLOYEE GUIDE TO SUCCESS*, SECTION IV. JOB PERFORMANCE AND STANDARDS OF CONDUCT USE OF CITY CHARGE ACCOUNTS

Motion was made by Council Member Hark to have the City Clerk read Resolution No. 1864-12 and call the roll for adoption. Motion was seconded by Council Member Dobson.

Motion carried.

Roll Call

Yes: Mayor Hark, Council Members Louderman, Hark, Mayor Pro Tem Knickerbocker, Council Members Dobson and Lionberger – 6

No: -0-

Absent: -0-

Mayor Hark declared Resolution No. 1862-12 duly approved and adopted on this date.

BILL NO. 12-034
(as amended)

AN ORDINANCE GRANTING A FRANCHISE BY THE CITY OF HANNIBAL, COUNTY OF MARION, MISSOURI, TO LIBERTY ENERGY (MIDSTATES) CORP., ITS SUCCESSORS AND ASSIGNS, THE RIGHT TO FURNISH, SELL AND DISTRIBUTE GAS TO THE CITY AND TO ALL PERSONS, BUSINESSES AND INDUSTRIES WITHIN THE CITY AND THE RIGHT TO ACQUIRE, CONSTRUCT, INSTALL, LOCATE, MAINTAIN, OPERATE AND EXTEND INTO, WITHIN AND THROUGH SAID CITY ALL FACILITIES REASONABLY NECESSARY TO FURNISH, SELL AND DISTRIBUTE GAS TO THE CITY AND TO ALL PERSONS, BUSINESSES AND INDUSTRIES WITHIN THE CITY AND IN THE TERRITORY ADJACENT THERETO AND THE RIGHT TO MAKE REASONABLE USE OF ALL STREETS AND OTHER PUBLIC PLACES AS MAY BE NECESSARY, AND FIXING THE TERMS AND CONDITIONS THEREOF

SECOND AND FINAL READING

Motion was made by Council Member Louderman to give Bill No. 12-034, as amended, a second and final reading and call the roll for adoption. Motion was seconded by Council Member Dobson.

Motion carried.

Roll Call

Yes: Mayor Hark, Council Members Louderman, Hark, Mayor Pro Tem Knickerbocker, Council Members Dobson and Lionberger – 6

No: -0-

Absent: -0-

Mayor Hark declared Bill No. 12-034, as amended, duly approved and adopted on this date.

BILL NO. 12-035

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE IV, DIVISION 1, SECTION 211 OF THE HANNIBAL CITY CODE REGARDING THE USE OF CREDIT CARDS AND FURTHER ENACTING POLICIES AND PROCEDURES THEREOF

SECOND AND FINAL READING

Motion was made by Council Member Dobson to give Bill No. 12-035 a second and final reading and call the roll for adoption. Motion was seconded by Council Member Hark.

Motion carried.

Roll Call

Yes: Mayor Hark, Council Members Louderman, Hark, Mayor Pro Tem Knickerbocker, Council Members Dobson and Lionberger – 6

No: -0-

Absent: -0-

Mayor Hark declared Bill No. 12-035 duly approved and adopted on this date.

CLOSED SESSION

In Accordance with RSMo. 610-021 (1)

At this time, Mayor Hark entertained a motion to go into closed session in accordance with RSMo 610-021, sub-paragraph one (1), admitting himself, rest of Council, City Manager LaGarce, City Attorney James Lemon, City Clerk Angelica Vance and Police Chief Lyndell Davis. Motion was made by Mayor Pro Tem Knickerbocker to go into Closed Session, as directed by Mayor Hark. Motion was seconded by Council Member Louderman.

Roll Call

Yes: Mayor Hark, Council Members Louderman, Hark, Mayor Pro Tem Knickerbocker, Council Members Dobson and Lionberger – 6

No: -0-

Absent: -0-

Motion carried.

OPEN SESSION

Motion was made by Council Member Dobson to return to open session at this time. Motion was seconded by Council Member Hark.

Motion carried.

ADJOURNMENT

Motion was made by Council Member Hark to adjourn the meeting. Motion was seconded by Council Member Louderman.

Motion carried.