

## OFFICIAL COUNCIL PROCEEDINGS

Tuesday, April 21, 2015  
Council Chambers  
7:00 p.m.

### ROLL CALL

**Present:** Council Members Dobson, Lionberger, Mayor Hark, Council Members Van Hoose, Hark and Locke - 6

**Absent:** Mayor Pro Tem Knickerbocker - 1

### CALL TO ORDER

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

### INVOCATION

The invocation was given, at this time, by Council Member Van Hoose.

### PLEDGE OF ALLEGIANCE

Council Member Dobson led the Pledge of Allegiance to the Flag. Mayor Hark entertained a motion to excuse Mayor Pro Tem Knickerbocker from the proceedings. Motion was made by Council Member Locke to excuse Mayor Pro Tem Knickerbocker from the evening's proceedings. Motion was seconded by Council Member Hark.

Motion carried.

### APPROVAL OF MINUTES

**Closed Session Minutes – March 30, 2015**  
**Regularly Scheduled Council Meeting – April 7, 2015**

Motion was made by Council Member Lionberger to approve the minutes of the last regular Council meeting that was held on April 7, 2015 and the closed session Council meeting held on March 30, 2015. Motion was seconded by Council Member Hark.

Motion carried.

**APPROVAL OF PAYROLL AND CLAIMS**  
**First Half – April, 2015**

Motion was made by Council Member Locke to approve the payroll and claims for the first half of April 2015. Motion was seconded by Council Member Hark.

Motion carried.

**LINDA STUDER - HHMC**  
**Re: Amended Request, Sales & Consumption of Alcohol – Twain on Main**  
*May 23-24, 2015*

Ms. Linda Studer, of the Historic Hannibal Marketing Council, presented the next item on the agenda, a request to amend the HHMC's previous request, in order to include the sale and consumption of alcohol, during the Twain on Main festival, scheduled for May 23-24, 2015. Studer explained that the road closures would remain the same; however, HHMC was requesting Council approval to add a micro-brew beer and wine garden, to be located on the grassy area adjacent to the Mark Twain Brewery. With Council approval, samples of the beer and wine would be provided and bottles would also be available for sale and consumption in that area. Motion was made by Council Member Locke to approve Studer's request. Motion was seconded by Council Member Dobson.

Motion carried.

**REX HICKS – Y MEN'S CLUB**  
**Re: Request, Street Closure & Consumption of Alcohol – Down by the River Events**  
*May 8, June 12, July 19 & August 14, 2015 – 3:00 p.m. – 11:00 p.m.*

Mr. Rex Hicks, representing the Y Men's Club, came before Council to request approval of street closures and alcohol sales for the events known as the "Down by the River Concerts", the same as requested in previous years. Motion was made by Council Member Hark to approve Hicks' request. Motion was seconded by Council Member Lionberger.

Motion carried.

**Re: Requests, Street Closure & Alcohol Consumption – Mud Volleyball**  
*July 1-6, 2015*

Hicks also made a request regarding Council approval of street closures and alcohol consumption for the Mud Volleyball Tournament to be held July 1<sup>st</sup> through July 6<sup>th</sup>, 2015, which will also include set-up and tear-down times. He explained that this year the request included closing the entire alley, not just a portion. He assured Council that everything was moveable, in the event that the Fire Department needed access. He added that any previous issues had been resolved. Motion was made by Council Member Locke to approve Hicks' request. Motion was seconded by Council Member Dobson.

Motion carried.

**PAMELA NEFF – COFFMAN FAMILY**  
**Re: Request, Sidewalk Use – “No Reason” Walk**  
*Sunday, July 19, 2015 – 9:00 a.m. – 1:00 p.m.*

Because Ms. Neff called and stated that she was withdrawing her request since this event was going to take place in Riverview Park, Mayor Hark asked that it be removed from the agenda. Motion was made by Council Member Dobson to remove this item from the evening’s agenda. Motion was seconded by Council Member Lionberger.

Motion carried.

**ROY G. HARK – MAYOR**  
**Re: Approval of Appointment**

Mayor Hark reminded Council of a candidate presented at the last meeting for the following Board:

**HISTORIC DISTRICT DEVELOPMENT COMMISSION**  
➤ **Scott Meyer – appointment for a term to expire May, 2016**

He asked Council for their approval of this recommendation. Motion was made by Council Member Locke to approve the Mayor’s recommendation of Scott Meyer to the Historic District Development Commission for an appointment to a term expiring May, 2016. Motion was seconded by Council Member Lionberger.

Motion carried.

**JEFF LAGARCE – CITY MANAGER**  
**Re: Approval of Appointment**

City Manager LaGarce reminded Council of a candidate presented at the last meeting for the Hannibal Park Board. This was:

**HANNIBAL PARK BOARD**  
➤ **Casey Welch – appointment for a term to expire July, 2018**

He asked Council for their approval of this nomination. Motion was made by Council Member Hark to approve Casey Welch’s appointment to the Park Board for a term to expire July, 2018. Motion was seconded by Council Member Lionberger.

Motion carried.

## **Re: Recommendation of Appointment**

City Manager LaGarce made the following recommendation:

### **PLANNING & ZONING COMMISSION**

- **Barry Louderman – appointment for a term to expire June, 2019**

This nomination will be considered for approval at the next regular Council meeting, to be held on May 5, 2015.

## **Re: Approval, Letter of Intent – Viking River Cruises**

Next, City Manager LaGarce presented a letter of intent, from Viking River Cruises, for Council consideration and approval. LaGarce explained that Viking River Cruises had indicated that they would like exclusive docking rights to land their cruise ships at specific times and dates. He added that the port would not be a “Viking Port” but a port that would be available to their ships since they did not want passengers sitting out in the river waiting to dock. The American Queen has asked for similar docking rights.

According to LaGarce, the City was unable to commit to exclusive docking rights since there are no port facilities at this time. The letter of intent, being presented for approval states the community’s intent to provide the necessary docking infrastructure as part of our riverfront development process, to accommodate Viking (and the other) cruise ships. City Manager LaGarce advised that Hannibal would be one of two communities in Missouri having this unique opportunity, St. Louis being the other. Having three ports will also help the current riverboats, as well, according to LaGarce, who added that three ports would be sufficient for all three companies. Motion was made by Council Member Dobson to approve the letter of intent as detailed by the City Manager. Motion was seconded by Council Member Hark.

Motion carried.

## **Re: Approval, Budget Adoption Schedule – 2015/16 Fiscal Year**

*May 5<sup>th</sup> - Budget Submittal to Council & Set Public Hearing Date*

*May 20<sup>th</sup> – CWC Budget Work session*

*June 2<sup>nd</sup> – Public Hearing & First Reading Budget Bills*

*June 16<sup>th</sup> – Final Reading of Budget Bills*

City Manager LaGarce stated that it was staff’s intent to present the FY2015/16 Budget to the Mayor and City Council on May 5, 2015. He added that Council would be asked to approve the date for a public hearing at that time. He requested that Council approve a Budget Work Session to be held on May 20, 2015, at 5:30 p.m. He also asked Council to approve the entire budget adoption schedule, as presented. Motion was made by Council Member Locke to approve LaGarce’s requests. Motion was seconded by Council Member Lionberger.

Motion carried.

**ANGELICA VANCE – CITY CLERK**  
**Re: Use & Sales Tax Imposition – Propositions 1 & 2**  
*As approved by Voters – 4/7/2015*  
*(Bill Nos. 15-010 & 15-011, to follow)*

City Clerk Vance explained that, voters approved Propositions 1 and 2, regarding the use and sales tax imposition, during the April 7, 2015 Municipal Election. She added that certain state guidelines must be followed and submitted to the Department of Revenue, which included the adoption and approval of related ordinances imposing these taxes.

Two bills were prepared, Bill No. 15-010, imposing the local use tax (Proposition 1) and Bill No. 15-011, authorizing the continuation of the application and collection of local sales tax when titling motor vehicles, trailers, boats and outboard motors (Proposition 2). These bills will be presented for a first reading later, during the meeting. Once the final reading has been given, which is anticipated to occur on May 5<sup>th</sup>, the necessary documents will be forwarded to the state. Upon receipt of this information, the state will send confirmation documenting the effective date of the tax. Vance anticipated this tax to take effect within the first few months of the 2015/16 fiscal year.

**Re: ARP/Finance/Collection Office Manager – Position Description**  
*(Resolution No.1995-15, to follow)*

Vance's next item on the agenda was regarding the revision of the ARP/Finance/Collection Office Manager position description. She explained that, with the retirement of the current City Collector, Phyllis Nelson, restructuring measures were necessary for the distribution of duties in the ARP, Finance and Collection Offices.

During the evaluation process, staff determined the need for the current ARP Fiscal Assistant II, Debbie White, to absorb additional duties and responsibilities of these offices. With the restructuring, Vance believed the position would be better classified as Office Manager since it would require office responsibilities of both offices, as well as Accounts Payable (currently a function of the Finance Director) and claims processing for the Self-Insurance Fund (currently a function of the City Collector).

Vance advised that White would begin the training phase immediately; however, would not officially assume the role of Office Manager until Nelson retires.

**Re: Payroll Amendment No. 4 – ARP/Finance/Collection Office Manager**  
*(Bill No. 15-012 Emergency Reading, to follow)*

Also addressed by City Clerk Vance at this time, was a request for Council to give an emergency reading, requiring a 2/3 majority vote, to Bill No. 15-012, to follow. This bill, if approved, would reclassify the new position (Fiscal Assistant II/Office Manager) from a Grade 6 to a Grade 9. White's Grade/Step compensation would increase from a Grade 6/Step 7 to a Grade 9/Step 5 to reflect the additional duties and responsibilities that the new position will entail. This is in accordance with promotions set forth in the Employee Guide to

Success. The increase would be effective May 1, 2015, with Council approval. Fiscal impact of this restructuring would be less than \$400.00 for the remainder of the fiscal year.

**PHYLLIS NELSON – CITY COLLECTOR**  
**Re: Approval, 2011 Personal Property Tax Abatements**

City Collector Nelson made a request for Council approval to write-off the 2011 delinquent personal property taxes totaling \$28,278.39, since State Statutes prohibit taking legal action against delinquent personal property taxes that are more than three years past due. She added that this amount may decrease prior to actual write-off date of June 30, 2015. Nelson stated that this would be the final year for this procedure, since the county will assume the responsibility of collections in the future. According to the Collector, a higher percentage of these taxes are being paid since city tax collection is being performed by the county. She believed this was because county taxes must be paid prior to purchase/renewal of car license plates. Motion was made by Council Member Lionberger to approve the request of the City Collector. Motion was seconded by Council Member Dobson.

Motion carried.

**Re: Approval, End of Fiscal Year Budget Adjustments**

Next, Nelson sought Council approval of 2014-15 fiscal year-end budget adjustments. She explained that the requested adjustments would be done, as necessary, for each fund between expenditure lines and possibly departments. She assured Council that no money would be adjusted between funds without Council's permission. Nelson advised that this housekeeping task, that requires Council approval, is done each year. Motion was made by Council Member Hark to approve Nelson's request. Motion was seconded by Council Member Locke.

Motion carried.

**Re: Budget Amendment No. 2 – Additional Revenues & Expenditures**  
*(Resolution No. 1996-15, to follow)*

Nelson's final item on the evening's agenda was the introduction of Resolution No. 1996-15. She explained that this resolution was necessary because of many unanticipated changes, donations, etc. The Collector added that all donations or insurance reimbursements must be received into a revenue line, per auditors' instructions. Changes were as follows:

- **Account 45 (Capital Fund)** – Airport Improvement Project which occurred during two fiscal years
- **Account 45 (Capital Fund)** - Drill Press purchase, by Street Department, necessary to assist with retrofitting truck snow blades
- **Account 40 (Self-Insurance Fund)** – internal change necessary because of new requirements implemented by the Affordable Healthcare Act
- **Account 81 9 P&F Retirement Fund)** - Unanticipated turnover, due to staff retirement

- **Account 10 (General Fund)** – Assorted changes, donations, etc. that were not anticipated.

The additional expenses for the General Fund and Sales Tax Capital Fund, according to Nelson, would be offset by the increase in the sales tax revenues that the City has experienced in the past few months. Resolution No. 1996-15 regarding Amendment No. 2 of the 2014/15 FY Budget, would adjust these items to correct the current budget. This will be presented for Council approval later in the meeting.

### **RESOLUTION NO. 1995-15**

#### **A RESOLUTION AUTHORIZING AMENDMENT OF THE JOB DESCRIPTION OF THE ACCOUNTS, RECORDS AND PAYROLL FISCAL ASSISTANT II TO THAT OF ARP/FINANCE/COLLECTION OFFICE MANAGER**

Motion was made by Council Member Locke to have the City Clerk read Resolution No. 1995-15, and call the roll for adoption. Motion was seconded by Council Member Hark.

Motion carried.

#### **Roll Call**

**Present:** Council Members Dobson, Lionberger, Mayor Hark, Council Members Van Hoose, Hark and Locke - 6

**No:** -0-

**Absent:** Mayor Pro Tem Knickerbocker - 1

Mayor Hark declared Resolution No. 1995-15, duly approved and adopted on this date.

### **RESOLUTION NO. 1996-15**

#### **A RESOLUTION AMENDING THE FY 2014/2015 BUDGET (NO. 2) TO RECOGNIZE ADDITIONAL REVENUES AND EXPENDITURES RELATIVE TO DELAYED GRANT PROJECTS, UNANTICIPATED EXPENSES AND REVENUES**

Motion was made by Council Member Lionberger to have the City Clerk read Resolution No. 1996-15, and call the roll for adoption. Motion was seconded by Council Member Dobson.

Motion carried.

#### **Roll Call**

**Present:** Council Members Dobson, Lionberger, Mayor Hark, Council Members Van Hoose, Hark and Locke - 6

**No:** -0-

**Absent:** Mayor Pro Tem Knickerbocker - 1

Mayor Hark declared Resolution No. 1996-15, duly approved and adopted on this date.

**BILL NO. 15-010**

**AN ORDINANCE OF THE CITY OF HANNIBAL, MISSOURI IMPOSING A USE TAX AT THE RATE OF TWO AND ONE-QUARTER PERCENT (2.25%) PURSUANT TO THE AUTHORITY GRANTED BY AND SUBJECT TO PROVISIONS OF RSMO SECTIONS 144.600 THROUGH 144.761; PROVIDING FOR USE TAX TO BE REPEALED, REDUCED OR RAISED IN THE SAME AMOUNT AS THE CITY SALES TAX IS REPEALED, REDUCED OR RAISED; AS APPROVED BY THE DULY QUALIFIED VOTERS OF THE CITY DURING THE APRIL 7, 2015 MUNICIPAL ELECTION**

**FIRST READING**

Motion was made by Council Member Dobson to give Bill No. 15-010 a first reading. Motion was seconded by Council Member Locke.

Motion carried.

**BILL NO. 15-011**

**AN ORDINANCE OF THE CITY OF HANNIBAL TO CONTINUE THE APPLICATION AND COLLECTION OF THE LOCAL SALES TAX ON THE TITLING OF MOTOR VEHICLES, TRAILERS, BOATS, AND OUTBOARD MOTORS THAT WERE PURCHASED FROM A SOURCE OTHER THAN A LICENSED MISSOURI DEALER; AS APPROVED BY THE DULY QUALIFIED VOTERS DURING THE APRIL 7, 2015 MUNICIPAL ELECTION**

**FIRST READING**

Motion was made by Council Member Hark to give Bill No. 15-011 a first reading. Motion was seconded by Council Member Lionberger.

Motion carried.

**BILL NO. 15-012**  
*(As amended)*

**AN ORDINANCE AMENDING THE FISCAL YEAR 2014/2015 PAYROLL  
ORDINANCE (NO. 4) RELATIVE TO THE ARP FISCAL ASSISTANT II POSITION  
RECLASSIFYING TO THAT OF ARP/FINANCE/COLLECTION OFFICE MANAGER**

**EMERGENCY READING**

Motion was made by Council Member Locke to have the City Clerk give Bill No. 15-012, as amended, an emergency reading and call the roll for adoption. Motion was seconded Council Member Hark.

Motion carried.

**Roll Call**

**Present:** Council Members Dobson, Lionberger, Mayor Hark, Council Members Van Hoose, Hark and Locke - 6

**No:** -0-

**Absent:** Mayor Pro Tem Knickerbocker - 1

Mayor Hark declared Bill No. 15-012, as amended, duly approved and adopted on this date.

**ADJOURNMENT**

Motion was made by Council Member Dobson to adjourn the meeting. Motion was seconded by Council Member Lionberger.

Motion carried.